

# 14. Occupational Safety Regulations<sup>158</sup>

## 1. Goal

The purpose of the Regulation is to regulate the requirements of safe working that does not endanger health, as well as the related responsibilities and scopes of authority, based on Act XCIII of 1993 on Occupational Safety and the implementing legislation and standards.

## 2. Scope of Application

The Occupational Safety Regulation applies to:

- The premises of the Dharma Gate Buddhist College, all its organizational units, and the employees working at the workplace,
- the employees seconded to the College,

## 3. References

- Act XCIII of 1993 on Occupational Safety
- Decree 5/1993 (XII. 26.) of the Ministry of Labor on the implementation of certain provisions of Act XCIII of 1993 on Occupational Safety
- Decree 33/1998 (VI. 24.) of the Ministry of Health on the medical examination and assessment of occupational, professional, and personal hygiene suitability.
- Joint Decree 3/2002 (XI. 8.) of the Ministry of Social and Family Affairs and the Ministry of Health on the minimum safety and health requirements for work equipment and its use.
- Decree 10/2016 (IV. 5.) of the Ministry for National Economy on the minimum safety and health requirements for work equipment and its use.
- Decree 50/1999 (XI. 3.) of the Ministry of Health on the minimum health and safety requirements for work performed in front of a screen

## 4. Regulation of Activities

### 4.1 Occupational Safety Tasks

#### 4.1.1. Rector

- Ensures that the College's occupational safety activities are defined in accordance with the laws on occupational safety and the implementing legislation.
- Approves the budget necessary for carrying out the College's occupational safety tasks.
- Is required to have the risks endangering the employees' health and safety assessed in terms of quality and, if necessary, quantity, with particular attention to the work equipment used, hazardous substances and chemical preparations, the burdens placed on employees, as well as the design of the workplaces. Based on the assessment, to take preventive measures to ensure the improvement of working conditions.
- Ensures that only employees with appropriate qualifications are employed in positions requiring specific qualifications.
- Ensures the following within the units under their supervision:
  - o the promotion of a safety-focused attitude,
  - o the setting of goals and implementation of programs aimed at minimizing risks,
  - o the occupational safety training of employees.
- Ensures that employees attend the prescribed periodic occupational health examinations and screening tests.

<sup>158</sup> Prepared by: Miklós Hegedűs, occupational safety engineer, work safety expert of the Hungarian Chamber of Engineers. Certificate number: 35/2014M. Approved by the Senate by Resolution No. 27/2022 (07.14) dated 14 July 2022.

- Ensures that a trained first aid provider is available during working hours.
- Facilitates inspections by the authorities and takes action to remedy any deficiencies identified during the inspection.
- Ensures the development of occupational safety provisions – instructions and regulations.
- Ensures that the provision of social facilities complies with the requirements set out in the legislation.
- For necessary maintenance or renovation work at the College's premises, establishes in the contracts with the executing companies the safety requirements that ensure guarantees for the College.
- Is responsible for the physical safety of the employees under their supervision, for ensuring safe working

conditions that do not endanger health, for maintaining equipment in a safe condition, for eliminating hazards and harmful factors, for improving working conditions, and for developing the work environment.

- Continuously ensures and monitors the order and cleanliness of the workplaces.
- Participates – or ensures the participation of an appointed representative – in the preparation and review of workplace risk assessments.
- Supervises or ensures the supervision of students completing their practical training at the College and provides oversight for them.
- Investigates or ensures the investigation of serious work accidents, work accidents, and extraordinary events as prescribed, records them, and reports them.
- In the event of an accident, ensures – or ensures through an appointed representative – prompt first aid and medical care, and the preparation of a report on the work accident.

#### 4.1.2. Occupational Safety Representative

- Monitors and applies occupational safety legislation, standards, and information.
- Organizes occupational safety training sessions and examinations.
- Monitors occupational health examinations and screening tests, and checks compliance with any issued employment restrictions.
- Participates in the risk assessment and its review.
- Participates in the investigation of work accidents and gathers information about the circumstances of the accident.
- Ensures the procurement of first aid equipment, and the periodic inspection and replenishment of its contents.

#### 4.1.3. Employee Responsible for Company Vehicle Use

- Ensures that only vehicles meeting the regulations and possessing a valid registration certificate are allowed on public roads.
- Regularly inspects or ensures the inspection of the condition of vehicles and their safety equipment and accessories; in case of deficiencies, takes measures to eliminate them and ensures that the vehicle is not used during this period.
- Ensures that only employees with a valid driving license and employer's authorization are allowed to drive vehicles.

### *4.2. Occupational Safety Requirements for Employee Employment*

#### 4.2.1. Regulations Regarding Employee Employment

At the College, an employee may only be employed if they meet the following conditions for performing their job:

- Their occupational health suitability is appropriate.
- They meet the moral requirements established and generally expected at the College.
- They possess the skills necessary to perform the work.

The procedures for medical fitness examinations are set out in a separate regulation.

#### 4.2.2. Regulations on the Employment of Persons with Occupational Safety Qualifications

Taking into account the provisions of Decree 5/1993 of the Ministry of Labor, the College is classified as a category II/B hazard-level enterprise.

The College is required to employ at least the number of occupational safety qualified employees prescribed by law (dependent on the current corporate staff size) to perform occupational safety activities, which at the time of issuing this Regulation requires employing one person with an intermediate-level occupational safety qualification for one hour per day.

### *4.3. The Procedures of Occupational Safety Trainings and Reporting*

The procedure of occupational safety trainings and reporting is regulated by the "Procedure of Safety Technical Trainings."

### *4.4. Provisions Regarding Work Execution*

The College ensures the conditions for safe working that does not endanger health – taking into account the provisions of this Regulation –

and cooperates with the employee in implementing the requirements of the work environment.

#### 4.4.1 Occupational Safety Obligations and Rights of Employees

##### 4.4.1.1. Obligations

- a.) The employee may only perform work in a condition fit for safe working,

complying with the rules for safe work execution that does not endanger health.

The employee is obliged to cooperate with colleagues and perform their work in a manner that does not endanger their own or others' health and physical safety.

In particular, the employee is obliged to:

- ensure, to the extent expected of them, the safe condition of the work equipment provided, and use it according to its intended purpose and the employer's instructions,
- wear clothing that does not endanger their health and physical safety during work,
- regularly inspect their work area and maintain discipline, order, and cleanliness there,
- acquire the knowledge necessary for the safe performance of their work and apply it during work,
- participate in the medical examinations prescribed for them,
- immediately inform the employer of any hazardous irregularities, manage the irregularity to the extent expected of them, eliminate it without posing danger to themselves or others, or request action from their supervisor.
- immediately report any accident, injury, or illness.

b.) The employee may not arbitrarily disable, remove, or alter safety devices.

c.) The employee is obliged to cooperate with the employer and its representatives responsible for occupational safety, occupational health, and occupational safety advocacy in complying with official measures taken to maintain a healthy and safe work environment, as well as in implementing the employer's hazard elimination measures.

#### 4.4.1.2. Rights

a.) The employee is entitled to require from their employer:

- the conditions for safe working that does not endanger health,
- the provision of knowledge necessary for safe working that does not endanger health, and the opportunity for training,
- the provision of equipment, work tools, and protective devices necessary for occupational safety during work.

b.) The employee shall not suffer any disadvantage for acting to enforce the requirements of safe working that does not endanger health, or for making a good-faith report regarding an alleged omission by the employer.

c.) The employee is entitled to refuse work if it would directly and seriously endanger their life, health, or physical safety, or if complying with the employer's instructions would directly and seriously endanger others.

#### 4.4.2. General Provisions for Work Execution

##### 4.4.2.1. The Personal Requirements for work execution

The employee is obliged to appear for work at the workplace according to the work schedule and at the designated time in a condition fit for work.

A condition fit for work shall be considered as:

- if the employee possesses mental and physical capacity (e.g., shows no signs of illness, is not injured, is free from the influence of drugs and alcohol, etc.),
- if the employee has documented possession of the professional and safety-technical knowledge required for their job position,
- has participated in the prescribed occupational health fitness examination and has been declared fit for work by the occupational health physician.

The competent workplace manager must regularly verify that the requirements are met, while the

occupational safety officers conduct random inspections.

#### 4.4.2.2. Rules of Conduct

An employee may only be assigned work or perform activities for which they are medically fit and possess the knowledge, skills, and proficiency necessary for safe working that does not endanger health. An exception is made for activities related to accident prevention, first aid, or significant damage control.

The employee is required to immediately report any injury or illness sustained during work to their immediate workplace supervisor. In case of impediment, the person who witnesses the incident is responsible for reporting it.

The employee is obliged to use the machines, equipment, materials, and all types of protective devices and tools within their scope of activity according to their intended purpose. They maintain order in their work area as well as in the health and social facilities located there.

### *4.5 Occupational Safety Requirements for Workplaces*

#### 4.5.1 General Obligations of the Employer

The employer and unit managers are responsible for applying ergonomic principles when establishing the relationship between the work equipment, the workplace (work environment), and the employee.

The employer and unit managers are obliged to ensure that the workplaces, work equipment, as well as the tools and devices, are regularly cleaned and maintained in accordance with hygiene requirements. Within this, they must ensure:

- the necessary extermination of insects and rodents,
- regular cleaning of indoor workplaces at frequencies appropriate to their use. The employer and

unit managers are required to ensure:

- The regular and continuous technical maintenance of workplaces, work equipment, tools, and devices, and the prompt elimination of any defects that pose a danger to employees' safety or health.
- The regular maintenance and operational inspection of safety devices and equipment intended for hazard prevention and signaling.
- Ensuring that rescue and evacuation equipment is kept in easily accessible locations and in operational condition.
- Ensuring that employees and their occupational safety representatives receive prior information about all planned occupational safety measures concerning the workplace.

#### 4.5.2. Procedure for Ensuring First Aid Provision

The employer must ensure that there is a trained first aid provider at the workplace. First aid equipment must be kept constantly ready for use and always maintained in a fully stocked condition. Used or expired items must be replaced and replenished.

First aid equipment must be kept in a clearly visible, easily accessible location suitable for first aid.

The designated first aid area must be clearly marked, and the name(s) of the first aid provider(s), along with their phone number or other contact information, must also be posted in a clearly visible location.

#### 4.5.3. Design of Workstations with Display Screens

To protect employees' health, both existing and new workstations with display screens at the College must be designed to comply with the health and safety requirements set out in Decree 50/1999 (XI. 03.) of the Ministry of Health.

A list of workstations with display screens must be prepared by organizational unit (Annex 3) containing the following information:

- the name of the workstation with a display screen,
- the activity performed at the workplace, broken down by employee
- the name(s) of the employee(s) working at the workplace.

The list must be sent to the occupational safety specialist whenever there are changes.

During risk assessment or when changes occur in working conditions, the design of those workstations with display screens must be checked where the employee uses the screen device for at least 4 hours of their daily working time.

The occupational health service provider conducts the vision examination or arranges for an ophthalmological specialist examination based on the list provided by the employer or their delegate.

Following the initial vision examination and, if necessary, the ophthalmological specialist examination, repeat examinations must be carried out as part of periodic occupational health examinations as needed, but at least every two years.

The work of employees in screen-based positions must be organized so that it is interrupted by at least 10 minute breaks every hour that cannot be combined, and the total actual time spent working in front of the screen must not exceed 6 hours per day. The 10-minute breaks every hour do not necessarily constitute rest periods;

during this time, the affected employee performs other work tasks that do not involve screen use.

#### *4.6. Reporting, Recording, and Investigation of Work Accidents*

##### *4.6.1. Accident Reporting and Procedure*

Work accidents resulting in the employee being incapacitated for more than three working days, as well as occupational diseases and cases of increased exposure, must be reported, investigated, and recorded.

The injured person or the person who witnesses the accident is obliged to report the accident without delay to the person directly supervising the work. If the injured party fails to fulfill this obligation for reasons attributable to them, the injured party bears the burden of proving that the accident occurred during or in connection with work during the employer's investigation of the accident.

The employer must determine whether every reported or known accident is to be classified as a work accident. If it is not considered a work accident, the employer must notify the injured party, or in the case of a fatal accident, their relatives, about this decision and the possibility of legal remedy.

After 3 years from the occurrence of the work accident, the employer is no longer obliged by law to report, investigate, or record the work accident. In other respects, the civil law statutes of limitation shall apply.

The employer is obliged to immediately report any serious work accident to the occupational safety authority. The scene may only be altered before the completion of the investigation to prevent further accident hazards and significant material damage; however, the scene must be documented by photographs, drawings, or other means to facilitate the investigation of the accident.

##### *4.6.2. Investigation and Recording of Work Accidents, Occupational Safety Training*

The employer must promptly investigate every work accident resulting in incapacity for work and record the results of the investigation in a report. The physician of the occupational health service provider must be informed about the initiation of the investigation. The physician of the occupational health service provider decides on medical involvement in the investigation.

In the case of a serious work accident, the physician of the occupational health service provider must participate in the investigation. The circumstances of work accidents that do not result in incapacity for work must also be clarified. During the investigation of work accidents and occupational diseases, the triggering and contributing material, organizational, and personal causes must be identified, and based on this, the employer must take measures to prevent work accidents and occupational diseases.

The investigation of work accidents is considered a workplace safety specialist activity.

The employer must allow the occupational safety representative to participate in the investigation of the work accident.

The investigation must be conducted under the supervision of the occupational safety specialist, and the persons and organizations designated by them are obliged to participate in the investigation. The investigation must be documented in a hearing report and must include:

- the background of the accident,
- the description of the accident, photographs, sketches, etc., of the scene,
- the consequences and findings of the accident,
- the causes of the accident,
- the preventive measures taken to avoid similar incidents, and the person responsible for implementing these measures,
- the deadline for the implementation of the measures.

Following the investigation of a work accident causing incapacity, a work accident report must be prepared based on the hearing report in accordance with the Occupational Safety Act.

All work accidents and their circumstances must be presented during recurring occupational safety training sessions; in the case of a serious work accident, employees must be informed within two weeks after the investigation concludes through special training.

#### 4.6.3. Possibility of Legal Remedy for Employees

If the injured party disputes the employer's actions or omissions regarding the reporting or investigation of the work accident, or if the affected employee objects to the failure to investigate an occupational disease, or disputes the employer's determination of the severity of the injury, they may submit a report electronically or by other means to the territorially competent occupational safety authority. Based on the employee's report, the occupational safety authority will initiate and conduct the procedure ex officio.

#### *4.7. Rules for the Mánfa Retreat Center and Other Educational Sites of the College*

The Occupational Safety Regulation must be properly applied to all educational sites of the College, including, for example, the Mánfa Retreat Center.

Employees and students present at the educational sites must be provided with appropriate information regarding safety, accident prevention, fire protection, and the proper use of the site.

### 5. Prevention Strategy

#### *5.1. Scope of the Strategy*

In accordance with Section 54 (1) g of Act XCIII of 1993 on Occupational Safety, the following unified and comprehensive strategy is established to implement safe working conditions that do not endanger health within the employer's area and scope of operations, in compliance with applicable laws and standards. Its scope extends to the employer's work processes, technology, work organization, working conditions, social relations, and the impact of workplace environmental factors.

Its personal scope extends to employees in an employment relationship with the College, seconded employees, and individuals present within the scope of work activities.

#### *5.2. Principles*

The employer develops the strategy taking the following principles into account.

- the avoidance of hazards,
- the assessment of unavoidable hazards,
- the elimination of hazards at their source,
- taking human factors into account in the design of the workplace, selection of work equipment, and work processes, with particular attention to reducing the duration and harmful effects of monotonous or paced work, as well as work scheduling,
- the substitution of hazards with harmless or less hazardous alternatives.
- the priority of collective technical protection over individual protection,

- providing employees with appropriate instructions.

Occupational safety measures and work activities must take the above general principles into account, except where laws, standards, or operating instructions provide otherwise.

### 5.3. Work Processes

For work processes where employees may be exposed to hazards, unless otherwise specified by separate legislation, closed technology must be used; if this is not feasible, safety devices, personal protective equipment, and organizational measures—applied individually or in combination as needed—must be implemented. This must also be applied to individuals present within the scope of work activities.

The following work processes may only be carried out by persons with specific qualifications and/or experience.

Work Process	Name of Qualification
There are no such work processes.	-

### 5.4. Technology

Technologies, work equipment, and devices must be inspected at the following frequencies to maintain safe conditions:

Name	Inspection Period
Protective conductor inspection of electrical installations in buildings subject to the scope of Decree 8/1981 (XII. 27.) on Touch Protection Regulations for Communal and Residential Buildings.	Every 6 years
Protective conductor inspection by a qualified electrician of electric hand tools subject to the scope of Decree 10/2016 (IV. 5.) of the Ministry for National Economy on the minimum safety and health requirements for work equipment	Yearly
Inspection of electrical safety compliance for other electrical equipment.	Every 3 years
Fire safety inspection of electrical equipment subject to Decree 54/2014 (XII. 5.) of the Ministry of the Interior on the National Fire Protection Regulations: a) For premises or outdoor areas used for the production, processing, storage, or use of explosive substances in quantities exceeding 300 kg or 300 liters, at least: b) In other cases, at least:	Every 3 years  Every 6 years
Inspection of non-hazardous work equipment – if its safety may depend on installation conditions	after installation but before commissioning
Hazardous technology and work equipment classified as hazardous under Section 21 (2) of the Occupational Safety Act	Every 5 years

### 5.5. Work Organization

An employee may only be assigned to work if

- they possess the appropriate physiological capabilities to perform it,

- their employment does not adversely affect health, physical integrity, or, in the case of minors, healthy development,
- their employment does not pose a risk to their offspring,
- does not endanger the health or physical safety of others, and has been deemed fit for the work in accordance with the provisions of separate legislation.

Health suitability must be determined based on preliminary and periodic medical examinations.

Where hazards exist, working alone is prohibited, and only employees who have received training covering this are allowed to enter such areas.

At workplaces where employees of different employers work simultaneously, work activities must be coordinated so as not to pose a danger to those working there or to individuals present within the scope of the work. As part of the coordination, the affected employees, their occupational safety representatives, and individuals present within the scope of work must be informed especially about health and safety risks and preventive measures. The employer designated in the contract by the parties is responsible for implementing the coordination; in the absence of such a provision, responsibility lies with the person or organization exercising actual control, or if none, with the person primarily responsible for the workplace, and if none, then with the person whose premises the work is being carried out on.

#### 5.6. Working Conditions

An adequate quantity of drinking water that meets health regulations must be provided for every employee. The employer provides drinking water from the public utility network.

Appropriate facilities for changing clothes, washing, hygiene, meals, rest, and warming must be provided to every employee according to the workplace and nature of the work. At the following workplaces, the employer shall provide the above facilities in accordance with the nature of the workplace as follows:

Work place	Provided Facilities
In the premises of Dharma Gate Buddhist College at 11 Börzsöny utca, 1098 Budapest	washroom, kitchen-dining area

Order, cleanliness, and the management of generated pollutants and waste must be ensured in accordance with the workplace and nature of the work. Communal waste is collected in covered waste containers, which are emptied daily by the cleaning contractor.

The following safety and health protection signs must be used at the workplace:

Work place	Sign
In the premises of Dharma Gate Buddhist College at 11 Börzsöny utca, 1098 Budapest	First Aid Equipment
In the premises of Dharma Gate Buddhist College at 11 Börzsöny utca, 1098 Budapest	First Aid Room

#### 5.7. Impact of Work Environment Factors

Employees may be exposed to the following environmental factors: summer heat, against which the employer provides protection through ventilation or air conditioning, as well as by supplying protective drinks and breaks.



## 6. Closing provisions

This regulation enters into force on the day of its publication, and simultaneously, the previous version of the regulation shall cease to be effective.

Prepared by: Miklós Hegedűs, occupational safety engineer (CE-MM KFT), work safety expert of the Hungarian Chamber of Engineers. Certificate number: 35/2014M.

This Regulation was approved by the Senate of Dharma Gate Buddhist College by Resolution No. 27/2022 (07.14.).

This Regulation entered into force on 15 July 2022, replacing the previous Regulation prepared by Beáta Torma, certified occupational safety specialist, which was adopted by the Senate by Resolution No. 11/2017 (02.23.) and had been in effect since 1 January 2017.

Dated: Budapest, 14 July 2022.

Gábor Karsai rector

### Annexes:

MSZ Annex 1: Hearing Report

MSZ Annex 2: Definitions