

ORDINANCE ISSUED BY THE FEDERAL MINISTER FOR EMPLOYMENT AND SOCIAL SERVICES RELATING TO HEALTH AND SAFETY DOCUMENTATION (DOK-VO)

(BGBl. No. 478, lastly amended by BGBl. II No. 53/1997)

The following order has been issued by the Federal Minister for Employment and Social Services on the basis of §§ 5 and 18 Z 1 of the Federal Act on Health and Safety Protection at Work (Employee Protection Act – ASchG), BGBl. No. 450/1994, and by the Federal Minister for Employment and Social Services in conjunction with the Federal Minister for Economic Affairs, on the basis of § 132 Para. 3 Z 6 in conjunction with § 18 Z 1 ASchG, for companies and occupations which are subject to the 1994 Industrial Code, BGBl No. 194:

General Provisions

§ 1. (1) The Health and Safety Protection Document is to be structured in a clear and lucid manner. Similar jobs or work processes or risk areas can be combined in the document. Health and Safety documentation issued for a workplace is to be structured in a coherent form where possible.

(2) The documentation can also be in a graphic form where this is appropriate, in particular by the use of icons, plans, layouts and sketches.

(3) The documentation can also be EDP supported. All persons entitled to do so must be guaranteed access to the health and safety protection documentation. Where adequate access is not ensured by another method, a print-out of the health and safety protection documentation must be available for inspection.

Contents

§ 2. (1) The Health and Safety Protection document must in all cases contain the following:

1. Information about the person who has ascertained and assessed the risk; if the risk has been ascertained and assessed by more than one person additional information about their area of responsibilities; information about any experts to be called in for measurements, calculations and analyses;
2. Information about the date or period during which the risk was first ascertained and assessed;
3. Information about the area to which the Health and Safety document relates (particularly job, work area, organisational unit, workplace) and about the number of employees working in this area at the time at which the risk was ascertained and assessed;

4. The risks ascertained;
5. The technical and organisational risk-prevention measures,
6. Additional information relating to responsibility for the implementation and implementation deadline in the case of any planned measures which cannot be implemented immediately.

(2) If this relates to the area to which the Health and Safety Protection document applies, it must also contain:

1. Determination of the jobs or work areas for which suitability tests, follow-up tests, tests for the effect of noise or other specific tests are planned pursuant to Section 5 of the ASchG;
2. Determination of the work for which proof of expertise is required within the meaning of § 63 ASchG;
3. Information about the personal protective equipment required;
4. Information about areas which are to be specifically earmarked or for which there is restricted access;
5. Arrangements for serious and immediate risk within the meaning of § 3 Para. 3 and 4 ASchG.

(3) If this relates to the area to which the Health and Safety document applies, it must also contain:

1. A list of the hazardous working materials used within the meaning of § 40 ASchG;
2. A list of the work equipment required for testing within the meaning of § 37 ASchG, all and any inspection plans; any maintenance schedules for work equipment;
3. Fire safety regulations, evacuation arrangements, protection from explosion documents.

(4) The documents listed in Section 3 can also be administered separately. In this case the Health and Safety Protection document must contain a reference to these documents.

(5) If hazardous working materials are used in the area to which the Health and Safety Protection document relates, for which the limits specified pursuant to § 45 ASchG apply, the MAK –values or the TRK –values applicable are to be specified in the document.

(6) If harmonised European standards (EN or ONORM EN), OVE Regulations, accident prevention regulations, technical guidelines or other recognised technical regulations form the basis of the determination of the ONORMEN risk prevention measures, these are to be specified in the Health and Safety Protection document.

§ 2a. The Health and Safety Protection documentation for work places which employ no more than 10 workers on a regular basis and in which no risks are present, and for which protection measures are to be ascertained, can be structured in accordance with the Appendix to this Regulation.

Review and Adjustment

§ 3. (1) In the event of a review and adjustment in the determination and assessment of risk or risk prevention measures within the meaning of § 4 Para. 4 and 5 ASchG the Health and Safety Protection documentation must also be adjusted.

(2) The Health and Safety Protection document must show who has undertaken the review and adjustment of the determination and assessment of the risk, the date on which this was done and the area to which this relates.

Persons Responsible

§ 4. The Health and Safety Protection document must show which individuals within the organisation are responsible for health and safety protection matters or which sections within the organisation will provide more detailed information about the individuals and services with specific responsibilities in this sphere.

Entry into Force

§ 5. (1) This ordinance comes in to force on the day after it has been announced.

(2) § 2a The ordinance version BGBl II No. 53 comes into force on 1st January 1997.

Health and Safety Protection Document

For work places of up to 10 employees confirmed as presenting no risk to employees during the risk determination and assessment proceedings, for which protective arrangements *are* to be specified

Description of workplace:	
Address:	
Number of employees at the time of risk assessment:	

No risk to employees was found during the risk determination and assessment (§ 4 ASchG) for which protective measures would have to be specified.

Assessment carried out by:	
Date, signature:	