

The entire process of evaluation takes a certain time to be completed - from several weeks to several months depending on the size and complexity of the legal entity.

A holder of a certificate has a duty, among other things, to perform a complete internal audit on an annual basis. The regional labour inspectorate executes random inspections at the legal entities awarded a certificate during the period the certificate is valid and focus in particular on changes appearing in either the conditions for evaluation or occurring on the part of the legal entity in the previous period. The certificate expires after three years upon which it is necessary to carry out the entire process again on the basis of a new application.

• **What is there to gain from participating in the “Safe Enterprise” Scheme and what are the costs?**

A legal entity awarded the “Safe Enterprise” Certificate will gain a transparent and functional OSH management system resulting in a higher level of OSH, a basic requirements for implementation of an integrated management system for the legal entity. The legal entity will gain all of the above-mentioned **absolutely free of charge** without the necessity to pay any charges. In addition, the legal entity has access to a free-of-charge consultancy service from the regional labour inspectorate in the course of the entire process of the Scheme’s preparation and implementation or presentation of the Scheme to top management, pursuant to Act No. 251/2005 Coll. on the regulation of labour inspection.

Participation in the “Safe Enterprise” Scheme is of course absolutely voluntary. The award improves the holder’s reputation in a significant manner.

**The above-mentioned information is limited to basics; additional information is available in the instruction manual or during consultations at the regional labour inspectorate.**

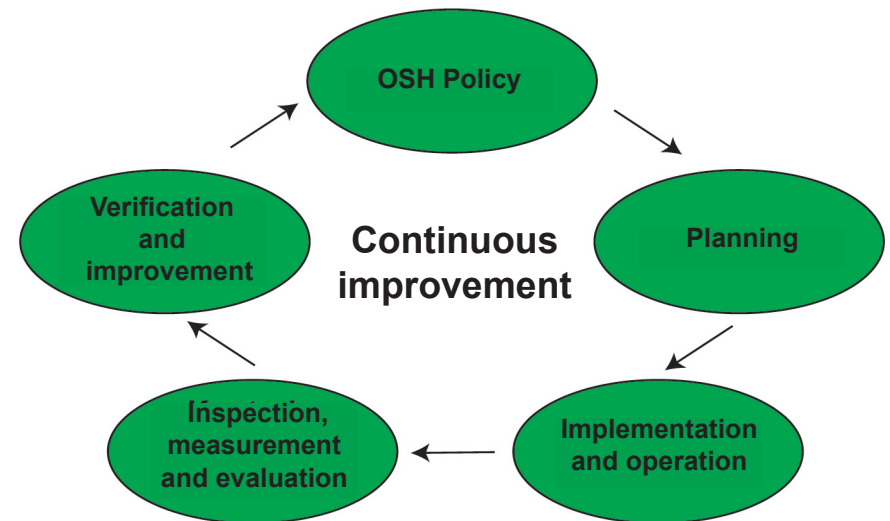
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STATE LABOUR INSPECTION OFFICE

# Safe Enterprise

Occupational Safety and Health Management System



## “Safe Enterprise” Scheme

### • Introduction

The “Safe Enterprise” Scheme introduced by the Ministry of Labour and Social Affairs of the Czech Republic and the State Labour Inspection Office enables legal entities - employers that have decided to participate in the Scheme to implement the OSH Management System compliant not only with Czech regulations but also with regulations applicable in EU member states.

At present, one of the widely respected documents pertaining to the area of Occupational Safety and Health (OSH) in Europe refers to the OHSAS 18001 document and the ILO-OSH 2001 instruction manual. The “Safe Enterprise” Scheme is based on these particular documents. In addition, the Scheme incorporates the principles and rules applied by ISO 14001 and ISO 9001 system standards.

### **The “Safe Enterprise” Scheme can therefore contribute to the implementation of the respective company’s integrated management system in a significant manner.**

At present, the Safe Enterprise – occupational safety and health management system is used. The full text version of the applicable “Safe Enterprise” Scheme is available on the official website of the State Labour Inspection Office ([www.suip.cz](http://www.suip.cz)).

### • What to do

A legal entity considering participation in the “Safe Enterprise” Scheme should first ask for the updated version of the “Safe Enterprise” Scheme instruction manual containing instructions for the implementation of the OSH management system from their regional labour inspectorate with the respective territorial competence (the location of the legal entity’s registered office is decisive) and to acquaint themselves with the content thereof.

The top management of the legal entity should clearly declare its intention to participate in the Scheme. The top management should provide corresponding organizational, personnel, economic and material support for this purpose as well. Fulfilment of the conditions defined under the “Safe Enterprise” Scheme cannot be carried out by the person qualified to deal with assignments pertaining to the prevention of risks - the inspector in charge of occupational safety and health, however, all managers need to be engaged in cooperation.

In the first place, the legal entity should carry out the so-called internal audit. This means answering all the questions on the check list provided in the instruction manual for the respective legal entity. If the authors of such an “internal audit”

are unable to answer any of the questions, even though the question applies to the respective legal entity, corrective measures must be taken.

The filled-in tables containing control questions must be included in an audit report. The report must state clearly how and in what manner the individual control requirements were fulfilled, in which internal documents information can be found to prove it, etc,

If the legal entity’s management comes to the conclusion that all the questions relating to the legal entity can be answered, “yes-fulfilled”, then the management may apply to the respective regional labour inspectorate for inspection of the fulfilment of the criteria to be met for the purpose of issuing the “Safe Enterprise” Certificate. The necessary sample applications can be found in the instruction manual.

The applicant must substantiate how the criteria were met in the relevant areas from the standpoint of the regional health office, the fire rescue service and, depending on the character of the respective legal entity, that of the Czech Mining Authority as well. Samples of standpoints are also available in the instruction manual. The standpoints of the Czech Environment Inspectorate are provided by the State Labour Inspection Office within the framework of the submitted application for verifying whether the criteria for the “Safe Enterprise” Scheme were fulfilled by the legal entity to the regional labour inspectorate with the respective territorial competence. If the legal entity has a valid EMS certificate, such a standpoint is not required.

The regional labour inspectorate will appoint a team of inspectors and will carry out an inspection at the legal entity’s premises. The inspection will not only focus on the inspection of documents but also on the verification of the fulfilment of the Scheme’s system requirements and on finding whether the individual requirements are really met in practice. A significant source of information for the inspectors will be the answers given by the legal entity’s employees to the questions asked by the inspectors.

If the result of the inspection is positive, which means that no unfulfilled requirements from the check list or other serious defaults have been found, the regional labour inspectorate will inform the State Labour Inspection Office accordingly and give its recommendation to award the “Safe Enterprise” Certificate to the legal entity.

According to well-established practice, these certificates are awarded annually on two dates, namely in spring and in autumn, mostly in May and in October. The relevant legal entity will obtain the “Safe Enterprise” Certificate in Czech and English version with the scheme logo which is registered as the trademark at the Industrial Property Office.

**Holders of the certificate not only have proof that the OSH Management System has been implemented but that it is fully functional in practice as well.**