

 AN TOÀN NAM VIỆT



THE DOCUMENT

ON GROUP 6 OCCUPATIONAL SAFETY TRAINING



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The training materials for Occupational Safety and Health Group 6 are compiled to help workers in Group 6 understand the professional skills of occupational safety and health officers.

PART 1: LEGAL BASIS FOR OCCUPATIONAL SAFETY AND HEALTH ACTIVITIES IN GROUP 6 SAFETY DOCUMENTS

1. Excerpt from the Law on Occupational Safety and Health 2015

Article 74. Occupational Safety and Health Officers.

1. Each production team in production and business establishments must have at least one part-time occupational safety and health officer during working hours. The employer shall decide to establish and promulgate the operating regulations of the occupational safety and health network after agreeing with the Executive Board of the grassroots trade union if the production and business establishment has established the Executive Board of the grassroots trade union.
2. Occupational safety and health officers are direct workers who understand the expertise and techniques of occupational safety and health; are voluntary and exemplary in complying with regulations on occupational safety and health, and are elected by workers in the team.
3. Occupational safety and health officers operate under the management and guidance of the Executive Board of the grassroots trade union, on the basis of the operating regulations of the occupational safety and health network; coordinate on occupational safety and health expertise and techniques in the process of performing tasks with occupational safety and health workers or the department managing occupational safety and health work, medical workers or the medical department at the facility.
4. Occupational safety and health officers have the following obligations:
 - a) Urge, remind, and guide everyone in the team, group, and workshop to strictly comply with regulations on occupational safety and health, preserve safety equipment, and personal protective equipment; remind team leaders, group leaders, and supervisors to comply with regulations on occupational safety and health;
 - b) Supervise the implementation of standards, regulations, processes, and internal regulations on occupational safety and health, detect shortcomings, violations of occupational safety and health, and cases of insecurity and hygiene of machines, equipment, materials, substances, and workplaces;
 - c) Participate in developing occupational safety and health plans; participate in instructing safe working measures for new workers coming to work in the team;
 - d) Propose to the team leader or superior to fully implement labor protection regimes, measures to ensure occupational safety and health, and promptly overcome cases of insecurity and hygiene of machines, equipment, materials, substances, and workplaces;
 - e) Report to the trade union organization or labor inspectorate when detecting violations of occupational safety and health at the workplace or cases of insecurity of machines, equipment, materials, substances with strict requirements on occupational safety and health that have been proposed to the employer but not rectified.
5. Occupational safety and health officers have the following rights:

- a) Be provided with full information on the measures that the employer takes to ensure occupational safety and health at the workplace;
- b) Be allocated a part of working time to carry out the tasks of occupational safety and health officers but still be paid for the time spent on performing the tasks and receive responsibility allowances. The level of responsibility allowance shall be agreed upon by the employer and the Executive Board of the grassroots trade union and recorded in the operating regulations of the occupational safety and health network;
- c) Request workers in the team to stop working to implement measures to ensure occupational safety and health, if there is a direct risk of causing incidents and accidents at work, and take responsibility for that decision;
- d) Be trained and fostered to improve professional qualifications, professional skills, and working methods.

2. Excerpt from Circular 07/2016/TT-BLĐTBXH of the Ministry of Labor - Invalids and Social Affairs issued on May 15, 2016

Article 1. Scope of regulation

This Circular regulates the organization of risk assessment, self-inspection, reporting, interim review, and summary of occupational safety and health work for production and business establishments.

Article 2. Subjects of application

This Circular applies to production and business establishments as prescribed in Clause 1, Article 3 of the Law on Occupational Safety and Health.

Article 3. Organization of occupational safety and health risk assessment

1. For production and business establishments operating in the industries and occupations specified in Article 8 of this Circular, the employer shall apply mandatory occupational safety and health risk assessment and include it in the internal regulations and working procedures.
2. The assessment of occupational safety and health risks shall be carried out at the following times:
 - a) Initial assessment when starting production and business activities;
 - b) Periodic assessment during production and business activities at least once a year, unless otherwise specified by specialized law. The time for periodic assessment shall be decided by the employer;
 - c) Additional assessment when there are changes in raw materials, technology, production organization, or when there is an occupational accident or technical incident causing serious occupational safety and health problems.
3. The assessment of occupational safety and health risks shall be carried out in the following steps:
 - a) Develop a plan for occupational safety and health risk assessment;
 - b) Implement the assessment of occupational safety and health risks;
 - c) Summarize the results of the assessment of occupational safety and health risks.

Article 4. Develop a plan for occupational safety and health risk assessment

1. Determine the purpose, subject, scope, and time for the assessment of occupational safety and health risks.
2. Select methods to identify, analyze risks, and the harmful effects of hazardous factors and harmful factors.
3. Assign responsibilities to departments, workshops, production teams (if any) and individuals in the production and business establishment related to the assessment of occupational safety and health risks.
4. Estimate the cost of implementation.

Article 5. Implement the assessment of occupational safety and health risks

1. Identify hazardous and harmful factors based on reference information from the following activities:
 - o a) Analyze the characteristics of working conditions and related work processes;
 - o b) Inspect the actual workplace;
 - o c) Survey workers about the factors that can cause injuries, illnesses, and health deterioration at the workplace;
 - o d) Review records and documents on occupational safety and health: investigation reports of occupational accidents, technical incidents causing occupational safety and health problems; occupational environment monitoring data; results of periodic health examinations; self-inspection reports of enterprises, inspection reports on occupational safety and health.
2. Analyze the possibility of occurrence and consequences of occupational safety and health problems arising from identified hazardous and harmful factors.

Article 6. Summarize the results of the assessment of occupational safety and health risks

1. Classify the severity of occupational safety and health risks corresponding to the identified hazardous and harmful factors.
2. Identify acceptable risks and measures to reduce risks to a reasonable level.
3. Summarize the results of the assessment of occupational safety and health risks; propose measures to proactively prevent occupational accidents and occupational diseases, improve working conditions, in accordance with the actual situation of the production and business establishment.

Article 7. Guide workers to self-assess occupational safety and health risks

Based on the results of the assessment of occupational safety and health risks, the employer shall determine the content, decide the form, and organize guidance for workers to implement the following contents:

1. Identify hazardous and harmful factors at the workplace;
2. Apply measures to prevent and control hazardous and harmful factors at the workplace;
3. Detect and promptly report to the person in charge of the risk of technical incidents causing occupational safety and health problems, occupational accidents, and occupational diseases.

Article 8. Industries and occupations with high risk of occupational accidents and occupational diseases

1. Mining, coke production, refined petroleum product production.
2. Chemical production, rubber and plastic product production.
3. Metal and metal product production.
4. Non-metallic mineral product production.
5. Construction work.
6. Shipbuilding and repair.
7. Electricity production, transmission, and distribution.
8. Processing and preserving seafood and seafood products.
9. Textile, garment, leather, and footwear production.
10. Waste recycling.
11. Environmental sanitation.

Article 9. Self-inspection of occupational safety and health

1. Employers must stipulate and organize the implementation of self-inspection of occupational safety and health in production and business establishments.
2. The specific content, form, and time limit for self-inspection shall be proactively decided by the employer according to the guidance in Appendix I issued together with this Circular.
3. For production and business establishments operating in the industries and occupations specified in Article 8 of this Circular, the employer must organize a comprehensive inspection at least once every 6 months at the level of the production and business establishment and once every 3 months at the level of workshops, production teams, or equivalent.
4. For production and business establishments operating in industries and occupations other than those specified in Article 8 of this Circular, the employer must organize a comprehensive inspection at least once a year at the level of the production and business establishment and once every 6 months at the level of workshops, production teams, or equivalent.

Article 10. Statistics and reporting on occupational safety and health work

1. Employers must open a logbook to record the contents that need to be reported on occupational safety and health work. Statistical data must be stored in accordance with the law, as a basis for monitoring, analyzing, and proposing policies and solutions for occupational safety and health work.
2. Employers must report on occupational safety and health work annually to the Department of Labor - Invalids and Social Affairs and the Department of Health (directly or by fax, post, email) according to the form prescribed in Appendix II issued together with this Circular. The report must be submitted before January 10 of the following year.
3. The Department of Labor - Invalids and Social Affairs of the provinces and centrally-run cities shall summarize the implementation of occupational safety and health work of production and business establishments located in their localities and send it to the Ministry of Labor - Invalids and Social Affairs according to the form prescribed in Appendix III issued together with this Circular before January 25 every year

Article 11. Interim and final review

1. Every year, the employer must organize an interim and final review of occupational safety and health work, with the following contents: analyze results, limitations, shortcomings, and lessons learned; organize rewards for units and individuals who have done well in occupational safety and health work at the production and business establishment; launch an emulation movement to ensure occupational safety and health.
2. The interim and final review must be carried out from the level of workshops, production teams up to the level of the production and business establishment

Article 12. Implementation clause

1. This Circular takes effect from July 1, 2016.
2. Joint Circular No. 01/2011/TTLT-BLDTBXH-BYT dated January 10, 2011, of the Ministry of Labor - Invalids and Social Affairs and the Ministry of Health guiding the implementation of occupational safety and health work in workplaces shall cease to be effective from the effective date of this Circular.
3. Based on the provisions in Chapter V of the Law on Occupational Safety and Health, Articles 36, 37, and 38 of Decree No. 39/2016/ND-CP and this Circular, employers shall organize the implementation of occupational safety and health work at production and business establishments.
4. During the implementation process, if there are any difficulties, please send feedback to the Ministry of Labor - Invalids and Social Affairs for consideration and resolution./.

FOR THE MINISTER

DEPUTY MINISTER

Doãn Mậu Diệp

3. Principles for organizing the occupational safety and health network in the Group 6 safety document

- All enterprises must organize an occupational safety and health network.
- Occupational safety and health officers are direct workers who understand professional skills, occupational safety and health techniques; are enthusiastic and exemplary in occupational safety and health, and are elected by workers in the team.
- Each production team must have at least one occupational safety and health officer. For jobs that must be done in groups, each group must have an occupational safety and health officer.
- Occupational safety and health officers are not production team leaders.
- The employer shall coordinate with the Executive Committee of the Trade Union to decide on the establishment of the network and recognize occupational safety and health officers.
- The occupational safety and health network is directly managed by the Executive Committee of the Trade Union.

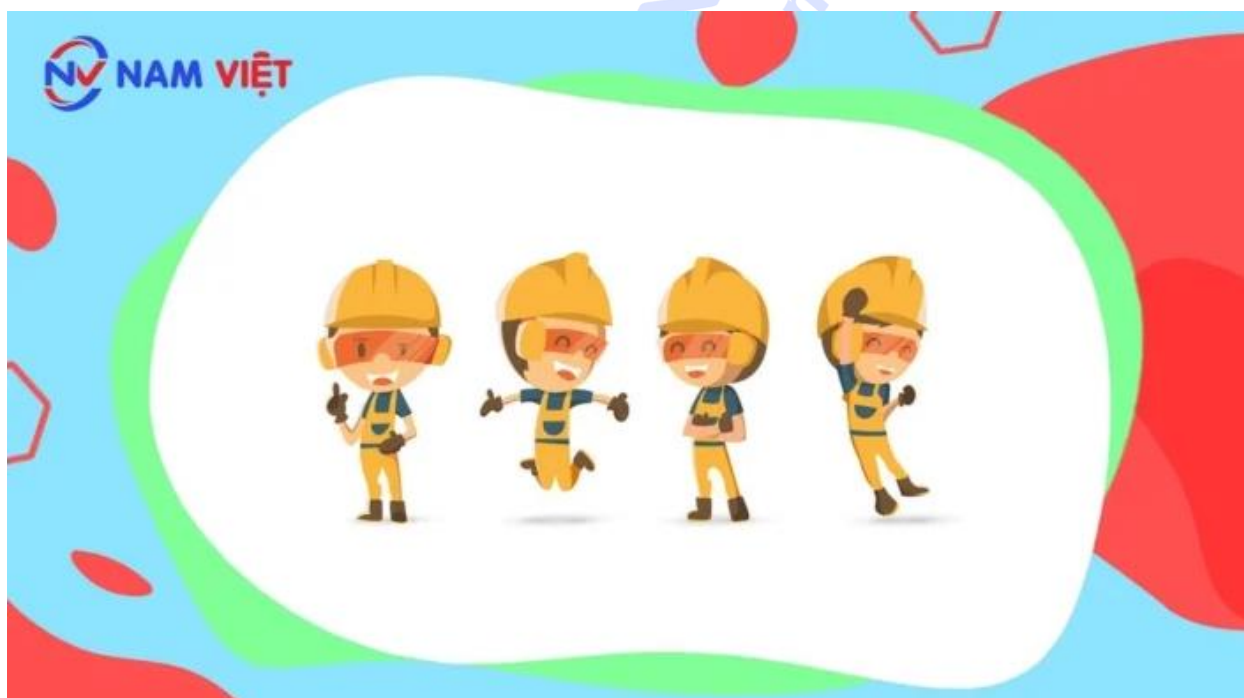
Occupational safety and health officers are allocated a part of their working time to carry out their tasks; they have a working regime, are trained in professional skills, receive allowances, and are encouraged both materially and spiritually.

PART 2: SKILLS AND METHODS OF OPERATION OF OCCUPATIONAL SAFETY AND HEALTH OFFICERS IN GROUP 6 SAFETY DOCUMENTS

1. Operational skills of occupational safety and health officers in Group 6 safety documents

a. Concept

Skill is the ability or capacity of a subject to proficiently perform a task or a series of actions based on understanding (knowledge or experience) to produce the desired result. Thus, skills are formed when we apply knowledge and experience to practice proficiently and skillfully to achieve the best results. Skills are learned through the process of repeating one or a certain group of actions. Skills always have a clear purpose and orientation.



b. The necessary skills of an occupational safety and health officer

Professional skills are those acquired from work and life experiences that can be applied in daily tasks. For an occupational safety and health officer, the more skills they possess, the better they can handle situations, and the closer the achieved results are to the desired goals. However, it is difficult to require a person to have many skills, but for occupational safety and health officers, they must at least synthesize the following necessary skills:

1. Knowledge Skills
 - Thoroughly grasp professional knowledge and have expertise in the current job.
 - Understand the technological process of each product stage within the team or group.
 - Comprehend the technological process of one's own unit, meeting the needs of customers and partners.
 - Closely engage with workers and stay close to the actual workplace.
 - Regularly and continuously perform assigned tasks.
 - Analyze and assess dangerous and harmful factors arising in the labor process and propose timely solutions.
 - Be eager to learn and continuously self-study to improve skills, professional qualifications, expertise, and knowledge to meet job requirements.
2. Communication Skills
 - Be persistent and tactful in persuading to regularly influence the target audience to build self-awareness in labor protection work.
 - Be decisive when necessary if workers violate safety procedures, regulations, and standards.
 - Create a close relationship with the unit's occupational safety and health officers.
 - Be bold and resolute in combating violations of occupational safety and health regulations; quickly and promptly detect unsafe phenomena in the team's production to propose to the manager.
 - Be exemplary in implementing occupational safety and health regulations, procedures, and standards.
 - Propagate and mobilize workers in the team to implement labor protection work; listen to everyone's opinions and suggestions on labor protection work.
3. Incident Handling and First Aid Skills
 - Know how to apply knowledge of law, science, technology, and engineering to resolve incidents.
 - Call on everyone to participate in incident handling together.
 - Request workers in the team to stop working to implement measures to ensure occupational safety and health and handle incidents.
 - Organize on-site first aid for victims of occupational accidents.
4. Summarizing and Reporting Skills
 - Summarize and report on the activities of occupational safety and health officers daily, weekly, monthly, and annually in a concise, easy-to-understand, and succinct manner.
 - Analyze the strengths and weaknesses in the operation process.
 - Provide comments and forecasts for future activities of occupational safety and health officers.
 - Conclude and draw lessons learned from the operation of the occupational safety and health network.

2. Operating regime of the occupational safety and health network in the Group 6 safety document

For the occupational safety and health network to operate effectively, the employer and the grassroots Trade Union need to develop content and operating regimes, as well as content and regimes for the occupational safety and health network.

a. Periodic activities of the occupational safety and health network

During periodic meetings, the Executive Committee of the grassroots Trade Union and the manager must inform the occupational safety and health network of at least the following contents:

- Legal documents, policies, and standards, regulations, codes, and procedures on occupational safety and health of the State; update new regulations and guidelines on occupational safety and health of the State, superiors, and the Trade Union;
- The situation of occupational safety and health at the unit. Occupational accidents and incidents occurring in the unit (if any);
- Point out existing problems that need to be overcome, lessons learned, and preventive solutions. Exchange and propose safety measures to address existing problems in the unit;
- Future tasks of the occupational safety and health network. Reflect, report opinions, suggestions, and proposals of workers in the team to participate in improving machines and equipment, improving working conditions, and reducing labor intensity;
- Commend individuals in the team (group) of the unit and occupational safety and health officers who have performed well in occupational safety and health work. Remind and criticize individuals and occupational safety and health officers who have not performed well in their assigned tasks.

b. Operating regime of the occupational safety and health network

Based on the content of periodic activities, it is necessary to propose and implement the following operating regimes for the occupational safety and health network:

- The operating regime depends on the level of production organization. For occupational safety and health officers in production teams, meetings or discussions are held regularly by shift, by day, at least once a week;
- Workshops, factories, enterprises, etc., hold meetings or discussions of the occupational safety and health network at least once a week. At the enterprise or unit level, the occupational safety and health network holds periodic meetings at least once a month.
- Meetings of the occupational safety and health network can be held by topic or can be combined with meetings or discussions on professional work. Unscheduled meetings or discussions are held to disseminate lessons learned when incidents or accidents occur or after inspections by superiors.
- The occupational safety and health network in each team, workshop, or production team holds meetings or discussions at the end of the week to summarize the occupational safety and health situation. Thereby, draw lessons, propose, and report to the leaders, professional departments, and the Chairman of the department's Trade Union to have coordinated action measures.
- Every 6 months or 1 year, the grassroots Trade Union shall coordinate with the employer to summarize the activities of the occupational safety and health network; encourage and reward or propose to superiors to reward occupational safety and health officers who have performed well. At the same time, remind and criticize occupational safety and health officers who have not fulfilled their tasks.
- Every year, the Executive Committee of the grassroots Trade Union must organize training and provide professional information for the occupational safety and health network, send

occupational safety and health officers to attend training courses and workshops to improve their professional skills organized by the Trade Union and the industry.

c. Daily and regular activities of occupational safety and health officers in Group 6 safety documents

1. Before shifts and working hours
 - Occupational safety and health officers remind team leaders and workers in the team to check the safety status of machines, equipment, personal protective equipment, etc., and to follow procedures, regulations, safe working measures, and use personal protective equipment adequately.
 - Check working environment conditions: hygiene, factory and construction site premises; arrangement of workplaces, etc.
 - Check and detect the safety and hygiene status of machines, equipment, and workplaces of the team; check and detect violations of regulations on occupational safety and health by workers in the team.
 - Monitor the training on occupational safety and health for newly recruited workers or those who have just transferred from other places to work in the team.
 - Urge workers in the team and propose to the team leader to fully implement occupational safety and health requirements and rectify the situation of not having undergone occupational safety and health training before working.
 - Record in the occupational safety and health logbook to monitor or report to superiors on the occupational safety and health situation in the team.
2. During shifts and working hours
 - Occupational safety and health officers regularly monitor and detect unsafe and unhygienic phenomena and cases of violations of occupational safety and health regulations by workers in the team to remind them to comply with occupational safety and health regulations.
 - Monitor the regime of material compensation for workers in the team who do heavy, hazardous work, etc.;
 - In case of detecting unsafe risks or workers violating occupational safety and health regulations that may lead to occupational accidents or occupational hygiene problems, promptly request the team leader or manager to stop the machine, stop production, or temporarily suspend the violating workers to rectify and handle the incident to ensure occupational safety and health.
 - Record in the occupational safety and health logbook to monitor or report to superiors on the occupational safety and health situation in the team.
3. At the end of shifts and working hours
 - Occupational safety and health officers remind workers in the team to do industrial cleaning, clean up, and arrange the workplace.
 - Recheck the safety status of machines, equipment, personal protective equipment, and together with the team leader and shift leader, hand over to the next shift.
 - Gather findings from workers in the team about risks, unsafe and unhygienic situations in the team, and opinions, suggestions, and proposals to participate in improving machines, equipment, working conditions, reducing labor intensity, and measures to ensure safety.

- Report or propose to superiors on the occupational safety and health situation during the shift and workday and propose remedial and handling measures to ensure occupational safety and health work.
- Record in the occupational safety and health logbook to monitor or report to superiors on the occupational safety and health situation in the team.

3. Methods of operation of occupational safety and health officers in Group 6 safety documents

The effectiveness of occupational safety and health officers depends greatly on their methods and ways of working. Therefore, along with building content, periodic activities, and daily routines of the occupational safety and health network, employers and grassroots trade unions need to develop and organize training on operating methods for occupational safety and health officers, in which the following issues should be noted:

a. Methods and ways of working

- Occupational safety and health officers are workers who work directly in the production team, so they must be exemplary in implementing regulations on occupational safety and health;
- Occupational safety and health officers must be close to the workers in the team, listen to their opinions and suggestions on occupational safety and health;
- Propagate, mobilize, and persuade workers to comply with regulations on occupational safety and health; monitor, check, and promptly detect risks and unsafe and unhygienic phenomena;
- Resolutely remind, urge, and propose to workers in the team, team leaders, and managers to strictly comply with regulations and rectify and handle unsafe and unhygienic phenomena.
- Occupational safety and health officers keep a logbook and regularly record the occupational safety and health situation and suggestions from workers in the team on issues related to occupational safety and health.
- Occupational safety and health officers discuss with the team leader to organize for workers in the team to participate in self-improvement of working conditions and self-improvement of safety equipment with simple methods, low cost, and easy implementation.
- Occupational safety and health officers, together with the team leader, develop and monitor the implementation of the team's labor protection plan.
- In daily and weekly production review meetings of the team, occupational safety and health officers give comments on the occupational safety and health situation in the team and suggestions and proposals on occupational safety and health.
- Occupational safety and health officers coordinate with the production team leader to conduct self-inspection of occupational safety and health in the team. The team's self-inspection is carried out regularly, concisely, and lightly, but it must be set as a management aspect of the team, as well as other management aspects (labor, materials, progress...).
- From the results of monitoring and self-inspection of the team, during daily and weekly work review meetings, the team leader and occupational safety and health officers analyze, comment, and discuss measures to overcome shortcomings, assign tasks within the team, and arrange time to do some tasks that can be done immediately, such as cleaning up the workplace, sweeping the ceiling, wiping windows, reinstalling equipment securely, etc.

b. Some solutions in the activities of the occupational safety and health network

Determining the right content and methods of operation will bring effectiveness in the activities of the occupational safety and health network. At the same time, to increase the effectiveness and especially the feasibility of the activities of occupational safety and health officers, employers and grassroots trade unions need to implement the following solutions:

- Firstly: Employers coordinate with the Executive Committee of the Trade Union to issue a Decision to establish and promulgate an Operating Regulation for the occupational safety and health network, which clearly stipulates the tasks, powers, responsibilities, and benefits of occupational safety and health officers. The Regulation also needs to clearly stipulate the responsibilities and obligations of those involved in creating conditions for occupational safety and health officers to operate and implement, and address the requests and recommendations of occupational safety and health officers. It may be necessary to stipulate prohibitions on obstructing the activities of occupational safety and health officers. The Decision to establish and the Operating Regulation of the occupational safety and health network must be notified and disseminated to each worker and manager in the enterprise or unit for awareness and implementation.
- Secondly: Ensure the prestige and experience of occupational safety and health officers are suitable for the actual work. Therefore, occupational safety and health officers must be organized to be elected and nominated by workers in the team for the employer to issue a Decision to recognize them.
- Thirdly: Ensure knowledge of occupational safety and health, professional skills, and operating methods for occupational safety and health officers. Employers must organize training and development for occupational safety and health officers on knowledge of occupational safety and health, professional skills, and operating methods.
- Fourthly: Employers and grassroots trade unions need to regularly organize meetings or discussions for the occupational safety and health network to review tasks, exchange professional expertise and operating methods; learn and absorb new legal documents, policies, and regulations on labor protection, as well as newly issued standards, codes, and procedures; disseminate information on risks, incidents, and accidents to draw lessons and propose preventive measures to overcome incidents or unsafe and unhygienic situations. Employers, managers, and grassroots Trade Unions need to fully participate in meetings or discussions of occupational safety and health officers to grasp the occupational safety and health situation in production teams, listen to recommendations and proposals from occupational safety and health officers to have timely solutions to overcome unsafe and unhygienic situations at the enterprise.
- Fifthly: Enterprises and units need to have a regime of allowances or monetary rewards linked to the responsibilities and tasks of occupational safety and health officers. Employers periodically, every 6 months or 1 year, organize interim and final reviews to evaluate the activities of the occupational safety and health network to have solutions and stimulate the network to operate more effectively. Timely encourage and reward occupational safety and health officers who perform well; remind, criticize, or replace those who do not fulfill their tasks. Remind and handle cases of obstructing the activities of occupational safety and health officers.

PART 3: KNOWLEDGE QUESTIONS ON OCCUPATIONAL SAFETY AND HEALTH IN GROUP 6 SAFETY DOCUMENTS

To test knowledge, support thinking ability, and enhance professional qualifications and skills, occupational safety and health officers should refer to and answer the following set of questions:

1. Essay questions in Group 6 safety documents

- Please explain what the occupational safety and health network is. State the principles of organization, tasks, and rights of occupational safety and health officers?
- In which document are the responsibilities of the occupational safety and health department stipulated? State the content and relate it to the actual situation at the unit?
- Please state the purpose of periodic health examinations and occupational disease detection examinations for workers, the examination time, and the examination standards?
- Please define occupational accidents and which accident cases are eligible for occupational accident compensation or benefits?
- Please explain the responsibilities of the employer when an occupational accident occurs at the unit?
- Please explain the compensation or benefit regime for occupational accidents? State the conditions for workers to be entitled to compensation and benefits when suffering from occupational accidents and the compensation level? The benefit level?
- Please explain the powers of the occupational safety and health department?
- Please classify occupational accidents and the authority of the Accident Investigation Team of your workplace if an occupational accident occurs?
- Please state the content, form, and organization of self-inspection of occupational safety and health work at the facility?
- Please state: "On which holidays and Tet holidays are workers entitled to take leave and receive full salary" during the year?

2. Multiple-choice questions, self-answered in Group 6 safety documents

1. On what date was the Labor Code passed by the National Assembly of the Socialist Republic of Vietnam, 13th term, 3rd session?
 - a. June 18, 2012.
 - b. June 18, 2013.
 - c. August 18, 2013.
2. How many chapters and articles does the Law on Occupational Safety and Health dated June 25, 2015, have?
 - a. 17 chapters, 242 articles.
 - b. 7 chapters, 93 articles.
 - c. 10 chapters, 95 articles.
3. What are the contents of occupational safety training for Group 4 according to Decree 44/2016/ND-CP, dated May 15, 2016?

- a. Basic knowledge of occupational safety and health; Rights and obligations of employers and employees; policies and regimes on occupational safety and health for workers;
 - b. Basic knowledge of hazardous and harmful factors at the workplace and methods to improve working conditions; Functions and tasks of the occupational safety and health network;
 - c. Safety culture in production and business; internal regulations on occupational safety and health, safety signs, safety and health instructions, and the use of safety equipment, personal protective equipment, professional skills, first aid skills for occupational accidents, and prevention of occupational diseases.
 - d. All of the above.
4. How should the material compensation regime be organized?
- a. Workers eat and drink on-site during breaks between shifts and are not paid in cash.
 - b. Workers eat and drink at the end of the shift and are not paid in cash.
 - c. Workers receive goods at the end of the month and are not paid in cash
5. The forms of occupational safety and health inspection include:
1. a. A comprehensive inspection of all OSH (Occupational Safety and Health) contents, thematic inspection, post-production inspection, and inspection before and after the rainy and stormy season.
 2. b. A comprehensive inspection of all OSH contents, thematic inspection, post-production inspection, inspection before and after the rainy and stormy season, post-incident inspection, and post-rainy and stormy season inspection.
 3. c. A comprehensive inspection of occupational safety and health contents related to the authority of the inspection level; thematic inspection of each content of the occupational safety and health plan; inspection after long production breaks; inspection before or after the rainy and stormy season; inspection after incidents, after major repairs; periodic inspection to remind or score for emulation review; other forms of inspection suitable to the actual situation of the establishment.
6. The inspection of measures to prevent and control hazardous and harmful factors at the workplace includes the following contents
- a. The occupational safety and health status of machinery, equipment, workshops, warehouses, and workplaces;
 - b. The use and maintenance of personal protective equipment; fire prevention and firefighting equipment; essential medicines, first-aid, and on-site emergency equipment;
 - c. The management and use of machinery, equipment, materials, and substances with strict requirements on occupational safety and health;
 - d. The knowledge and ability of workers in handling incidents and emergency response;
 - e. The implementation of labor protection and healthcare regimes for workers;
 - f. The implementation of recommendations from occupational safety and health inspection teams and investigation of occupational accidents.
 - g. All of the above.
7. The assessment of occupational safety and health risks is carried out at the following times
- a. Initial assessment when starting production and business activities;
 - b. Periodic assessment during production and business activities at least once a year, unless otherwise specified by specialized law. The time for periodic assessment is decided by the employer;

- c. Additional assessment when there are changes in raw materials, technology, production organization, or when there is an occupational accident or technical incident causing serious occupational safety and health problems.
 - d. All of the above.
- 8. How many occupational diseases are recognized by the State?
 - a. 28 occupational diseases.
 - b. 30 occupational diseases.
 - c. 34 occupational diseases
- 9. What time does night work start?
 - a. From 21:00 to 5:00 the next morning.
 - b. From 22:00 to 6:00 the next morning.
 - c. From 23:00 to 6:00 the next morning.
- 10. According to the Law on Occupational Safety and Health 2015, how many rights and obligations do occupational safety and health officers have?
 - a. 4 rights, 4 obligations.
 - b. 4 rights, 5 obligations.
 - c. 5 rights, 6 obligations.
- 11. According to the Law on Occupational Safety and Health 2015, when developing an occupational safety and health plan, the employer must
 - a. Consult the Executive Board of the grassroots Trade Union.
 - b. Does not need to consult the Executive Board of the grassroots Trade Union.
 - c. Only consult with superior agencies.
- 12. In which case is financial assistance provided for occupational accidents?
 - a. The worker suffers an occupational accident directly caused by the worker's fault according to the conclusion of the Occupational Accident Investigation Report.
 - b. The worker suffers an accident while traveling from their residence to the workplace or from the workplace to their residence on a reasonable route and time, if it is caused by the fault of another person or the person causing the accident cannot be identified.
 - c. Both a and b.
- 13. The levels of material compensation calculated according to the daily quota have a corresponding monetary value according to the following levels:
 - a. Level 1: 10,000 VND; level 2: 15,000 VND; level 3: 20,000 VND; level 4: 25,000 VND
 - b. Level 1: 8,000 VND; level 2: 12,000 VND; level 3: 16,000 VND; level 4: 20,000 VND
 - c. Level 1: 15,000 VND; level 2: 20,000 VND; level 3: 25,000 VND; level 4: 30,000 VND
- 14. According to the Law on Occupational Safety and Health 2015, how many rights and obligations do employees working under labor contracts have?
 - a. 5 rights, 3 obligations.
 - b. 6 rights, 3 obligations.
 - c. 7 rights, 4 obligations.
- 15. According to the Law on Occupational Safety and Health 2015, how many rights and obligations does the employer have?
 - a. 4 rights, 7 obligations.
 - b. 4 rights, 6 obligations.
 - c. 5 rights, 5 obligations.
- 16. According to the Law on Occupational Safety and Health 2015, how many rights and responsibilities does the grassroots Trade Union have in occupational safety and health work?
 - a. 7 rights and responsibilities.
 - b. 8 rights and responsibilities.

- c. 9 rights and responsibilities.
17. According to the Law on Occupational Safety and Health 2015, how many responsibilities does the employer have?
- a. 7 responsibilities.
 - b. 8 responsibilities.
 - c. 9 responsibilities.
18. According to the Law on Occupational Safety and Health 2015, how many responsibilities do workers have?
- a. 3 responsibilities.
 - b. 4 responsibilities.
 - c. 5 responsibilities.

3. Occupational Safety and Health Case Study Questions in Group 6 Safety Documents

A. Question 1

At Commercial Building A, there is one electric elevator for transporting passengers. The management unit of Building A signed a contract with B.T Company to install one air conditioner (air conditioner) for the technical department located on the 3rd floor of Building A. At around 5:00 PM on January 13, 2011, a group of technicians from B.T Company, consisting of 3 people, came to Building A to install the air conditioner.

After contacting Mr. Nh (the person in charge of maintaining the electrical and water systems of Building A) but failing to reach him, the group of workers from B.T Company self-organized the installation of the air conditioner with the plan to install the outdoor unit on the rooftop, and the gas pipe connecting the indoor unit (on the 3rd floor) and the outdoor unit was installed inside the elevator shaft space. During the installation, worker Khanh crawled through the ventilation hole above the top of the elevator shaft and stood on the cabin roof to move up and down to install the pipes, worker Vi was inside the elevator cabin to press the control buttons as requested by worker Khanh, worker Vinh was on the rooftop to assist in putting the gas pipe into the shaft towards the machine room at the top of the shaft to coordinate the installation of the gas pipe from the 4th-floor level.

In the above situation, if you were the occupational safety and health officer, how would you handle it? Based on which regulations?

What safety regulations did the air conditioner installation workers violate?

- Occupational safety and health officers have the task of "Supervising the implementation of standards, regulations, procedures, and internal regulations on occupational safety and health, detecting shortcomings, violations of occupational safety and health of workers in the team, department, faculty; detecting unsafe cases of machinery and equipment." Based on Article 74 of the Law on Occupational Safety and Health 2015, which stipulates the obligations of occupational safety and health officers. Therefore, they must monitor and remind when the air conditioner installation workers organize work unsafely and report to the responsible person for timely handling.

- The air conditioner installation workers have:
 1. Failed to notify the owner to assign someone to participate and coordinate in the process of installing the equipment.
 2. Installed the gas pipe in the elevator shaft area. Violated the safety standards for electric elevators;
- Did not have safe working procedures or measures. Violated the provisions of Article 136, Clause 2 of the Labor Code 2012.

B. Question 2

Company A operates in the field of telecommunications services. Due to the nature of the work, Company A organizes the customer service technical department into 9 teams. In addition to the customer service, human resources, and billing departments at the company's office... Following the guidance of the authorities, Company A must establish an occupational safety and health network. After holding a meeting with professional departments and divisions, the Director of Company A appointed a list of 10 occupational safety and health officers (including team leaders of 9 construction teams and 1 human resources officer) and assigned the Head of Human Resources to be in charge.

In your opinion, is the establishment of the occupational safety and health network of Company A correct or incorrect? Why?

Please explain the regulations on the organization and operation of the occupational safety and health network according to the Law on Occupational Safety and Health 2015 (effective from July 1, 2016).

- Answer: Incorrect;
- Reason: According to the provisions of Clause 2, Article 74 of the Law on Occupational Safety and Health 2015:
- "Occupational safety and health officers are direct workers who understand the expertise and techniques of occupational safety and health; are voluntary and exemplary in complying with regulations on occupational safety and health, and are elected by workers in the team."
- Therefore, the appointment of the occupational safety and health network by the Director is incorrect. Additionally, occupational safety and health officers are direct workers and cannot be employees of the human resources department.
- Regulations on the organization and operation of the occupational safety and health network in Article 74 of the Law on Occupational Safety and Health 2015.
- The employer shall decide to establish and promulgate the operating regulations of the occupational safety and health network after agreeing with the Executive Board of the grassroots trade union if the production and business establishment has established the Executive Board of the grassroots trade union;
- Occupational safety and health officers operate under the management and guidance of the Executive Board of the grassroots trade union, on the basis of the operating regulations of the occupational safety and health network; coordinate on occupational safety and health expertise and techniques in the process of performing tasks with occupational safety and health workers

or the department managing occupational safety and health work, medical workers or the medical department at the facility.

C. Question 3

Company B operates in the field of garment processing and manufacturing. The company has a fabric cutting department with 10 people, led by Mr. D as the team leader. In addition, Company B has an occupational safety and health network of 30 people, including Mr. C, a worker in the fabric cutting department. On September 1, 2015, during work, Mr. C heard workers in the department report an electrical leakage at the fabric cutting table area (with a metal edge surrounding it). After checking, Mr. C confirmed the electrical leakage and requested all workers in the cutting department to stop working to report to the management of Company B for consideration and handling. However, due to an urgent order, Mr. D, the head of the cutting department, did not agree and requested the workers in the department to continue working while waiting for the issue to be resolved.

In your opinion, in the above situation, was Mr. C's request for all workers in the fabric cutting department to stop working correct or incorrect? Based on what?

Please present the regulations related to the rights of occupational safety and health officers?

- Answer: Correct.
- Based on the regulations on the rights of occupational safety and health officers stipulated in Clause 5, Article 74 of the Law on Occupational Safety and Health 2015 (applicable from July 1, 2016).
- The regulations related to the rights of occupational safety and health officers are stipulated in Clause 5, Article 74 of the Law on Occupational Safety and Health 2015. In which, present the changes between the two regulations above.
- Includes 4 contents according to the Law on Occupational Safety and Health 2015

D. Question 4

Company A manufactures stationery. In Company A's production workshop, 10 compressed air tanks are used for production. On July 17, 2016, two employees from Inspection Company X came to Company A's production workshop to measure and draw drawings, and use ultrasound to determine the thickness of the metal air tank shells for documentation. At the same time, the two employees also made a record of the scene as a basis for issuing inspection results but did not conduct hydraulic tests on the compressed air tanks.

If you were an occupational safety and health officer, would you need to comment on the inspection by the two inspection employees? Why?

In your opinion, what conditions must be met when employees come to conduct technical safety inspections of compressed air tanks? Based on which regulations?

- Occupational safety and health officers must comment on the non-compliance with the correct inspection procedures by the inspection employees.

- Reason: This is the duty of occupational safety and health officers as prescribed in point b, clause 4, Article 74 of the Law on Occupational Safety and Health.
- Employees conducting technical safety inspections of compressed air tanks must be inspectors who are allowed to conduct equipment inspections within the scope of inspection, officially belonging to the inspection service organization that is fully qualified and certified by the Department of Occupational Safety; They must comply with the inspection procedures issued by the Ministry of Labor - Invalids and Social Affairs.
- Based on the provisions of Circular No. 06/2014/TT-BLĐTBXH and Circular No. 07/2014/TT-BLĐTBXH dated March 6, 2014, of the Ministry of Labor - Invalids and Social Affairs.

E. Question 5

Company H operates in the field of garment processing and manufacturing. In the fabric cutting department, there are 6 workers. The main task is to use fabric cutting machines. However, Company H does not provide personal protective equipment for workers; the workers are not trained in occupational safety and health, and there are no posted regulations or rules on occupational safety at the workplace.

If you were an occupational safety and health officer working in the fabric cutting department, how would you handle this situation?

Based on which regulations would you propose to implement occupational safety and health measures in the fabric cutting department?

- Occupational safety and health officers have the obligation to: "Propose to the team leader or superior to fully implement labor protection regimes, measures to ensure occupational safety and health, and promptly overcome cases of insecurity and hygiene of machines, equipment, materials, substances, and workplaces." This is stipulated in point d, clause 4, Article 74 of the Law on Occupational Safety and Health 2015.
- Based on the regulations on the obligations of employers in Article 7 of the Law on Occupational Safety and Health 2015 (OSH Law) and the rights of workers in Article 6 of the OSH Law, the occupational safety and health officer proposes that the superior must provide metal gloves and masks for workers in the cutting department as prescribed in Article 23 of the OSH Law; organize training for workers as prescribed in Article 14, clause 2 of the OSH Law, and develop, promulgate, and organize the implementation of internal regulations and procedures to ensure occupational safety and health as prescribed in Article 15 of the OSH Law.

F. Question 6

Company S is a fertilizer manufacturer. The company's management apparatus includes the Organization - Human Resources Department, Planning - Finance Department, Technical - Occupational Safety and Health Department... At the end of 2016, the Director of Company S assigned Mr. V (an employee of the Planning - Finance Department) to develop the company's occupational safety and health plan for 2017 based on the production plan for 2017.

In your opinion, is it in accordance with the regulations to assign an employee of the Planning - Finance Department to develop the occupational safety and health plan as mentioned above?

What are the contents of the occupational safety and health plan?

Are occupational safety and health officers required to participate in developing the occupational safety and health plan?

- According to the provisions of Clause 2, Article 72 of the Law on Occupational Safety and Health 2015, the task of occupational safety and health workers is to advise and assist employers in organizing and implementing occupational safety and health work at the production facility. This includes: "Developing and supervising the implementation of annual occupational safety and health plans; assessing risks and developing emergency response plans."
- The occupational safety and health plan includes the following main contents: based on Clause 3, Article 76 of the Law on Occupational Safety and Health:
 1. Technical measures for occupational safety and fire and explosion prevention;
 2. Measures for occupational hygiene techniques, prevention and control of harmful factors, and improvement of working conditions;
 3. Provision of personal protective equipment for workers;
 4. Healthcare for workers;
 5. Information, communication, education, and training on occupational safety and health.
- According to the provisions of point c, clause 4, Article 74 of the Law on Occupational Safety and Health, occupational safety and health officers are obliged to participate in the development of occupational safety and health plans.

G. Question 7

Question 7 At the end of the year, Company P held a meeting to discuss the development of the company's occupational safety and health plan for the following year. During the meeting, there were many opinions expressed regarding the development of the occupational safety and health plan, including the opinion that it was necessary to save money and limit the purchase of expensive but rarely used equipment. Mr. A - Director of Company P - who chaired the meeting, faced difficulties in deciding on the basis for developing the occupational safety and health plan.

If you were an occupational safety and health officer participating in the above meeting, what would your opinion be on the development of the company's occupational safety and health plan?

In your opinion, what are the contents of the occupational safety and health plan?

- The development of the occupational safety and health plan needs to be based on legal regulations. Specifically: Article 76 of the Law on Occupational Safety and Health 2015 (applicable from July 1, 2016).
- The development of the occupational safety and health plan must be consulted with the Executive Committee of the grassroots trade union.
- The bases for developing the occupational safety and health plan include:

1. Assessment of occupational safety and health risks at the workplace; control of hazardous and harmful factors and emergency response plans;
 2. Results of occupational safety and health work in the previous year;
 3. Tasks, directions of the production and business plan, and the labor situation of the planning year;
 4. Recommendations from workers, trade union organizations, and inspection teams.
- The occupational safety and health plan includes the following main contents: based on Clause 3, Article 76 of the Law on Occupational Safety and Health.
 1. Technical measures for occupational safety and fire and explosion prevention;
 2. Measures for occupational hygiene techniques, prevention and control of harmful factors, and improvement of working conditions;
 3. Provision of personal protective equipment for workers;
 4. Healthcare for workers;
 5. Information, communication, education, and training on occupational safety and health.

H. Question 8

Question 8 Company X operates in the field of paper roll production. The factory uses 2 coal-fired boilers, 2 steam accumulators with a capacity of 80 liters each, and 4 papermaking machines. There are 2 workers in charge of the boiler installation department. After being instructed by the authorities that the company must organize occupational safety and health training for workers, the company sent 2 boiler operators to attend occupational safety training.

Upon returning from training, the workers applied the knowledge they had learned to practice. After self-inspection and review, the 2 workers noted that the 2 steam accumulators at the workplace had not been technically inspected for safety as required. The two workers proposed to the Board of Directors that the company should conduct a technical safety inspection of the 2 steam accumulators, but the Board of Directors promised to consider and wait for the budget to be allocated next year. Recognizing that the 2 steam accumulators were not safe, the 2 workers refused to continue working and demanded that the company conduct an immediate inspection.

In the above situation, in your opinion, did these 2 workers violate labor discipline?

Based on which regulations did the 2 workers act that way?

If you were an occupational safety and health officer, according to the Law on Occupational Safety and Health 2015, how would you handle it?

- In the above situation, the 2 workers did not violate labor discipline.
- Based on the regulations on workers' rights in Clause 2, Article 140 of the Labor Code 2012 and the responsibility to use machines and equipment with strict occupational safety requirements (equipment that has not been inspected is not allowed to be used).
- Occupational safety and health officers have the obligation to report to the labor inspectorate when detecting violations of occupational safety and health at the workplace or cases of unsafe

machines, equipment, materials, or substances with strict occupational safety and health requirements that have been proposed to the employer but not rectified.

I. Question 9

On July 15, 2016, at garment company M, an occupational accident occurred, causing worker N to be seriously injured (a sewing needle flew off and damaged one eye). After receiving treatment and the injury stabilized, worker N returned to work at the company. However, the company cited the reason that worker N did not meet the health standards for work and proposed that worker N agree to terminate the labor contract.

In your opinion, in the above case, can company M force worker N to terminate the labor contract?

In case company M unilaterally terminates the labor contract with worker N, how should worker N handle it?

If you were an occupational safety and health officer, according to the Law on Occupational Safety and Health 2015, how would you handle it?

- In the above case, Company M cannot force worker N to terminate the labor contract.
- In case Company M unilaterally terminates the labor contract with worker N, worker N has the right to directly complain to the employer and file a second complaint (if not resolved or not satisfactorily resolved) with the Inspectorate of the Department of Labor - Invalids and Social Affairs or file a lawsuit with the Labor Court. The company has violated the rights of workers as stipulated in point d, clause 1, Article 6 of the Law on Occupational Safety and Health 2015.
- Occupational safety and health officers have the obligation to report to the labor inspectorate when detecting violations of occupational safety and health at the workplace.

J. Question 10

Company Y organized occupational safety and health training for its employees. According to the plan, the company had 200 workers who were supposed to be trained. However, during the training period, due to the need to focus on fulfilling an order, the company only arranged for about 50 workers to stay and attend the training, while the rest were mobilized to work on the order. Afterward, the company had all workers sign the attendance list and take a test for record-keeping purposes.

In your opinion, did the above situation violate regulations on occupational safety and health training?

Which document details the regulations on occupational safety and health training?

If you were an occupational safety and health officer, how would you handle this situation?

- The above situation violated regulations on occupational safety and health training.

- The detailed regulations on occupational safety and health training are stipulated in Decree 44/2016/ND-CP dated May 15, 2016, of the Government.
- Based on the duties of occupational safety and health officers as prescribed in Article 74 of the Law on Occupational Safety and Health, occupational safety and health officers must monitor and propose to superiors to fully implement labor protection regimes, including occupational safety and health training for workers.

K. Question 11

Company C operates in the field of garment export. The company employs about 500 workers. Most of them are sewing workers and some are auxiliary workers. In addition, the company has a technical department of 5 people, including 2 electricians, 1 mechanical maintenance worker, and 2 boiler operators.

On June 1, 2016, at the request of the customer, Company C organized a one-day occupational safety and health training session for all employees of the company. The training content was compiled and presented by the human resources department in collaboration with the technical department.

In your opinion, does the organization of occupational safety and health training by Company C comply with legal regulations?

In the above situation, according to your knowledge, what regulations govern the organization of occupational safety and health training?

If you were the advisor on occupational safety and health training for the company, how would you proceed?

- The organization of occupational safety and health training by Company C does not comply with legal regulations.
- The organization of occupational safety and health training must be carried out in accordance with the provisions of Decree 44/ND-CP of the Government dated May 15, 2016.
- The advice on occupational safety and health training should be implemented as follows:
 1. Conduct grouping of trainees according to regulations. In particular, workers doing jobs with strict requirements on occupational safety according to Appendix 1 are Group 3;
 2. The training for workers must be conducted by an organization that is fully qualified. For Group 3, after training, workers must be tested and issued a certificate.
 3. The organization of training must be in accordance with the content and duration specified in the framework program of each group. For example, Group 4 has a duration of 16 hours, and Group 3 has a duration of 30 hours.

L. Question 12

Establishment Q operates in the field of mechanical engineering with a total workforce of about 15 people. The establishment uses several machines and equipment for production, such as lathes, milling machines, grinding machines, iron cutting machines, electric welding machines,

gas welding sets (including gas cylinders, oxygen cylinders, and welding torches), and compressed air tanks for painting.

In your opinion, which machines and equipment used by Establishment Q are on the list of machines and equipment with strict requirements on occupational safety under the responsibility of the Ministry of Labor - Invalids and Social Affairs and must be technically inspected for safety before being put into use? Based on which regulations?

In the case of organizing occupational safety and health training for workers at Establishment Q, what regulations must the training follow? Do the aforementioned workers need to be issued a certificate?

In your opinion, does the owner of Establishment Q mentioned above have to appoint a qualified person as a full-time occupational safety and health officer?

- According to the list of machines, equipment, and materials with strict requirements on occupational safety specified in Circular 05/2014, machines and equipment such as compressed air tanks, oxygen cylinders, and gas cylinders are equipment with strict requirements on occupational safety and must be inspected before use and periodically inspected according to the provisions of Circular 06/2014.
- The organization of occupational safety and health training for workers at Establishment Q must be carried out in accordance with Decree 44/ND-CP of the Government dated May 15, 2016. In particular, the workers of the establishment are mainly workers doing jobs with strict requirements on occupational safety, belonging to Group 3. After training, they must be tested and issued a training certificate.
- The owner of Establishment Q mentioned above must appoint a qualified person as a full-time occupational safety and health officer. Based on the provisions of Clause 1, Article 139 of the Labor Code 2012.

APPENDIX 1: TRAINING FRAMEWORK PROGRAM IN GROUP 6 SAFETY DOCUMENTS

(Excerpt from APPENDIX IV attached to Decree No. 44/2016/ND-CP)

The training framework program is designed for training classes with a maximum size of 120 people per theoretical training class and a maximum of 40 people per practical training class. Training organizations and self-training enterprises have the right to organize separate classes for each group or combined classes for groups with the same theoretical training content.

Training Framework Program for Group 6

(After receiving specialized training for each job)

Numerical	TRAINING CONTENT	TRAINING TIME (HOURS)			
		Total	In there		
			Theory	Practice	Check
I	Skills and operating methods of safety and hygiene staff	3	3	0	0
II	Check the safety training content at the end of the training course	1	1	0	0
Total		4	4		

APPENDIX 2: CONTENTS, FORMS, AND ORGANIZATION OF SELF-INSPECTION IN GROUP 6 SAFETY DOCUMENTS

(According to APPENDIX I of Circular No. 07/2016/TT-BLDTBXH dated May 15, 2016)

1. Inspection Content

- Implementation of regulations on occupational safety and health such as: health examinations, occupational disease detection examinations; working hours, rest hours, material compensation, reporting, investigation, statistics of occupational accidents; assessment of occupational safety and health risks; training on occupational safety and health, etc.;
- Records, books, internal regulations, procedures and safety measures, inspection record books, suggestion record books;
- Implementation of promulgated standards, regulations, and safety measures;
- Safety and hygiene conditions of machinery, equipment, workshops, warehouses, and workplaces such as: Shielding at dangerous locations, reliability of safety mechanisms, heat protection, dust protection, lighting, ventilation, drainage, etc.;
- Use and maintenance of personal protective equipment, fire prevention and firefighting equipment, and medical emergency equipment;
- Implementation of the contents of the occupational safety and health plan;
- Implementation of recommendations from inspection teams;
- Management of equipment, materials, and substances with strict requirements on occupational safety and the control of hazardous and harmful factors;
- Knowledge of occupational safety and health, ability to handle incidents, and first aid and emergency response of workers.

- Organization of meals, nourishment, and healthcare for workers;
- Self-inspection activities of subordinates, resolution of suggestions and recommendations on occupational safety and health from workers;
- Responsibility for managing occupational safety and health work and mass movements on occupational safety and health;
- Other contents suitable to the actual situation of the production and business establishment.

2. Inspection Formalities

- Comprehensive inspection of all occupational safety and health contents related to the authority of the inspection level;
- Thematic inspection of each content of the occupational safety and health plan;
- Inspection after long production breaks;
- Inspection before or after the rainy and stormy season;
- Inspection after incidents, after major repairs;
- Periodic inspection to remind or score for emulation review;
- Other forms of inspection suitable to the actual situation of the establishment.

3. Organizing the Inspection

To ensure the effectiveness of self-inspection and avoid formality and perfunctory practices, it is necessary to prepare carefully and strictly implement the following steps:

1. Establish an inspection team: at the enterprise level and workshop level or equivalent, when conducting self-inspection, it is necessary to organize an inspection team. The inspection participants must be responsible individuals from the production and business establishment, having knowledge of technical safety and occupational hygiene;
2. Hold an inspection team meeting to assign tasks to members and determine the inspection schedule;
3. Notify the inspection schedule to units or production organizations;
4. Conduct the inspection:
 - a) The workshop supervisor (if the inspection is at the workshop level) must report a summary of the implementation of occupational safety and health work to the inspection team and propose recommendations and remedial measures for shortcomings beyond the workshop's ability to resolve; lead the inspection team to examine the actual situation and answer questions, as well as receive instructions from the inspection team;
 - b) All production and storage locations must be inspected.
5. Prepare an inspection report:
 - a) The inspection team records comments and recommendations for the inspected unit; records issues to be resolved under the responsibility of the inspection level in the inspection report of the inspected unit;
 - b) The head of the inspection team and the head of the inspected department must sign the inspection report.
6. Handle post-inspection results:
 - a) The inspected units must develop a plan to rectify shortcomings within their scope of responsibility and send it to the inspection level for monitoring and implementation;

- o b) The inspection level must have a plan to re-inspect the implementation of recommendations for the production and business establishment; synthesize the contents under its responsibility and authority to resolve for subordinates and assign the assisting departments to organize the implementation.
7. Announce the self-inspection results to all employees...

APPENDIX 3: OCCUPATIONAL SAFETY AND HEALTH OFFICER'S LOGBOOK IN GROUP 6 SAFETY DOCUMENTS

<p>TÊN ĐƠN VỊ BAN CHẤP HÀNH CÔNG ĐOÀN CƠ SỞ</p>
<p>SỔ KIỂM TRA, KIẾN NGHỊ CỦA AN TOÀN, VỆ SINH VIÊN</p>
<p>Họ - tên AT,VSV:.....</p>
<p>Tổ (đội):</p>
<p>Đơn vị:</p>
<p>Năm 20...</p>

Ngày, tháng	Địa điểm và hiện tượng mất an toàn	Ý kiến đề xuất, kiến nghị	Ý kiến giải quyết của lãnh đạo, người có trách nhiệm	Chữ ký lãnh đạo

