

# Employer's key statutory plans and programmes relating to occupational safety, well-being at work and work capacity management

Plans and programmes	Under 10 employees	10–49 employees	Over 50 employees
Assessment of work-related risks has been carried out and is up to date 1)	X	X	X
The occupational health and safety policy has been compiled and is up to date 2)	X	X	X
Occupational Health and Safety Manager has been appointed	X	X	X
Occupational Health and Safety Representative has been chosen >10 employees		X	X
Occupational Health and Safety Committee has been established >20 employees		X	X
Employee orientation has been taken care of	X	X	X
Occupational health care has been organised 3)	X	X	X
The occupational health care action plan has been compiled 4)	X	X	X
The workplace survey has been completed and is up to date 5)	X	X	X
Work-capacity early support model has been drafted and is in use 6)	X	X	X
Rescue plan (for each company, when the total number of employees and other persons simultaneously present is usually 50 or over)	(X)	(X)	X

- The plans and programmes above must be documented
- The obligations are listed based on the number of employees in the organisation, and they do not include other statutory obligations or obligations based on norms relating to a specific sector or working conditions, for instance

# Notes to the numbered items on the previous page

## 1. Assessment of work-related risks

*In the assessment of work-related risks, the employer identifies and assesses work-related hazards that may have adverse effects on employees' health and safety. The assessment helps determine the aspects of occupational health and safety that need developing at the workplace. The employer is responsible for the implementation of the work-related risk assessment.*

## 2. Occupational health and safety policy

*The occupational health and safety policy records the occupational health and safety responsibilities, development objectives and measures which are based on the information obtained from the work-related risk assessment of the workplace. The policy must be updated annually or whenever major operational changes take place. The employer is responsible for drawing up the policy.*

## 3. Occupational health care

*The employer is obliged to arrange for occupational health care services to all its employees. They divide into statutory and voluntary services. The compulsory statutory occupational health care services comprise preventive functions that support occupational health and work capacity. The services organised on a voluntary basis include medical care services given by general practitioners. Employers may procure the occupational health care services from a public service provider or from a private one or organise the services independently.*

## 4. Occupational health care action plan

*All workplaces must draft an occupational health care action plan, irrespective of the number of employees. The Occupational Health Care Act contains provisions for drawing up the occupational health care action plan. The action plan is compiled in cooperation between the employer and occupational health care. The action plan must contain the general aims of occupational health care and the occupational health care needs based on the conditions prevailing at the workplace, together with the measures derived from them. The action plan must be revised each year, but the planning period may span 3–5 years.*

## 5. Workplace survey

*Drafted by the occupational health care services, the workplace survey serves as the foundation of all occupational health care activities. The workplace survey must be conducted whenever the workplace has employees. In the workplace survey, the occupational health care function determines and evaluates the healthiness and safety of work and of the workplace conditions, and evaluates their impact on employees' health and working capacity. The employer is responsible for the implementation of the workplace survey and keeping it up to date.*

## 6. Work-capacity early support model

*The work-capacity early support model refers to all the measures whereby the personnel's working capacity is promoted and deterioration of working capacity is prevented. The early support model must be drafted for every workplace. The employer is responsible for the cooperative compiling of the model. Policies adhering to the early support model are implemented in cooperation with the workplace and occupational health care.*