

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY
KHARKIV POLYTECHNICAL UNIVERSITY

METHODICAL INSTRUCTIONS
TO INDEPENDENT WORK OF STUDENTS
ON THE DISCIPLINE "ORGANIZATIONAL AND TECHNICAL SUPPORT
OF AUDIT ON PROFESSIONAL SAFETY OF WORKPLACES IN THE FIELD
OF OCCUPATIONAL SAFETY»

Kharkiv 2023

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Compilers: N.S Yevtushenko, N.E Tverdokhliebova

Reviewer O. I. Ilinska

Department of Occupational and Environmental safety

INTRODUCTION

The implementation of modern tasks of labor protection should be based on a systematic approach by combining disparate activities into a single system of targeted, ongoing actions at all levels and stages of management of economic activity in the industry. The systemic effect is obtained as a result of increasing the level of organization of the production system, its acquisition of higher integration due to the combination of many forces into one common.

Occupational safety audit is an independent objective assessment of the state of the enterprise's labor protection system to determine the existing level of security at the enterprise, the main tasks of which are: identifying shortcomings in the enterprise's labor protection system, assessing labor, analysis of compliance of labor protection documentation with the legislation of Ukraine, assessment of the effectiveness of the system, detection of violations in the labor protection system, development of recommendations for eliminating these violations.

Organization of an audit of occupational safety of workplaces, laboratory studies of working conditions, assessment of technical condition of production equipment for certification of workplaces for compliance with regulations on labor protection in the manner and time prescribed by law, and the results of measures to eliminate dangerous and harmful to health of industrial factors will contribute to improving occupational safety and health.

1. GENERAL PROVISIONS

Academic discipline "Organizational and technical support for the audit of occupational safety of occupations in the field of labor protection" designed for students 5th year full-time study higher education institutions. This discipline is an integral part of the educational and professional training program Masters in the field of training 263-1 "Occupational Safety" field of knowledge 26 "Civil security" and belongs to the cycle of professional and practical training of labor protection specialists.

These guidelines set the full scope of independent work of the student in the study of the discipline, purpose is:

- acquisition of knowledge and skills that will provide students with future labor protection specialists the ability to perform both direct inspection functions and to ensure communication and effective interaction with state institutions, supervisory bodies and public organizations as employees (engineers) of the company's labor protection service;

- formation of a system of theoretical and applied knowledge of students on socio - economic issues of improving working conditions, improving its safety, reducing occupational injuries and morbidity;

- formation of skills to make the right decisions in difficult and changing conditions of modern enterprise on the basis of economic evaluation of measures and means of labor protection, as well as active position on the practical implementation of the principle of priority of life and health of workers in relation to production results.

2. INDEPENDENT DEVELOPMENT OF THEORETICAL MATERIAL IN THE COURSE"ORGANIZATIONAL AND TECHNICAL SUPPORT OF THE AUDIT ON PROFESSIONAL SAFETY OF WORKPLACES IN THE FIELD OF LABOR PROTECTION"

Topic 1. System approach and analysis in the organization of labor protection at work. The main provisions of the organization of labor protection at work.

1. Legal bases of labor protection politics in Ukraine.
2. Regulatory legislation in the field of labor protection, duties, rights and responsibilities for public politics, departments of labor protection at state administrations, training and technical centers, the system of supervision of labor protection, fire, environmental safety, and others supervisory and control bodies, the system of production and technical, informational, scientific and financial support of activities in the field of labor protection.

Topic 2. International standards in the field of labor protection. International labor organization and its impact on the development of social and labor relations.

1. Legislation and regulations on labor protection, which operate at the level of the international community and international organizations.
2. Standard SA 8000 "Social responsibility". International standard ISO 26000 "Guidelines for social responsibility".
3. International Standard OHSAS 18002: 2007 «Occupational health and safety management systems ».
4. World Health Organization (WHO). International experience in regulating social and labor relations.

5. Application of international labor standards in Ukraine.

Topic 3. Social foundations of labor protection.

1. State social guarantees for workers in Ukraine. Law of Ukraine "On State Social Standards and State Social Guarantees".
2. Social guarantees for workers in Ukraine regulated by law.
3. Control and responsibility for compliance with the law in terms of social guarantees for workers in Ukraine.
4. Bodies of the State supervision over the state of labor protection.

Topic 4. Organizational and technical support of jobs under working conditions.

1. Basic concepts of working conditions in the workplace. Characteristics of factors of the production environment. Characteristics of labor process factors.
2. The concept of workplace organization. The main directions in the organization of jobs. Workplace planning: external and internal technological planning.
3. Map of labor organization. Workplace service system, forms of service.
4. Assessment of technical and organizational levels of jobs. Indicators of technical and organizational level of jobs.
5. Principles of development of measures to ensure labor protection, industrial sanitation, fire safety and environmental protection at high risk facilities

Topic 5. Economic foundations of labor protection.

1. Problems of financing the costs of meeting the regulatory requirements of labor protection and improving working conditions.
2. The main composition of losses from emergencies.

3. Insurance in the national economy.

Topic 6. Audit of industrial safety and labor protection.

1. Law of Ukraine "On Audit of Industrial Safety and Health Protection"
2. ISO 19011 standard in the latest edition.
3. Health and occupational safety management system. Documents and other information related to management systems (application of management systems related to different organizations, interactions between different components of the management system, standards for management systems, legislation, rules and other applicable requirements relevant to the subject of the audit).
4. Classifications of audits (different classifications, objectives, differences, definitions).

Principles, procedure and methods of audit (principles of auditing, management of audit programs, audit management, non-compliance).

Topic 7. Activities for the formation of state politics and determine the mechanisms of its implementation in the field of industrial safety and labor protection.

1. Bodies of state management of industrial safety and their powers. Ministry of Emergencies, State Service for Mining Supervision and Industrial Safety of Ukraine, other bodies of state management of industrial safety. Their functions, tasks and powers.

2. The procedure for organizing training and testing of knowledge of managers of enterprises and specialists operating high-risk facilities. Regulations on the Procedure for organizing training and testing of knowledge of managers of enterprises and specialists operating high-risk facilities. The main sections. List of works with increased danger.

After studying the topics of theoretical material, which are submitted for independent study of the discipline "Organizational and technical support of the

audit of occupational safety in the field of labor protection" students must write an essay.

3. REQUIREMENTS FOR WRITING AN ABSTRACT

The abstract is made on A4 paper in Times New Roman font, size 14 pt, line spacing - 1.5. Fields: left - 30 mm, right - 15 mm, top, bottom - 20 mm. Text alignment - width.

Option number matches serial number of the student on the list in the academic journal of the group.

The structure of the abstract contains the following elements:

title page; content (plan); introduction; main part (sections, subsections, paragraphs, sub-paragraphs); conclusions; references; applications.

An example of the design of the title page is given in application A.

Content includes all the names of the components of the abstract: introduction, names of sections, subsections and items (if necessary) of the main part, conclusions, list of sources used. An example of the content is given in application B. The content of the abstract can be an analytical review of certain issues, their current state. The content of the abstract should correspond to the topic, goals and objectives, consistently disclose all issues covered by the plan, justify, explain the main provisions, supporting them with specific examples, facts, using the legal framework, regulations.

Introduction contains the relevance of the chosen topic, the state of research of the scientific problem, the purpose and objectives of the abstract.

Text abstract should reflect the main content of the topic, including aspects such as object (subject), purpose, methods, research results.

When writing an abstract on the text it is necessary to indicate references to sources of information in square brackets.

The conclusions provide an assessment of the degree of achievement of the goal and objectives of this work. Total volume abstract- 15-20 pages.

4. TOPICS OF ABSTRACTS

1. Labor as a sphere of life and a leading factor in production. Socio-labor relations as a system.
2. Regulatory framework for the organization of occupational safety management at the enterprise.
3. Legislative acts of Ukraine in the field of labor protection and their requirements for state guarantees of workers for safe working conditions.
4. The essence of social and labor relations. General characteristics of their system.
5. International Labor Organization. The main ILO conventions in the field of labor protection. EU labor protection legislation.
6. Development and improvement of labor protection management systems in Ukraine, taking into account the requirements of the ILO.
7. International cooperation in the field of labor protection.
8. Social categories of modern society, their connection with labor and occupational safety.
9. The efficiency of social production.
10. The concept of the workplace. Factors that determine working conditions in the workplace.
11. Organizational and production structure of the enterprise (institutions, organizations). Responsibilities and actions of the head of the enterprise for the organization and conduct of certification and sanitary certification of jobs.
12. Working conditions at the enterprises of the branch. Classification of working conditions. Categories of work by degree of severity and severity.
13. Parameters of the production environment and labor process as factors that determine working conditions in the workplace.

14. The concept of technical and organizational levels of jobs. Organization of labor processes and jobs.

15. Assessment of working conditions on the indicators of harmfulness and danger of factors of the production environment, the severity and intensity of the labor process.

16. Economic significance and economic problems of labor protection.

17. Economic methods of labor protection management. The role of compensation for work in adverse working conditions in the management of labor protection.

18. Financing of labor protection activities. Social Insurance Fund.

19. Estimation of labor protection costs. Expenditures of enterprises to comply with the requirements of legislation and regulations on working conditions and safety.

20. The essence, subject, tasks and methods of audit on labor protection.

21. Forms of audit on industrial safety and labor protection. Audit objects.

22. Legal regulation of audit on industrial safety and labor protection.

23. The effectiveness of audit in the field of labor. Procedure for conducting an audit on industrial safety and labor protection.

24. Areas of activity of state supervision over labor protection.

25. Planning the work of state supervision over labor protection.

26. Determining the procedure and control over the organization of training and testing of knowledge of officials on industrial safety and labor protection.

27. Socio-economic significance of labor protection measures.

28. Measures for labor protection as the main component of the plan of economic and social development of the enterprise.

29. Indicators for assessing social efficiency and the degree of risk from economic activity.

30. Determining the effectiveness of measures and means of prevention of occupational injuries and occupational diseases.

RECOMMENDED BOOKS

1.	Закон України «Про охорону праці». – Від 21.11.2002, ред. від 27.02.2021
2.	НПАОП 0.00-4.21-04. Типове положення про службу охорони праці. Затв. Держнаглядохоронпраці від 15.11.2004, наказ № 255. Зміни: Наказ Державного комітету України з промислової безпеки, охорони праці та гірничого нагляду від 02.10.2007 р. № 236
3.	НПАОП 0.00-4.09-07 Типове положення про комісію з питань охорони праці підприємства. Затв. Держнаглядохоронпраці від 21.03.2007, наказ № 55
4.	НПАОП 0.00-4.12-05. Типове положення про порядок проведення навчання і перевірки знань з питань охорони праці. Затв. Наказом Держнаглядохоронпраці України від 26.01.2005 р. за № 15. Зареєстр. Мін'юстом України 15 лютого 2005 р. за № 231/10511.
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6.	Директива Ради Європейських Співтовариств 89/391/ЕЕС «Про впровадження заходів, що сприяють поліпшенню безпеки й гігієни праці працівників».
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8.	Економіка праці і соціально-трудові відносини: навч. посібник для студ. вищ. навч. закладів / В. М. Ковальов, В. С. Рижиков, О. Л. Єськов та ін. ; за ред. В. М. Ковальова. – Київ, 2016.
9.	Єсінова Н. І. Економіка праці та соціально-трудові відносини : навч. посібник для студентів вищ. навч. закладів / Н. І. Єсінова. – Київ : Кондор, 2019. – 432 с.
10.	Карпіщенко О. І. Економіка праці та соціально-трудові відносини : навч. посібник для студ. вищ. навч. закл. / О. І. Карпіщенко. – Суми, 2016.
11.	Колот А. Соціально-трудові відносини: теорія і практика регулювання: Монографія / А. Колот. – Київ : КНЕУ, 2019. – 230 с.
12.	Лукашевич В. М. Економіка праці та соціально-трудові відносини : навчальний посібник для студ. вищ. навч. закл. : рек. МОНУ / В. М. Лукашевич. - 2-ге вид., перероб. і доп. - Львів, 2017.
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20.	Розрахунки з питань охорони праці та безпеки життєдіяльності. Навчально-методичний посібник для студентів усіх спеціальностей та всіх форм навчання \ за ред. проф. В.В. Березуцького .–Харків: Факт, 2006. – 152 с.
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Appendix A

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

NATIONAL TECHNICAL UNIVERSITY
KHARKIV POLYTECHNICAL INSTITUTE

Department of "Occupational and environmental safety"

Abstract

in the discipline "Organizational and technical support for the audit of occupational
safety of occupational safety"

Option № ____

Completed:

student gr . ____

Name of the student

Checked:

Name of teacher

Appendix B

CONTENT

INTRODUCTION
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Section 1. Section title

1.1. (Name of division)

1.2. (Name of division)

Chapter 2. The name of the
chapter

2.1. (Name of unit).

2.2. (Name of division)

CONCLUSIONS
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