



INFORMATION SHEET

I PURSUANT TO THE LABOUR LAW (Official Gazette of Montenegro 074/19), THE FOLLOWING IS NEEDED:

Number	DOCUMENT TITLE	ARTICLE OF THE LAW
1	Rulebook on internal organization and systematization of jobs with the job description for all workplaces within a company for more than 10 employee	Article 19
2	Employment Contracts for all employees	
3	Work permits for foreign nationals	

PENALTY PROVISIONS ACCORDING TO THE LAW ON WORK are contained in Art. 208 and amount is from 2000 - 20 000 EUR

II SHODNO ZAKONU O ZAŠTITI I ZDRAVLJU NA RADU ("Sl. list CG", br. 34/14, 44/18), POTREBNO JE:

Number	DOCUMENT TITLE	ARTICLE OF THE LAW
1	General occupational health and safety act (signed and certified by Employer)	Article 16
2	Normative of personal protection tools and equipment - PPTE (signed and certified by Employer)	Article 16
3	Training program for the safe operation to employees (signed and certified by Employer)	Article 20
4	Training of employees	Article 20
5	Expert findings on reviewing and testing the work environment conditions (noise, illumination, micro climate, dust, vibrations,...)	Rulebook
6	Expert findings on reviewing and testing of electrical and lightning installations (periodically every three years)	Article 11
7	Expert findings on reviewing and testing of work equipment and tools	Article 11
8	Records from the Occupational Health and Safety Act (12 forms)	Article 50
9	Records (CARD - REVERSE) of assignment of personal protective equipment with employees signatures	Rulebook
10	Risk assessment for all workplaces within a company, according to the systematization of workplaces	Article 17
11	Organizing professional services of the Occupational Health and Safety Act (expert or authorized organization - Contract)	Article 38
12	Medical examinations (PREVIOUS - for all employees when starting the employment and PERIODICAL - if employees are covering the workplace with special working conditions or of increased risk)	Article 19
13	Compulsory insurance against injuries at work, professional disease and work related diseases	Article 30
14	Work tools and personal protective equipment with all supporting documents (certificates and attests) from equipment supplier	Article 27
15	Labels from the area of occupational health and safety (warnings, bans, notices)	Article 18
16	Certificate of employees training in the provision of the first aid	Article 28

17	Decision by which the Employer designates persons in charge of the provision of the first aid	Article 28
18	Decision by which the Employer designates a person in charge of the fire protection and evacuation of employees	Article 28
19	Revision (assessment) of technical documentation from the aspect of OHS - INVESTOR'S OBLIGATION	Article 9
20	Preparation of the Report on the applied measures of the Law on Occupational Health and Safety once a year, application to the Labor Inspection for work injuries and issuance of employee reports on injuries at work	Article 51
21	Informing employees about imminent and unavoidable hazards	Article 29
22	Providing appropriate training for employee representatives	Article 25
23	Informing employees regarding health and safety at work	Article 23
24	Ensuring occupational safety and health measures	Article 14
25	Drawing up a special Agreement on the organization and implementation of OHS measures when two or more employers perform simultaneous works on the same construction site	Article 22
26	During the technical inspection of the facilities, determine whether OSH measures are provided	Article 12
27	Designation of coordinators for the project development phase and the execution phase – INVESTOR'S OBLIGATION	Article 9a
28	Wall pharmacy with medical material with highlighted important phone numbers (TYPE 1 - up to 10 employees; TYPE 2 - from 10 to 50 employees)	Rulebook
29	Report on reviewing and testing of safety valves	Rulebook
30	Expert findings on reviewing and testing of electrical insulation equipment and tools (electrical insulation mats, poles, boots, safety voltage indicator)	Rulebook
31	Plan of measures for OHS and submission of the Application for the beginning of the execution of works to the Labor Inspectorate	Article 10
PENALTY PROVISIONS TO THE LAW ON PROTECTION AND HEALTH AT WORK are contained in Art. 56 and amount is from 500 - 15 000 EUR		

III PURSUANT TO THE LAW ON PROTECTION AND RESCUE (Official Gazette of Montenegro 13/07, 05/08, 86/09, 032/11 and 54/16) THE FOLLOWING IS NEEDED:

Number	DOCUMENT TITLE	ARTICLE OF THE LAW
1	General act of protection and rescue	Article 102
2	Training program	Article 101
3	Training of employees-before getting the job and periodical knowledge tests every year	Article 101
4	Periodic testing of fire-fighting equipment and tools (devices, hydrants, "PANIC" lights-once in 6 months/as well as stable installations for fire extinguishing, fire alert, etc-periodic testing as per the Designer's recommendations)	Article 99 i Article 100
5	Protection and Rescue Plan – entrepreneurial plan and the Evacuation Plan	Article 49
6	Organizing professional services of the Fire protection	Article 102
7	Owners of facilities where a large number of people gather (hotels, schools, sports halls, stadiums, etc.), and where it is not possible to provide sufficient audibility of unique alarm signs (due to noise, etc.) are obliged to establish appropriate notification and alert systems	Article 23
8	Companies, legal entities and entrepreneurs, if they own, produce, process, store hazardous materials, etc., are obliged to inform the Ministry about the types and quantities, etc.	Article 50
9	Obtaining consent during the preparation of technical documentation for the Project – Study of Fire Protection	Article 8
10	Plan for specially protected structures (for certain structures) – Protection of Persons and Property Act	
KAZNENE ODREDBE SHODNO ZAKONU O ZAŠTITI I SPAŠAVANJU sadržane su u čl. 118 i iznose od 500 – 10 000 EURA		

IV CONSTRUCTION SITE – THE FOLLOWING IS NEEDED:

Number	DOCUMENT TITLE	ARTICLE OF THE LAW
1	Notification of commencement of works to the Labour Inspectorate (5 days before starting the works) – THE MAIN CONTRACTOR	
2	Study on the construction site planning (for all phases of execution of works – THE MAIN CONTRACTOR , for its phase of works – SVI IZVOĐAČI/PODIZVOĐAČI RADOVA)	
3	Warning signs at the construction site entrance and warning signs within the construction site	
4	First aid pharmacy (TYPE 1 - ALL CONTRACTORS/SUBCONTRACTORS; TYPE 2-one in the Main Contractor's office)	
5	Fire fighting device (one in the container-office, one on the construction site and one in the smoking area) – THE MAIN CONTRACTOR	
6	Toilets (1 toilet for 20 employees) – THE MAIN CONTRACTOR	
7	Mutual contracts between the employers on the implementation of occupational health and safety measures – MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
8	Collective insurance of employees (copy) - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
9	Rulebook on the occupational health and safety or Annex to the Contract (copy) – MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
10	Certificate of competence for safe work of all employees (copy) – MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
11	Training program (copy) - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
12	Expert findings on reviewing and testing of working equipment and tools - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
13	Expert findings on reviewing and testing of electrical installations for the construction site connection - THE MAIN CONTRACTOR , offices, containers - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
14	Risk assessment (copies of the first and last page, adoption decision, overview of the site with increased risk, if any) - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
15	Medical examinations for employees on workplaces with increased risk (if any) - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
16	Records (CARD - REVERSE) of assignment of personal protective equipment with employees signatures - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
17	Rulebook on internal organization and systematization of jobs - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
18	The list of employees present on the construction site - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
19	Work permits for foreign nationals - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
20	Employment Contracts - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
21	Mark offices - containers (company logo) – All of them having containers	
22	A person in charge of the occupational health and safety affairs - MAIN CONTRACTOR AND ALL CONTRACTORS/SUBCONTRACTORS	
PENALTY PROVISIONS FOR BUILDINGS ARE LIABLE IN ALL THREE AMENDED LAWS		