

Safety Guidelines for Information Dissemination and Employee Training

1 Disclosure of Information as Required by Regulations

- Regulations of the Occupational Safety and Health Organization (Information Disclosure and Employee Training), 1999.
- Regulations of the Occupational Safety and Health Organization (Occupational Safety Plan), 2013.
- Special regulations or instructions according to additional subjects, such as: Work at heights, Safety assistants, and more.

2 The Information Will be Provided on the Subject:

- General Hazards: Skidding, Fire, Explosive Movements, and Motor Vehicles, Work on Ladders, Proper Lifting, and more
- Hazards at the Workplace: Use of Personal Protective Equipment, Work with Machinery, Work with Specialized Equipment, Work in a Confined Space, Work in a Warehouse, and more, Special Topic of Training

3 Information Characteristics

- The information will be current.
- The information will relate to updated guidelines for the maintenance of equipment.
- Information on materials and substances.
- Information on work procedures and protocols.
- Signage and labeling of hazardous equipment and work procedures.

4 When Will the Information be Available?

- Prior to the commencement of work
- At least once a year
- Prior to changes in work procedures or the implementation of new equipment in the workplace

5 Who Will Perform the Training:

- Internal Training: A suitable professional authorized by the manager will perform the training.
- In cases where a certification is required, the training will be provided by a safety instructor, who is a qualified authority, such as the Occupational Safety and Health Administration (OSHA) at the Ministry of Labor, Welfare, and Social Services

6 In the Guidance Notebook, the Following Will be Recorded:

- In the guidance notebook, the following will be recorded:
- Names of employees who participated in the guidance.
 - Dates of the guidance.
 - Type of guidance.
 - Name of the instructor.
 - Qualifications and position of the instructor.

7 Under the Instructor's Responsibility:

- To provide a concise summary of information in Hebrew or in a language familiar to the employee.
- To ensure that the training is provided in a language understandable to the employee.
- To ensure that the employee understands the training.

8 Under the Employee's Responsibility:

- To participate in guidance and training at the time and place specified by the trainer.
- To use personal protective equipment (PPE) provided for the performance of the task.
- Not to damage or compromise equipment or work procedures in the workplace.
- To inform others about hazards in the workplace.

