

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
FOR HIGHER PROFESSIONAL EDUCATION

NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

**Occupational Safety Regulations
for Business Trips**

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Occupational Safety Regulations for Business Trips

This document has been developed on the basis of Regulations “On Specifics of Sending Employees on Business Trips” approved by the Decree No.749 of the Government of the Russian Federation dated October 13, 2008.

1. General Provisions

1.1 This document covers specific procedures for sending employees on business trips within the Russian Federation.

1.2. Employees who have entered into employment relationship with the employer can be sent on a business trip.

1.3. Employees are sent on a business trip by the employer’s order (directive) for a specific period to complete a work assignment outside their permanent place of work. Employees are issued a Business Trip Certificate confirming business trip duration (date of arrival to the destination and date of departure). A Business Trip Certificate is issued in one copy, signed by the employer, given to the employee and kept by the employee for the entire duration of the business trip.

Employees must bring their certificates confirming qualification and electrical safety knowledge, if they are sent on a business trip for maintenance, repair or upgrade of capital equipment.

1.4. Business trip duration is determined by the employer depending on the scope, difficulty and other parameters of the assignment. Whether the employee must be present at the workplace on the day of departure to or return from the business trip is discussed with the employer individually.

Date of departure to a business trip is the day when a train, plane, coach or other vehicle departs from the employee’s permanent place of work; date of return from a business trip is the day when the vehicle arrives to the employee’s permanent place of work. If the departure is before or at 24.00, the date of departure is the current day; if the departure is from 00.00 onwards, the date of departure is the next day.

Whether the employee must be present at the workplace on the day of departure to or arrival from the business trip is discussed with the employer individually.

1.5. Employees can be sent on business trips and asked to work on weekends and public holidays only upon their written consent, and if it is necessary to complete some urgent unforeseen task that is critical for normal functioning of the institution as a whole or its separate subdivisions.

Making employees work on weekends and public holidays without their consent is prohibited by Article 113 of the Labour Code of the Russian Federation.

1.6. Sending pregnant employees on business trips is not allowed (Article 259 of the Labour Code).

1.7. Women with children of up to three years of age can be sent on business trips only upon their written consent, and if there are no medical contraindications. They must be notified of their right to refuse a business trip assignment (Article 259 of the Labour Code).

Article 259 of the Labour Code also covers employees who have disabled children or children of up to 18 years of age with lifelong disabilities, and employees who are carers for their sick family members as per a medical certificate.

1.8. Employees younger than 18 cannot be sent on business trips, unless they are creative professionals employed by the media, film organizations, theatres, theatre and concert organizations, circuses, other individuals involved in creation and/or performance of works of art, or professional athletes, as per the list of professions approved by the Russian Government



based on the conclusions of the Russian Trilateral Commission for Regulation of Social and Labour Relations (Article 268 of the Labour Code).

1.9. Employees can be asked to work on weekends and public holidays at the employer's written instructions.

1.10. Employees asked to work on weekends or public holidays shall receive remuneration in accordance with labour legislation of the Russian Federation.

2. Pre-Work Occupational Safety Requirements

2.1. Pursuant to Decree No.1 of the Ministry of Labour and No.29 of the Ministry of Education dated January 13, 2003 "On Approving the Procedures for Occupational Safety Training and Knowledge Assessment of Employees": Persons... sent on a business trip to the organization... employees of external organizations working in a selected area,... other persons participating in the institution's activities, shall duly complete initial training provided by an occupational safety officer or employee responsible for this matter as per the employer's (or their authorized representative) directive.

2.2. Initial training in occupational safety shall follow a syllabus developed on the basis of Russian laws and regulations applicable to the given organization and its activities, and duly approved by the employer (or their authorized representative).

2.3. Apart from the initial training in occupational safety, initial workplace briefing, repeat, ad-hoc and target trainings shall also be conducted.

2.4. Initial workplace briefing of **employees on a business trip from external organizations** and other persons participating in the institution's activities takes place before unsupervised work can start.

Initial workplace briefing is conducted by heads of the institution's subdivisions under the syllabus developed and approved in accordance with laws and regulations on occupational safety, institution's bylaws, occupational safety instructions, technical and operational documents.

2.5. Initial workplace briefing may be waived for employees not involved in operation, maintenance, testing, adjustment and repair of equipment, use of electric or other instruments, storage and use of raw materials and supplies.

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4. Temporary Disability during a Business Trip

In case of a temporary disability during a business trip, employees shall immediately notify the official who issued the business trip assignment.

A temporary disability of employees sent on a business trip, as well as the inability to return to the place of permanent residence for medical reasons, shall be confirmed by the certificates duly issued by state (municipal) or other healthcare institutions holding a license (certification) for the provision of medical services.

During their temporary disability, employees sent on a business trip shall receive a standard temporary disability allowance.

Days of temporary disability are not included into the business trip duration. Employees with a temporary disability during a business trip shall be reimbursed for their rent expenses (unless they receive inpatient care) and paid per diem for the entire period when they are unable to start their assignment or return to their place of permanent residence.

Employees who have an accident while on a business trip shall notify the occupational safety departments of the host institution and HSE. If an employee sustains minor injuries while on a business trip, the circumstances of the incident shall be investigated by the host institution.



Serious or lethal workplace accidents shall be investigated by a commission headed by the state labour inspector responsible for the territorial entity where the accident has occurred.

5. General Fire Safety Requirements

5.1 Employees sent on a business trip shall learn and observe fire safety requirements and arrangements of the host institution.

Upon discovering a fire (smoke, burnt smell, open flame), notify the fire services and try to extinguish the fire with emergency fire-fighting equipment at hand, with due care to personal safety.

If the situation becomes dangerous, immediately leave the affected area.

REMEMBER: 112 is the emergency telephone number for the Russian Federation. It is valid for ALL mobile network operators and can be used even if the phone has no SIM card or if the SIM card is blocked.

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