

## International Health & Safety Legal Registers (LR) For An Office Setting Or Retail Store

Specialty Technical Publishers is pleased to introduce its newest international compliance tool powered by Optial – country health and safety legal registers for offices and retail operations.

The legal registers are provided in two levels: **Legal Register Basic (Level 1)** and **Legal Register Plus (Level 2)**. **Basic** is designed for the company that needs a simple, inexpensive tool to assist in understanding its occupational health and safety responsibilities. **Plus** enables Users to develop their own site-specific register that becomes the H&S regulatory framework from which the site operates. This service level may also be used as a regulatory resource to meet the requirements of OHSAS 18001 Management System. See a more detailed description below.

| Country   | Available   | Country   | Available   |
|---|-------------|---|-------------|
|  Argentina         | Coming Soon |  Lebanon                   | Now         |
|  Austria           | Now         |  Malaysia                  | Now         |
|  Australia (NSW)   | Now         |  Mexico                    | Now         |
|  Belgium (Walloon) | Now         |  Netherlands               | Now         |
|  Brazil            | Now         |  Norway                    | Now         |
|  Canada (Ontario)  | Now         |  Peru                      | Coming Soon |
|  China (Beijing)   | Now         |  Philippines               | Now         |
|  China (Shanghai)  | Now         |  Poland                    | Now         |
|  Colombia          | Now         |  Portugal                  | Now         |
|  Costa Rica      | Now         |  Puerto Rico             | Now         |
|  Croatia         | Coming Soon |  Romania                 | Coming Soon |
|  Czech Republic  | Now         |  Russia                  | Now         |
|  Denmark         | Now         |  Singapore               | Now         |
|  Dubai           | Coming Soon |  Saudi Arabia            | Now         |
|  Egypt           | Now         |  Slovenia                | Now         |
|  Finland         | Now         |  South Africa            | Now         |
|  France          | Now         |  Spain                   | Now         |
|  Germany         | Now         |  Sweden                  | Now         |
|  Hong Kong       | Now         |  Switzerland             | Now         |
|  Hungary         | Now         |  Taiwan                  | Now         |
|  India           | Now         |  Thailand                | Now         |
|  Indonesia       | Now         |  Turkey                  | Now         |
|  Ireland         | Coming Soon |  United Arab Emirates    | Now         |
|  Israel          | Now         |  United Kingdom          | Now         |
|  Italy           | Now         |  United States (Fed/Cal) | Now         |
|  Japan           | Now         |  Venezuela               | Coming Soon |
|  Korea (South)   | Now         |   |             |

| Service Level   | Language           | One-Time Base Price Per Country (USD) | Annual Update Service Fee Per Country (USD) |
|-----------------|--------------------|---------------------------------------|---|
| Basic           | English & National | \$ 2500                               | \$ 1250                                     |
| Plus            | English & National | \$ 3500                               | \$ 1500                                     |
| Audit Checklist | English & National | \$ 4500                               | \$ 2750                                     |



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| Service Level                                   | Description  | Summary of Features  | Ideal For   |
|---|--|--|---|
| <p><b>1</b><br/><b>Legal Register Basic</b></p> | <p><b>Legal Register Basic</b> is an inventory of laws and regulations of a country that relate to health and safety (H&amp;S) in an office (administrative, sales, non-manufacturing, etc.) or retail setting and are presented as a list of formal legal citations or references. Each legal citation has a descriptive summary of the law or regulation. The description involves: scope and objectives of the law; general description of the main requirements; and potential penalties for non-compliance.</p> <p>The Register is organized by topic, keyword searchable, has customized reporting, and linked to the full text legislation in a publicly available website.</p> <p>The Register has a unique dual language (national language and English) side-by-side display feature. In a keystroke the register can be exported to an Excel spreadsheet to provide the User a useful list or to facilitate a legal aspects analysis.</p> | <ul style="list-style-type: none"> <li>• List of H&amp;S country laws and regulations</li> <li>• Organized by H&amp;S topics</li> <li>• Descriptive summary of the law or regulation</li> <li>• Presented in dual language (national language and English)</li> <li>• Linked to full text of the legislation</li> <li>• Keyword searchable</li> <li>• Easily customized</li> <li>• Downloaded in a keystroke to Excel</li> </ul> | <p>Companies that need a simple, inexpensive tool to assist in understanding its occupational health and safety responsibilities; as well as a quick, easy access to read the details of the law or regulation – in English or in-country language.</p> |
| <p><b>2</b><br/><b>Legal Register Plus</b></p>  | <p><b>Legal Register Plus</b> allows the User to take the generic country Legal Register and make it site-specific. Legal Register Plus adds simple “yes/no” screening questions that assist the User in determining which laws and regulations may apply to their operation.</p>  | <p>Basic Service Level 1 PLUS</p> <ul style="list-style-type: none"> <li>• Screening questions that determine if the law or regulation applies to the site</li> <li>• List of laws and regulations that meet OHSAS 18000 requirements</li> <li>• Sets the foundation for a site specific audit/self-assessment checklist</li> </ul>  | <p>Companies where H&amp;S laws and regulations may apply somewhat differently to their locations yet need to provide their operations regulatory support; and who wish to prepare their operations for Self-Assessments or compliance audits.</p>      |



## International Health & Safety Legal Registers For An Office Setting Or Retail Store

### TOPICAL SCOPE COUNTRY H&S LEGAL REGISTERS - OFFICE & RETAIL

#### General Health & Safety

- Worker Committees / Safety Committees
- First Aid / Medical Services
- Accident and Injury Reporting and Recordkeeping
- General Workplace Risk Assessments
- General Access and Egress
- Safety Signs and Markings
- Housekeeping
- Sanitation
- Break Room Conditions
- Confined Space Entry Procedures
- Ergonomics
- Video Display Terminal

#### Workplace Hygiene

- General (light, heat, dust, temperature, etc.)
- Exposure to Hazardous Substances
- Drinking Water (availability and condition)
- Medical Surveillance
- Radiation (light sources, video displays, etc.)
- Personal Protective Equipment
- Changing or Dressing Rooms
- Lavatory or WC

#### Material Handling

- Manual Lifting and Handling Procedures
- Walk and Working Surfaces
- Small Ladder Safety
- Dock/Material Receipt Procedures

**Chemical Management** (but only as it pertains to chemicals or dangerous substances used in an office setting such as toner, cleaning fluid, white-out, inks, lubricants, etc.)

- Material Safety Data Sheets
- Management (Handling, Transport, Storage and Disposal) of Dangerous / Hazardous Materials
- Management (Handling, Transport, Storage and Disposal) of Compressed Gases
- Management of Prohibited or Restricted Substances and Chemicals, such as PCBs, CFCs, asbestos
- Spills and Releases
- Pesticides/Insecticides

#### Assumptions and Limitations

(1) Assumes the Site is a leased premise; no property ownership responsibilities, such as maintaining roof, painting the outside of the building, maintaining landscape, maintaining heating and air conditioning units or elevators, boilers, generators, etc. However, it is important the lessee knows who is responsible for these types of activities, as there can be health and safety impacts to the lessee if these activities are not done or done well. In some lease agreements, although not typically, the lessee is obligated to conduct some of the activities referenced above.

(2) Assumes the typical uses or business conduct in the leased premise are administrative offices, marketing and sales, retail store or computer test laboratory ("laboratory" in this context means banks of operating computers; it does not mean a laboratory with chemicals).

#### Fire Safety & Emergency Evacuation

- Fire Permits and Registrations
- Multi-topical Emergency and Evacuation Planning
- Emergency Evacuation Drills
- Fire Suppression Equipment and Procedures
- Emergency Alarm Systems
- Means of Egress
- Storage of Flammable & Combustible Liquids

#### Machine & Electrical Safety

- General Small Tool and Small Equipment Safety
- Electrical Safety Work Practices

#### Fleet and Driver Safety

- Driver Safety Training requirements
- Driver Permit requirements
- Vehicle Safety requirements

#### Miscellaneous

- Special measures for pregnant or lactating women, young people and disabled workers
- Cafeteria and food preparation requirements
- Construction build-out of leased premises
- Disposal or recycling of batteries

