

Note! All risks that may be present in the working environment are identified during the working environment risk assessment and measures are prescribed in the action plan in order to prevent or mitigate these risks.


Existing working environment risk assessments can be uploaded to TEIS as a file or prepared using the digital tool (this is a good option in particular for small and medium-sized companies).

In order to submit a working environment risk assessment, select



Risk
assessment

from the menu on the left, after which you will see the following options:

 Upload an existing risk
assessment

+ New risk
assessment

In order to access data on supervision proceedings and communicate with the Labour Inspectorate, select



Supervision

In TEIS, you can find an overview of all the supervision proceedings related to your company. To see more detailed data, click the supervision proceedings number.

General data Documents Inspections Deficiencies

Notices about new proceedings are also available in the **“General data”** tab.

In the **“Documents”** tab is a list of documents the labour inspector wants to see. To submit documents, click on the “Add files” button.

In the **“Inspections”** tab the time and location of the inspection can be found. There you can also find the report prepared by the inspector.

In the **“Deficiencies”** tab you can report eliminations of deficiencies with digital evidence (files, photos, etc.). There is a shortcut of the deficiencies to be eliminated on the company's desktop, which makes accessing them easier.



Use the chat window to quickly and conveniently communicate with the Labour Inspectorate during supervision proceedings. Upon opening the envelope icon on the right-hand side of the screen, the representative of the company will be able to communicate with a labour inspector. The chat window also includes documents and reminders sent to the employer. Reminders are sent automatically by the system. The chat window is open to both parties until supervision proceedings are completed.

TEIS is that simple!

The instruction manual is available on iseteenindus.ti.ee. Call our helpdesk **640 6000** (3rd line of the hotline) from 9:00 to 16:30 on business days or e-mail: ti@ti.ee

 **TÖÖELU**
www.tööelu.ee



TÖÖINSPEKTSIOON



WHAT IS TEIS?

The Labour Inspectorate's working life information system TEIS is a resource intended for people participating in working life and can be used as a self-service platform on iseteenindus.ti.ee.

TEIS supports employers in the creation of a good and safe working environment and provides an overview of what the state expects from employers.

In the self-service, you can submit necessary information about employees and the working environment, plan activities to mitigate risks present in the working environment and, during supervision proceedings, engage in quick, convenient and paperless communication with a labour inspector.

Employees can also use TEIS and see the information related to their or their child's employment.

You can read more about TEIS in the Working Life Portal www.tööelu.ee.

HOW TO USE TEIS?

There are three simple ways to **log in to the** self-service of TEIS on iseteenindus.ti.ee:



ID-card



Mobile-ID



Smart-ID

After logging in, select the role in which you want to use TEIS – either as a private person or an employee of a company.

Company accounts are accessible to all individuals authorised to represent the company as well as all its employees. The amount of information available to you on the platform depends on your role in the company.

Employees of the company can access:

- information about who is assigned which working environment representative roles in the company;
- the company's valid risk assessments of the working environment; and
- the company's action plan to mitigate the risks of the working environment.



The following individuals have the right to submit (e.g. a risk assessment) and amend data:

- members of the management board or authorised representatives of the company (on the basis of data in the business register)
- working environment specialists (assign in the "Representatives" module)
- other authorised individuals (assign in the "Representatives" module)

In order to assign **working environment representatives**, select



Representatives

A red (assigning a representative is mandatory) or green (assigning a representative is voluntary) icon is displayed next to each role. Whether assigning an individual is mandatory or not depends on the number of employees in the company.



In order to assign a new representative, click on

+ Add a person

fill in the fields and save.

All companies have an obligation to submit their risk assessment of the working environment through TEIS.