Introducing the first employee to the job · How to integrate the procedure into routine operations?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

By the end of the week, compile a list of questions and improve the following introduction.

Regular application

Prepare the implementation schedule, verification certificates and a list of granted authorisations.

Ensure it is clear who the worker should contact in case of doubt or incident.

Work example · Introducing the first employee to the job

Ensure it is clear who the worker should contact in case of doubt or incident.

Specific next steps

1. Prepare the implementation schedule, verification certificates and a list of granted authorisations.
2. Ensure it is clear who the worker should contact in case of doubt or incident.
3. Do not allow workers without proper instructions to undertake risky tasks on their own.

Limits of application

For a Croatian employment relationship, in accordance with applicable regulations and the contract.

Sources

Ministry of Labour · Labour Law, Frequently Asked Questions

https://mrosp.gov.hr/pristup-informacijama-16/najcesca-pitanja-i-odgovori/zakon-o-radu/5698

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