

**Binding Conditions
of performing activities by externals in terms of occupational safety, health
protection and fire prevention within CEITEC MU**

**Written information on risks
pursuant to the provisions of Section 101 of Act No. 262/2006 Coll., the Labour Code, as
amended**

I. Introductory Provisions

1. These Binding Conditions apply to the performance of all contractually agreed activities of external companies and persons within the premises of CEITEC MU, Kamenice 753/5, 625 00 Brno (hereinafter "CEITEC MU").
2. External persons performing contractually agreed activities within the premises of CEITEC MU may not commence such activities unless they have been demonstrably acquainted with these Binding Conditions and with other applicable principles (hereinafter "OSHP and FP"). It is the responsibility of the person (responsible representative) who has confirmed the receipt of this document with their signature to inform all external persons working at CEITEC MU.
3. External persons are responsible for proper (up-to-date and appropriate) state of any professional licenses, professional training, professional health capabilities, etc. External persons are further responsible for the conduct of their employees, in particular in terms of observing OSHP and FP principles, including respecting of occupational and other risks of which they have been informed (verbally by competent persons, by means of safety signs and notices, notice boards, etc.).
4. External persons are obliged to proceed so as not to endanger the health or lives of the employees of CEITEC MU, its equipment and devices or any other persons present within the premises of CEITEC MU.
5. External persons are obliged to keep all premises of CEITEC MU clean and tidy.

II. Obligations of external persons in terms of occupational safety and health protection

1. Before commencing their activities within the premises of CEITEC MU, external persons are obliged to get acquainted with these Binding Conditions and follow them. In case of non-operating hours, external persons are obliged to contact the

central security desk (phone no.: 549 49 2929, or <https://pritomnost.ukb.muni.cz/web/visit/>) before entering the building and state the purpose and place of their entry.

2. External persons are obliged to adopt any and all measures to prevent risks in relation to their own employees, other party's employees and other persons. Risk prevention means all measures stipulated by applicable legal and other regulations aimed at ensuring occupational safety and health protection (OSHP) and all measures aimed at risk prevention and elimination or, in the case of risks that cannot be fully eliminated, at their minimizing.
3. External persons are obliged to stay only in the premises designed for the performance of the agreed works. External persons are obliged to familiarise themselves with the operating rules of the laboratories, the instructions for use of the instruments and their safety data sheets, if they handle such instruments.
4. Employees of external persons are obliged to inform MU employees of all circumstances that could in the course of their activities result in endangering the life and health of persons or of any circumstances that could result in endangering the operation or safe condition of technical devices.
5. If an external person notices any danger that could endanger the health or life of persons, he/she shall be obliged to immediately interrupt their work and report such danger promptly to the authorized person and, if feasible, to notify all persons who could be affected by such danger.
6. Keeping of records of injuries shall be governed by applicable generally binding legal regulations. In the event of an injury, each injury must be reported at the reception desk and to the authorized person and the OSHP and FP manager (phone no. 777 926 633). In the event of an injury, first aid kits are located in each kitchenette in buildings E35 and E26, at the reception desk in building E35, and in the other buildings in the corridor behind the bulkhead door.
7. Follow the prohibition of consuming alcoholic beverages and other addictive substances within all premises of CEITEC MU and of entering the workplace under the influence of such substances. The authorized person (a CEITEC MU employee) reserves the right to perform checks for alcohol or other addictive substances on external persons.
8. Follow prescribed work procedures during work, use appropriate work tools, personal protective equipment and protective devices and not to deliberately substitute or switch off such devices and equipment.
9. Respect safety signs, symbols, pictograms and signals.
10. Report any defects and deficiencies found at the workplace to the authorized person.
11. Follow all local rules of operation and regulations applicable to the given premises.

III. Obligations of external persons in terms of fire safety

1. External persons are obliged to act within the premises of CEITEC MU so as not to give rise to any cause of fire, explosion, danger to life or risk of damage on assets.
2. External persons are obliged to keep escape routes and access to portable fire extinguishers, hydrants and electrical switchboards permanently free and unblocked. The installed safety signs may not be removed, damaged or covered.

3. External persons are obliged to get acquainted with the place, worksite and all risks that may be associated with the performance of their work activities and undertake to follow all fire safety measures relating to the given type of performed works, taking into consideration the location of the workplace.
4. Follow the prohibition of smoking within the premises of CEITEC MU, as well as within the entire university campus of Bohunice.
5. The employees of external persons are obliged to get acquainted with fire alarm guidelines, evacuation plans and the location of fire extinguishing equipment.
6. External persons are obliged to have all electrical equipment brought in checked and inspected and assume full responsibility for it.

IV. Risk overview

The overview of risks is intended for informing of risks associated with activities performed within CEITEC MU. The document is intended for entities that could be endangered by the activities within CEITEC MU in the sense of Section 101 (3) of Act No. 262/2006 Coll., the Labour Code, as amended.

Section 101 (3) If employees of two or more employers perform their tasks at the same workplace, the employers are obliged to inform each other in writing of the risks and adopted measures aimed at the protection against the impacts of such risks that relate to the work performance and to the workplace and to co-operate in ensuring occupational safety and health protection for all employees present at the workplace. Based on a written agreement between the involved employers, the employee appointed under such agreement shall co-ordinate the implementation of measures aimed at the protection of safety and health of employees and the procedures for its ensuring.

Information on risks must be executed in view of the fact that the employees of other employers (i.e. external persons) who work at the same time and at the same workplace as the employees of CEITEC MU must be informed by their respective employer within the necessary scope with applicable regulations pertaining to occupational safety and health protection and to fire safety.

The fundamental condition of co-operation is demonstrable training of the other employer's employees in particular with respect to the following regulations aimed at ensuring safety of work and of technical devices (as amended):

- Act No. 262/2006 Coll., the Labour Code,
- Act No. 309/2006 Coll., on further requirements concerning occupational safety and health protection in employment relations and on ensuring occupational safety and health protection during activities or provision of services outside the scope of employment relations (the Act on further conditions of occupational safety and health protection),
- Act No. 133/1985 Coll., on Fire Prevention,
- Government Regulation No. 378/2001 Coll., stipulating further requirements concerning safe operation and use of machines, technical devices, appliances and tools,

- Government Regulation No. 101/2005 Coll., on further requirements concerning workplaces and work environment,
 - Government Regulation No. 361/2007 Coll., stipulating the conditions of protection of employees' health at work,
 - Decree No. 246/2001 Coll., on establishing conditions of fire safety conditions and state fire supervision, (the Fire Prevention Decree),
- all the above as currently amended.

Overview of risks at the workplaces of CEITEC MU

Risks that cannot be fully eliminated or mitigated only by means of following the aforementioned regulations aimed at ensuring work safety

WORKPLACE AND WORK ENVIRONMENT	
Risk description	Risk elimination / mitigation
Accidents, injuries (in general)	<ul style="list-style-type: none"> ▪ Observe all safety signage, including traffic signs, within the premises of CEITEC MU and other premises used by CEITEC MU. ▪ Follow instructions of work supervisor. ▪ Prevent the presence of persons within the dangerous area of activities. If this cannot be avoided, agree with the person performing this work or with the work supervisor on a safe place of performing the work. ▪ No entry of persons under the influence of alcohol or other narcotic substances. Prohibition of bringing these substances into the premises of CEITEC MU.
Falls from height, falls of a load	<ul style="list-style-type: none"> ▪ Observe the principles of safe behaviour on staircases and footbridges. ▪ When working on the roof, observe the principles of safe work at height. ▪ Do not place tables, chairs, refreshments on the footbridge in building E35.
Risks in traffic, parking	<ul style="list-style-type: none"> ▪ Park only in designated spaces within MU premises. ▪ Traffic rules apply within MU premises. ▪ Avoid wearing headphones in parking lots, pay attention to your surroundings. ▪ Observe the maximum permitted speed within MU premises; within CEITEC MU premises this speed is 15 km/h.
Stumbling, slipping, fall	<ul style="list-style-type: none"> ▪ Maintain workplaces clean and tidy. ▪ Avoid creation of obstacles on thoroughfares. ▪ Use suitable work shoes.
Injury by electrical current	<ul style="list-style-type: none"> ▪ Respect and observe safety signs and notices. ▪ Avoid performing any unprofessional interventions in the electrical installations and devices. ▪ Avoid touching any electrical devices and appliances with wet hands. ▪ Do not damage electrical supply connections or extension cables, i.e. do not place any objects or materials on the cables and avoid their placement across any sharp edges. ▪ All electrical appliances and devices brought in must be properly inspected. ▪ Follow safe working practices. ▪ Do not touch live parts of the equipment. ▪ Avoid operating devices with wet hands or working with wet tools. ▪ Before commencing work with electrical devices, adopt measures preventing their accidental

	<p>connection to the power supply/switching on.</p> <ul style="list-style-type: none"> ▪ Power cords may not have damaged insulation and must be secured against disconnection. ▪ The safety cable of power cords must be securely connected. ▪ Control elements or any other elements of electrical devices may not be damaged in a manner impairing their protection against hazardous contact. ▪ Carry out works on electrical devices only with adequate professional qualification. ▪ Respect safety signs and notices.
Fire	<ul style="list-style-type: none"> ▪ Observe safety signs and notices. ▪ Respect the prohibition of smoking and handling of open fire within all premises and in particular within the distance of 5 m from pressure vessels. ▪ Avoid the placement of any combustible or oxidising substances within the distance of 5 m from pressure vessels. ▪ In the event of fire, immediately notify the supervising employee, receptionist, OSHP and FP manager and the central security desk. ▪ Keep the thoroughfares and escape routes permanently free and passable. ▪ Maintain permanent access to fire extinguishers and hydrants, i.e. avoid the placement of any objects in front of them, not even for a short period of time. ▪ Familiarize with the fire alarm guidelines and evacuation plan of the building and follow them.
General risks in the laboratory	<ul style="list-style-type: none"> ▪ Enter only the rooms in which the work is agreed to be performed. Do not enter any other rooms! ▪ Prohibition of eating and drinking, bringing in food and beverages in the laboratories. ▪ Do not lean on the laboratory tables. ▪ Always ensure demonstrable familiarization with the operating rules of the laboratory in question, if work is to be carried out on the instruments, also familiarization with the manuals for these instruments and the safety data sheets of all hazardous chemicals if they are to be handled. ▪ Follow instructions of responsible employees of CEITEC MU.
Biological risks	<ul style="list-style-type: none"> ▪ Observe safety signs and notices. ▪ Follow the technical safety measures of level 1 (2, 3) The higher the number, the higher the risk. ▪ Each injury must be reported to the OSHP and FP manager. ▪ Work only under supervision. ▪ Do not enter laboratories where external persons are not allowed. ▪ Do not enter the rooms of technical safety measure of level 2 independently, enter only after demonstrable familiarization with the operating rules and with an employee of these laboratories. ▪ Do not enter the rooms of technical safety measures of level 3.

Chemical substances and mixtures	<ul style="list-style-type: none"> ▪ Do not enter laboratories where external persons are not allowed. ▪ Avoid handling containers with chemical substances, touching them or transfusing their contents, unless absolutely necessary for performing the works. ▪ Use suitable personal protective equipment at the workplace. ▪ Upon spillage, inform the OSHP and FP manager and supervising employees.
Ionising radiation	<ul style="list-style-type: none"> ▪ Do not enter laboratories where external persons are not allowed. ▪ Minimize the time of exposure. ▪ Use the prescribed personal protective equipment at the workplace. ▪ Possibilities of access to be consulted with Mgr. Jiří Křivohlávek (549 49 3150).
UV radiation	<ul style="list-style-type: none"> ▪ Do not enter laboratories where external persons are not allowed. ▪ Do not enter the room if germicidal lamps are lit inside. ▪ Do not enter the phytotrons when the UV light is on, do not open the phytotron flask. ▪ Enter the phytotrons only in the company of a responsible employee of CEITEC MU. ▪
Non-ionising radiation, lasers	<ul style="list-style-type: none"> ▪ Do not enter laboratories where external persons are not allowed. ▪ Do not enter the MRI control room with metal objects. ▪ The laser equipment has built-in technological measures, such as a protective housing, locks, a master switch or a beam suppressor, to prevent unintentional or accidental exposure. When using Class 3B or 4 lasers, eye protection is required to prevent harmful exposure to reflected and scattered beams. ▪ Follow instructions of responsible employees of CEITEC MU.

V. Extraordinary events

Fire Prevention

Everyone is obliged to act in such a way as not to cause fire and to contribute to the proper performance of fire protection tasks to the best of their ability, especially by providing the necessary personal and material assistance.

- Anyone who notices a fire that they cannot extinguish themselves is obliged to raise the alarm immediately or report it so that the fire brigade can act as soon as possible.
- Do not carry out repairs to electrical installations, appliances, devices for which only a professionally qualified staff member is called upon.
- Do not obstruct with any material the access to power distribution boxes, portable fire extinguishers and hydrants, escape routes, emergency exits.

There are **three types of portable fire extinguishers** in the building: **powder, carbon dioxide and water**. Every fire can be successfully put out at the outset with a portable fire extinguisher; instructions for use are on the casing of the extinguisher. All fire extinguishers shall only be put into operation in close proximity to the fire. Always extinguish in the direction of the wind (draught)!

- Spray from below into the hot core, never spray into the flames!
- Extinguish intermittently, in bursts!
- When inside a room, always extinguish the fire so that you have a door behind you (keep your escape route clear)!

Type of fire extinguisher	What can be extinguished	What never to be extinguished
Powder	flammable solids, liquids, oils, gasoline, live equipment (universal extinguishing agent)	light and flammable alkali metals
Carbon dioxide	live equipment	flammable dust, powdery substances
Water	flammable solids, flammable water-soluble liquids (alcohols, ketones,...)	live electrical equipment, alkali metals, oils and substances that react with water

In connection with fighting a fire, everyone is obliged to:

- Perform measures necessary to save persons.
- Extinguish the fire or take measures to prevent the spread of the fire.
- Report or a detected fire or arrange for its reporting at a designated location.
- Provide personal assistance to the fire brigade at the call of the intervention commander.

In the event of an injury, fire or another extraordinary event, it is necessary to promptly notify the authorized person and the OSHP and FP manager.

Important telephone numbers:

Occupational safety, health protection and fire prevention manager	777 926 633
Reception at Building E35	549 49 2911
Central security desk (24/7)	549 49 2929
Fire brigade	150
Police of the Czech Republic	158
Municipal police	156
Integrated rescue system	112

Each employer is obliged:

- to ensure that its activities and the work of its employees be organized, co-ordinated and performed so as to protect also the employees of any other employers;

- to inform, to a sufficient extent and without undue delay, the trade union organization and employee representative for occupational safety and health protection and, if no such representative works for the employer, directly its employees of the risks and adopted measures that have been obtained from other employers.

The employer whose employees perform works concurrently with the employees of MU is further obliged, pursuant to Section 101 (3) of Act No. 262/2006 Coll., the Labour Code, as amended, to notify the OSHP and FP manager (or authorized person) in writing of the risks arising from the activities performed by the employer and of the measures adopted in this respect.

We also ask you to provide assessment of risks in the field of occupational safety and health protection prepared on behalf of your company.