

**Measure of the Director
of the Central European Institute of Technology of Masaryk University
No. 7/2017**

**Education of Employees in the Field of Occupational
Safety, Health Protection and Fire Prevention**

(effective as of 1 November 2017)

Pursuant to Art. 7.2 f) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University (Hereinafter "CEITEC MU") and pursuant to the provisions of Sections 103 (2) and (3) of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the "Labour Code"); pursuant to Section 16 of Act No. 133/1985 Coll., on Fire Prevention, as amended; pursuant to the Chancellor's Guideline No. 10/2009 "Determination of the Organisational Measures of Occupational Safety and Health Protection"; and pursuant to the Chancellor's Guideline No. 4/2005 "Organisation of Fire Prevention Measures at MU", I hereby issue this Measure:

Article 1

Subject Matter

This Measure determines binding procedures and obligations in the course of holding instruction sessions and training and in the course of testing employees in the field of ensuring occupational safety and health protection (hereinafter OSHP") in line with applicable provisions of the Labour Code. This Measure is binding for all worksites within CEITEC MU.

Article 2

Definitions

- (1) OSHP training means training of employees in the field of legal and other regulations relating to OSHP that supplements the employees' professional qualifications and requirements with respect to the performance of their work in relation to the work performed by them and to the risks the employees may face at the worksite where the work is being performed.
- (2) Fire prevention training (hereinafter "FP") means training of employees provided in relation to activities with an increased fire risk or without a fire risk. This includes training of employees and managers pertaining to fire prevention, specialised preparation of employees who are members of fire patrols (pursuant to Annex No. 6 hereof) and specialised preparation of fire prevention experts.
- (3) Initial training means proper and demonstrable informing of employees of applicable legal and other regulations aimed at ensuring OSHP and FP, of work procedures and occupational risks, of the prepared OSHP and FP documentation, Director's measures, employer's information and guidelines, as well as other information relating to the principles and obligations of employees in the field of OSHP and FP. The employer is obliged to provide initial training upon the commencement of employment.

- (4) Initial instruction session (i.e. training relating to occupational safety, health protection and fire prevention performed by the employee's direct supervisor at the assigned worksite) means proper and demonstrable informing of the employee of specific conditions and tasks at the given worksite (work procedures, dangerous places and risks, prohibited and dangerous activities, first aid organisation, practical demonstration of operating various devices, use of personal protective equipment at the workplace, getting acquainted with safety data sheets, user manuals, etc.).
- (5) Practical training means practical mastering of theoretical knowledge of safe work with the given devices, the goals of which must be precisely defined. These include in particular the creation of suitable and safe work routines. Practical training follows the initial instruction session at the worksite. The managing employee is responsible for practical training.
- (6) Repeated (periodic) training means repeating of already acquired knowledge in the field of O, FP and instructions relating to the given worksites. It is based on the analysis of the situation and needs of the given worksite and guarantees the distribution of information on any newly adopted measures aimed at improving health protection and on any new regulations in the field of OSHP and FP. At CEITEC MU, repeated training of employees takes place once every two years and in the case of managing employees at least once every three years.
- (7) Information means informing of employees of any specific requirements or measures relating to OSHP or FP, such as information regarding injuries at work, information regarding OSHP during reconstruction of laboratories, etc.
- (8) Extraordinary training means training that must be provided: upon a change of the employee's position or type of work, upon introduction of a new technology, upon a change of production and work tools and devices, upon a change of technological or work procedures. Extraordinary training must be provided without undue delay in any cases that have or could have material impact on occupational safety and health protection. Extraordinary training is provided by the managing employee.
- (9) Special training means training that requires professional or specialised professional competences of the trainer, as stipulated by special legal regulations. This includes training and tests of employees at certain positions (such as operators of stable pressure vessels, operators of gas devices, professional competences of drivers, professional competences in the field of electrical engineering, etc.).
- (10) Trainer means the managing employee, OSHP and FP manager or person with specialised professional competences for holding the given training (such as pressure vessel inspection technician).
- (11) Managing employee means the leader of the given group, center, core facility or administrative section, as the case may be.
- (12) Responsible person means a person responsible for holding the prescribed training sessions, such as the managing employee who provides the initial training, an authorised employee who ensures repeated or special training and keeps records of such training, etc.

Article 3

Overview of Training and Instruction Sessions

- (1) Initial training must be mandatorily passed by:
- a) all newly hired employees upon the commencement of their employment;
 - b) internship students and other interns and part-timers who are not employees (hereinafter collectively "interns");
 - c) all employees who for different reasons took a break in their employment lasting for more than 6 consecutive months (e.g. maternity leave, long-term sickness, etc.);
 - d) The initial training curriculum forms a part of Annex No. 1 hereof for employees, of Annex No. 2 hereof for managing employees, of Annex No. 7 hereof for English speaking employees, of Annex No. 8 hereof for English speaking managing employees, respectively.
- (2) The initial training is provided by the competent OSHP and FP manager (or by the direct managing employee in the case of interns, students and part-timers) **at the nearest available time** of the given employee or intern. The initial training is directly associated with the internal instruction session at the worksite provided by the managing employee. The time scope of the initial training is 60 minutes of O training and 60 minutes of FP training, i.e. the aggregate duration of the training is 120 minutes and it is performed in line with the approved curriculum (Annex No. 1 hereof).
- (3) Initial instruction session must be mandatorily passed by:
- a) all newly hired employees upon the commencement of their employment;
 - b) internship students, part-timers and other interns;
 - c) all employees who for different reasons took a break in their employment lasting for more than 6 consecutive months (e.g. maternity leave, long-term sickness, etc.);
 - d) employees transferred to a different work within Masaryk University.
- (4) Initial instruction session is performed by the managing employee **on the first day** of the employee's or intern's employment, **prior to the commencement of the actual work**. The supporting materials for this training are available in Annex No. 10 and Annex No. 11 hereof that shall be amended by the managing employee if necessary, so that they correspond to any specific conditions of the given workplace. The managing employee of the given workplace shall be responsible for supplementing the curriculum.
- (5) The initial instruction session at the workplace and verification of knowledge shall take place, depending on the particular job position, within the scope of at least 40 minutes.
- (6) It is the obligation of the direct supervisor to introduce these employees and interns to their workplace and to hold the initial instruction session at the workplace for them.
- (7) Without having undergone the instruction session at the workplace (device, instrumentation, etc.), the employees or interns may not be assigned any work activities.
- (8) Direct supervisors of employees are responsible for the performance of repeated training in the field of OSHP and such training must be mandatorily taken by all employees (administrative staff, laboratory technicians, specialised experts, etc.)

Repeated training of employees is performed at the dates determined by the employer. The training for employees takes place once every two years, the training for managing employees takes place once every two years (in accordance with Annexes 3 and 9 hereof).

(9) The time scope of repeated training shall be at least 60 minutes and the repeated training shall be performed in accordance with the curriculum approved by the employer, attached hereto as Annex No. 3 for Czech speaking employees and Annex No. 9 for English speaking employees.

(10) Specialised and professional training and tests of professional employees (e.g. operators of pressure vessels, professional qualifications of drivers, electricians with higher levels of qualification in the field of electrical engineering, etc.) requiring specialised or professional qualifications of the trainer shall take place in compliance with applicable special legal regulations in a specialised form. The attendance by employees of these trainings and tests shall be ensured by the direct supervisor who is responsible for the organisation of special and professional trainings. Repeated training of employees is performed at the dates determined by the employer in accordance with applicable legal regulations. Alternatively, the dates may be determined by the relevant trainer. The time scope and curriculum of the training is prepared by the relevant trainer - person with adequate professional or special professional competences. Undergoing trainings and tests prescribed for selected professions shall not release these employees from their obligation to attend any other forms of training on occupational safety and health protection.

(11) Initial training of managing employees on OSHP and FP regulations and testing of knowledge of managing employees (i.e. leaders of groups, core facilities, centers, administrative sections) is performed in line with Annex No. 2 hereof. Repeated training of managing employees is performed at the dates determined by the employer (see Annex No. 4 hereof - Training time schedule), at least once every 3 years. The time scope of this employee training shall be at least 60 minutes. The training of managing employees of performed by a professionally competent person in the field of OSHP or by the direct supervisor of the trained managing employee.

(12) Extraordinary training must be provided:

- a) upon a change of work responsibilities;
- b) upon introduction or a change of work tools or devices;
- c) upon introduction of a new technology or a change of the existing technology;
- d) upon increased injury rate and deteriorated safety situation at the worksite;
- e) upon a change of the situation at the worksite;
- f) prior to the performance of exceptionally dangerous works.

Extraordinary training is performed by a professionally competent person in the field of OSHP (OSHP and FP manager) or by a properly trained managing employee who shall also prepare the training curriculum before its commencement and who shall determine the time scope of the training.

(13) The information on any particular documents within the scope of the initial instruction session or repeated training may change depending on the scope of work and the documentation updates.

(14) As a part of the repeated training, all employees must be informed of accident and injury events and of the measures adopted in relation to work injuries that have occurred at the workplaces of the company. The employees who have

suffered a work injury must be demonstrably informed of the causes and circumstances of their injury upon their return to work (after the end of their sickness leave) - for this purpose, they shall be required to confirm the receipt of such information by their signature. The information sheet must be signed by the person who provided the information.

- (15) If the employee or intern is a foreign national whose command of the Czech language is not sufficient for adequate understanding of the content of the training or initial instruction session, an interpreter must be present in the case of initial training or specialised trainings. The training curriculum and the training record must be translated into English (one of the official languages at CEITEC MU).
- (16) 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 given workplace. Based on a written agreement between the involved employers, an employee is appointed who shall co-ordinate the implementation of OSHP and FP measures and procedures for their ensuring. Each employer is obliged:
- a) to ensure that its activities and the work of its employees be organised, co-ordinated and performed so as to protect also the employees of any other employers;
 - b) to inform, to a sufficient extent and without undue delay, the trade union organisation 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. Annexes NO. 12 and 13 are binding upon all external persons present at the worksites of CEITEC MU.
- (17) The representative of the other employer whose employees perform works concurrently with the employees of CEITEC MU must be informed in writing of the obligations in the course of ensuring OSHP and FP and of the associated risks by means of the provided document entitled "**Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire prevention within CEITEC MU**" (with the attached signature document "Information on risks") and shall be obliged to demonstrably inform its own employees of this document prior to the commencement of their work and the ensure the observance of the prescribed measures (see Annex No. 12 and 13 hereof).
- (18) Safety information shall be ensured and provided to external persons present within the premises of CEITEC MU for the purpose of short-term visits, acceptance procedures, excursions, business negotiations, etc. by the relevant employee who has arranged for their access to CEITEC MU, provided that such information is necessary in the given building. Safety information shall be provided also by means of safety notices and signs posted at visible places.
- (19) The obligation to provide employee training on fire prevention (hereinafter "FP") is stipulated by Act No. 133/1985 Coll., on Fire Prevention, and by Decree No. 246/2001 Coll., on establishing conditions of fire safety and state fire supervision (the Fire Prevention Decree). The manner of training and all requirements

associated therewith are set out in the Topical plan and time schedule of training for 2017 that constitutes an integral part of this Measure as Annex No. 5.

Article 4

Testing of Knowledge

- (1) Verification and testing of the employee's knowledge obtained during the training and instruction sessions specified herein shall be performed by means of a verbal interview in which the trainer verifies the level of mastering the knowledge and information by the trainee, or by means of a written test. If adequate level of knowledge is ascertained, the trainer marks the test with the grade "passed". Otherwise, it is necessary to repeat the training or instruction session. The manner of verifying and testing the knowledge of employees taking any specialised or professional training shall be determined by the relevant trainer of such specialised training.

Article 5

Documents Evidencing Training and Instruction Sessions

- (1) A written record must be executed of each passed training, instruction session and test. The training record shall consist of the training curriculum and the attendance list and must contain the following data:
 - a) type of training, instruction session, etc.;
 - b) date of training;
 - c) curriculum pursuant to which the training was performed;
 - d) method of knowledge testing and the result of the test;
 - e) name(s) and signature(s) of the (tested) trainee(s);
 - f) name and signature of the trainer, his/her competence to provide the training.
- (2) The responsibility for keeping proper records on training, instruction sessions, etc. shall be borne by the relevant trainers or, in the case of specialised and professional training, by the managing employee who is responsible for the organisation of the given training.

Article 6

Final Provisions

- (1) The secretary of the Institute shall be responsible for the interpretation of this Measure.
- (2) The Occupational Health and Safety and Fire Prevention manager shall be responsible for updating this Measure from time to time.
- (3) The heads of the respective worksites shall be responsible for the supervision over the compliance with this Measure.
- (4) This Measure shall become valid as of the execution date hereof.
- (5) This Measure shall become effective as of 1 November 2017.

Annexes:

- No. 1 - Initial training of employees on occupational safety and health protection (OSH) and Fire protection 2017

- No. 2 – Initial training of leaders on occupational safety and health protection (OSH) 2017
- No. 3 – Report on the completed periodical employee training of work safety and health protection in 2017 and Record of performed leaders training in fire protection acc. the regulation of Ministry of Interior No. 246/2001, Section 23, par.1
- No. 4 – Training on health protection and occupational safety at work and fire protection performed by an immediate superior of the employee at the assigned workplace
- No. 5 - Fire prevention topical plan and time schedule for 2017
- No. 6 - Specialised preparation of employees who are members of preventive fire patrols, 2017
- No. 7 - Training on occupational safety, health protection and fire prevention provided by the employee's direct supervisor at the assigned worksite
- No. 8 - Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire prevention within CEITEC MU
- No. 9 - Information on the risks and adopted measures aimed at the protection against their impacts, relating to the work performance and worksite pursuant to Section 101 of the Labour Code (Act No. 262/2006 Coll.), as amended, within the premises and at the worksites of CEITEC MU

In Brno, on 17 October 2017

Jiří Nantl
Director of the Institute

Prepared by:

Ing. Barbora Loučková
*Occupational Safety, Health Protection and Fire
Prevention Manager and person technically
qualified in the field of risk prevention,
reg. no.: ITI/224/PRE/2013*

Annex No. 1

Initial training of employees on occupational safety and health protection (OSH) 2017

1. **MU Directive No. 10/2009**, establishing an organization of OSH.
2. **The Charter of Fundamental Rights and Freedoms**, Art. 28, 29, 31.
3. **Act No. 262/2006 Coll., Labour Code**, as amended (hereinafter referred to as „LC“))
Especially Section 101 – *to prevent threats to life and health at work*, Section 103 – *employer’s duties*, Section 106 – *rights and duties of the employees*, Section 108 – *employees’ participation in solving the issues of health and safety at work*, Section 322 – *control by trade unions*
Act No. 309/2006 Coll., Act on securing other conditions of OSH, as amended – Section 2 and 6
4. **The working conditions for women**
LC Section 238 - 242 – working conditions of women employees,
LC Section 41 par. 1. – reassignment to another work,
Regulation No. 180/2015 Coll., *on the banned works and workplaces*, as amended
5. **LC - Section 104** – *personal protective equipment, working clothing and footwear, detergents, cleaners, disinfectants and protective beverages*
Government Regulation No. 495/2001 Coll., establishing the extent and detailed conditions for providing personal protective equipment, detergents, cleaning agents and disinfectants, principles of the use of working clothes or personal protective equipment, as amended.
6. **Act No. 258/2000 Coll.**, on Public Health Protection, as amended, Section 37 - 40
Act No. 373/2011 Coll., on specific medical services, as amended, Section 53 et seq.
Regulation No. 79/2013 Coll., on labour – medical services, as amended, Section 9 - 14
7. **Accidents at work and occupational diseases, organizing first aid**
LC Section 271 k – *accident at work*
LC Section 105 – *employer’s duties during accidents at work and occupational diseases*,
Government Regulation No. 201/2010 Coll., on method of registering, reporting and sending records of accidents at work, as amended.
8. **Compensation for damage** - Liability for damage arising from accidents at work and occupational diseases, the employer's lawful liability insurance - LC Section 269 to 275
9. **Act No. 361/2000 Coll.**, on traffic on roads and amending certain laws, as amended – Section 53 - 55 – *walking*. The organization of work and working procedures the employer is obliged to ensure during the operation of transport by transport means
– Government regulation No. 168/2002 Coll., as amended, Annex No. 1 – point 3, letter a), b) *maximum driving time, safety breaks* .
10. **Principles of safe storage, lifting and handling**
Government Regulation No. 361/2007 Coll., establishing conditions for OSH, as amended, Section 28 - 30 – *manual handling with a burden*
Government Regulation No. 362/2005 Coll., on detailed requirements for occupational safety and health protection at workplaces with danger of falling from a height or into depth, as amended – ladders, steps
11. **Principles of safe handling of electrical equipment, professional competence in electrical engineering**, Regulation of Czech Institute of Occupational Safety No. 50/1978 Coll., as amended, Section 3 – *employees acquainted with*, Section 4 – *employees informed*
12. **Act No. 65/2017 Coll.**, on measures for protection from harm caused by tobacco products, alcohol and other addictive substances
13. **Importance of maintaining cleanliness and order in the workplace, ergonomics principles.**
14. **Information about measures in case of emergency events, accidents.**
LC Section 102, par. 6
Act No. 239/2000 Coll., on the Integrated Rescue System, as amended - Sections 23, 24.

15. **The CLP regulations**
16. **Government Directive No. 362/2005 Coll.**, work at heights
17. **Pressure vessels** – safety, fire protection
18. Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 7/2016 Handling with Dangerous Chemical Substances and Mixtures, and Operation of Laboratories,, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 8/2016 Works forbidden to pregnant and breastfeeding female employees and to female employees who have recently given birth until the 9th month after delivery, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 9/2016 Risk Prevention and Management in the Field of Occupational Safety and Health, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 10/2016 Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations



No.	Surname, Name	ID number	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Date of training: _____

Name and surname

ID number

Signature

Annex No. 2

Initial training of leaders on occupational safety and health protection (OSH) 2017

1. **MU Directive No. 10/2009**, establishing an organization of OSH.
2. **The Charter of Fundamental Rights and Freedoms**, Art. 28, 29, 31.
3. **Act No. 262/2006 Coll., Labour Code**, as amended (hereinafter referred to as „LC“))
Especially Section 101 – *to prevent threats to life and health at work*, Section 103 – *employer’s duties*, Section 106 – *rights and duties of the employees*, Section 108 – *employees’ participation in solving the issues of health and safety at work*, Section 322 – *control by trade unions*
Act No. 309/2006 Coll., Act on securing other conditions of OSH, as amended – Section 2 and 6
4. **The working conditions for women**
LC Section 238 - 242 – *working conditions of women employees*,
LC Section 41 par. 1. – *reassignment to another work*,
Regulation No. 180/2015 Coll., *on the banned works and workplaces*, as amended
5. **LC - Section 104** – *personal protective equipment, working clothing and footwear, detergents, cleaners, disinfectants and protective beverages*
Government Regulation No. 495/2001 Coll., establishing the extent and detailed conditions for providing personal protective equipment, detergents, cleaning agents and disinfectants, principles of the use of working clothes or personal protective equipment, as amended.
6. **Act No. 258/2000 Coll.**, on Public Health Protection, as amended, Section 37 - 40
Act No. 373/2011 Coll., on specific medical services, as amended, Section 53 et seq.
Regulation No. 79/2013 Coll., on labour – medical services, as amended, Section 9 - 14
7. **Accidents at work and occupational diseases, organizing first aid**
LC Section 271 k – *accident at work*
LC Section 105 – *employer’s duties during accidents at work and occupational diseases*,
Government Regulation No. 201/2010 Coll., on method of registering, reporting and sending records of accidents at work, as amended.
8. **Compensation for damage** - Liability for damage arising from accidents at work and occupational diseases, the employer's lawful liability insurance - LC Section 269 to 275
9. **Act No. 361/2000 Coll.**, on traffic on roads and amending certain laws, as amended – Section 53 - 55 – *walking*. The organization of work and working procedures the employer is obliged to ensure during the operation of transport by transport means
– Government regulation No. 168/2002 Coll., as amended, Annex No. 1 – point 3, letter a), b) *maximum driving time, safety breaks* .
10. **Principles of safe storage, lifting and handling**
Government Regulation No. 361/2007 Coll., establishing conditions for OSH, as amended, Section 28 - 30 – *manual handling with a burden*
Government Regulation No. 362/2005 Coll., on detailed requirements for occupational safety and health protection at workplaces with danger of falling from a height or into depth, as amended – ladders, steps
11. **Principles of safe handling of electrical equipment, professional competence in electrical engineering**, Regulation of Czech Institute of Occupational Safety No. 50/1978 Coll., as amended, Section 3 – *employees acquainted with*, Section 4 – *employees informed*
12. **Act No. 65/2017 Coll.**, on measures for protection from harm caused by tobacco products, alcohol and other addictive substances
13. **Importance of maintaining cleanliness and order in the workplace, ergonomics principles.**
14. **Information about measures in case of emergency events, accidents.**
LC Section 102, par. 6
Act No. 239/2000 Coll., on the Integrated Rescue System, as amended - Sections 23, 24.

15. **The CLP regulations**
16. **Government Directive No. 362/2005 Coll.**, work at heights
17. **Pressure vessels** – safety, fire protection
18. Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 7/2016 Handling with Dangerous Chemical Substances and Mixtures, and Operation of Laboratories,, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 8/2016 Works forbidden to pregnant and breastfeeding female employees and to female employees who have recently given birth until the 9th month after delivery, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 9/2016 Risk Prevention and Management in the Field of Occupational Safety and Health, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 10/2016 Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations

Record

of performed leaders training in fire protection acc. the regulation of Ministry of Interior

No. 246/2001, Section 23, par.1:

Date of training :

Contents of the training:

- 1) Organization and fire prevention and basic obligations resulting from the regulations on fire protection
- 2) Fire hazards arising from activities with increased fire danger
- 3) Documentation of fire protection
- 4) Special requirements for operation and maintenance of installed technical equipment in case of fire
- 5) Providing fire protection at the time of reduced operation and outside working hours
- 6) Location and method of use of material means of fire protection in the workplace
- 7) Introduction to function, or method of operation of fire safety equipment in the workplace

ATTENDANCE LIST

of training on occupational safety and health protection and fire protection
Leaders

I hereby confirm by my signature, that I understood the issues discussed during the initial training and that I have been properly informed about the aforementioned rules and principles for ensuring safety and health at work, I understood everything properly and my questions were answered in full. At the same time I undertake to observe the discussed principles and duties in my work and I am aware of possible labor and criminal consequences arising from non-compliance.

I hereby confirm that I was informed about the regulations on fire protection to the extent specified in the content of training and my knowledge was verified by an oral interview.

My knowledge of these rules and principles have been verified by an interview with the result "passed".

No.	Surname, name	ID number	Signature
1.			
2.			

Date of training:

.....
Name and surname

.....
ID number

.....
signature

Interpreted by:

Annex No. 3

REPORT

on the completed periodical employee training of work safety and health protection in 2017 and Record of performed leaders training in fire protection acc. the regulation of Ministry of Interior No. 246/2001, Section 23, par.1:
workplace no.....

Safety and health protection

TRAINING PURPOSE

- organisation of training on applicable legal and other regulations aimed at ensuring work safety and health protection, supplementing the employees' professional skills and requirements regarding the performance of their work and relating to the risks employees may encounter at their workplace
- providing information on the organisation and management of works safety, health protection and fire prevention at the workplace, with the risk prevention system and the principles of safe work

TRAINING CONTENT

Act no. 262/2006 Coll., the Labour Code, as amended

- rights and obligations of employees and of the employer
- prevention of situations endangering life and health at work
- participation of employees in resolving work safety and health protection issues
- supervision of trade union bodies
- work conditions of female employees and their transfer to different work and the associated regulations

Getting acquainted with the risks at work

- risk management and risk prevention system, risk analysis and elimination
- physical, chemical and biological risks
- risk factors at the workplace: dust, chemical substances, noise, vibrations, physical strain, working position, heat burden, cold burden, mental strain, vision burden, non-ionizing radiation
- information on the work classification in the relevant category depending on the existence of risk factors in the given work environment (jobs classification) within the workplace, including specific examples
- health competence, providers of occupational medical services, examinations
- protection measures against the impacts of risks existing at the workplace: technical and organisational measures
- obligation to undergo a test whether the employee is not under the influence of alcohol or any other addictive substances – indicative breath alcohol tests, drug tests
- rules of safe handling of electrical devices
- other risks resulting from the nature of the given workplace and protective measures against such risks

Provision of first aid and other assistance in emergency situations

- first aid rules
- first aid kits – location at the workplace, equipment, supplementation, inspections, responsible persons
- persons who organise the first aid provision and who are responsible for calling the ambulance, fire brigade, national police department and who organise evacuation of employees

Work accidents and injuries

- definition of work injury, definition of fatal injury

- obligations of employees upon occurrence of a work injury
- (prompt) reporting of all injuries to the employer, superior employee, work safety and health protection manager, obligation to report each and every accident and injury
- journal of work injuries (injury information sheet) – recording of all accidents and injuries and the maintenance of such journal, recording and reporting of injuries
- clarification of the causes and circumstances of work injuries, cooperation, measures preventing repeated occurrence of work injuries
- informing of the causes and circumstances of work injuries at the workplace
- the most frequent causes and sources of accidents and injuries during the performed activities
- informing of the work injuries occurring at CEITEC MU workplaces in the course of 2015

Personal protective equipment

- guidelines for the provision of personal protective equipment, soaps and detergents, disinfecting preparations and protective beverages
- use of personal protective equipment based on the risk assessment
- provision of prescribed personal protective equipment to employees, methods of record keeping, inspections of the PPE use, maintenance, servicing

Workplace and work environment

- prohibition of the use/consumption of alcoholic beverages or other addictive substances at the workplace, prohibition of smoking
- informing about the workplace, storage rules, use manuals of all machines and devices located at the workplace, informing about the works performed in laboratories
- informing of prohibitions and directives applicable at the workplace
- informing of safety signs and signals
- the importance of maintaining the workplace clean and tidy

Pressure containers

- rules of safe work with pressure containers, reserved pressure devices

Chemical substances

- CLP Regulation – Regulation (EC) No. 1272/2008, as amended (classification, labelling and packaging, warning symbols and their meaning)
 - Act No. 258/2000 Coll., on Protection of Public Health and on Amendments to Some Other Relating Regulations, Section 44a, Section 44b
 - informing of safety data sheets of dangerous chemical substances at the workplace, written safety rules
 - rules of safe work and environmental protection, storage
-
- The employees were made familiar with instructions for operating machinery and equipment with which the employee will work (give a specific machine or device)

- The employees were made familiar with Safety data sheets

- The employees were made familiar for the exercise of the given profession the employee was made familiar with the appropriate technical standard or other regulation (law, decree, Government regulation - give the name and number)

Směrnice rektora č. 10/2009 Stanovení organizace zabezpečení bezpečnosti práce a ochrany zdraví při práci na MU, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 7/2016 Handling with Dangerous Chemical Substances and Mixtures, and Operation of Laboratories, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 8/2016 Works forbidden to pregnant and breastfeeding female employees and to female employees who have recently given birth until the 9th month after delivery, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 9/2016 Risk Prevention and Management in the Field of Occupational Safety and Health, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 10/2016 Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations

Fire protection

Record

of performed leaders training in fire protection acc. the regulation of Ministry of Interior No. 246/2001, Section 23, par.1 (by Tematicky plan a casovy rozvrh 2017):

Contents of the training:

- 1) Organization and fire prevention and basic obligations resulting from the regulations on fire protection
- 2) Fire hazards arising from activities with increased fire danger
- 3) Documentation of fire protection
- 4) Special requirements for operation and maintenance of installed technical equipment in case of fire
- 5) Providing fire protection at the time of reduced operation and outside working hours
- 6) Location and method of use of material means of fire protection in the workplace
- 7) Introduction to function, or method of operation of fire safety equipment in the workplace

ATTENDANCE LIST

of training on occupational safety and health protection and fire protection 2017

workplace no.....

I hereby confirm with my signature that I have understood the topics of the training and that I have been duly informed of the aforementioned regulations and rules aimed at ensuring work safety and health protection at work, that I have understood such information and that all my questions have been answered. At the same time, I undertake to observe the addressed rules and obligations during my work and I am aware of the potential consequences in terms of labour law and in terms of criminal law that could arise from a failure to observe these rules and obligations. My knowledge of these regulations and rules have been tested by means of a verbal discussion, with the result "passed".

I hereby confirm that I was informed about the regulations on fire protection to the extent specified in the content of training and my knowledge was verified by an oral interview.

date	name	UČO	signature

The training was carried out by :

.....
leader

.....
UČO

.....
signature

Annex No. 4

MASARYKOVA UNIVERZITA
Central European Institute of Technology
Kamenice 753/5, 625 00 Brno

www.ceitec.muni.cz | info@ceitec.muni.cz

Training on health protection and occupational safety at work and fire protection performed by an immediate superior of the employee at the assigned workplace

When entering a workplace the employee was informed about the safety regulations for:

workplace

profession

- with operating rules of the workplace (of the CEITEC)
- with the way how to report minor injuries and accidents
- with the principles of the use of personal protective equipment
- with the principles of storage and proper and safe handling of loads
- with works that are prohibited for all women, pregnant women and mothers until the ninth month after childbirth
- with instructions for operating machinery and equipment with which the employee will work (give a specific machine or device)

.....
.....

- with Safety data sheets (SDS)

.....
.....

- For the exercise of the given profession the employee was made familiar with the appropriate technical standard or other regulation (law, decree, Government regulation - give the name and number)

Směrnice rektora č. 10/2009 Stanovení organizace zabezpečení bezpečnosti práce a ochrany zdraví při práci na MU, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 7/2016 Handling with Dangerous Chemical Substances and Mixtures, and Operation of Laboratories, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 8/2016 Works forbidden to pregnant and breastfeeding female employees and to female employees who have recently given birth until the 9th month after delivery, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 9/2016 Risk Prevention and Management in the Field of Occupational Safety and Health, Ruling of the Director of the Central European Institute of Technology of Masaryk University No. 10/2016 Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations

.....
.....

I hereby confirm with my signature that I have understood the topics of the training and that I have been duly informed of the aforementioned regulations and rules aimed at ensuring work safety and health protection at work, that I have understood such information and that all my questions have been answered. At the same time, I undertake to observe the addressed rules and obligations during my work and I am aware of the potential consequences in terms of labour law and in terms of criminal law that could arise from a failure to observe these rules and obligations. My knowledge of these regulations and rules have been tested by means of a verbal discussion, with the result "passed".

Date of training:

.....



.....
name and surname of the
employee

.....
UČO

.....
signature

.....
name and surname of the leader

.....
UČO

.....
signature

Annex No. 5

TOPICAL PLAN AND TIME SCHEDULE OF FIRE PREVENTION EMPLOYEE TRAINING FOR 2017

- 1. Organisation and ensuring of fire safety and basic obligations stipulated by applicable fire safety regulations**
 - Act of the Czech National Council NO. 133/85 Coll., on Fire Prevention, as amended - (establishing of conditions for efficient protection of life and health of citizens and assets against fire, obligation to report fire, obligation to train employees, basic obligations of individuals, personal and material help and assistance, fines and offenses)
 - Decree of the Ministry of Interior of the Czech Republic No. 246/2001 Coll., on establishing conditions of fire safety conditions and state fire supervision, (the Fire Prevention Decree)
 - performance of the employer's own inspections regarding observance of fire safety regulations
 - performance of state fire supervision and imposition of fines in the field of FP, FP units,
 - analysis of fire exposure, finding the most frequent causes of fire.

- 2. Fire risks occurring in the course of activities with increased fire risk**
 - method of determining fire safety conditions
 - requirements for safe presence and movement of persons, including prohibitions, orders and signage
 - requirements aimed against the occurrence and spreading of fire
 - operational conditions of technical devices and of the technologic procedure

- 3. Fire prevention documentation**
 - fire alarm guidelines (content and goals)
 - fire regulations of the workplace (basic principles, content)
 - determination of the organisation of ensuring fire safety at MU
 - fire safety notice
 - training documentation
 - further documentation stipulating the conditions of fire safety and documents evidencing the observance of technical conditions and guidelines relating to fire safety of products or activities

- 4. Special requirements regarding operation and attendance of installed technical devices in the event of fire**
 - operability and usability of a telephone for emergency calls
 - labelling of the main electrical switches and the main closures of water and gas supply
 - the method of closing the main gas closures and the main electrical switch
 - permanently free access to the fire water supply devices (hydrants)
 - facilities for evacuation of persons in the case of fire (functional equipment of the doors, emergency lighting)

- 5. Ensuring fire safety at the time of reduced operation and during out of work hours**
 - security guard service organisation
 - acquaintance with local conditions and the inspection regime

- 6. Combustion and fire extinguishing of combustible substances**
 - nature of combustion and principles of fire extinguishing

- portable fire extinguishers and hydrants - types, location, manner of use, accessibility,
- stable fire extinguishing devices, electric fire signalling - protected areas, principles of functioning,
- main closures and switches of utility supplies (electricity, water) - location, accessibility.

7. Information on the functions and possibly the manner of operating fire safety devices

at the workplace

- electric fire signalling (automatic fire alarms features)
- fire water supply systems (fire hydrants - sources of fire water)
- fire containment devices (fire flaps, fire doors - their functions and importance)
- practical demonstration of operating fire safety devices at the workplace

Total duration of the training: 60 minutes

The fire prevention employee training applies to:

- all physical persons (individuals) who are employed by or who have another similar relationship to CEITEC MU
- persons who perform any activities at the workplaces of CEITEC MU that are associated with increased fire risks and who are not employed by or in another similar relationship with CEITEC MU (e.g. supplier activities during which open fire or other combustion sources are used in the immediate vicinity of combustible substances in solid, liquid or gaseous state)

Prepared by:

Ing. Barbora Loučková

Fire prevention technician

Specialised preparation of employees who are members of preventive fire patrols, 2017

Topical plan and time schedule

pursuant to Sections 24 and 26 of Decree No. 246/2001 Coll., on establishing conditions of fire safety and state fire supervision (the Fire Prevention Decree), as amended

Theoretical part

Includes information on:

- 🔥 fire risks (documentation on performance of activities with increased fire risk in the buildings);
 - 📄 knowledge of fire risks associated with the performed activities
 - 📄 observance of regulations stipulating obligations relating to fire safety
 - 📄 information of material fire safety equipment and fire safety devices
 - 📄 free escape routes and emergency exits (devices for fire containment, emergency lighting, etc.)

- 🔥 the method of announcing fire alarms;
 - 📄 fire alarm guidelines and evacuation plan of building A35
 - 📄 observance of instructions issued by the fire patrol commander

- 🔥 calling a fire brigade;
 - 📄 communication with the central security desk
 - 📄 functions of the reception
 - 📄 management of fire extinguishing efforts prior to the fire brigade arrival

- 🔥 assistance in connection with fire extinguishing
 - 📄 informing the fire brigade officer in charge of the existing situation
 - 📄 informing on the manner of evacuation of persons
 - 📄 assistance with rescue works

Total duration of the theoretical part of specialised preparation: 50 minutes

Practical part

Includes information on:

- 🔥 the placement and use of material fire safety equipment and of fire safety devices;
 - 📄 portable fire extinguishers in building A35
 - 📄 fire water supply systems
 - 📄 electric fire signalling

- 🔥 the manner, conditions and possibilities of fire-fighting;
 - 📄 assignment of specific tasks and activities to individual members
 - 📄 practical demonstration of all important places and premises (main water and gas closures, CENTRAL and TOTAL STOP)
 - 📄 practical controlled fire-fighting

- 🔥 evacuation of persons and assets
 - 📄 knowledge of escape routes, emergency exits
 - 📄 tasks and activities to be performed by each member during evacuation

Total duration of the practical part of specialised preparation: 40 minutes

Total: 90 minutes

Prepared by:

Ing. Barbora Loučková

Fire prevention technician, catalogue number: Š-TPO-34/2013

Attendance list of specialised preparation session of fire patrols, 2017

The Persons listed above have undergone proper training in the field of FP and confirm with their signatures that the professional preparation of preventive fire patrols has been performed to the fullest extent pursuant to the Topical plan and time schedule for 2017 and have understood it and that their knowledge has been tested by means of verbal interview with the result "passed".

Date of training:

Duration of the training: 90 minutes (theoretical part 50 minutes, practical part 40 minutes)

Name	Employee ID no.	Position	Signature

The information was presented and knowledge tested by:

Ing. Barbora Loučková

Fire prevention technician, catalogue number: Š-TPO-34/2013



Annex No. 7

MASARYK UNIVERSITY
Central European Institute of Technology
Kamenice 753/5, 625 00 Brno
www.ceitec.muni.cz | info@ceitec.muni.cz

Training on occupational safety, health protection and fire prevention provided by the employee’s direct supervisor at the assigned worksite

Upon employment commencement, the employee has been informed of the following safety regulations and principles relating to the :

worksite
profession

- rules of operation of the given workplace
- risks associated with the performed work and measures for their minimising
- general principles of first aid, including the placement and equipment of first aid kits
- the manner of reporting work injuries and accidents at the workplace (the register of injuries can be found in the first aid kit)
- placement and use of fire extinguishing devices
- principles of record-keeping and use of personal protective equipment at the workplace
- the workplace and the work environment
- storage principles
- prohibitions, orders and instructions for safe movement at the workplace
- user manuals of the following machines, devices and equipment:

.....
.....

- safety data sheets for the following hazardous chemical substances and mixtures:

.....
.....

- for the purpose of performing the aforementioned work, with the adequate technical standard, internal regulation (organisational guideline, operation regulation, etc.) or another legal regulation (act, decree, government regulation) - *title to be specified:*

Chancellor’s Regulation No. 10/2010 “Determination of measures to ensure occupational safety and health protection at MU”, information on the rules of operation of the premises of the university campus Bohunice, Kamenice 5, Brno, getting acquainted with the Director’s Measure NO. 7/2016 “Work with chemical substances and mixtures and operation of laboratories”, Director’s Measure No. 8/2016 “Works forbidden to pregnant and breastfeeding female employees and to female employees who have recently given birth until the 9th month after delivery”, Director’s Measure No. 9/2016 “Risk Prevention and Management in the Field of OSHP” Director’s Measure No. 10/2016 “Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations, Safe work with liquid nitrogen”

.....
.....

I hereby confirm with my signature that I have been properly informed of the aforementioned regulations and policies aimed at ensuring occupational safety, health protection and fire prevention, I have understood such information and all my questions have been answered. I hereby undertake to follow the covered principles and obligations during my work and I am aware of potential consequences in terms of employment law and criminal law arising from a failure to observe these principles and obligations. My knowledge of these regulations have been tested by means of a verbal interview.

Date of training:

.....
Name and surname of employee	Employee ID No.	Signature
.....
Training performed by (name):	Employee ID No.	Signature

**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**

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").
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.
6. Upon entering each laboratory, employees are obliged to inform external persons of the rules of operation of such laboratory, its risks and measures adopted in order to prevent such risks.

**OBLIGATIONS OF EXTERNALS IN TERMS OF OCCUPATIONAL SAFETY AND
HEALTH PROTECTION**

1. Before commencing their activities within the premises of CEITEC MU, external persons are obliged to report themselves at the reception desk of building A35, register in the visitors' book and get acquainted with these Binding Conditions and follow them.
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 minimising.

3. External persons may only enter the buildings of CEITEC MU with the knowledge of an authorised person (receptionist, employees of Masaryk University, hereinafter "MU").
4. External persons are obliged to stay only in the premises designed for the performance of the agreed works.
5. 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.
6. 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 at the reception desk of building A35 and, if feasible, to notify all persons who could be affected by such danger.
7. Keeping of records of work injuries shall be governed by applicable generally binding legal regulations. In the event of a work injury, each injury must be reported at the reception desk and to the OSHP and FP manager (phone no. 777 926 633).
8. 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. Upon request of the OSHP and FP manager or of a managing employee at any level, external persons are obliged to subject themselves to a verification whether they are not under the influence of alcohol or any other addictive substances.
9. 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.
10. Respect safety signs, symbols, pictograms and signals.
11. Report at the reception desk any defects and deficiencies found at the workplace.
12. Follow all local rules of operation and regulations applicable to the given premises.

OBLIGATIONS OF EXTERNALS 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. It is prohibited to smoke within the premises of CEITEC MU, as well as 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.

PROHIBITED ACTIVITIES

1. It is prohibited to enter the premises of MU under the influence of alcohol or any other narcotic substances, to consume or bring such substances within the premises of MU.
2. Smoking and handling open fire is prohibited within all premises of MU (with the exception of workplaces where these activities are allowed, such as laboratories, in which case it may only be done with the knowledge of the employees of the relevant laboratories).
3. External persons may not in any manner manipulate with any devices the operation of which has not been assigned to them. It is further prohibited to handle hazardous chemical substances or mixtures located at the workplaces, any biological agents, ionising radiation, etc.
4. External persons may not remove, damage or cover any installed safety signs.

RISKS

The overview of risks is intended for informing of risks associated with activities performed within CEITEC MU. The document is designed for entities that could be endangered by the activities of 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).

OVERVIEW OF RISKS AT THE WORKSITES 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	Elimination / mitigation of risks
Accidents, injuries (in general)	<ul style="list-style-type: none"> ▪ Observe all safety signage, including traffic signs, within the premises of CEITEC MU, UCB and other premises used by the organisation. ▪ 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. ▪ Avoid the use of any make-do elevated workplaces (e.g. office chairs, shelves, etc.) - use only suitable ladders, steps, etc. ▪ Observe the prohibition of entry into any premises with a risk of fall from height or into free depth without any safeguarding in the form of collective protection (scaffolding, protective railing, platforms, etc.) or in the form of personal protective equipment (adequate anti-fall personal protective equipment).
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"> ▪ Observe the prohibition of any interventions in any electrical devices without the necessary professional and health competence and without the authorisation of the responsible employee of MU. ▪ 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. ▪ Observe the prohibition of removing safety guards and covers, opening access routes to the electrical parts, switching off protective elements and of any deliberate modifications of devices, etc. ▪ Use of only undamaged electrical devices (appliances, machines, instruments, etc.). ▪ 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.
Fire, extraordinary events, explosion	<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 3 m from pressure vessels. ▪ Avoid the placement of any combustible or oxidising substances within the distance of 3 m from pressure vessels. ▪ In the event of fire, immediately notify the supervising employee, receptionist in the building A35, 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, hydrants and electrical switchboards, i.e. avoid the placement of any objects in front of them, not even for a short period of time.
Biological risks	<ul style="list-style-type: none"> ▪ Observe safety signs and notices. ▪ Do not enter any laboratories in which the external company is not permitted to perform works. ▪ Follow the technical safety measures of level 1 (2, 3) The higher the number, the higher the risk. Laboratories of technical safety level 2 and 3 may only be entered in the company of an internal employee. ▪ Each injury must be reported to the OSHP and FP manager. ▪ Avoid any handling with samples.
Chemical substances	<ul style="list-style-type: none"> ▪ Avoid handling containers with chemical substances , touching them or transfusing their contents. ▪ Use suitable personal protective equipment at the workplace. ▪ Upon spillage, inform the occupational safety, health protection and fire prevention manager and laboratory employees.
Unwanted leakage of gas from pressure vessels, valves, containers	<ul style="list-style-type: none"> ▪ Inspect the condition of the pressure vessel before use within the scope of the instructions for use; if a defect is found, notify the OSHP and FP manager. ▪ Avoid opening the vessel valve by force. ▪ Do not connect to the pressure valves any screw nuts with damaged or different threads. ▪ In the event of leakage of a higher amount of nitrogen, promptly leave the room (alarm and emergency ventilation is switched on).

EXTRAORDINARY EVENTS

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

Important telephone numbers:

Occupational safety, health protection and fire prevention manager	777 926 633
Reception at Building A35	549 49 2911
Central security desk	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 organised, 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 organisation 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 in writing of the risks arising from the activities performed by the employer and of the measures adopted in this respect.

Prepared by: Ing. Barbora Loučková, Person technically qualified in the field of risk prevention, Reg. no.: ITI/224/PRE/2013

In Brno, on

Received by:

INFORMATION ON RISKS

and adopted measures aimed at the protection against their impacts, relating to the work performance and worksite pursuant to Section 101 of the Labour Code (Act No. 262/2006 Coll.), as amended, within the premises and at the worksites of CEITEC MU act No. 262/2006 Coll., the Labour Code, as amended

Pursuant to the provisions of Section 101 (3) of Act No. 262/2006 Coll., the LabOur Code, as amended, I hereby present Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire prevention within CEITEC MU, the Central European Institute of Technology, Kamenice 753/5, Brno - Written information on risks.

I hereby ask you to inform your employees of this overview of risks.

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

In Brno, on

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Received by: