



Measure of the Director
Of the Central European Institute of Technology of Masaryk University
No. 5/2021

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

(effective as of 15. 6. 2021)

Pursuant to Art. 7 (4) g) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University (Hereinafter "CEITEC MU" or "the Institute") 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 Rector's Directive No. 10/2009 "Organization of Occupational Health and Safety at MU"; and pursuant to the Rector's Directive No. 4/2005 "Organisation of Fire safety 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") and fire prevention (hereinafter "FP") in line with applicable provisions of the Labour Code. This Measure is binding for all worksites within CEITEC MU.

Article 2

Specifications

- (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 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 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 training (i.e. training related 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, use 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 outline is specified in a separate document. The managing employee is responsible for practical training.
- (6) Repeated (periodic) training means repeating of already acquired knowledge in the field of OSHP, 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 is the managing employee, OSHP and FP manager or person with specialised professional competences for holding the given training (e.g. pressure vessels inspection safety technician). Trainer can also be a non-managing employee with special professional competencies.
- (11) Managing employee is the leader of the given group, centre, core facility or administrative section.
- (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-time workers who are not employees (hereinafter "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.);

- (2) The initial training is always provided via on-line training. The employees shall be invited automatically upon the commencement day of their employment to undergo the required training sessions related to safety at work. The training session is in the MU information system at <https://is.muni.cz/auth/bozp/>. The initial training is closely related with the initial training at workplace provided by the managing employee.
- (3) Initial instruction session must be mandatorily passed by:
- a) All newly hired employees upon the commencement of their employment;
 - b) Internship students, part-time workers 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 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 separate document 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 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 FP 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. A relevant e-learning tool may be applied in case of repeated training.
- (9) In case of e-learning repeated training, employees receive a notice two month prior the end of its validity, and later there are two more notices sent to employees. If the validity of such training ceases, the managing employee is also informed.
- (10) The time scope of repeated training shall be at least 60 minutes and shall be performed in accordance with the curriculum approved by the employer, attached hereto as separate document.
- (11) 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 company. 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.

(12) Training of managing employees on OSHP and FP regulations and testing of knowledge of managing employees (i.e. leaders of groups, core facilities leaders, heads of centres, heads of administrative sections and director's office) is performed in line with separate document hereof. Repeated training of managing employees is performed at the dates determined by the employer, at least once every three years. The training is organised verbally or via e-learning.

(13) Extraordinary training must be provided:

- a) Upon a change of work responsibilities;
- b) Upon introduction of new 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 properly trained managing employee who shall also prepare the training curriculum before its commencement and who shall determine the time scope of the training.

(14) 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.

(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. In case of e-learning form the foreign national is obliged to undergo the training in English language. 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 1 and 2 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 to ensure the observance of the prescribed measures (see Annexes No. 1 and 2).
- (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 fire prevention employee training that constitutes an integral part of this Measure as separate document.

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. Verification and testing in case of e-learning training is realised by a test.

Article 5

Documents Evidencing Training and Instruction Sessions

- (1) A written record must be executed of each passed training, instruction sessions and test. The training record shall consist of the training curriculum and the attendance list 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 OSHP and FP Manager shall be responsible for updating this Measure.
- (3) The Heads of the respective worksites and the OSHP and FP Manager shall be responsible for the supervision over the compliance with this Measure.

This Ruling cancels the Education of Employees in the Field of Occupational Safety, Health Protection and Fire Prevention No. 7 / 2017

(4) This Measure shall become valid as of the execution date hereof.

(5) This Measure shall become effective as of 15. 6. 2021.

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

Annexes:

- No.1 - Binding conditions of performing activities by the externals in terms of occupational safety, health protection and fire prevention within CEITEC MU
- No. 2 - 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 Act No. 262/2006 Coll., Labour Code, as amended, within the premises and at the worksites of CEITEC MU

In Brno on 8. 6. 2021

Jiří Nantl
Director of the Institute

Prepared by:

Barbora Loučková
*OSHP & FP Manager, a person qualified for
the prevention of risks performance,
No.: ITI/464/PREV/2018*

**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 of the external persons are obliged to get informed 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 E35, register in the visitors' book and get acquainted with these "Binding Conditions" and follow them. This obligation also applies for work in other buildings.
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 E35 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 will be tested to check whether they are not under the influence of alcohol or any other addictive substances.
9. External persons are obliged to follow the prescribed work procedures during work, use appropriate work tools, personal protective equipment, and protective devices, and do not deliberately substitute or switch off such devices and equipment.
10. External persons are obliged to respect safety signs, symbols, pictograms, and signals.
11. External persons are obliged to report at the reception desk any defects and deficiencies found at the workplace.
12. External persons are obliged to 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 cause fire, explosion, danger to life or damage to the assets.
2. External persons are obliged to keep the 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.

FIRE SAFETY

1. Each person is required to act in a such way to prevent any occurrence of fire and to contribute according to his/her capabilities to proper fulfilment of tasks related to fire safety, above all, provision of necessary personal and actual help.

- Each person noticing fire, which he/she personally cannot extinguish, is obliged to immediately declare an alarm or announce it in a such way in which the firemen can intervene as soon as possible.
 - It is forbidden to perform any repairs of electrical installations, appliances or devices. Only a professionally capable person shall be called in.
 - It is forbidden to block with any material the access to electricity distributors, portable fire extinguishers and hydrants, escape routes or emergency exits.
2. There are **two types of portable fire extinguishers: powder and carbon dioxide**. Every fire in its starting phase can be extinguished by a portable fire extinguisher; The instructions for the use can be found on the housing of the device. All fire extinguishers are brought to operation only at a close proximity of the fire.
- Extinguish the fire only in the direction of the wind blowing (draught)!
 - Extinguish the fire from below into the hot core, never into the flames!
 - Make pauses during extinguishing fire, extinguish percussively!
 - When extinguishing the fire in a room, always stand with your back to the door (keep an escape route)!

Type of fire extinguisher	What can be extinguished	Never extinguish
Powder	Flammable solids, liquids, oils, petrol, equipment under active voltage (versatile fire extinguisher)	Light and flammable alkali metal
Carbon dioxide	Equipment under active voltage	Flammable dust, powdery substances

3. In relation to fire extinguishing, each person is obliged to:
- Take measures necessary to save people.
 - Put out the fire or take measures to prevent the spread of fire.
 - Report the discovered fire at a specified place or to report it.
 - Provide a personal help to the fire brigade upon request of the intervention commander.

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

1. 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.

2. 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.
3. 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 THE RISKS AT THE CEITEC MU WORKPLACES

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

WORKPLACES 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 possibly the safest 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. as a substitution of appropriate device) - 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)
Fall from height	<ul style="list-style-type: none"> ▪ No items are allowed to be placed on the footbridge (e.g. small tables). ▪ Rules of safety behaviour must be followed on the footbridge and on the staircases.
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 caused 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

	<p>across any sharp edges.</p> <ul style="list-style-type: none"> ▪ 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. ▪
Fire, explosion, extraordinary events	<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 E35, 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 with chemical substance, inform the occupational safety, health protection and fire prevention manager and laboratory employees.
Uncontrolled leakage of gas from the 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)

Injury caused by electrical current	<ul style="list-style-type: none"> ▪ Follow a safe work procedure. ▪ Do not touch any active parts of devices. ▪ Do not work with electrical devices with wet hand nor wet tools. ▪ Before commencement of works on electrical device take appropriate measures in order to prevent any accidental connection. ▪ Any moveable power supply cables may not have damaged insulation and must be secured against being pulled out. ▪ Protective conductor of power supply must be thoroughly connected. ▪ Neither the control or any other elements of electrical device may be damaged in a manner reducing their protection against dangerous contact. ▪ Work on electrical devices shall be performed only with relevant electricity-related qualification. ▪ Respect safety signs and labels.
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EMERGENCY EVENTS

In case of an injury, fire or other extraordinary event it is necessary to inform the OSHP & FP manager immediately.

Fire Safety

Each person is required to act in a such way to prevent any occurrence of fire and to contribute according to his/her capabilities to proper fulfilment of tasks related to fire safety, above all, provision of necessary personal and actual help.

- Each person noticing fire, which he/she personally cannot extinguish, is obliged to immediately declare an alarm or announce it in a such way in which the firemen can intervene as soon as possible.
- Avoid repairing electrical installations, appliances or devices. Only a professionally capable person shall be called in.
- Avoid blocking the access to electricity distributors, portable fire extinguishers and hydrants, escape routes or emergency exits with any material.

There are **two types of portable fire extinguishers: powder and carbon dioxide**. Every fire in its starting phase can be extinguished by a portable fire extinguisher; The instructions for use can be found on the housing of the device. All fire extinguishers are brought to operation only at a close proximity of the fire.

- Extinguish the fire only in the direction of the wind blowing (draught)!
- Extinguish the fire from below into the hot core, never into the flames!
- Make pauses during extinguishing the fire, extinguish percussively!
- When extinguishing the fire in a room, always stand with your back to the door (keep an escape route)!

Type of fire extinguisher	What can be extinguished	Never extinguish
Powder	Flammable solids, liquids, oils, petrol, equipment under active voltage (versatile fire extinguisher)	Light and flammable alkali metal

Carbon dioxide	Equipment under active voltage	Flammable dust, powdery substances
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In relation to fire extinguishing, each person is obliged to:

- Take measures necessary to save people.
- Put out the fire or take measures to prevent the spread of fire.
- Report the discovered fire at a specified place or report it.
- Provide a personal help to a fire brigade upon request of the intervention commander.

Important telephone numbers:

OSHP & FO manager	777 926 633
E35 building reception desk	549 49 2911
Central Security Point	549 49 2929
Fire Brigade	150
Police of the Czech Republic	158
Municipal Police	156
Integrated rescue system (available also in other languages)	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/464/PREV/2018

In Brno on

Upon the receipt of this document, please sign the following Annexes – “Information on risks and adopted measures aimed at the protection against 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”.

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

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.....

On behalf of CEITEC MU: Name:

Signature:

On behalf of the company (name):

Received by: Name:

Signature: