

Measure of the Director
of the Central European Institute of Technology of Masaryk University
No. 6/2021

Safety Operating Regulation for the Use of Electrical Appliances

(effective as of 15 June 2021)

Pursuant to Act No. 262/2006 Coll., the Labour Code, Governmental Regulation No. 378/2001 Coll., stipulating detailed requirements pertaining to safe operation and use of machinery and technical devices, Governmental Regulation No. 101/2005 Coll., stipulating detailed requirements relating to workplaces and working environment, Decree No. 50/1978 Coll., on professional qualifications in electrical engineering, standard CSN 33 1600 ed. 2 Reviews and Inspections of Electrical Appliances During their Use, standard CSN 33 1500 Electrical Regulations. Reviews of Electrical Devices, standard CSN EN 50110-1 ed. 3 Operation and work on electrical equipment (all the above as amended), Rector's Directive No. 10/2009 Organization of occupational health and safety at MU, I hereby issue the following Measure:

Article 1

Objective and Subject Matter

- (1) The purpose of this safety regulation is to define the rules of the handling of electrical appliances so as to reduce, to the maximum extent possible, the risk of occupational injuries of employees operating these appliances. This Measure further points out particular life and health threatening risks occurring during the work with these appliances and specifies possibilities of their reduction.
- (2) This Measure stipulates the terms and conditions for ensuring safety in the course of operation, repairs, maintenance, inspections and reviews of electrical appliances at all worksites within CEITEC MU.
- (3) This Measure pertains to the activities specified below and is binding for all employees appointed to perform these activities and for other persons carrying out works associated with the above.
- (4) Employees are obliged to respect these regulations to the necessary extent, without relieving themselves of the obligation to comply with other provisions of generally applicable safety regulations, if they have been acquainted with them if such regulations require them to do so.
- (5) Applicable for the use, maintenance, repairs, inspections and reviews of:
 - a) electrical appliances for households and similar intended use;
 - b) electrical lighting units;
 - c) electrical IT equipment;
 - d) consumer electronics devices;
 - e) flexible leads and power cords;
 - f) electrical and electronic measuring devices;
 - g) other electrical appliances of similar nature.

Article 2

Training of Employees

- (1) Each employee is required to undergo a training on this safety regulation, the manufacturer's instructions for use of the relevant electrical appliances used by the employee and pursuant to the provisions of Section 3 of Decree No. 50/1978 Coll., on professional qualification in the field of electrical engineering must be notified, within the scope of their activities, of applicable regulations pertaining to the use of electrical devices and must be informed of possible hazards presented by these devices.
- (2) The training shall take place as a part of the initial and repeated training on occupational safety and health protection.
- (3) The operator of an electrical appliance is a person who owns or leases the given electrical appliance and provides it for use to the direct user or uses it themselves (employer).
- (4) The user of an electrical appliance is a person who directly uses the appliance for their activities (employee).
- (5) The operator of electrical appliances shall demonstrably inform the users (confirmed by their signature) on the scope of reviews of the electrical appliances used by them. Such information must be provided upon each delivery of the relevant electrical appliance to the user.

Article 3

Safety Requirements Applicable to Electrical Appliances

- (1) Electrical appliances means:
 - a) electrical appliances for households and similar intended use;
 - b) electrical lighting units;
 - c) electrical IT equipment;
 - d) consumer electronics devices;
 - e) flexible leads and power cords;
 - f) electrical and electronic measuring devices;
 - g) other electrical appliances of similar nature.
- (2) Classification of electrical appliances:
 - a) portable appliances - appliances which are handled during work and their weight does not exceed 18 kg;
 - b) non-portable appliances - appliances which are fitted or which are considered non-portable (because of their weight exceeding 18 kg);
 - c) fitted appliances - appliances which are attached to a mat or are otherwise secured in a particular place;
 - d) handheld appliances - portable appliances which are held in hand during their normal use and the motor of which is firmly connected to the appliance.
- (3) For each electrical device, a person responsible for such device must be appointed. Documentation corresponding to the actual design must be available for each electrical device.
 - a) Shared electrical appliances and devices

- b) each appliance/device is labelled with a "ZP, DHM" number allowing to identify the person responsible for the given appliance/device;
 - c) the owner of each device/appliance can be found in Inet application at https://inet.muni.cz/app/majetek/nalezy_maj; alternatively, it is possible to contact the Finance Department or the assistant.
- (4) The operator (acting through respective managing employees) is required to duly label any unlabelled electrical appliances and register them so that it is obvious under all circumstances which particular electrical appliance it is.
 - (5) Power cords of electrical appliances must be routed away from passages and thoroughfares, never over sharp edges to prevent them from being deformed, or they must be protected against damage by mechanical influences.
 - (6) Power cords of electrical appliances may not be subjected to tensile stress.
 - (7) A firmly connected power cord may not have damaged insulation and must be secured against disconnection and its plug may not be damaged.
 - (8) A separable or extension power cord may not have damaged insulation and must be secured against disconnection and its plug-socket, movable socket or socket may not be damaged.
 - (9) Covers, handles, switches or any other control elements may not be damaged in a manner impairing their protection against hazardous contact.
 - (10) The internal wiring of electrical appliances may not have damaged insulation and may not pass over sharp edges.
 - (11) The electromotor of electrical appliances may not be damaged or apparently covered with dust.
 - (12) Ventilation openings of an appliance may not be dusty or covered.
 - (13) Connection clamp screws must be properly tightened.
 - (14) Plug-in connections must be in secure contact with each other.
 - (15) Soldered joints must be sufficiently strong.

Article 4

Safety Requirements Applicable to the Use of Electrical Appliances

- (1) Electrical appliances may only be operated by employees who have undergone a training on this safety regulation, the manufacturer's instructions for use of the relevant electrical appliances used by the employee and pursuant to the provisions of Section 3 of Decree No. 50/1978 Coll., on professional qualification in the field of electrical engineering and who have been notified, within the scope of their activities, of applicable regulations pertaining to the use of electrical devices and informed of possible hazards presented by these devices.
- (2) Students, interns, PhD students and other persons who are not employees of MU, who use common areas here, are acquainted by their supervisors with the instructions for use of electrical appliances and devices and must also be acquainted with this safety regulation.

- (3) Employees operating electrical appliances must follow work procedures specified in the manufacturer's instructions for use of such devices.
- (4) Employees operating electrical appliances must ensure an adequate and safe work area for this activity.
- (5) Employees may not operate electrical appliances with wet hands or if the appliances are wet.
- (6) If relocating an appliance from one place to another, it is necessary to safely disconnect its power cord plug from the socket.

Article 5

Safety Requirements Applicable to the Workplace

- (1) The workplace where the electrical appliance is located must be kept in a condition not endangering safety and health of persons.
- (2) The workplace must be properly lit.
- (3) Floors must be flat and dry.
- (4) All openings or recessions in floors must be covered or fenced.
- (5) The indoor thoroughfares used must be sufficiently wide and permanently unblocked.
- (6) Escape routes and exits must be permanently free and unblocked.
- (7) Access to server rooms is allowed only to employees having at least the qualification for independent work pursuant to the provisions of Section 6 of Decree No. 50/1978 Coll., on professional qualification in electrical engineering; if an employee does not meet these qualification criteria, they may only enter server rooms accompanied with an employee having this or higher qualification.

Article 6

Prohibited Activities

- (1) It is prohibited to use non-registered electrical devices. The prohibition of their use applies also to activities associated with activities carried out for CEITEC MU outside the premises of CEITEC MU.
- (2) It is prohibited that repairs of electrical appliances, including their power supply connections, should be performed by employees without proper professional qualifications pursuant to Decree No. 50/1978 Coll. and by employees not appointed to carry out such works.
- (3) It is prohibited to overload electrical appliances above the technical limits prescribed by the manufacturer.
- (4) It is prohibited to use electrical appliances for any other purposes than those specified by the manufacturer.
- (5) It is prohibited to operate electrical appliances with wet hands or if the appliances are wet.
- (6) It is prohibited to use electrical appliances with damaged power supply.
- (7) It is prohibited to use electrical appliances with missing protective cover.

- (8) It is prohibited to subject power cords to tensile stress.
- (9) It is prohibited to route power cords across sharp edges.
- (10) It is prohibited to arbitrarily change the location of electric heaters.
- (11) It is prohibited to continue working with an electrical appliance if a serious defect or malfunction occurs on such appliance.

Article 7

Maintenance and Repairs of Electrical Appliances

- (1) The purpose of maintenance is to keep electrical devices in an operable and safe condition.
- (2) Repair of an electrical appliance is an activity aimed at restoring the operability and safety of the appliance, during which parts or components of the appliance are replaced if necessary.
- (3) Maintenance and repairs of electrical installations and devices may only be performed by employees having adequate qualification pursuant to Decree No. 50/1978 Coll., on professional qualification in electrical engineering. These activities shall be ensured by a competent managing employee.
- (4) Routine maintenance of the device is performed continuously by its attendant according to the instructions for use.
- (5) Regular maintenance of the device is performed by its attendant according to the manufacturer's instructions specified in the instructions for use.
- (6) Maintenance and repairs of the devices may in principle only be performed if the device is disconnected from the power supply.
- (7) If it is necessary to carry out any maintenance or repairs of any device under the electrical voltage, this must be approved by the competent managing employee.
- (8) If any works are being performed on the device under voltage, workers performing such works must use insulated tools and implements.
- (9) Maintenance and repairs of mechanical parts of the device shall be performed by a competent supervisor.

Article 8

Inspections and Reviews of Electrical Appliances - Generally

- (1) Electrical appliances are reviewed and inspected in accordance with applicable electrical standards. These include in particular the following common electrical appliances: computers, monitors, fans, refrigerators, electric kettles, microwaves, lamps, but also extension cables and splitters, as well as laboratory instruments.
- (2) Inspections and reviews apply also to extension cables, power cords or detachable power supply cords. If these power cords are equipped with a protective conductor, its integrity and resistance is reviewed.
- (3) When carrying out inspections and reviews of electrical appliances, it is necessary to follow the manufacturer's requirements specified in the instructions for use.

Article 9

Inspections of Electrical Appliances

- (1) Inspection of an electrical appliance is an activity where the technical condition of the appliance is being assessed by means of inspection and test of functioning. Inspections of electrical appliances are performed by the user who is required to meet the qualifications of informed personnel pursuant to Section 4 of Decree No. 50/1978 Coll., on professional qualifications in electrical engineering.
- (2) As a part of the electrical appliance inspection, the following must be performed:
 - a) inspection of the electrical appliance (see par. (3) and (4));
 - b) test of the electrical appliance functioning (see par. (5)).
- (3) Inspection of an electrical appliance means visual check of the appliance condition in terms of its safety against electrical shock.
- (4) During the inspection, the electrical appliance shall be thoroughly inspected from the outside to verify that:
 - a) covers, handles, switches or any other control elements are not damaged in a manner impairing their protection against hazardous contact;
 - b) a firmly connected power cord does not have damaged insulation and that it is secured against disconnection and its plug is not damaged;
 - c) an extension cable, power cord or detachable power cord does not have damaged insulation and that it is secured against disconnection and its plug-socket, socket or plug is not damaged;
 - d) ventilation openings of the appliance are not dusted or covered.
- (5) During the operation test, the electrical appliance is connected to the rated voltage supply and it is verified whether its control and safety elements fulfill their function and if the appliance is equipped with a motor, whether its operation is regular, without any excessive sparking or noise.
- (6) If any defects are detected during the performed inspection of the appliance, it must be promptly handed over for repair.
- (7) If an unsatisfactory condition is found, the electrical appliance shall be taken out of service and visibly marked. This fact must be immediately notified to the operator of electrical appliances by the worker inspecting the appliance, who decided on taking the appliance out of service through the relevant managing employee.

Article 10

Reviews of Electrical Appliances

- (1) Review of an electrical appliance is a set of operations in which the condition of the appliance in terms of its safety is determined by means of inspection, measurement and testing.
- (2) Reviews of electrical appliances are performed by review technicians (persons with professional qualification in the field of electrical engineering) who also determine the review intervals.
- (3) In the case of using electrical appliances as handheld electrical tools, the intervals of regular reviews are derived from their work use (CSN 33 1600 ed. 2).

- (4) Review of electrical appliances is ensured by their operator through a competent managing employee authorized for this purpose:
 - a) on a regular basis at prescribed intervals;
 - b) whenever a fault is detected in an electrical appliance, to verify its condition in terms of protection against electric shock;
 - c) after each repair of an electrical appliance to verify its condition in terms of protection against electric shock.

- (5) Reviews of electrical appliances may be performed by employees who are required to meet at least the qualifications of informed personnel or higher qualification pursuant to Section 6 of Decree No. 50/1978 Coll., on professional qualifications in electrical engineering. In the case of outsourcing, reviews of electrical appliances may be performed by legal entities or individuals within the scope of their craft trade.

- (6) As a part of an electric appliance review, the following must be carried out:
 - a) inspection of the electrical appliance (see par. (7) and (8));
 - b) measuring of the electrical appliance (see par. (11)), including in particular:
 - resistance of the protective conductor;
 - insulation resistance;
 - leakage currents, possible further measurements;
 - c) test of the electrical appliance functioning (see par. (12));
 - d) check of the electrical appliance labelling (see par. (13));
 - e) execution of a document evidencing the performed review of the electrical appliance (see par. (14)).

- (7) Inspection of an electrical appliance means visual check of the appliance condition in terms of its safety against electrical shock.

- (8) During the inspection, the electrical appliance shall be thoroughly inspected from the outside to verify that:
 - a) covers, handles, switches or any other control elements are not damaged in a manner impairing their protection against hazardous contact;
 - b) a firmly connected power cord does not have damaged insulation and that it is secured against disconnection and its plug is not damaged;
 - c) an extension cable, power cord or detachable power cord does not have damaged insulation and that it is secured against disconnection and its plug-socket, socket or plug is not damaged;
 - d) ventilation openings of the appliance are not dusted or covered.
 - e) registration or another label allowing for precise identification of the appliance is present.

- (9) If a defect is found, the electrical appliance shall be taken out of service and visibly marked.

- (10) A more detailed inspection is performed during the electrical appliance review after its repair, when the following is also being verified:
 - a) whether connection clamp screws are sufficiently tightened;
 - b) whether plug-in connections are securely connected;
 - c) whether soldered joints are sufficiently strong;

- d) whether the insulation of internal wiring of the appliance is undamaged;
 - e) whether the motor of the appliance, if the appliance has one, is undamaged and not dusted.
- (11) The measurement of an electrical appliance is a verification of selected electrical parameters of the appliance in terms of its safety against electric shock.
- (12) Operation test: the electrical appliance is connected to the rated voltage supply and it is verified whether its control and safety elements fulfill their function and if the appliance is equipped with a motor, whether its operation is regular, without any excessive sparking or noise.
- (13) Check of the electrical appliance labelling: it is verified whether the appliance is labelled for example with its name, name of its manufacturer, type name, serial or inventory number, etc.
- (14) The document evidencing the performed review of the electrical appliance shall contain the following:
- a) precise specification of the electrical appliance (a reviewed appliance must be labelled so that the following details can be in all circumstances clearly assigned only to the appliance in question),
 - b) review date;
 - c) outcome of the electrical appliance inspection;
 - d) results of performed measuring;
 - e) outcome of the test of functioning;
 - f) overall evaluation of the electrical appliance state in terms of safety;
 - g) specification of the next review date;
 - h) name of the reviewer;
 - i) signature of the reviewer.

Article 11

Occupational Hazards and Measures for their Elimination

- (1) The employer is obliged to ensure safety and health protection of its employees in view of the risk of potential endangering of their life and health. For this purpose, the employer must in particular find out:
- a) what specific risks are present at the workplace (resulting from the dangers to workers in relation to the machinery and equipment used and the space in which they work);
 - b) nature of occurrence of the identified risks:
 - expressing the effect of the risk with respect to time, i.e. how often the identified risk occurs in a given case (e.g. permanently, during handling, exceptionally, etc.);
 - expressing the effect of the risk with respect to the performed activity (e.g. during operation, maintenance, repair, etc.);
 - c) source of the risk, specifying as closely as possible its origin (e.g. mechanical parts, tools, electric current, uneven floor, etc.);
 - d) cause of the risk, expressing, for example, the resulting dangerous condition or the dangerous action of the source of the risk (e.g. work with non-insulated tools, removal of protective equipment, etc.);

- e) hazards that endanger the life and health of workers exposed to risks (e.g. electric shock, tripping, slipping, cutting, scalding, burns, being pulled into the danger area of the machine, etc.).

(2) The most frequent risks include the following:

- a) non-professional, careless operation;
- b) failure to respect the issued bans;
- c) injury by electrical current;
- d) injuries caused by tools;
- e) fall of a load;
- f) impaired visibility, untidiness at the workplace;
- g) failure to perform prescribed inspections, reviews, maintenance, repairs;
- h) use of damaged machines, devices or appliances;
- i) use of machines, devices or appliances with missing protective equipment, cover;
- j) stumbling, slipping, fall;
- k) failure to use prescribed personal protective equipment at the workplace;
- l) fire, explosion.

(3) The employer is obliged to ensure the minimization of the identified risks in an appropriate manner, in particular by training and operating regulations, warnings and cautions, mechanical or electrical protection and the use of PPE.

Article 12

Responsibilities

(1) Basic responsibilities of the operator (acting through appointed employees):

- a) to provide training to all employees relating to this safety regulation and to the manufacturers' instructions for use of electrical appliances with which they come into contact;
- b) pursuant to the provisions of Section 3 of Decree No. 50/1978 Coll., to inform employees, within the scope of their activities, on applicable regulations pertaining to the use of electrical appliances and on possible hazards presented by these appliances;
- c) to prepare a record on the training pursuant to the previous point;
- d) to test necessary knowledge of the trained personnel pursuant to the point b) of this paragraph;
- e) to demonstrably notify users of electrical appliances with qualifications pursuant to Section 4 of Decree No. 50/1978 Coll., of the scope of inspections of the used electrical appliances performed by these users and to repeat such notification;
- f) to ensure maintenance and repairs of electrical appliances;
- g) to ensure inspections and reviews of electrical appliances at prescribed intervals and in prescribed scope;
- h) to repair defects found during inspections and reviews of electrical appliances;
- i) to archive documents on performed reviews of electrical appliances;
- j) to properly label and register electrical appliances so that it is obvious under all circumstances which particular electrical appliance it is.; to appoint a person

- responsible for the given appliance and place a sign with the identification of the responsible person at a permanent place near the appliance;
- k) to find out which particular risks of possible injury or endangering of human health can occur during the work with electrical appliances;
- l) to update this regulation and agenda associated herewith.

(2) Responsibilities of employees operating electrical appliances:

- a) to follow the requirements stipulated in this regulation with respect to the operation of electrical appliances;
- b) to follow work procedures specified in the manufacturer's instructions for use of electrical appliances;
- c) to observe the specified prohibitions of activities;
- d) to carry out regular maintenance of electrical appliances;
- e) to perform regular maintenance of electrical appliances in accordance with manufacturer's instructions for use;
- f) keep the workplace clean and tidy.

(3) Responsibilities of employees performing inspections and reviews:

- a) to perform inspections and reviews of electrical appliances within the prescribed scope;
- b) to inform the operator of placing electrical appliances out of service;
- c) to prepare a document evidencing the performed review.

Article 13

Final Provisions

- (1) The head of the Operations Department shall be responsible for the interpretation of this Measure.
- (2) The secretary of the Institute shall be responsible for the supervision over the compliance with this Measure.
- (3) This Measure cancels the Safety Operating Regulation for the Use of Electrical Appliances valid since 1 October 2014.
- (4) This Measure shall become valid as of the execution date hereof.
- (5) This Measure shall become effective as of 15 June 2021.

- Annexes:**
- No. 1 - Occupational Hazards and Measures for their Elimination
 - No. 2 - Division of electrical appliances based on their use and review intervals (for information purposes)
 - No. 3 - Rules of correct handling of electrical appliances
 - No 4 - First Aid in the Case of Injury by Electrical Current

In Brno, on 8. 6. 2021

Jiří Nantl
Director of the Institute

Annex No. 1: Occupational Hazards and Measures for their Elimination

Hazards	Measures for their Elimination
Non-professional, careless operation	<ul style="list-style-type: none"> • Ensure that electrical appliances shall be operated only by employees appointed for this purpose. • Ensure that employees operating electrical appliances undergo regular training on the necessary regulations and that their knowledge is tested. • Ensure that attendants of electrical appliances follow the manufacturer's instructions for their use. • Avoid overloading electrical appliances above the levels set out by the manufacturer. • Avoid using electrical appliances for any other purpose than intended. • Avoid operating electrical appliances with wet hands or if the appliances are wet.
Injury by electrical current	<ul style="list-style-type: none"> • Do not allow electrical appliances to be operated, maintained, repaired, inspected or reviewed by personnel without adequate electrical engineering qualification. • Perform inspections of electrical appliances on an ongoing basis and maintain them in a safe condition. • Ensure timely performance of reviews of electrical appliances. • Ensure repairs of damaged electrical appliances to be performed without delay. • Do not remove any protective guards or covers of electrical appliances. • Maintenance or repairs electrical appliances to be performed exclusively when the devices are disconnected from power supply. • Maintenance or repairs of electrical appliances under voltage must be approved in advance by the employer. • When carrying out maintenance or repairs of electrical appliances under voltage, it is necessary to use only insulated tools. • Power cords may not have damaged insulation and must be secured against disconnection. • The plug of power cords may be damaged. • The safety cable of power cords must be securely connected. • The electromotor of electrical appliances may not be damaged or apparently covered with dust. • Control elements or any other elements of electrical appliances may not be damaged in a manner impairing their protection against hazardous contact. • Do not continue working with an electrical appliance if a serious malfunction occurs on such appliance.
Poor visibility	<ul style="list-style-type: none"> • Ensure sufficient lighting of the workplace.
Untidiness at the workplace	<ul style="list-style-type: none"> • Permanently maintain the workplace in a condition not endangering safety and health of persons.

Annex No. 2: Division of electrical appliances based on their use and review intervals (for information purposes)

Division of electrical appliances based on their use:

Group A: Appliances leased to another operator or directly to the user

Group B: Appliances used outdoors (at construction sites, during agricultural works, etc.).

Group C: Appliances used indoors in the course of industrial and crafting activities

Group D: Appliances used in publicly accessible areas (schools, clubs, hotels, internet cafés, etc.)

Group E: Appliances used in the course of administrative activities

Intervals of regular reviews of unattached electrical appliances pursuant to CSN 33 1600 ed. 2 (November 2009)			
Group of electrical appliances	Unattached appliances and handheld tools		Other unattached appliances
A	Before their release to the operator or user and then based on the category of their use		
B	Class I	Once every 3 months	Once every 6 months
	Classes II and III	Once every 6 months	
C	Class I	Once every 6 months	Once every 24 months
	Classes II and III	Once every 12 months	
D	Class I Classes II and III	Once every 12 months	Once every 24 months
E	Class I Classes II and III	Once every 12 months	Once every 24 months

Electrical handheld tools are also considered to be appliances.

NOTES

1. The first periodic review shall be carried out no later than within the period specified in the table after their commissioning.
2. In the case of very frequent use of electric hand tools (for example, the tool is operated for more than 250 operating hours per year), it is advisable to set shorter periods for periodic reviews by means of local operating safety regulations.
3. The intervals of inspections and reviews are applied also in the case of electrical appliances that are being leased on a long-term basis.
4. Inspections and reviews apply also to extension cables and detachable power supply cords. If the power cord is equipped with a protective conductor, its integrity and resistance is reviewed and the same intervals apply as in the case of appliances of protection class I.
5. With respect to extension cables, the intervals of periodic reviews shall be set the same as the intervals applicable to handheld appliances. With respect to detachable power cords, the intervals of periodic reviews shall be set the same as the intervals applicable to the appliance with which such power cords are being used.

6. Electrical appliances operated during the warranty period (as prescribed by the law, manufacturer or seller) shall be reviewed only within the scope not requiring any intervention in their construction. The inspection is carried out pursuant to Art. 6.3.1 of the standard and in addition to such inspection, electric parameters are measured. The review interval is counted since their commissioning.
7. In the case of appliances of protection class I and in the case of extension cables and detachable power cords, it is recommended to verify the continuity of the protective conductor before their commissioning.
8. The intervals of periodic reviews may possibly be determined differently based on a risk analysis.

Annex No. 3 - Rules of correct handling of electrical appliances

1. Before and after each use, it is necessary to inspect the condition of the appliance (power cord / extension cable, network plug, covers, handles and control elements may not be covered or contaminated).
2. When using electrical appliances, **each employee** is required to follow the manufacturer's instructions for use of such appliances. Employees without professional qualifications in the field of electrical engineering are only allowed to operate low voltage simple electrical devices in a defined manner, where the possibility of any contact under voltage is excluded. **Each appliance may only be operated in the environment specified by the manufacturer.**
3. If an unsatisfactory condition is found during an inspection, the electrical appliance shall be taken out of service and visibly marked. Non-functional appliances must be reported to the person responsible for the given appliance. **Re-commissioning is only possible after repair, subject to confirmation of a safe state by means of a review.**
4. If at any time during the use of electrical appliances a fault is found in the appliance, e.g. insulation damage, burn odor, smoke, unusually noisy or irregular or shock operation, strong hum, jerky start, excessive heating of some parts, sparking, electric tingling, it is necessary to switch off the electrical device and report the fault - proceed according to point 3 of this Annex.
5. In the event of a fall of the appliance, it is necessary to perform its thorough inspection before its re-commissioning.

Electric kettle

- Before use, make sure that the electric kettle is not damaged.
- Do not switch this appliance on if the power cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this may result in electric shock, fire or other hazards to health and property.
- Do not switch the kettle on if your hands are wet.
- Never switch the kettle on if it fell or if it is visibly damaged.
- Be sure to unplug the power cord before each cleaning, after each use, and in the event of malfunctions during operation.
- High temperatures are generated during the operation of electric kettles, which can lead to burns if the appliance is handled carelessly. Therefore, always hold the device by the handle that is available for this purpose.
- Fill the electric kettle only up to the maximum mark. Overfilling may result in splashing of boiling water.
- Use the electric kettle solely for heating water. Never place any foodstuffs or food additives in the kettle. Never use the kettle for heating milk or broth. Do not place any objects inside the kettle.
- Do not pour any hazardous chemical substances in the electric kettle, with the exception of detergents intended for washing and maintaining the kettle.

Microwave

- Before use, make sure that the microwave is not damaged.

- Do not switch this appliance on if the power cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this may result in electric shock, fire or other hazards to health and property.
- Do not use the microwave for drying clothes, paper, spices, herbs, wood, flowers, fruits or any other flammable materials.
- Should anything ignite inside or outside the microwave, do not open the door and turn the microwave off. Pull the power cord out of the socket.
- If you notice smoke, switch the microwave off or pull the power cord out of the socket. Leave the door closed to suffocate the flames.

Refrigerators

- Make sure that the power cord does not come into contact with hot surfaces or water, as this may result in electric shock, fire or other hazards to health and property.
- Do not switch this appliance on if the power cord or plug is damaged.
- Do not place glass containers with liquids in the freezing section, as they could break due to frost.
- Do not attempt to accelerate the defrosting of the refrigerator with mechanical tools or by any procedures other than those recommended by the manufacturer.
- Do not place hazardous chemical substances and mixtures in the refrigerator.
- Use the refrigerator only for the purposes for which it is manufactured.

Dishwashers

- Do not switch this appliance on if the power cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this may result in electric shock, fire or other hazards to health and property.
- Make sure that the dishwasher door is always closed, except when loading or unloading dishes.
- Never sit or stand on the opened dishwasher door.
- Put knives and other utensils with their sharp tips down in the cutlery basket or place them horizontally in the upper basket.
- Use only detergents (detergents, salt, polishes) suitable for dishwashers.
- While the dishwasher runs, do not open the door, as hot steam may escape.
- Do not take any dishes out of the dishwasher until the washing cycle ends.

Computer + Laptop

- Always install electrical appliances near a power socket and make sure that the socket is easily accessible.
- Place power cords so that they are not in anyone's way. Do not place any objects onto the power cords.
- Install the device on a stable surface. The device could fall off an unstable surface and cause an injury to someone.
- PCs and their accessories are frequently equipped with cooling openings. Do not cover these openings to prevent overheating of the device.
- Never pour any liquids into the openings in the PC; this may cause a short circuit, fire or electric shock.
- Keep the area around the PC free of dust, smoke and other contaminants.
- Never open, shake or drop the PC. For safety reasons, it may only be opened by a qualified technician.

- If any of the following occurs, have the PC inspected by a professional:
 - The power cord, source or plug is damaged.
 - A fluid has entered the device.
 - The device has fallen and has been damaged.
 - The device shows obvious signs of damage.

Printer + Scanner

- Use the supplied power cord only for this device and NEVER use it for any other device.
- Make sure not to scratch, abrade, twist or bend the power cord, or place heavy objects on it, or expose it to heat.
- Before connecting another device to the same socket, consult an IT department.
- Do not connect or disconnect the power cord plug with wet hands.
- When disconnecting the device, do not pull the power cord. Pulling on the power cord may cause its damage.
- Do not use flammable sprays, liquids or gases near the device.
- High temperature areas are located inside this device. When looking for defects inside the unit, such as trapped paper, avoid touching places labelled with a warning sign "Caution - high temperature" (such as the fixation unit area, etc.).

Annex No. 4: First Aid in the Case of Injury by Electrical Current

In the event of being struck by electrical current, it is necessary to proceed as follows:

Our safety comes first - do not touch the victim!

1. Switch off the electric current (main circuit breaker, main switch).



If not possible, proceed as follows:

- a. stand on a non-conductive material,
 - b. using a non-conductive object (such as broom handle) remove the victim from the source of electric current or the source from the body.
2. Check the condition of the victim - consciousness and breathing.
 3. Call the ambulance - 155 or 0155 when dialing from a fixed telephone line (or 112, 0112)
 4. Follow the operator's instructions - assisted first aid.

If it is necessary to provide first aid, **first aid kits** are located in each kitchen **above the refrigerator and at the reception desk** in building A35. In building A26, first aid kits are located in each **kitchen**. In the other buildings, first aid kits are located **behind the partition door**.

Note:

In building A35, the main switches are located in the corridors leading to the outdoor escape staircase - see the photograph above. The main power switch is located in the switchroom on the 2nd underground floor, room 2S091/2S092.

Building A26: CENTRALSTOP a TOTALSTOP buttons for this building are installed on the 1st above-ground floor, near the entrance door (see the photograph below). The main power switch is located in the switchroom on the 1st underground floor, room 1S37.



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Building A4: CENTRALSTOP and TOTALSTOP buttons are not installed for this building, only partial central stops are available that always resist only one appropriate floor switchboard (3 pcs on the 1st underground floor and 2 pcs on the 1st to 3rd above-ground floor). The main power switch is located in the switchroom on the 2nd underground floor, room **1S52**.

Building A2: CENTRALSTOP and TOTALSTOP buttons are not installed for this building. The main power switch is located on the 2nd underground floor, room **1S36**.

Important contact details:

Position	Name	Contact details
Occupational safety, health protection and fire prevention manager at CEITEC MU	Ing. Barbora Loučková	Email: barbora.louckova@ceitec.muni.cz; bozpz@ceitec.muni.cz tel.: 777 926 633; 549 49 8037
Occupational safety, health protection and fire prevention crisis management officer at MU	Bc. Sabina Grossová	Email: grossova@rect.muni.cz; tel.: 549 49 3983
Central security desk	Available 24/7	tel.: 549 49 2929
Electrical network failures	https://zavady.ukb.muni.cz/	tel.: 549 49 2929
Gas installation failures	https://zavady.ukb.muni.cz/	tel.: 549 49 2929
Plumbing failures	https://zavady.ukb.muni.cz/	tel.: 549 49 2929
Building administration manager of A35, A26	Mgr. Petr Mokroš, Ph.D.	Email: petr.mokros@ceitec.muni.cz; operations@ceitec.muni.cz tel.: 549 49 4537