

Injury reporting Procedure for theft of students' clothing and personal belongings

Employee work injury

1. It is the duty of the injured employee or witness to the accident to report this fact to his/her immediate supervisor without delay.
2. Duties of the immediate superior:
 - provide/arrange first aid for the injured person,
 - secure the scene of the accident and investigate its causes,
 - register the accident = make a **record of the accident** in 2 copies (one for the employee/survivor, one for the OHS officer), a model of the "Record of Accident" form is stored in the IS document server - annex to Rector's Directive No. 10/2009 "Determination of the organisation of OHS at MU"
https://is.muni.cz/auth/do/rect/normy/smernicerektora/Smernice_rektora_10-2009
 - immediately report this fact (accident) to the OHS officer or safety technician and provide him/her with a written record of the accident,
 - take measures to prevent recurrence.
3. The OHS officer/safety engineer is obliged to:
 - check the completeness of the accident record,
 - file it in the accident book,
 - if the accident has been treated by a doctor and incapacity for work has occurred, send the original accident report without undue delay to the RMU Operations Department, Occupational Health and Safety Manager's office,
 - Provide the injured employee with assistance in completing the "Work Injury Compensation" form after treatment and submit the completed form to the RMU Operations Department, Occupational Health and Safety Manager's office.

School accident of a student

1. It is the duty of the injured student or witness to the accident to report this fact to his/her instructor (supervisor of practice, course, etc.) without delay.
2. Teacher's duties:
 - provide/arrange first aid for the injured person,
 - secure the scene of the accident and investigate its causes,
 - register the accident = make a **record of the student's school accident** in 2 copies (for the student/survivor and the OSH officer) according to the Rector's directive see above,
 - immediately notify the OHS Officer or Safety Officer and provide him/her with a written record of the student's injury,
 - Ensure that the student's school injury record is forwarded to the OHS Officer within 5 calendar days.
3. The OHS officer/safety engineer is obliged to:
 - check the completeness of the accident record

- Send the student's school injury record without undue delay to the RMU Operations Department, Occupational Health and Safety Manager's office (file a copy in the accident book),
- Provide the injured student with assistance in completing the "Compensation for School Injury" form after treatment and submit the completed form to the RMU Operations Department, Occupational Health and Safety Manager's Office.

OSH Officer for FI: Ivana Pivoňková - 549 49 6105

Procedure for theft of student belongings

1. Pursuant to Section 2945 of the Civil Code, if the operation of an activity usually involves the disposal of things and if the thing has been deposited in a place designated for that purpose or in a place where such things are usually deposited, the operator shall compensate the person who deposited the thing, or the owner of the thing, for damage, loss or destruction of the thing.
2. **MU is not liable for the loss of documents** and other items or valuables stored in stored items. Documents must be carried by the student, not left in the dropped items. In the event that documents are lost, a note must be made to serve as proof of loss to the student when replacements are processed.
3. If students' belongings are stolen, the FI Study Department staff or the lecturer or the head of the laboratories or the FI secretarial staff will draw up a theft report/request for compensation with the injured student. The report is prepared in duplicate - once for the victim, once for MU - the Study Department will keep a copy and forward the original to the RMU Legal Department for processing. The protocol must contain at least the following information and annexes:
 - name, address, place of residence of the injured person
 - a description of the circumstances under which the property was stolen
 - the place where the item was stolen
 - contact witnesses from teachers or students
 - detailed description of the item, age, photo of the item
 - the value of the stolen item - provide a copy of the proof of purchase
 - the injured party states that he or she is claiming full compensation
 - signature of the victim
 - a copy of the protocol of notification to the Police of the Czech Republic
4. If the value of the damage exceeds CZK 5,000, it is recommended to contact the District Police Department of the Czech Republic, Malátova 3, 612 00 Brno.
5. The injured student is obliged to claim compensation from the organisation within 15 days. The record of the theft of the property must be supported by an affidavit that the stolen property was not returned to the injured student after the incident was reported.
6. A similar procedure applies in the case of theft of items from the employees' offices, provided that the obstacle has been overcome (the room has been locked) - the theft must be reported to the District Police Department of the Czech Republic, Malátova 3, 612 00 Brno.