

**Instruction of the Faculty of Pharmacy of Masaryk University No.  
8/2021**

**Prevention and Management of OSH Risks**

*(As amended with effect from 13 August 2021)*

*Pursuant to Rector's Directive No. 10/2009 on the organisation of occupational safety and health at MU and in accordance with the provisions of Sections 101, 102, 103 and 108 of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as "the Labour Code"), I issue this Instruction:*

Article 1

**Subject of Modification**

- (1) This guideline is adopted for the purpose of identifying and preventing OSH risks in all safety categories at all workplaces of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "FaF MU").
- (2) This instruction applies to all FaF MU employees.

Article 2

**Definition**

- (1) **Risk** – The combination of the probability and extent of potential injury or impairment to the health of an employee exposed in the work process to one or more potential sources of occupational injury or hazard to the employee's health. Risks include all sources of injury, industrial pollutants, excessive heat or cold, radiation, electricity, etc.
- (2) **Risk prevention – all** provisions or measures that are in place or planned at all levels of the enterprise's activities to prevent or reduce risks.
- (3) **Risk assessment and management – a process aimed at** optimising risk. The first part of this process, which deals with the identification, assessment and comparison of risks, provides the basis for the second part of the process, in which measures are taken to reduce them to a minimum. If the risks cannot be eliminated, the employer is obliged to evaluate them and take measures to address them so that the risk to the safety and health of workers is minimised.

Article 3

**Principles for the Identification and Assessment of OSH Risks**

- (1) Identification and assessment of risks is an integral part of the HSE assurance within the management system being built. Therefore, it is absolutely necessary to carry out and update it at regular intervals, but at least once a year.
- (2) All senior staff are required to bring to the attention of the risk prevention officer in a timely manner any facts relating to the need to complete or review the risk situation.
- (3) Addition and review of risks, including the determination of their hazard level, is carried out in particular:
  - a) in case of major changes in technology, changes in inputs or outputs;
  - b) when changing legislation, technical standards, technical and governing documents;
  - c) based on the findings of audits and all types of controls;
  - d) based on the outcome of the management review of the OHS system.
- (4) The specific risks identified and the measures to eliminate them are listed in Annex 1 Hazard Identification and Elimination Measures, which is an integral part of this Guideline.

Article 4

**Final provisions**

- (1) Senior FaF MU employees are obliged to acquaint all their subordinate employees with this instruction, taking into account the specifics of the activities performed at a given workplace.
- (2) The interpretation of the individual provisions of this instruction is entrusted to the OHS and OHS manager.
- (3) The HSE Manager is responsible for the ongoing updating of this instruction.
- (4) The HSE Manager is responsible for monitoring compliance with this instruction.
- (5) This instruction shall take effect on the date of signature.
- (6) This instruction shall take effect on 13 August 2021.

**Attachments:**      No. 1 - Identification of hazards and measures to eliminate them.

In Brno, 13 August 2021

*prof. PharmDr. Mgr. David Vetchý, Ph.D.*  
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*signed electronically*