

Faculty of Science Masaryk University Directive No. 4/2020**Occupational Health Safety and Fire Protection at the
Faculty of Science**

(in the version effective from 01/12/2020)

Part One
Basic Provisions

Article 1

1) This directive implements Rector's Directive No. 10/2009 - *Determination of the Organisation of Occupational Health and Safety at Work at MU* (hereinafter the "RMU Directive"). The exercising of rights and obligations under this directive does not affect rights and obligations under other MU internal regulations and legislation.

(2) This directive provides in particular for:

- a) the organisational structure, management and control system of occupational health and safety and fire protection at the faculty (Part Two),
- b) occupational health and safety obligations (Part Three),
- c) principles of staff training (Part Four),
- c) risk assessment and prevention procedures (Part Five),
- d) procedure for organising occupational health examinations (Part Six),
- e) injuries at work and first aid (Part Seven),
- f) and procedure for the implementation of occupational health and safety monitoring and inspections (Part Eight),

implemented at the MU Faculty of Science.

3) This directive is binding for all employees of the MU Faculty of Science. The obligations under Article 5 apply *mutatis mutandis* to students and other persons working with the awareness of employees at a workplace of the Faculty of Science.

Article 2

List of Abbreviations Used and Explanation of Terms

1) The following abbreviations and terms are used in this directive:

- a) OHS is occupational health and safety
- b) PPE is the provision of personal protective equipment, washing, cleaning and disinfectant means and protective drinks.

- c) CP means a competent person according to § 9 of Act No. 309/2006 Coll. and § 11 of Act No. 133/1985 Coll.
- d) FP means fire protection.
- e) LC means Act. No. 262/2006 Coll., the Labour Code.
- f) By risk we mean the probability of the occurrence of a dangerous event or long-term exposure and the severity of the injury or damage to health that may be caused by the event or exposure to its effects.
- g) Risk prevention means all measures that are implemented or planned at all stages of the faculty's activities to prevent damage to health, injuries at work or occupational diseases.

Part Two Organisation of OHS and FP at the Faculty of Science

Article 3

Responsibility in the Field of OHS

- 1) The responsibility for providing occupational health and safety (OHS) lies with the employer. He is obliged to ensure OHS with regard to occupational risks endangering the life and health of employees. All individuals who, with the knowledge of the employer, are present at workplaces of the Faculty of Science have the obligation to participate in ensuring health and safety.
- 2) The dean and bursar of the faculty, the Fire and Safety Protection Manager, the Fire and Safety Protection Prevention Officer at individual workplaces and senior employees at all levels of management are primarily responsible for ensuring OHS.
- 3) **The dean of the faculty** is responsible for the organisation of OHS and FP.
- 4) **The faculty bursar** is responsible for ensuring the fulfilment of obligations in the field of OHS and FP.
- 5) **Managers** are responsible for fulfilling tasks in the field of OHS at their workplaces. They are mainly responsible for ensuring a safe working environment, the safe and operational condition of technical equipment and ensuring their monitoring, maintenance and repairs, organisation of safe work and ensuring OHS, including the implementation of regular inspections.
- 6) **Academic staff** are responsible for ensuring the OHS of students in connection with their pedagogical activities.
- 7) At the Faculty of Science, the OHS specialist is the **Fire and Safety Protection Manager** who is the competent person in OHS and the competent person in FP.
- 8) **The directors of the institutes** and the **director of the Institute of Physics of the Earth** shall entrust in writing, as required, one or more persons with the performance of duties in the field of OHS and FP (**Fire and Safety Protection Prevention Officer**). In the event that such a person is not appointed from among the employees of the institute, the director or secretary of the institute performs the duties of an Fire and Safety Protection Prevention Officer, according to the organisational rules of the institute. The list of Fire and Safety Protection Prevention Officers at individual workplaces will be placed by the Fire and Safety Protection Manager on the faculty's website, accessible to faculty staff.

The head of the department/workplace performs the duties for the **Dean's Office, the Botanical Garden and the Central Library**.

Article 4

Fire and Safety Protection Manager and Fire and Safety Prevention Officer

1) The Fire and Safety Protection Manager

- a) methodically manages, organises and controls the performance of duties and ensuring OSH and FP at the Faculty of Science;
- b) cooperates with managers in identifying risks, identifying their sources and causes, assessing risks and proposing measures to eliminate or minimise them;
- c) proposes protective measures for work involving a risk to the health of workers or students;
- d) cooperates with the manager in investigating the causes and circumstances of injuries at work;
- e) cooperates with the manager in the selection and choice of protective equipment;
- f) keeps records of injuries at work in accordance with generally applicable regulations and records of school injuries;
- g) provides initial training for employees and managers, provides training for Fire and Safety Protection Prevention Officers, and provides professional training for employees assigned to fire patrols;
- h) organises annual OHS inspections;
- (i) cooperates with managers, HR staff, occupational health service providers and other authorised persons;
- j) keeps records of risky workplaces and work prohibited for pregnant women, breastfeeding women, employee-mothers up to the end of the ninth month after childbirth and adolescents.

2) The Fire and Safety Protection Prevention Officer

- a) closely cooperates with senior employees in searching for, evaluating and preventing risks at workplaces of the Faculty of Science;
- b) carries out introductory OHS and FP training at the workplace, including acquaintance with risks and operating instructions, and provides other specific training for workplace employees according to the needs of the workplace (according to Article 3 of the RMU Directive);
- c) manages the necessary documentation and documents in relation to the OHS and FP of the workplace (e.g. operating rules of warehouses, laboratories and documentation of training carried out);
- d) cooperates with the Fire and Safety Protection Manager and managers in internal inspections of compliance with OHS obligations and inspections, in the elimination of identified deficiencies and in the implementation of technical and other OHS and FP measures;
- e) completes professional training for the performance of activities provided by the Fire and Safety Protection Manager of the faculty in the event that he/she is not a CP according to Art. 2, paragraph 1, letter (c) of this directive.

Part Three Health and Safety Obligations

Article 5 Obligations of Employees in the Field of OHS

1) Each employee is obliged as far as possible to take care of his/her own safety, his/her health and the safety of all those affected by his actions. Knowledge of the basic obligations arising from legal and other regulations and the employer's requirements for ensuring OHS is an integral and permanent part of the employee's obligations.

2) The employee's obligations are enshrined in the LC, further legal and other regulations governing occupational safety and health (especially in the sense of the provisions of § 349 of the LC) and MU internal standards issued in accordance with the provisions of Art. 1, paragraph 1, letter 5 of the RMU Directive.

3) The employee's obligations are set out in particular in the provisions of Article 2, paragraph 7 of the RMU Directive. Furthermore, the employee is obliged to:

a) participate in all training ordered by the employer. The training may include verification of the employee's knowledge. The employee is to complete electronic training immediately after being invited to do so by the employer, including requests by e-mail;

b) follow the principles of safe workplace behaviour and the employer's instructions;

c) observe the specified work procedures at work, use the specified means of work and transport, PPE and protective equipment and not to arbitrarily change or decommission them;

d) not consume alcoholic beverages and not to use other addictive substances at the employer's workplaces and during working hours and outside these workplaces, nor to enter the workplace under their influence;

e) at the direction of an authorised manager designated by the employer, to be tested as to whether he/she is under the influence of alcohol or other addictive substances;

f) comply with the smoking ban on the faculty premises;

g) notify his/her superior of deficiencies and defects in the workplace which endanger or could directly and seriously endanger the safety or health of workers at work, in particular the threat of an emergency or deficiencies in organisational measures, defects or failures of technical equipment and protective systems intended for their prevention;

h) immediately notify his/her superior of a change in the state of health, if such a fact would affect the medical fitness for work;

i) provide first aid to all injured persons and, if necessary, summon a medic or doctor to the injured person.

4) Employees may operate technical equipment only if they are authorised to operate it by the manager and have been trained in its use. The employee is obliged to become acquainted with the operating instructions and safety instructions of the devices and equipment. Persons without an electrical engineering qualification may perform the simple operation of electrical equipment within the scope of the manufacturer's instructions and only on equipment where contact with live parts cannot occur.

5) Employees are obliged to maintain order in the workplace. Corridors and door areas must be kept free and tidy. It is not permitted to store or temporarily keep material or equipment in corridors and door areas. Access routes at all workplaces must be permanently passable and left free in a minimum width of 1.1 metres. Exceptions (e.g., on protected escape routes) are set out in special requirements in the fire protection documentation.

6) All objects in workplaces must be stored in such a way as to ensure their stability and so that they do not cause an injury or be damaged.

7) When storing material in shelves, cabinets, etc., the shelves and the entire assembly must not be overloaded, and the material must be stored in such a way that it does not slip or the storage assembly is overturned. Shelves and cabinets must be marked with the maximum load capacity specified by the manufacturer. Managers will appoint people responsible for inspecting shelves, cabinets and other furniture.

8) When handling material stored at a height greater than 1.8 m the employee is obliged to use steps or ladders. The use of steps and ladders is considered work at heights and may only be carried out by the employee if his/her current state of health allows it. More detailed instructions for ensuring OHS when using ladders and steps are contained in Annex No. 5 to this Directive.

9) The obligations under this article also proportionally apply to students.

Article 6 Duties of Managers

1) The manager is responsible for the maintenance and creation of conditions for safe and healthy work at the workplaces he/she manages, appropriate OHS organisation and regular inspections of compliance with OHS conditions.

2) Furthermore, the manager:

(a) assesses the need for training of a specific employee in the field of OHS (see the provisions of Article 3 of the RMU Directive) in accordance with the principles set out in Part Four of this directive;

b) assigns to the employee only work, the complexity of which corresponds to his/her abilities and medical fitness. In the event that the manager learns of a change in the employee's state of health that could affect his/her ability to perform work, he/she is to inform the relevant faculty personnel and the Fire and Safety Protection Manager, with whom he/she will subsequently decide on further steps;

c) is obliged to ensure that the employee does not perform prohibited work, which he/she is to identify in accordance with the Annex - Prohibited Work and Workplaces;

d) on the basis of a risk assessment according to the employee's job classification and circumstances of work, he/she provides employees with PPE and monitors its use (see Article 9 of the RMU Directive);

e) in the event of an injury at work, to proceed in accordance with Article 8 of the RMU Directive and further investigate the causes and circumstances of the injury with the employee's participation, if the health condition allows, and with the participation of the injury witnesses, the relevant trade union and the OHS specialist and without serious reasons not to change the situation at the place of the injury until the investigation is completed;

f) is responsible for ensuring safe operation and regular repairs, inspections, maintenance and revision of all dedicated technical equipment and other technical equipment, machines, devices and tools in accordance with applicable legal, other regulations and standard requirements;

(g) must designate a person responsible for inspecting shelves, cabinets and other furniture in accordance with the provisions of Article 5, paragraph 5 of this directive.

3) In the case of a new employee, the manager is responsible for conducting initial training at the workplace in accordance with the provisions of Article 3 of the RMU Directive. The manager is obliged to ensure that the employee completes all necessary training before starting independent work.

4) The manager is obliged to ensure a temporary transfer to a pregnant employee, a breastfeeding employee and an employee-mother up to the end of the ninth months after childbirth to another suitable job, if she performs work that is prohibited for pregnant workers or which, according to a medical opinion, endangers her pregnancy or maternity in accordance with the procedure set out in Annex 4 to this Directive - Prohibited Work and Workplaces.

4) The manager is obliged to provide pregnant women, breastfeeding workers and employee-mothers up to the end of the ninth month after childbirth, and to adapt the premises for them, to take a rest at the workplace. Other duties of a manager concerning the work of pregnant and breastfeeding women and mothers are contained in particular in the provisions of Article 13 of the RMU Directive.

5) The manager is obliged to consult with the Fire and Safety Protection Manager on the work of juveniles.

6) In the performance of their duties, senior employees cooperate with the Fire and Safety Protection Manager.

7) With its consent, senior employees may entrust the performance of certain duties in the field of occupational safety and health to another person and in accordance with the organizational structure of the workplace, e.g. the secretary of the institute, operational and administrative departments, or the Fire and Safety Prevention Officer. Details are given in the appendix - General Overview of the Duties of Managers in the Field of OHS and FP.

8) Other duties of managers in the area of the organisation of OHS at their controlled workplaces are regulated by the provisions of Article 2, paragraph 6 of the RMU Directive.

Article 7 Duties of Academic Staff

1) Academic staff (§ 70 of the Act on Higher Education Institutions) in connection with their pedagogical activities (hereinafter referred to as academic staff) ensure the OHS of students and others according to § 101, article 2, paragraphs 3, 4 and 5 of the RMU Directive).

2) Academic staff are obliged to demonstrably acquaint students who operate instruments and technical equipment with the correct working procedure and instructions for safe handling of the instrument or technical equipment. Familiarisation with the work procedure can be written or oral. Instructions for the safe handling of the tool or

technical equipment must be available to students in writing before commencing the activity.

3) The obligations under this article apply mutatis mutandis to **non-academic employees** in their pedagogical activities.

Part Four OHS Training

Article 8

1) General information on the training of employees, managers and students in OHS, individual types, curricula and deadlines is set out in detail in the provisions of Article 3 of the RMU Directive.

2) **Every employee** is obliged to participate in all training to which he/she is invited by the employer. The training may include verification of the employee's knowledge. The employee is to complete the electronic training immediately after being invited to do so by the employer.

3) **The manager** is responsible for providing all necessary training in the field of OHS for a particular employee with regard to his/her job classification, workplace risk assessment, job description and other conditions at the workplace. Sample curricula are available on the Faculty of Science webpage for OHS training, and the manager consults with the Fire and Safety Protection Manager on their modification or changes.

4) **The introductory OHS and FP training** must be completed by employees who are newly employed by the Faculty of Science. The introductory training includes basic training and on-the-job training.

a) **Basic training** contains general information on the rights and obligations of employees in relation to the employer, on internal guidelines, on procedures in the event of an emergency (fire, injury, accident, etc.). It consists of three areas - OHS, FP and Basic First Aid. The guarantor of the basic training is the Fire and Safety Protection Manager. The basic training is essentially carried out electronically. The employee is obliged to complete the training immediately after making the course available in the Information System of Masaryk University. In the event that it is not possible for the employee to provide training at the workplace electronically, it is necessary to contact the Fire and Safety Protection Manager, who will provide an individual solution according to the situation.

b) **On-the-job training** is carried out exclusively in person and includes, in particular, acquaintance with risks at a particular workplace, operating rules, orders and prohibitions, work procedures and operating instructions available to the employee for the performance of his/her tasks. Part of the on-the-job training is the training necessary to perform specific and risky activities. The manager shall be responsible for carrying out on-the-job training in accordance with Article 6, paragraph 3 of this directive. The employee completes training at the workplace before starting independent work at the given workplace.

5) **Repeated training in OHS and FP of employees** is carried out by completing electronic repeated training of OHS and FP, or with regard to workplace risk assessment in the form of full-time training conducted by the manager or his/her authorised person. The content of the training is determined by the manager in cooperation with the Fire and Safety Protection Manager.

6) The manager decides on the manner of conducting and frequency of training of employees who work from home or abroad for a long time with regard to the evaluation of work risks. If necessary, he/she consults the content and form of training with the Fire and Safety Protection Manager.

7) Confirmation of training completed electronically is included in the IS system and employees are not obliged to print this confirmation. For training organised in person, the trainer is obliged to prepare an attendance list and to archive it at his/her workplace according to the instructions of the head of the workplace.

8) Further vocational and professional training, the rules for their completion and the frequency of repetition are regulated by the provisions of Article 4 of the RMU Directive.

(9) The **training of management** at the Faculty of Science is carried out by completing electronic training on generally valid regulations in OHS and FP for managers upon their assumption of office. The Fire and Safety Protection Manager provides training for senior employees with regard to workplace risk assessment. The HR Department informs the Fire and Safety Protection Manager about changes in good time before the commencement of employment. **Repeated training of managers** is carried out by completing electronic training in generally applicable regulations at the workplace and the Fire and Safety Protection Manager with regard to risk assessment of the workplace provides full-time training.

(10) The **monitoring of the** completion of the necessary training for all employees at the Faculty of Science is performed by the **Fire and Safety Protection Manager** - electronic training in the IS system and full-time training at workplaces during annual OHS inspections.

Part Five Risk Assessment and Prevention

Article 9

1) Risk assessment is a process aimed at reducing occupational risks to an acceptable level. The first part of the process consists of identifying workplace risks, determining the probability of their occurrence and the severity of the consequences - this determines the degree of risk. The second part of the process is to take measures to reduce risks. If the risk cannot be completely eliminated, the **manager** is obliged to take such technical or technological measures on the proposal of the **Fire and Safety Protection Manager** to minimise the health impacts of the risk.

2) **The manager** in cooperation with his/her authorised employee provides the **Fire and Safety Protection Manager with** information about the workplace through the document *Workplace/Laboratory Risk Assessment*, which contains the identification of workplace risk factors and criteria for assigning workplace employees to risk classes. *Workplace/Laboratory Risk Assessment* is updated continuously at least once a year and always in case of technical or organisational changes at workplaces, when legal and

technical regulations change, based on the findings of inspections or based on the decision of the manager.

3) A template for the *Workplace/Laboratory Risk Assessment* document is given in Annex No. 1 to this directive. The head of the workplace is responsible for its accuracy and completeness. When creating a document, the **manager** and other employees of the workplace authorised by him cooperate with the **Fire and Safety Protection Manager**.

4) Outputs from risk assessment, the resulting classification into the category of employee work, information on risk factors of the work environment and risks to employees' health is entered by the **Fire and Safety Protection Manager** into the PaMS system and serves as a basis for workplace training and sending employees for occupational health examinations. The Fire and Safety Protection Manager informs the HR department of changes.

5) The workplace provides employees with PPE, work clothes and footwear, washing and cleaning and disinfecting agents and protective beverages for protection against occupational risks on the basis of the *Workplace/Laboratory Risk Assessment* document. For the allocation of PPE, work clothes and footwear and the determination of the amount of detergents, cleaners and disinfectants, the **Fire and Safety Protection Manager** will prepare a separate document in cooperation with the **manager**, proceeding according to legal regulations and in accordance with Article 9 of the RMU Directive.

Part Six Occupational Medical Examinations of Employees

Article 10 Organisation of Occupational Health Services

1) The contractual provider of occupational health services is determined by the provisions of Article 6 of the RMU Directive. It also explains the procedures and organisation of induction examinations, periodic examinations including deadlines set according to categories of work, extraordinary examinations, exit examinations and subsequent examinations.

2) Details on occupational health examinations are further provided by Decree No. 79/2013 Coll.

Article 11 Procedures for Sending Employees for Occupational Health Examinations

1) In the proposal for concluding an employment contract, the **manager** shall indicate the relevant data concerning the category of work, risk factors and risks to the health of the new employee. The data are in accordance with the document *Workplace/Laboratory Risk Assessment*. In case of any ambiguity, the manager contacts the **Fire and Safety Protection Manager**.

2) In accordance with the risk profile of the workplace specified in the proposed employment contract, the HR department will prepare a request for a medical examination

and send the employee for a medical examination. In case of any ambiguity, contact the Fire and Safety Protection Manager.

3) Before transferring the employee to another job, or in the event of a change in working conditions in terms of the influence of different risk factors or health risks other than for which the employee's medical fitness was assessed, the **manager** contacts the **Fire and Safety Protection Manager** and the HR department. The manager, in cooperation with the **Fire and Safety Protection Manager**, assigns the employee the appropriate category of work. The Fire and Safety Protection Manager updates the data in the PaMS system and provides information about the changes to the HR department, which, if necessary, sends employees to the relevant occupational medical examination.

Part Seven Providing First Aid and Injuries

Article 12 First Aid Kits

1) For provision of first aid in case of injury, all workplaces with an increased probability of an injury must be equipped with a first aid kit in accordance with the provisions of Article 7 of the RMU Directive. The content of first-aid kits is determined by the occupational health service provider in cooperation with the head of the workplace and the Fire and Safety Protection Manager.

2) The first aid kit is located at the gatehouse of the Faculty of Science and at the reception of the Bohunice University Campus. First aid kits can also be placed at other workplaces according to the decision of the manager.

Article 13 Injuries

1) In the event of an injury, it is the duty of **each employee** to provide first aid to the affected person and, if necessary, call for ambulance. **The affected person or witness to the injury** is then obliged to report the injury immediately to the head of the workplace, or in his/her absence, the Fire and Safety Protection Prevention Officer of the given workplace, or the Fire and Safety Protection Manager of the faculty.

2) Administrative procedures of **managers, academic staff** and **Fire and Safety Protection Managers** associated with the solution of the causes and circumstances of work and school injuries are governed by Article 8 of the RMU Directive. A graphic representation is placed on the Faculty of Science website and will be stored in writing with each first aid kit.

Part Eight OHS Inspections and the System of Internal Monitoring at Workplaces

Article 14 OHS Inspections

1) A **commission** made up of the Fire and Safety Protection Manager, a trade union or employee OHS representative and the relevant workplace representative (e.g. manager), the Fire and Safety Protection Prevention Officer, the institute secretary or building administrator and the occupational health service provider performs an OHS inspection at the MU Faculty of Science once a year on the basis of a programme prepared by the Fire and Safety Protection Manager.

2) The Fire and Safety Protection Manager will prepare a written report on the results of the OHS inspection, in which, in addition to the description of the facts to be verified, the findings and proposals for corrective measures will also be given. **Managers** are responsible for eliminating deficiencies in their workplaces within the scope of the positions they hold.

3) The **Fire and Safety Protection Manager** will acquaint the dean and bursar of the faculty with the written report.

4) The reports on OHS and FP inspections are entered electronically by the Fire and Safety Protection Manager into the system of internal controls in INET according to the schedule of OHS and FP inspections.

Article 15

The System of Internal Monitoring at Workplaces

1) The **Fire and Safety Protection Prevention Officer** continuously performs workplace monitoring. The identified deficiencies shall be immediately reported to the manager and the Fire and Safety Protection Manager, who shall propose measures to ensure remediation.

2) **The manager** shall immediately take technical or organisational measures to remedy the identified deficiencies.

3) Each **employee** (in accordance with Art. § 106 LC) inspects their workplace before the start of work and after the end of work. They report defects and deficiencies in the workplace, including insufficient organisational measures, defects or failures of technical equipment and protective systems designed to prevent them, to their line manager.

4) With regard to the type of work performed by him/her, **each employee is** obliged to participate in the elimination of deficiencies found during inspections.

Part nine

Final Provisions

Article 16

1) Fire and Safety Protection Manager is responsible for the interpretation of individual provisions of this directive.

2) Fire and Safety Protection Manager is responsible for the updating of the provisions of this directive.

3) The monitoring of compliance with this directive is performed within the scope of their functions by managers and the Fire and Safety Protection Manager.

4) This directive shall enter into force on the date of its issue and shall take effect upon approval of the amended RMU Directive.

Attachments:

- 1) Workplace/Laboratory Risk Assessment
- 2) General Overview of the Duties of a Manager in the Fields of OHS and FP
- 3) General Overview of Key Activities of a Manager when Hiring a New Employee / Changing Job Classification with a Different Job Description (Higher or New Risks)
- 4) Prohibited Work and Hazardous Workplaces
- 5) Instructions for Ensuring OHS when Using Ladders and Steps
- 6) Record of an orientation test for alcohol and other addictive substances

In Brno, date: 6. 2. 2024

Prof. Mgr. Tomáš Kašparovský, PhD.

Dean of the Faculty of Science