

Appendix 3: Workplace Safety of Bachelor's and Master's Degree Students at RECETOX Laboratories

Director's Directive 3/2019 - RECETOX Operating Regulations

Preliminary Provisions

1. The rules described in this Appendix to the RECETOX Operating Regulations apply to all RECETOX laboratories.
2. These rules apply to all bachelor's and master's degree students on RECETOX degree programmes and all students working on their final or other theses at RECETOX (the "students") with the exception of students on PhD programmes.
3. The student's thesis supervisor is responsible for the student's activities and workplace safety.
4. The thesis supervisors acquaint their students with these rules and make sure that they receive the training required for the specific laboratory and any further training required by the students' work activities at the laboratory.

Bachelor's and Master's Degree Students Working in RECETOX Laboratories

Students follow the same rules, as stipulated by the RECETOX, Faculty of Science, University Campus Bohunice and INBIT operating regulations, that apply to all other laboratory staff.

Students may only work in the laboratories on working days: **Monday to Friday between 6:30 a.m. and 4 p.m. and, additionally, from Monday to Thursday between 4 p.m. and 8 p.m.**

In exceptional situations, students may work in the laboratories on Friday afternoons, weekends and public holidays after previous agreement with their thesis supervisor. Students must not work in the laboratories without supervision.

Student supervision between 6:30 a.m. and 4 p.m. on working days is provided by their thesis supervisors. Student supervision between 4 p.m. and 8 p.m. is provided by the RECETOX employee on supervision duty.

Students Working in the Laboratories Between 4 p.m. and 8 p.m. Must Abide by the Following Rules:

- Register their presence in the list (the “red book”) at the entrance to building A29 on the 3rd floor and provide the following details:
 - Name, surname, phone number and time of arrival;
 - Time of departure (when leaving the workplace).
- Immediately report any problems or incidents in the laboratory to the supervisor on duty.
- Announce their arrival to the supervisor on duty ahead of time when arriving at the workplace after 6 p.m. Otherwise, the employee on supervision duty may have already left the workplace (see below).
- Announce their arrival to the supervisor on duty in person when arriving after 6 p.m.

Supervision phone number: +420 770 100 874

Supervision of Students Working in the Laboratories

On Monday to Thursday between 4 p.m. and 8 p.m., student supervision is provided by the supervisor on duty. RECETOX employees, particularly those who teach and supervise students’ theses, alternate to provide student supervision at RECETOX laboratories. The person responsible for managing the supervision system is the **Supervision Coordinator**. The system is managed via an online supervision schedule available on the [INTRANET](#).

Supervision Coordinator

- Maintains a record of the persons who act as supervisors;
- Maintains a supervision schedule for each day;
- Arranges and monitors uniform and regular participation of the individual supervisors;
- Resolves any problems, including those that require consulting the division heads.

The Laboratory Student Supervisors Have the Following Responsibilities:

- Register for times that suit them in the online supervision schedule.
- If a staff member unexpectedly cannot provide the supervision at the time they selected (e.g. due to illness), they arrange another staff member to cover their shift or contact the coordinator.
- Collect the contact phone from the person who was on supervision duty the day before in a timely manner.
- Enable students to enter the building.
- Supervise students in the laboratories – areas on the 1st basement floor and 1st (ground-level) and 3rd floor of building A29 or the 1st basement floor and 2nd and 3rd floor of building INBIT, as applicable.
- Students working in INBIT laboratories are supervised by the heads of the RECETOX organisational units that are assigned the use of the laboratories.
- As a minimum, the supervisor on duty must check the laboratories and the “red book” at the entrance at 6 p.m. If there are no students working in the laboratories, the supervisor on duty is allowed to leave before 8 p.m.
- When leaving the workplace, the supervisor on duty must check:
 - Whether all students have left the workplace (laboratories);
 - Whether all students recorded their time of departure from the workplace.

Final Provisions

1. The person authorised to interpret the provisions of this Appendix and ensure that they are complied with is the Supervision Coordinator.
2. This Appendix to the RECETOX Operating Regulations becomes effective on the date of signature by the RECETOX Director.

Brno, 9 September 2019

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