

## **Edification for MU students about Ensuring occupational safety and health**

Ensuring occupational safety and health (including activities related to the studies, hereinafter referred to as OSH) is one of the prerequisite for the university to properly perform its educational role. OSH is a process based on risk assessment and measures to reduce them. Creating an environment for safe, risk-free work is one the basic responsibilities of the university and its managerial workers. Nevertheless, according to the law, each student must take care of himself, keeping himself and others (people working or present at the premises) safe, in accordance with the student's abilities.

Since the OSH requirements differ between individual faculties and facilities, the students will always be informed about safety regulations and trained in accordance with the specific local conditions before the classes begin.

### **Rights of the student:**

- Students have a right to receive clear information about risks related to practical classes.
- Students have a right to know what hazards and risks are present at the university's premises where they attend classes or practical classes when studying under a university program, or that are directly related to these. Students have a right to know what should they do in case of an accident or emergency like a fire, an explosion, etc.
- Students must engage in any activities without receiving proper training first.
- Students have a right to be present when OSH-related issues are discussed.

### **Obligations of the students:**

In order to protect their health and health of others, the students must:

- Adhere to the principles of safe behavior at all MUNI's premises, in classrooms, laboratories, workshops, sports facilities, corridors, stairs, etc.
- Follow safety rules and instructions they were introduced to.
- Follow instructions on safety signs placed around the faculty.
- Agree to have their knowledge tested in the scope of the regulation or certain activity, if it is required by safety regulations or justified by risks related to the activity.
- Report any faults that might pose a risk to OSH to academic or managerial workers and help removing them, within reasonable means.
- Not use alcohol or other substances or attend classes under the influence of such substances.
- Report any injuries that happened during performance of academic duties, or in direct connection with these, to a responsible academic supervisor.
- Students must not use, turn off, turn on, or handle any machines, devices or tools that were not assigned to them over the course of their classes and on the use of which they did not receive any instructions.

Internal regulations: [Rector's Directive No. 10/2009](#)

## Safety signs

The areas where work that could potentially harm ones' health is performed are marked with safety signs.

### Prohibition signs, e.g.:



No naked flames



No smoking



No entry



Authorized personnel only!



No water on fire



Do not touch

### Warning signs, e.g.:



Danger -Electricity



Danger caustic



Danger falling objects



Flammable



Danger of falling



Danger of slipping

### Mandatory action signs, e.g.:



Eye protection must be worn



Hand protection must be worn



Hearing protection must be worn



Wear dust mask



Head protection must be worn



Face shield must be worn

### Risk of clash of person or falling person:



### Informative signs indicating escape routes, escape exits or first aid areas, e.g.:



Fire exit Right



Fire exit



Automated external defibrillator



First aid



Fire assembly point



Eyewash station



Safety shower

### Information signs marking fire safety tools or fire safety devices, e.g.:



Fire extinguisher



Fire alarm



Fire hose reel



Fire alarm station



Fire ladder

**Danger signs** – Marking of dangerous chemical substances and compounds, e.g.:



GHS02 – Flammable



GHS06 – Acute toxicity



GHS07 – Health hazard



GHS08 – Serious health hazard



GHS05 – Corrosive

## **Instruction for MU students to ensure fire protection**

As per Act no. 133/1985 Sb. on fire safety, as amended, the students must always behave in such a way as to ensure that their actions do not cause a fire. Furthermore, the students are obliged to:

- follow orders and adhere to bans related to fire safety in the marked areas.
- report any faults found anywhere on the faculty's premises or other school facilities to an academic worker, a managerial worker, or to the building's management.
- perform actions necessary to save people's lives when they see a fire, and to perform measures to prevent the fire from spreading.
- help the chief of the fire response team when asked to, unless such help would put them in serious danger.
- be familiar with emergency numbers, fire alarm directives, and operating regulations (these are placed in visible spots around the building).
- be familiar with escape routes and exits (they are properly marked and well-visible).
- report any faults that could cause a fire to academic supervisors or other people in charge.
- follow the fire alarm directive instructions in case of fire.
- be careful when using portable fire extinguishers to put out fires, following instructions printed on the fire extinguisher and always using a fire extinguisher that is appropriate for the material that is on fire.
- leave the building through the nearest exit when evacuation is announced and follow instructions.

### **The students are forbidden to:**

- destroy, remove, or destroy instructions, directives or tables related to fire safety.
- Engage in activities that could cause a fire unless they have proper professional qualifications to engage in such activities.
- Damage, misuse, or otherwise prevent proper use of fire extinguishers or other fire safety tools and devices.
- Smoke and handle open fire on the MU's premises and in other school facilities (with exception of designated areas).

Internal regulation: [Rector's Directive No. 4/2005](#)

## **FIRE – what to do when you see one:**

- Assess the situation and proceed with caution, stay calm and find your bearings.
- Always inform academic supervisors and follow their instructions.
- Keep your safety and safety of others in mind. **DO NOT TAKE RISKS** (keep a safe distance from the fire).
- Put out a small fire by yourself. If it's impossible, call the fire brigade.
- Take steps necessary to **save people's lives**.

- If it is possible, **put out the fire** or take steps to prevent it from spreading (e.g. remove flammable substances and items, close the doors and windows etc.)
- If the fire is too big to put out by yourself or using tools at hand, **you must sound a fire alarm** and inform the people around that there is a fire.

### How to sound a fire alarm:

- a) shout **"FIRE! FIRE"**.
- b) **a detector on the automatic fire alarm** will set it off
- c) use the **fire alarm emergency button**



- **Report** a fire to the fire alarm station as soon as it is observed.

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Faculty of Science (Kotlářská 2) – **porters' lodge**– **549 49 1410**

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University Campus at Bohunice– **central security desk in Energy center** – **549 49 2929**

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Possibly report to **emergency line 112** and tell:  
**what is on fire – where is the fire – who is calling**

**Never hang up first**, wait for any other questions from the operator.  
 Follow the fire evacuation plan.

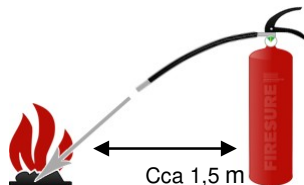
### Instructions for the use of portable fire extinguishers:

Instructions how to use a particular fire extinguisher are always shown on the fire extinguisher body. All fire extinguishers are used in close proximity to the fire.

1. Remove the fire extinguisher from the holder and bring it near to the fire.



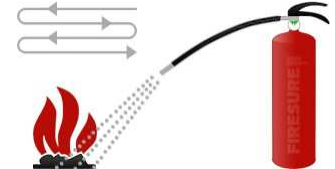
2. Remove the safety fuse



3. Focus on the fire base.



4. Press the lever.



5. Spray from side to side.

- Always spray in the direction of the wind (draft)!
- Starts praying from the bottom and aim into the burning centre. Never spray the flames!
- Use short controlled bursts. Never use all the extinguishing agent at once!
- If in an enclosed area make sure to have the door behind you (**make sure to have a free escape route**)!

**Fire class A:**

Burning organic solids accompanied by heat radiation, such as wood, paper, straw, coal, rubber, textiles, plastics etc.

**Fire class B:**

Burning liquids or substances which turn into liquid such as petrol, oil, paint, alcohol, wax, etc.

**Fire class C:**

Burning gases for example methane, propane, acetylene, hydrogen.

**Fire class D:**

Burning combustible metals such as aluminium, magnesium, potassium, sodium

**Fire class F:**

Burning edible oils and fats - vegetable or animal fats in fryers and in other kitchen appliances and equipment.

Fire extinguisher type	Use for	Never use for
<b>Water</b>	solid organic items/substances (paper, wood, textiles), alcohols	Devices under electric power, acids, vegetable fats and oils
<b>Powder</b>	flammable solids, liquids, oils, petrol, devices under electric power ( <b>universal extinguishing agent</b> )	Light and flammable alkaline metals
<b>Foam</b>	solid organic substances, petrol, diesel, mineral oils and fats	Devices under electric power, light and flammable alkaline metals
<b>Carbon dioxide</b>	devices under electric power	Flammable dust, loose powdery materials

**EMERGENCY PHONE NUMBERS****150**

FIRE BRIGADE

**155**

AMBULANCE

**158**STATE  
POLICE**156**

LOCAL BRNO POLICE

**112**

EMERGENCY LINE