

**SLEZSKÁ  
UNIVERZITA**



Rector's Directive No. 3/2024

**Ensuring fire protection and safety  
occupational health and safety**



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**occupational health and safety**

**PART I**

**INTRODUCTION**

**Article 1**

**Introductory provisions**

- 1) This directive sets out the organisation of activities, division of responsibilities and duties in the field of fire protection (hereinafter referred to as "fire protection") and occupational health and safety (hereinafter referred to as "OHS") at the Silesian University in Opava (hereinafter referred to as 'the University' or 'the employer'). Its aim is to establish the organisation of OSH at the University and to ensure a safe and health-safe working environment and working conditions by establishing an appropriate organisation of occupational safety and health and by taking measures to prevent risks.
- 2) The directive is prepared in accordance with the requirements of Decree No. 246/2001 Coll., on fire prevention (hereinafter referred to as the "Decree"), Act No. 133/1985 Coll., on fire protection (hereinafter referred to as the "Act") and the Labour Code (hereinafter referred to as the "Labour Code") and other legal and technical regulations related to related to occupational safety.
- 3) Employees in an employment relationship with the University are required to follow this policy. The Directive also sets out how to ensure OH&S for students and individuals and employees of legal entities and natural persons engaged in business when working in the premises, workplaces or facilities of the University, and the obligations of employees to acquaint them with this policy.
- 4) All employees are required to comply with the OHS and OSH regulations set out in the legal and other regulations within the scope of their work assignment and to act in such a way as not to cause a fire or endanger the life and health of persons, animals or property. In the event of fire, natural disasters and other emergencies, they must provide adequate personal and material

assistance, unless they thereby expose themselves or a person close to them to serious danger or endangerment.

## **Article 2**

### **Activities of the competent person**

- 1) On the basis of the Contract for the provision of services in the field of OSH and HSE dated 3.11.2023, the performance of the service by a professionally qualified person according to
  - § Section 10 of Act No. 309/2006 Coll. on ensuring other conditions of occupational safety and health by carrying out activities within the meaning of Section 9 of the aforementioned Act,
  - § Section 11(1) or (2) of Act No 133/1985 Coll., on Fire Protection, as amendedprovided by the company M3 konzult, s.r.o (hereinafter referred to as the "professionally qualified person").
- 2) In this context, the competent person shall ensure:
  - a) Maintaining a functional OH&S system at the University, i.e. maintaining and managing documentation, organisational and safety regulations and relevant forms, including continuous updating,
  - b) the performance of tasks in the field of OHS and OSH for which professional competence in these areas is required, the activities of a person professionally competent in risk prevention and the activities of a person professionally competent in OHS,
  - c) carrying out tasks to assess and prevent risks to the life or health of employees,
  - d) conducting annual OSH inspections, in accordance with Act No. 262/2006 Coll., by a person professionally competent in risk prevention at all workplaces and operations with a written conclusion of the deficiencies at the workplace,
  - e) carrying out preventive inspections of buildings, including the preparation of a proposal of measures taken in accordance with Section 5(1)(e) of Act No. 133/1985 Coll., on fire protection; for buildings with increased fire danger at least 1 time every 6 months for buildings without increased fire load once every 12 months,
  - f) training of employees in selected professions and activities according to thematic plans, training of fire prevention officers and fire watch members and training of employees on fire protection in times of reduced operation and in non-working hours at a frequency according to the thematic plan and training timetable, in accordance with Act No 133/1985 Coll., on fire protection and according to the provisions of Section 26(1), Decree of the Ministry of the Interior No 246/2001 Coll.
- 3) A professionally qualified person on the basis of a contract further:
  - a) informs about changes in legislation in the field of OSH with proposals for relevant measures and their incorporation into the existing OSH agenda,
  - b) represents the University during inspections by state control authorities
  - c) carries out advisory and consultancy activities in the field of OSH and HSE related to normal operations, including in particular:
    - searching for risks in workplaces,
    - updating the list for the provision of PPE,
    - assisting in the investigation of accidents at work and the preparation of records,

- registration and record-keeping of occupational accidents and diseases, including sending accident records to the relevant authorities,
  - investigating the sources and causes of workplace accidents and proposing preventive measures,
  - monitoring of electrical revision deadlines,
  - updating proposals for job categorisation and advice on the working environment;
  - e-mail and telephone expert advice on OSH and OHS issues for the needs of authorised persons of individual units,
  - dealing with emergencies, etc.
- 4) The coordination of activities between the University and the professionally qualified person and their organisation is guaranteed by the Bursar. In carrying out routine activities under this Directive, the competent person shall provide assistance directly to individual building managers or authorised persons of units as required.

### **Article 3**

#### **Organisational arrangements and general responsibilities**

- 1) Bursar in the field of OHS and OSH within the University:
- a) is responsible for setting up a system of organizational assurance of the performance of tasks in the field of OSH at the University,
  - b) has the right to impose on the heads of the units term tasks and corrective measures resulting from the findings and inspections aimed at consistent provision of OSH and OHS, and in case of failure to meet individual deadlines submits to the Rector of the University a proposal for corrective measures, or suggestions related to violations of work obligations.
- 2) Responsible for the organisational provision of OSH duties at individual units and facilities of the University are the responsibility of the heads of the units and the Bursar at the Rector's Office and University departments. Within this framework, they have general responsibility for:
- a) creation of conditions for ensuring the security of the obligations in the field of safety and security, ensuring the equipment of objects under the management of the unit or their assessed parts with material means and fire safety equipment in the necessary quantity and types in accordance with the documentation of safety and security and for compliance with technical conditions and instructions relating to the safety of products or activities,
  - b) creation of conditions for ensuring OSH obligations at the unit taking into account the risks to the life and health of the employees involved in the performance of their work and the working conditions of the employees so that they can properly perform their work tasks without endangering their health and property,
  - c) securing financial resources for the performance of the tasks in the field of occupational safety and health listed in related legislation and technical standards,
  - d) taking action to remedy the deficiencies identified,
  - e) the identification of other responsible persons involved in ensuring OHS and OSH activities (see Article 7(2) and Article 10(4)).
- 1) The heads of units and the Bursar are responsible for:

- a) ensuring and controlling the completion of training of all employees and students in accordance with the requirements of this Directive and within the scope of the thematic plan and timetable for training of employees and training of fire prevention patrols and fire prevention officers,
  - b) conducting regular inspections through the fire prevention officer (§ 11 (6) of the Act) to ensure compliance with fire protection regulations and promptly rectifying any identified defects,
  - c) continuous updating of the provision of OHS and OSH in the given facility, i.e. for immediate notification of changes concerning the focus of the activities of any workplace, changes in the use of space in the use of the unit, information on the installation of new technical or technological systems, etc., to the authorized person for OHS or the OHS preventionist,
  - d) enabling the competent authorities to carry out checks on the fulfilment of obligations in the field of health and safety at work, providing the required documents, documentation and information relating to the provision of these activities in accordance with the law, and complying with the measures imposed by it within the time limits set,
  - e) Immediate notification to the Rector and the Regional Fire and Rescue Department of any fire in the facilities owned or used by the unit,
  - f) the provision of products or samples necessary to carry out a fire-technical examination to determine the cause of the fire to the state fire supervision authority free of charge,
  - g) allowing access to real estate owned (used) by the University to carry out
    - the measures necessary to fight the fire or to prevent its spread, if necessary to carry out other rescue work, in particular to clear or allow the land to be cleared, or to remove or allow the removal of buildings, parts thereof or vegetation,
    - fire protection unit exercise, if this is strictly necessary (the property owner must be notified by the county fire brigade 24 hours before the start of the exercise).
- 2) Ensuring OHS and OSH, fulfilling tasks and obligations in the area of OHS and OSH, including the urgent elimination of identified deficiencies, is an integral part of the management activities of senior employees at all levels of management within the scope of their functions. For the purposes of this Directive, a manager is defined as an employee who is granted a management allowance in accordance with the Internal Wage Regulation.
- 3) All employees must be familiar with the regulations before commencing work activities to ensure OHS and OSH to the relevant extent. This obligation is ensured by:
- a) on-boarding and periodic training of employees in the field of OSH,
  - b) on-boarding and periodic training of senior employees in the field of OSH,
  - c) vocational training of employees in selected professions,
  - d) training of fire prevention officers and fire patrols,
  - e) training of employees on fire protection during reduced operation and non-working hours.

## **Article 4**

### **Regular inspections of the OHS and OSH**

- 1) Compliance with legal and other regulations to ensure health and safety at work is the subject of preventive inspections of the health and safety at work situation at the workplace (regular health and safety inspections and preventive fire inspections), which are organized and carried out by a professionally qualified person.
- 2) The reports on the detected condition, including a description of the defects in the individual objects, will be forwarded by the Bursar to the heads of the units responsible for their

elimination no later than 1 month after receipt of the report. The head of the unit shall inform the Bursar in writing of the removal of the defects.

- 3) In the event that for objective reasons (especially technical) the deficiencies cannot be corrected within this time limit, the Bursar may set a longer time limit for specific deficiencies at the request of the head of the unit (stating the reason for the request for extension).
- 4) Responsibility for the consequences of failure to remedy identified deficiencies (e.g. sanctions or fines from inspection bodies, etc.) rests with the head of the unit.

## **PART II FIRE PROTECTION**

### **Article 5**

#### **List of objects and their integration according to the activity carried out**

- 1) University-owned campuses **with increased fire hazards**:
  - Na Rybníčku, No. 626/1, 746 01 Opava, ZPN: Library of the Institute of Mathematics in Opava;
  - Bezručovo náměstí, No. 885/14, 746 01 Opava, ZPN: University library, auditorium, archive;
  - Hradecká, No. 665/17, 746 01 Opava (3 buildings) ZPN: dormitory building;
  - Hauerova, No. 728/4, 746 01 Opava (2 buildings); ZPN: warehouse premises;
  - University Square, No. 1934/3, 733 40 Karviná-Fryštát, ZPN: Great Hall;
  - Na Vyhlídce, No. 1079/1, 735 06 Karviná-Nové Město (8 buildings), ZPN: dormitory building, library;
  - Palhanec, Vávrovická No. 244/44, 747 07 Opava-Vávrovice, ZPN: dormitory building.
- 2) University-owned campuses with no increased fire hazards:
  - Olbrichova, No. 625/25, 746 01 Opava;
  - Bezručovo náměstí, No. 1150/13, 746 01 Opava;
  - Masarykova třída, No. 343/37, 746 01 Opava;
  - Komárovská, No. 2613/25, 746 01 Opava.
- 3) Premises in long-term lease in the buildings:
  - Warehouse premises in the building at 567/16 Písková Street, 747 06 Opava-Jaktař; **premises with increased fire danger**;
  - Trutnov Primary School, V Domecích 488, 541 01 Trutnov;
  - Secondary School of Commerce, Services and Crafts and Language School with the right of state language examination Tábor, Bydlišského 2474, 390 02 Tábor;
  - OC Breda & Weinstein, U Fortny 49/10, Opava-Předměstí, 746 01 Opava; **area in OC with increased fire hazard**;
  - Office space on the ground floor of the building, Beethovenova no. p. 179, 746 01 Opava.

### **Article 6**

#### **PO documentation**

- 1) The fire safety documentation consists of fire safety documentation for individual buildings, the scope of which results from their inclusion in the category of activities with/without increased fire risk, and from common documentation binding for the entire university (thematic training

plans, forms). A list of the basic documents constituting the safety documentation is given in Annex 1.

- 2) The fire protection documentation is prepared by a professionally qualified person in the field of fire protection or a fire protection technician, approved by the Rector and is available for all employees to consult (depending on the type):
  - in electronic form on the intranet or in the information system (training),
  - in printed form at the Bursar's Office or in individual buildings.
- 3) The storage of the part of the documentation that relates to specific objects or is created by individual components (e.g. fire books, logs, etc.) is the responsibility of the fire prevention officer together with the relevant heads of departments.

## **Article 7**

### **Method of securing the PO**

- 1) The principles of the organisation of fire protection in individual buildings are set out in the document **Determination of the organisation of fire protection security**, which is approved by the Rector and forms part of the fire protection documentation. This document includes:
  - set out the responsibilities and obligations in the field of OSH for employers, supervisors, employees and students,
  - described the roles and tasks of the fire safety technician, fire safety prevention officer and members of the Fire Prevention Patrols,
  - the documents constituting the fire protection documentation for the building,
  - the implementation of preventive fire inspections (time limits, content and course),
  - staff training rules,
  - defined requirements for maintenance, inspection and repair of technical and technological equipment (including time limits for electrical equipment inspections, inspections, cleaning and checking of flue gas ducts, fire safety equipment and fire extinguishers),
  - the requirements for the implementation of evacuation and fire drill,
  - requirements for ensuring fire protection during times of reduced operation and during non-working hours,
  - the location of the fire reporting station.
- 2) Persons in charge of the performance of the activity are involved in the provision of the PO:
  - **a fire prevention officer** (hereinafter referred to as "fire prevention officer") supervising compliance with fire safety regulations in individual University buildings or parts thereof,
  - in places where activities with increased fire danger are carried out, **preventive fire watches** according to § 13 of Act No. 133/1985 Coll,
  - **local fire alarm operator** for individual buildings,
  - persons providing **PO in times of reduced traffic**.
- 3) The selection of the persons responsible under paragraph 2 shall be the responsibility of the head of the unit. The proposal for delegation shall be submitted to the Bursar, who shall appoint these persons in writing.

- 4) **The fire alarm stations** are the doormen or reception desks of the individual buildings, which provide operational tasks related to the normal operation and supervision of the building through physically present persons. For the Olbrichova building this activity is provided by the doorman of the Na Rybníčku building and for the Komárovská building by the building manager.
- 5) Electronic fire alarm systems (EPS) are installed in the following buildings of the University, which are connected via remote data transmission equipment to the workplace of the Central Protection Point (PCO) of the Fire Brigade. The buildings are:
  - Na Rybníčku, No. 626/1, 746 01 Opava;
  - Bezručovo náměstí, No. 885/14, 746 01 Opava;
  - University Square, No. 1934/3, 733 40 Karviná-Fryštát;
  - Na Vyhliďce, No. 1079/1, 735 06 Karviná-Nové Město.
- 6) **In times of reduced traffic and out-of-hours**, fire protection supervision can be in buildings equipped with EPS can be fully transferred to the PCO workplace, which is contracted for this purpose for the given building. In case of extraordinary transfer of supervision to the PCO of the Fire Brigade (e.g. public holidays, vacations, etc.), this can only be done on the basis of a written notification by the responsible person of the unit.
- 7) **Activities with an increased fire hazard**, i.e. handling or storage of flammable substances or combustion-promoting gases, handling or storage of substances forming an explosive mixture with air, use of open flames (all hot work, welding, grinding, etc.) may only be carried out by persons who have received training and have been familiarised with the principles of ensuring the safety of the workplace. The familiarisation is carried out by the site's OHS prevention officer with the site manager.
- 8) If activities with increased fire hazards are carried out by another legal entity (a legal entity or an entrepreneurial natural person) in the premises of the University, the contract involving the performance of such activities must include a provision that:
  - a) the statutory body of a legal entity, an entrepreneurial natural person or their authorised employees of this legal entity have been familiarised with the principles of ensuring the PO for the given workplace,
  - b) ensure the measures necessary to prevent fire and to protect persons, animals and property in the event of a fire and to prevent its spread,
  - c) are responsible for familiarising their employees or contractors with the PO policies for the relevant workplace.

## **Article 8**

### **Obligations of individual persons in the field of PO**

- 1) **PO Preventer** within the designated facility:
  - a) ensures that natural persons and employees of other legal entities or natural persons engaged in business who are present at their workplaces with the knowledge of the University and its units are adequately familiarised with the established fire safety conditions,
  - b) inspects the maintenance of free escape routes from buildings or their assessed parts, the provision of free access to electrical power distribution equipment, water and gas shut-offs in buildings; verifies compliance with these requirements as part of preventive fire inspections,
  - c) at least once every 3 months carry out a check of compliance with the regulations and requirements of the fire safety, documented by an entry in the fire book,



- d) participates in the preparation or maintenance of PO documentation within the scope of the defined  
in the Determination of the security organisation of the entity.
- 2) **Senior employees** ensure that they fulfil their obligations under the Fire Protection Act, regulations issued on the basis of the Act or other regulations governing fire protection obligations as an integral part of their management, economic or other basic activities and promptly remedy any deficiencies identified. In addition to the duties of the employees referred to in paragraph 3, senior employees shall in particular:
- a) demonstrably familiarise subordinate employees with fire protection regulations and other responsibilities in the field of fire protection related to their workplace and its surroundings, check that employees fulfil their duties in protecting the workplace from fires,
  - b) Ensure that preventive inspections and checks of fire safety equipment are carried out within specified time limits by competent persons,
  - c) Ensure that the workplace is left after working hours in terms of PO principles in a safe condition,
  - d) ensure that fire-hazardous workplaces or areas where fire-hazardous activities are carried out are marked with appropriate warning signs and, where appropriate, other additional measures,
  - e) cooperate with a fire protection technician or a professionally qualified person, or with an external company carrying out fire protection activities at the workplace or within the company, especially when carrying out preventive inspections or revision and inspection activities of fire safety equipment,
  - f) ensure that external personnel temporarily working in their subordinate workplaces are demonstrably familiar with and properly comply with fire safety regulations and instructions.
- 3) Every **employee of the University is obliged** to act in such a way as to prevent the occurrence of fire, especially when using heat, electrical, gas and other appliances, when storing and use of flammable or fire hazardous substances, handling them, or handling open flames or other sources of ignition. In addition, employees are obliged in particular to:
- a) comply with fire protection regulations, in particular the obligations arising from the work activity and the properties of substances and materials relating to his workplace,
  - b) to act at work in such a way as not to cause a fire, in particular to observe the prohibition of smoking, handling open flames and heat sources in fire hazardous places,
  - c) participate in fire protection training,
  - d) know the location of material means and PPE equipment at the workplace, know how to operate them and not to use them for purposes other than those specified to ensure fire protection,
  - e) report to the superior employee any defects found in the workplace and its immediate surroundings and participate in their elimination to the best of his/her ability,
  - f) to extinguish the observed fire with the available means of the fire protection system, if effective intervention is not possible, to notify immediately in the manner specified in the fire alarm directive,
  - g) at the request of the authority authorised to do so, provide personal or material assistance in fighting the fire.
- 4) Students are obliged to follow the Determination of the organisation of the safety and security of the premises, to the extent that they have been informed of their obligations in the course of the safety and health training for students (see Article 19).

## **Article 9**

### **Control activities in the field of PO**

- 1) Regular checks of compliance with fire protection regulations are ensured in the form of preventive fire inspections, the content, method of execution and time limits of which are specified in the Determination of the organisation of security of a given building.
- 2) A comprehensive periodic inspection by a qualified person will be carried out at least once every 12 months in buildings without increased fire danger and once every 6 months in buildings with increased fire danger. A record of this comprehensive periodic inspection shall be made with a proposal for action.

## **PART III**

### **HEALTH AND SAFETY AT WORK**

#### **Article 10**

#### **OHS and risk prevention**

- 1) The employer is obliged to create a safe and healthy working environment and working conditions through appropriate occupational safety and health organisation. In doing so, it shall take measures to:
  - a) ensuring a safe working environment,
  - b) locating risks,
  - c) categorization of works,
  - d) working hours,
  - e) providing first aid at the workplace,
  - f) Occupational accidents and diseases,
  - g) the provision of protective work equipment,
  - h) ensuring the operation of dedicated technical equipment (DTE),
  - i) ensuring the operation of machinery and equipment,
  - j) transport operations,
  - k) warehousing and storage of materials,
  - l) handling of hazardous chemicals and mixtures (NCHLS),
  - m) carrying out special works,
  - n) staff training and information,
  - o) carrying out control and audit activities.
- 2) The individual measures according to the previous paragraph are elaborated and issued in the form of internal standards or safety regulations, which form the documentation of OSH.
- 3) Occupational health and safety is an integral and equal part of the job responsibilities of senior staff at all levels of management within the scope of the position they hold.
- 4) The OSH management is carried out by **OSH officers** who coordinate the OSH activities in the unit. The designated OHS officer shall be designated by the head of the unit by written delegation or by job description. Information on any change in this function must be notified immediately to the Secretariat of the Bursar, including the forwarding of a copy of the relevant authorisation.

## **Art. 11**

### **OSH documentation**

- 1) The OHS documentation is prepared by a qualified person and is available to all employees for consultation (by type):
  - in electronic form on the intranet or in the information system (training),
  - in printed form at the Bursar's Office or in individual buildings.
- 2) The storage of the part of the documentation that relates to specific objects or is created by individual components (e.g., logbooks, etc.) is the responsibility of the designated OHS person together with the relevant department heads.
- 3) The list of basic documents constituting the OHS documentation is given in Annex 2.
- 4) University-wide OSH documentation is approved by the Bursar, while documentation issued for a given unit or specific facility is approved by the head of the unit.
- 5) Forms and templates are prescribed to ensure tasks in the field of OSH, which are part of the OSH documentation and are binding.

## **Article 12**

### **Obligations of individual persons in the field of OSH**

- 1) The employer is entitled to:
  - a) to the extent necessary for the protection of property, to inspect items taken in or out of the premises by employees, or to search employees; when inspecting and searching employees, supervisors must ensure that personal protection is maintained; only a natural person of the same sex may conduct a personal search,
  - b) require the employee to participate in training and study or other forms of training to improve his/her qualifications, or require the employee to undergo further training with another legal or natural person,
  - c) to check that an employee who has been declared temporarily unfit for work complies with during the first 14 calendar days of the temporary incapacity for work, the established regime for the temporarily unfit insured person, as regards the obligation laid down by special legislation to stay at the place of residence and to observe the time and extent of the authorised outings, and, if the employee is found to have breached this obligation, shall draw up a written record of the inspection, stating the facts constituting a breach of the scheme.
- 2) Employer's rights shall be exercised by senior staff or persons authorised by the head of the unit.
- 3) Within the scope of their responsibilities, **senior staff** are obliged to:
  - a) to create and ensure working conditions for subordinate employees such that they can properly perform their work tasks without endangering their health and property, thus enabling them to perform their work safely,
  - b) When defects are found at workplaces, take measures to eliminate them,
  - c) not to allow a subordinate employee to perform prohibited work or work the difficulty of which would not be commensurate with his/her abilities and medical capacity,
  - d) inform the employee of the category in which the work he or she has been assigned; other obligations are set out in the employer's arrangements,

- e) to inform employees which occupational health service provider will provide them with occupational health services and which types of vaccinations and which preventive examinations and examinations related to the performance of their work they are required to undergo; the obligations are detailed in the employer's measures and in a separate internal regulation,
  - f) to ensure that employees, in particular fixed-term employees, employees of the employment agency temporarily assigned to work for another employer, and juvenile employees, are provided with sufficient resources according to the needs of their work and adequate information and instructions on occupational safety and health, in the form of familiarisation with other internal regulations, in particular risks, results of risk assessment and the measures to protect against the effects of those risks which are relevant to their work and workplace,
  - g) ensure that employees of another employer carrying out work on its sites receive appropriate and adequate information and instructions before the work commences on the safety and health at work and the measures taken, in particular fire-fighting, first aid and evacuation in the event of an emergency,
  - h) allow the employee to consult the records kept on him/her in connection with the provision of occupational health and safety,
  - i) ensure that smoking is banned in workplaces where it is prohibited and in workplaces and other areas where non-smokers could be exposed to smoking,
  - j) provide employees with occupational health and safety training in accordance with other employer measures and consistently require and monitor compliance with them,
  - k) take into account the needs of female employees when assigning them to shifts employees caring for children,
  - l) Ensure the safe storage of clothing and personal items that employees normally bring to work.
- 4) **Senior staff may not:**
- a) request information from the employee that is not directly related to the performance of the work and the basic employment relationship,
  - b) penalise or disadvantage an employee in any way because he or she asserts his or her rights under employment law in a lawful manner,
  - c) impose or require monetary penalties on an employee for a breach of an obligation arising from the basic employment relationship.
- 5) **Employees have the right to:**
- a) to ensure health and safety at work,
  - b) information on the risks of their work and on measures to protect themselves from exposure to them,
  - c) refuse to perform work which he or she reasonably believes poses an imminent threat to his or her life or health or the life or health of others,
  - d) and the duty to contribute to creating a safe and healthy working environment.
- 6) **Employees are obliged** to take care of their own safety, their health and the safety and health of individuals who are directly affected by their actions. In particular, they shall:

- a) take care of your own safety and health to the best of your ability,
  - b) participate in training provided by the employer on occupational safety and health, including verification of their knowledge,
  - c) to carry out the work under the employment contract in person, as instructed by the employer, within the weekly working hours and to comply with the obligations arising from the employment relationship,
  - d) comply with legal and other regulations and employer's instructions to ensure safety health and safety at work, which he has been duly informed of,
  - e) follow safe workplace practices and employer information,
  - f) follow the established work procedures and use the established work and transport equipment,
  - g) to further their qualifications to perform the agreed work,
  - h) use the specified personal protective equipment and protective devices and not to change or disable them,
  - i) undergo a test for alcohol or other addictive substances at the direction of an authorised manager designated in writing by the employer; if he refuses the test, he shall be regarded as being under the influence of alcohol or other addictive substances. An employee who, through his own fault, brings himself into such a state that he is unable to control his actions or to judge their consequences shall be liable for the damage caused by that state,
  - j) to report deficiencies and defects to his/her senior manager in the workplace which endanger or could immediately and seriously endanger the safety or health of employees at work,
  - k) to contribute to the elimination of deficiencies to the best of their ability,
  - l) to report immediately to his/her supervisor, if his/her medical condition permits, his/her work accident and the work accident of another employee, or the accident of another natural person that he/she witnessed,
  - m) cooperate in the investigation of the cause of the work injury,
  - n) to allow the employer to check compliance with his/her obligations (staying at the place of residence and observing the time and extent of the permitted walks) during the period of temporary incapacity for work,
  - o) to work properly to the best of their ability, knowledge and skills,
  - p) comply with instructions from superiors issued in accordance with the law and cooperate with other staff,
  - q) If he/she finds that he/she does not have the necessary working conditions in place, he/she shall report this to his/her superior,
  - r) to use working hours and production means to carry out assigned work, to perform work tasks in a quality and timely manner,
  - s) properly manage the funds entrusted to them by the employer and guard and protect the employer's property from damage, loss, destruction and misuse and not to act conflict with the legitimate interests of the employer,
  - t) act in such a way as to avoid damage to health, property or unjust enrichment.
- 7) **The employee shall be liable to** the employer for damage caused by his/her culpable breach of duties in the performance of his/her work tasks or in direct connection therewith.

**8) Employees are prohibited from**

- a) consume alcoholic beverages and other addictive substances at the employer's workplace enter the employer's workplace under their influence during working hours and outside these workplaces,
  - b) smoking in workplaces and other areas where non-smokers are also exposed to smoking; employers are not obliged to provide smoking areas for employees in terms of time allowances, rooms or designated areas; where it designates areas as smoking areas, they shall be clearly marked by prominent signage with the words 'Smoking Area' or other similar means,
  - c) use the employer's production and working facilities, including computer equipment, or its telecommunications equipment for his/her personal use without the employer's consent,
  - d) operate machinery or equipment for which he is not competent (professionally, medically qualified, trained, drilled) and for which he has not been authorised by the employer,
  - e) enter workplaces and premises and facilities to which he/she has not been posted,
  - f) use their own appliances on University premises (except for portable audio equipment); an exception may be made by the relevant senior staff member, who will ensure periodic checks and revisions of individual appliances in accordance with legal and technical regulations,
  - g) Bring personal assault and firearms into University facilities, including adjacent outdoor areas, and carry them during activities provided by the University,
  - h) remove or damage safety equipment, machine guards and safety signs.
- 9) The employer is entitled to reasonably control compliance with the prohibitions.

**10) The person in charge of OHS:**

- a) ensure that natural persons and employees of other legal persons or natural persons engaged in business who are present at their workplaces with the knowledge of the University and units of the University are adequately familiarised with the OSH conditions laid down in this Directive,
- b) participates in the preparation or maintenance of OSH documentation, the scope of which is defined in this Directive, and in the organizational provision of training for employees of the unit,
- c) responsible for carrying out regular inspections of machinery and preparing reports of these inspections, for carrying out the mandatory inspections and processing the related inspection reports and for keeping the necessary operating books, local rules and inspection logs at the intervals laid down by the technical and legal regulations,
- d) participates in ensuring that regular revisions and inspections are carried out by the University's own staff (electricians - checking electrical appliances, tools and extension leads...) and by employees of contracted companies with professional competence (boiler rooms, gas pipelines, electrical equipment, lightning conductors...) and comments on essential measures that directly affect the area of OSH,
- e) carries out control activities in the field of OSH, records data found by preventive OSH inspections and specifics concerning OSH in daily operation in the operation book stored at the reception desk,

- f) keeps records of accidents at work for the unit in the Accident Book and writes up accident records,
- g) cooperates with a professionally qualified person in investigating work accidents, identifying their sources and causes and proposing measures to prevent them, organises the provision of first aid, checks the contents and expiry of first aid kits, calls for medical assistance, firefighters, police and organises the evacuation of employees,
- h) in cooperation with occupational physicians, determines the number of employees needed to organise first aid, keeps records of them and supervises their training.

### **Article 13**

#### **Assessment of medical fitness**

- 1) The employer has a written contract for the contractual provision of occupational health services with health facilities in Opava and Karviná. Contact information for the relevant occupational health service provider (health facility) is available on the intranet or from the HR and payroll department.
- 2) **Senior staff** at all levels of management are required to:
  - a) identify risk factors that may affect the health of employees,
  - b) to know information about the work assignment, type and mode of work, health risks of subordinate employees related to the performance of work,
  - c) the work carried out in the second, second-risk, third or fourth risk category, indicate in the job description,
  - d) in the event of a change in the working conditions and the associated change in risk factors at any of the subordinate workplaces, notify the person in charge of OSH,
  - e) not to allow the employee to perform work whose demands are not commensurate with his/her abilities and medical fitness,
  - f) Send employees for periodic check-ups on time, based on information from HR.
- 3) If the employee fails to comply with the obligation to undergo the prescribed examination and fails to provide a valid medical certificate of fitness for work in accordance with the OSH documentation, he/she may be regarded as medically unfit.
- 4) The HR and payroll department is responsible for organising the initial check-ups, periodic check-ups and exit check-ups at the end of the employment relationship:
  - a) record in IS Magion data on:
    - the categorisation of individual job functions and the associated frequency of occupational health examinations,
    - the conduct of occupational medical examinations of employees, the period of their validity and the subsequent dates of the examination in relation to the categories of work,
    - employees who have been recognised as suffering from an occupational disease arising from the employer's workplace,
  - b) organise, in cooperation with the relevant senior staff, the secondment of staff for the prescribed examinations and to inform them which occupational health provider to see,
  - c) inform jobseekers and employees of the category in which the job has been classified,

- d) Ensure that information and documentation is provided to ensure that job applicants are able to undergo the prescribed initial medical examination before employment commences,
- e) to process and forward to employees and applicants a request for an occupational health examination,
- f) to accept from job applicants (in the case of employment) and employees medical reports on medical fitness for work and file them in the employees' personnel files,
- g) to forward lists of staff to each component by the end of January of the year in question with the dates of periodic examinations in the calendar year,
- h) inform the employees' immediate supervisors of the measures to be taken in the light of the conclusions of the medical report.

## **Article 14**

### **Control activities in the field of OSH**

- 1) All authorised OSH persons carry out a daily operational inspection of the workplaces and at least once every three months a check of compliance with OSH regulations and requirements, supported by a record. Inspection activities shall be carried out at least to the extent of focusing on:
  - a) the technical level and equipment of the workplaces
    - the condition of buildings, stores and roads, the condition and use of equipment and tools;
    - lighting, heating, ventilation in workplaces;
    - mechanisation and automation equipment to eliminate excessive physical effort, monotony and one-sidedness of work.
  - b) provision of personal protective equipment
    - the actual provision of such personal protective equipment;
    - the condition, suitability and quality of the personal protective equipment assigned;
    - checking that they are being used correctly and efficiently at work.
  - c) hygiene, medical (first aid kits in the reception, reception and workshops) and sanitary facilities
    - equipment, maintenance and cleaning of these facilities;
    - allocation of washing and disinfecting agents;
    - tidiness and cleanliness of workplaces;
    - providing first aid for injuries.
  - d) organisational and educational measures
    - testing of employees in special professions;
    - observance of the non-performance of work prohibited to women and minors;
    - Compliance with regulations on breaks, overtime and measures to reduce overtime.
- 2) Records of the checks carried out must be entered in the operating book.



## PART IV PO AND BOZP TRAINING

### Article 15

#### Basic training of employees and managers on OSH and OHS

- 1) Basic training of employees and managers shall be carried out to the extent specified in in the PO/OSH documentation v:
  - a) The thematic plan and timetable for induction and periodic training of employees and managers on legal and other safety regulations occupational health and safety,
  - b) The thematic plan and timetable for onboarding and periodic training of employees and managers on fire protection.
- 2) Employee and manager training includes first aid training.
- 3) Completion of training and knowledge acquired through training is proven by a certificate of training or attendance list of employee training in occupational safety and health / fire protection (see templates in the documentation PO / OSH).
- 4) **Basic training of employees** is carried out on commencement of employment (initial training). Periodic training is repeated once every 2 years, or when regulations change.
- 5) Employees are not required to attend initial training if they have received training for a comparable position as part of another employment relationship with the University and the training has not yet expired.
- 6) Employee training on legal and other regulations to ensure occupational **health and safety and fire protection** includes familiarisation with the main principles of occupational health and safety, workplace hazards and work procedures related to the performance of work activities, and participate in it:
  - a) employees in employment (initial and periodic),
  - b) the employee whenever there is a change of workplace or job assignment, if this changes the content of the OSH training to be provided to the employee.
- 7) Employees performing **telework** are obliged to familiarise themselves with the Recommendation for ensuring OSH in telework and to follow this Recommendation when selecting a workplace, workplace and work mode.
- 8) Employees performing work activities on the basis of an agreement for work performed outside the employment relationship (hereinafter referred to as "FTE and FTE") are obliged to familiarize themselves with the PO Principles (Determination of the organization of fire protection security for a given building) and with the workplace, risks, working and technological procedures pursuant to paragraph 10 or with the conditions of teleworking pursuant to paragraph 7.
- 9) **Training of senior staff** is carried out on taking up the post and repeated once every 3 years (periodic training), or when regulations change. The training is attended by:
  - a) senior employees of the University, i.e. heads of individual organisational units, and other employees receiving a management bonus according to the Internal Wage Regulation,
  - b) other employees who conduct OSH or OHS training for employees.
- 10) An indispensable part of the onboarding training is **familiarisation with the workplace**, i.e. with the risks, working and technological procedures at the specific workplace and the method of protection against them, including the use of personal protective equipment and

familiarisation with the instructions of manufacturers of electrical appliances, which is carried out by the relevant senior employee of the recruited employee, or by an authorised OSH person. The relevant head of the unit is responsible for creating documentation for the training in relation to the current Risk Register and information from individual workplaces.

- 11) The familiarisation must be confirmed by the trainer and the employee by signing the form Record of familiarisation of employees with the workplace, or Record of familiarisation of employees with the instructions and instructions of the manufacturer of the electrical appliance (see OSH documentation). The records of familiarisation must be handed over to the authorised OSH person who is responsible for their registration and storage.
- 12) The validity of all training is verified through public health and safety and work environment inspections and fire prevention inspections.

## **Article 16**

### **Organisation of basic training**

- 1) The basic training of employees and managers and subsequent knowledge verification is carried out in the form of e-learning through the external application EŠKOLENÍ (hereinafter referred to as "the application") operated on the Edunio platform of Prevent, s r.o. (hereinafter referred to as "the training company"), according to the set thematic and time schedule of training. The documentation for the training of managers and employees is prepared by a professionally qualified person in risk prevention of the training company.
- 2) In addition, training of employees on OSH may be carried out by an employee who has undergone training of managers on OSH, and training of employees on OHS by an employee who has undergone training of managers on fire protection or an OHS preventionist, always within the scope of the relevant thematic and time plan of training specified in the OSH documentation.
- 3) The data on employees and their changes to the application are taken by the HR and payroll department of the Rectorate, the employee receives the access data immediately after creating a user account by email.
- 4) Once the employee receives (also by email) notification of the course assignment (invitation to take the training), he/she is required to take the course:
  - a) immediately on commencement of employment, change of workplace or taking up a managerial post, no later than the same day,
  - b) in the case of periodic training, within 30 days from the date of receipt of the invitation.
- 5) Immediately after completing the training, the employee generates an eCertificate in the application, which he electronically signs and verifies with the PIN he received (see instructions on the website in the section Employee/Tips and information/Training). If it is an onboarding training, the eCertificate is then downloaded in pdf and immediately emailed to the HR manager. If the HR manager does not receive the eCertificate on the day the employee starts, he/she will immediately inform the supervisor responsible for the training of the employee.
- 6) In the case of periodic training, the application will automatically generate the 1st reminder 2 weeks after the request is sent and the 2nd reminder 2 days before the deadline. A copy of both reminders shall be sent simultaneously to the OHS officer, who shall inform the supervisor of the employee concerned in the case of the 1st reminder and the head of the unit in the case of the 2nd reminder.
- 7) Certificates of training and subsequent knowledge verification are part of the documentation and are stored in the application. On the last day of each quarter, the OHS officer generates a Summary of assigned courses including completion dates and, after checking, files it in the

OHS documentation kept at the unit. Where deficiencies are identified, the OHSCO shall take such corrective action as will ensure that the deficiencies are promptly corrected.

- 8) In exceptional cases where OSH training is not provided to employees in the form of e-learning in the E TRAINING application, the employee who has carried out the training is obliged to hand over the record of the initial training (see the OSH documentation) to the OSH person in charge of the unit for inclusion in the OSH documentation of the unit.

## **Article 17**

### **Training of employees in selected professions and activities**

- 1) Employees of selected professions (professional training) or activities must be trained for a given activity within the time limits set by the relevant legal regulations and standards applicable to the given field of activity (e.g. drivers according to age, heating engineers - once every 5 years, electricians once every 3 years, TNS operators once every 3 years, etc.) or according to a thematic plan.
- 2) Professional training and verification of knowledge is provided by a competent person in the field.
- 3) It is the responsibility of the relevant manager to keep records of staff working in selected professions, to set and meet training deadlines and to ensure that the relevant staff are trained.
- 4) The validity of occupational training is verified in the framework of public inspections of OSH and working environment and preventive fire inspections.

## **Article 18**

### **Professional training of fire prevention officers and members of fire patrols**

- 1) The principles of training of fire patrols and fire prevention officers are prepared by a professionally qualified person in accordance with the requirements of the law and the decree.
- 2) The training of fire prevention officers and fire prevention patrols is carried out within the scope of the Thematic Plan and the training schedule for fire prevention officers/prevention patrols (see Fire Prevention Documentation). The knowledge acquired through the training of fire prevention patrols and the training of fire prevention officers is verified by a written examination after the training or training in the form of a test.
- 3) The training of employees assigned to fire prevention patrols and fire prevention officers shall be carried out prior to the commencement of this activity and repeated once a year and shall be carried out by a professionally qualified person or fire prevention technician.
- 4) The PO Preventive Officer is responsible for storing the Record of Training in the PO documentation.

## **Article 19**

### **Training of students**

- 1) The content of the **OSH training for students** is determined by a professionally qualified person and is part of the common OSH documentation. The documents are accessible in the IS SU and students are obliged to get acquainted with them once at the beginning of the academic year in the first semester of study. Records of familiarisation with these documents are stored in the SU IS.
- 2) New training is necessary if there is a change in the study programme or changes in hygiene or occupational risks (e.g. an academic study programme is changed to a vocational programme, an apprenticeship is added, etc.), and new training is necessary before the start of the new activity.

- 3) The workplace, risks, working and technological procedures, including familiarization with the instructions of manufacturers of electrical equipment. The students are obliged to be acquainted with the contents of the safety data sheets of the hazardous chemical substances they will be working with by an employee of the workplace, i.e. the relevant academic staff member. A written record of the familiarisation must be made (see OHS documentation).

## **PART V CONCLUSION**

### **Article 20 Final provisions**

- 1) All employees are required to familiarize themselves with this policy.
- 2) The responsibility for familiarizing all employees with this Directive and the OSH documentation related to the work and job assignment of the employees under their supervision, consistent compliance with all obligations by these employees and continuous monitoring of their compliance rests with the deans of faculties, directors of university institutes and the bursar for the Rector's Office and university departments.
- 3) An employee who violates the provisions of this Directive or the provisions of legislation relating to OSH or OHS fulfils the essence of a serious violation of obligations arising from the legislation relating to the work performed under the related provisions of the Labour Code.
- 4) This Directive cancels Rector's Directive No. 1/2015 on ensuring occupational safety and health at the Silesian University in Opava, Rector's Directive No. 4/2013 Safety Regulations for the Kitchens of the Silesian University in Opava, Rector's Directive No. 5/2016 on ensuring occupational safety and health at workplaces with a risk of falling from height or 2/2015 List of personal protective equipment, Rector's Directive No. 7/2015 on ensuring fire protection at the Silesian University in Opava and Rector's Directive No. 18/2013 Occupational Medical Examinations.
- 5) The Directive shall enter into force and effect on the date of issue.

Annex No. 1 - List of basic documents forming the PO documentation

Annex 2 - List of basic documents forming the OHS documentation

In Opava on 10 October 2024

doc. Mgr. Tomáš Gongol, Ph.D.  
Rector

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Approves:	doc. Mgr. Tomáš Gongol, Ph.D.
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