



Rector's Directive No. 1/2015
For Ensuring Occupational Health and Safety at the Silesian
University in Opava

Article 1

Introductory provisions

1. The Directive applies to employees in an employment or other similar relationship with the University and, mutatis mutandis, to students of the Silesian University in Opava (hereinafter referred to as "the University"), who are obliged to comply with this Directive. Students in the parts that directly concern them.

2. Natural persons, employees of legal entities and natural persons engaged in business are also obliged to comply with this Directive if they work in the buildings, workplaces or facilities of the University to the extent that they have been demonstrably acquainted with the Directive.

3. This Directive identifies the employee who, in cooperation with external occupational health and safety (OHS) experts and senior employees, addresses issues related to occupational health and safety tasks. This staff member is the OHS Officer.

4. The responsibilities of the senior staff and the OHS Officer in the field of occupational health and safety, as well as the system of information transfer, documentation storage and control activities, are laid down in the following articles of this Directive.

5. List of University facilities:

- | | |
|--------------|--|
| Opava part | - Na Rybníčku 626/1, Opava |
| | - Bezručovo nám. 1150/13, Opava |
| | - Bezručovo nám. 885/14, Opava |
| | - Masarykova str. 343/37, Opava |
| | - Hauerova 728/4, Opava |
| | - Hradecká 665/17, Opava |
| | - Komárovská 2613/25, Opava |
| | - Vávrovická 244/44, Vávrovice part of Palhanec |
| | - Olbrichova 625/25, Opava |
| Karviná part | - University Square 1934/3, Karviná - Fryštát |
| | - Na Vyhlídce 1079/1, Karviná - New Town |
| | - area on ul. Zizkova 2364/56, Karviná - Mizerov |
| | - Polish School, ul. Gustawa Morcinka 1112/2, Karviná - Nové Město |
| Krnov part | - Za Drahou 2161/3, Krnov |

Article 2

The importance of health and safety at work

1. Care for occupational health and safety and the continuous improvement of working conditions is an equal and integral part of the performance of work tasks.
2. The University's senior employees at all levels of management are responsible for the performance of the University's tasks in occupational health and safety care within the scope of their functions.
3. All employees are obliged to comply with the instructions and regulations relating to occupational health and safety as laid down by law and other regulations within the scope of their work assignment.
4. The principles of ensuring and managing occupational health and safety activities are based primarily on the individual provisions of the Labour Code (hereinafter referred to as the LC). The employee shall also comply with other legal and other regulations relating to various work activities with which they have been duly familiarised.

Article 3

Risk prevention

1. Risk prevention means all measures arising from legal and other regulations to ensure occupational health and safety and from measures aimed at preventing, eliminating or minimising the effects of unavoidable risks.
 - a) Searching for risks, identifying their causes and sources and taking measures to eliminate or reduce them is one of the basic duties of the University in the field of OHS, and it is obliged to ensure this by a professionally qualified person.
 - b) This activity is ensured by the University's OHS Officer, who carries out inspection and advisory activities, prepares documentation (directives, operating rules, etc.) in cooperation with senior University employees to ensure the safety of work and technical equipment in accordance with applicable laws and regulations.
 - c) The OHS Officer reports information on the defects and deficiencies found at the workplaces and proposals for their elimination to the relevant senior staff in writing.
 - d) All employees are required to cooperate with the OHS Officer in dealing with occupational health and safety issues.
 - e) At least once a year, the OHS Officer will conduct a review of occupational health and safety with the relevant heads of departments (based on the Rector's Order, which specifies the persons and the nature of the reviews - see Appendix 3 to this Directive for the content of the Order), from which a record will be made with a proposal to eliminate any deficiencies.
 - f) At least once every 3 months, an authorized employee of the relevant facility shall inspect the workplace for occupational health and safety (see Appendix 4 of this Directive for instructions on how to conduct inspections). The result of the inspection shall be recorded in the fire log book of the relevant facility (premises), with an indication of any deficiencies and a proposal for their elimination. The designated staff member shall be appointed by the Deans of the faculties and senior staff of the University units.

2. If the risks cannot be eliminated, the University is obliged to evaluate them and take measures to limit their effects so that the threat to the safety and health of employees is minimized.

Article 4

Work categorization

1. The LC and other legal regulations require the University to categorize its workplaces according to the occurrence of hazards and harmful factors in the workplaces.

2. The implementing regulation shall specify the method and limits of harmful factors according to which workplaces shall be categorised.

3. Work is classified into four categories according to the degree of factors that can affect workers' health and their risk to health.

4. If professional measurements (e.g. noise, dust, vibration) are required for categorization, the University will arrange for these measurements to be taken by an authorized company through the OHS Officer.

5. The proposal of the work categorization, or its changes, is made by the OHS Officer in cooperation with the relevant senior employees and the doctor providing occupational health services, or by a contracted external firm (company) in cooperation with the above-mentioned.

6. The results of the work categorization will, in the case of classification in the second category and above, be submitted to the state professional supervision authority (Regional Public Health Authority of the Moravian-Silesian Region with headquarters in Ostrava - territorial workplace in Opava /hereafter referred to as RPHA - Opava workplace/), which will give a binding opinion. For category two, the RPHA may order measures and classify category two as a partially hazardous category (category two hazardous).

7. Hazardous work means work where there is a risk of development of occupational disease or other work-related disease and the work is classified in categories three and four, and work classified in category two, which is so decided by the competent public health authority.

8. Employees are informed by their supervisor or HR Officer on commencement of their employment and subsequently during recurrent training sessions as to which category their work has been assigned and what risks their work entails.

9. In the case of newly created work activities or the occurrence of risk factors, the relevant senior employee in cooperation with the OHS Officer shall ensure the evaluation of the effects of risk factors according to the above-mentioned decree and in the event that the work is classified as category two or higher, a proposal shall be submitted to the RPHA - Opava workplace for an opinion.

10. Currently, working with Class 3B lasers is classified as risk category three by RPHA. The work of porters, receptionists (three-shift operation), cleaners, maintenance workers, electricians, and carpenters are classified as the second category. Further specification is given in the Rector's Occupational Health Examination Directive. All other jobs are in the first category. Category two hazardous and category four are not found at the University.

Article 5

Other duties of senior staff

Senior staff of the University shall comply with the requirements set out in Article 6 of this Directive.

2. Senior employees are further required to:

- a) Identify, assess and evaluate potential risks to the health and safety of employees, inform employees about them and take measures to eliminate or reduce them. This activity is carried out in cooperation between the relevant senior staff and the OHS Officer and, where appropriate, by contract with external companies (firms), where the level of responsibility of the company (firm) providing the relevant activity is specified in the contracts.
- b) To allow employees to inspect the records kept about them in relation to health and safety. The employee's request must be made in writing, addressed to the employee's direct superior.
- c) Put into operation and operate machinery, equipment and premises and implement technological procedures that meet occupational health and safety requirements. Any modification or replacement will be reported to or consulted with the OHS Officer.
- d) Establish, maintain and improve the necessary protective equipment such as guards for equipment and tools, electrical switchboards, devices preventing access to dangerous areas (safety grilles, safety doors).
- e) Facility senior staff, in cooperation with occupational health physicians, agree on the number of employees needed to organize first aid, call for medical assistance, firefighters, police and organize the evacuation of employees if necessary.
- f) Not regard as a failure to perform their duties if an employee failed to perform work which they reasonably believed to be immediately and seriously endangering their life and health or the life and health of other persons.
- g) Not allow an employee to perform work that is not appropriate to their ability or medical capacity.
- h) Immediately identify and eliminate the causes of occupational accidents and diseases, report them to the OHS Officer and take the necessary remedial action.
- i) Conduct initial and recurrent training of employees and students on legal and other regulations to ensure the safety of work and technical equipment, regularly verify knowledge of these regulations, require and monitor compliance with them. Training shall be carried out within the scope of the thematic schedule for initial and recurrent training of employees and senior staffs on legal and other regulations on occupational health and safety and technical equipment (Appendix 1 to this Directive).

Article 6

Duties of employees

1. Every employee is obliged to take care of their own health, their safety and the health and safety of natural persons who are directly affected by their actions.

In particular, they are obliged to:

- a) Comply with legal and other regulations to ensure occupational safety, safety of technical equipment and occupational health, principles of safe behaviour at the workplace and established work procedures, with which they have been duly acquainted. Compliance with this obligation shall be checked during public inspections of occupational health and safety and the working environment and preventive fire inspections.
- b) Use personal protective equipment and protective devices at work. The list of personal protective equipment is elaborated in a Rector's Directive.
- c) Participate in occupational health examinations as stipulated in the Rector's Directive - Occupational Health Examinations, health and safety education and training provided by the University and undergo verification of knowledge of OHS regulations.
- d) Observe the prohibition of consumption of alcoholic beverages and addictive substances at the University's workplaces and during working hours and outside these workplaces, and not start work under their influence (Appendix 10 to this Directive). In the event of suspected use of such substances, a breath test will be carried out by the relevant government authority, the OHS Officer or the relevant senior member of staff. A record of the breath test shall be made to detect the consumption of alcoholic beverages or other addictive substances (Appendix 8 to this Directive). An alcohol detection device is available with the OHS Officer.
- e) Report to their supervisor deficiencies and defects that could endanger the lives and health of persons and to participate in their elimination to the best of their ability.
- f) Be liable for damage caused to the employer by culpable breach of duties in the performance of work tasks or in direct connection with it according to the LC.
- g) Observe the prohibition of using your own appliances on University premises (except portable audio equipment). Exceptions may be made by the relevant senior member of staff who will ensure periodic checks and reviews of individual appliances (see Appendix 6 of this Directive). Exceptions must be granted in writing.

2. Upon prior notification by the Rector or an authorised person, all employees are obliged to allow the authorities exercising state professional supervision over occupational safety to enter the University's buildings and workplaces. Employees are obliged to provide the inspection authorities with information relating to OHS as well as facts related to the investigation of work accidents.

Article 7

Duties of students

1. Every student is obliged to take care of their own health, safety and the health and safety of individuals who are directly affected by their actions.

In particular, they are obliged to:

- a) Comply with legal and other regulations to ensure occupational safety, safety of technical equipment and occupational health, principles of safe behaviour at the workplace and established work procedures, with which they have been duly acquainted.
- b) Use personal protective equipment and protective devices at work. The list of protective equipment and devices is determined by the senior staff member (teacher) responsible for the safety and operation of the workplace or facility where the student is working.
- c) Participate in occupational health examinations if this is required by the field of study (student with an obligation to practice) that they are studying, training and practical training provided

by the University in the interest of health and safety and undergo verification of knowledge of OHS regulations. The training is carried out at the beginning of the academic year in the first semester of study and is not repeated. If there is a change of subject (example: administrative to technical) or if there is a change in health or occupational risks (e.g. work experience), new training shall be given before the start of the incriminated activity.

- d) Report a change in their health condition that may endanger them or another person (pregnancy, epilepsy, etc.) to the head of the institute. This change in health must be documented by a medical report.
- e) Not consume alcoholic beverages or other addictive substances on University premises. Not study under their influence (Appendix 10 of this Directive). In case of suspected use of such substances, a breath test will be carried out by the relevant government authority, the OHS Officer or the relevant senior member of staff. A record of the breath test shall be made to detect the consumption of alcoholic beverages or other addictive substances (Appendix 8 to this Directive). An alcohol detection device is available with the OHS Officer. A positive sample may result in sanction or expulsion from studies.
- f) Report to their teacher or other University employee deficiencies and defects that could endanger the lives and health of persons and to participate in their elimination to the best of their ability.
- g) Be liable for damage caused to the University by culpable breach of duty in the performance of their study tasks or in direct connection with it.
- h) Observe the ban on using your own appliances on University premises (except portable audio and IT equipment). Exceptions may be made by the provisions of the Dormitory Regulations, which are communicated to the student in writing before the first accommodation in the dormitory. Appliance permission must be arranged in writing with signatures from both parties.

2. Upon prior notification of the Rector or an authorised person, all students are obliged to allow the authorities exercising state professional supervision over occupational safety to enter the buildings and workplaces of the University. Students are obliged to provide the inspection authorities with information related to occupational health and safety as well as facts related to the investigation of occupational accidents.

Article 8

Duties of the OHS Officer

1. Occupational health and safety at the University is ensured by the Occupational Health and Safety Officer. This employee is a professionally qualified person. The OHS Officer is the University's professional control body in the field of OHS of the Department of Internal Audit, Control, Fire Protection, Occupational Safety and Crisis Management.

2. OHS Officer:

- a) Manages, coordinates, controls and directs the performance of OHS tasks at all workplaces of the University.
- b) Imposes on the relevant senior staff term tasks and corrective measures aimed at ensuring consistent OHS. In the event of failure to meet individual deadlines, they submit a proposal for action in relation to violations of work or study obligations to the Rector of the University.
- c) Maintains the relevant documentation on occupational health and safety as provided for by specific regulations.

- d) Is involved in ensuring that regular inspections are carried out at intervals specified by technical and legal regulations. These revisions and checks are carried out by the University's own employees (electricians – checking electrical appliances, tools and extension leads...) and employees of contracted companies with professional competence (boiler rooms, gas pipelines, electrical equipment, lightning conductors...). They comment on essential measures that directly affect the OHS sector.
- e) Keeps records of accidents at work that have caused an employee to be unable to work for more than 3 days, guarantees that a record of the accident is drawn up within 5 days of becoming aware of the accident, and sends records of these accidents to the relevant institutions no later than the 5th day of the month following the occurrence of the accident, including changes to the record of the accident. They shall participate in the investigation of accidents at work, identify their sources and causes and propose measures to prevent them.
- f) Keeps records of work and student injuries and those that have caused "work" incapacity of less than 3 days for statistical purposes.
- g) At least once a year organises public inspections of occupational health and safety and the working environment and preventive fire inspections, which are specified by order of the Rector, and after the inspection they create a report which they then submit to the Rector of the University or to an authorised person. The report shall include a draft timetable for the elimination of defects and deficiencies affecting the development of the University and the financing of its operations.
- h) In cooperation with the Secretariat of the University Bursar, it provides training for senior staff.
- i) It cooperates with professional staff in the field of occupational health and safety (inspection technicians, etc.....).

Article 9

Authorised OHS person

1. The Deans of the faculties and senior employees of the university units appoint an authorised OHS person, informing the OHS Officer of the authorisation. The authorisation is made in writing.
2. The authorised OHS person:
 - a) ensures 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 OHS conditions set out in this Directive,
 - b) shall comply with the obligations set out in Article 6 of this Directive,
 - c) carry out preventive OHS inspections at least once every three months in all premises designated by the authorisation and record the data found by preventive OHS inspections and specifics concerning OHS in daily operations in the fire book kept at the reception,
 - d) participates in the preparation or maintenance of OHS documentation; the scope of the documentation is defined in this Directive.

Article 10

Provision of personal protective equipment, washing, cleaning and disinfecting agents

1. The University issues to its employees and prescribes to students personal protective work equipment (hereinafter referred to as "PPE"), and washing, cleaning and disinfecting agents according to individual professions and activities, in order to protect their life and health.
2. PPE is personal protective equipment that must protect the employee and student from hazards, must not endanger their health and must not hinder their work performance.
 - a) The senior staff of the relevant workplace keeps records of the issue of PPE and monitors the lifetime of individual PPE. They must be replaced immediately if their protective capacity is reduced by wear or damage.
 - b) In addition to PPE, employees are entitled to washing, cleaning and disinfecting agents for selected activities.
 - c) PPE shall be provided to employees free of charge and shall not be replaced by financial compensation.
 - d) The provision of PPE, washing, cleaning and disinfecting equipment is governed by the Rector's Directive - List of Personal Protective Equipment.
 - e) The list of protective equipment and devices for students is determined by the senior staff member (teacher) responsible for the safety and operation of the workplace or equipment where the student is working, or by the field supervisor.

Article 11

Work prohibited for pregnant women, mothers until the end of the 9th month after childbirth, breastfeeding women and adolescents

1. All senior staff have a duty to monitor the working conditions of pregnant women, mothers up to the end of the 9th month after childbirth, breastfeeding women and adolescents and to assign these employees to the workplace in accordance with legal legislation.
2. If an occupational health provider imposes other work prohibitions or work restrictions, the University must comply with those prohibitions or work restrictions.

Article 12

Reporting and recording of accidents

1. Accidents at work

An accident at work is an injury to an employee's health caused by a short-term, sudden and violent exposure to external influences independently of the employee's will. An injury sustained by an employee in the performance of their work tasks shall also be regarded as an accident at work. For statistical purposes, a fatal accident at work is defined as an injury to health from the consequences of which the injured employee dies within one year at the latest.

The performance of work tasks and the direct connection with it means:

- the performance of duties arising out of the employment relationship, including the acts necessary for the performance of the customary work or necessary before the commencement of the work or after its completion,

- other activities carried out at the employer's behest,
- an activity that is the subject of a business trip,
- activities carried out with the consent of the employer on the employee's own initiative, unless the employee needs special authorisation to do so or does not do so against an express prohibition, as well as voluntary assistance organised by the University,
- medical examination on the instructions of the employer or first aid treatment and journey to and from them,
- staff training to improve professional readiness,
- activities carried out to perform work tasks.

As accidents at work are not considered:

- journey to and from work,
- eating outside the organisation's premises,
- treatment or examination in a medical facility at the worker's own request, including journey there and back.

2. Accident record

It is made in paper form on the Accident Record (Appendix 9 of this Directive and www.slu.cz).

An accident record regarding a staff member (including minor accidents) shall be made by the senior staff member (teacher) of the injured staff member immediately, but not later than 5 working days from the date on which the staff member became aware of the accident. The record of the accident shall be forwarded without undue delay to the OHS Officer for further action.

The record of a student accident is prepared by the academic staff member with whom the student had the course immediately, but no later than within 5 working days from the day on which the staff member became aware of the accident, and the accident record is forwarded without undue delay to their senior staff member for signature, who immediately sends it to the OHS Officer (contact person) for information.

When claiming compensation from a statutory insurance policy, it is also necessary to send the accident record to the financial officer of the economic and administrative department of the Rectorate, who is responsible for dealing with the insurance company, or to submit a written claim for compensation when notifying the OHS Officer.

Minor injuries to students are also recorded on the accident record form and this record is also sent to the OHS Officer who will make an entry in the (school) accident book.

If the accident occurred with another employer to whom the employee was seconded or temporarily assigned, the employer of the injured employee and the employer to whom the injured employee was seconded or temporarily assigned shall record the information referred to in paragraph 1 in the accident book.

If an accident record has been sent in accordance with paragraph 1 above and subsequently the OHS Officer becomes aware of facts that lead to a change in the data contained therein, the OHS Officer shall prepare an accident record - change report in cooperation with the injured employee's senior staff.

An accident report - change report is made by the OHS Officer if:

- a) the hospitalisation of the injured employee exceeds 5 days,
- b) the temporary incapacity for work of the injured worker as a result of their injury has been terminated after the accident report has been sent,
- c) the injured worker dies of consequences of the accident within one year at the latest; or
- d) there has been a change in the assessment of the source or cause of the injury, the nature of the

injury, or other facts affecting the processing and content of the injury record – change report.

The relevant senior staff member or the head of the field of study shall, at the request of the employee (student), issue a certified copy or an extract of the accident record book to the employee (student); in the event of a fatal accident, the employer shall issue it to the employee's family members at their request.

3. Record keeping of accidents at work

The University, through the OHS Officer, keeps a record of accidents in an accident book which is kept with the OHS Officer and paper form on the accident record (Appendix 11 to this Directive and www.slu.cz).

The records shall contain the following data:

- a) the name, or names, and surname (hereinafter referred to as "name") of the injured employee,
- b) the date and time of the accident,
- c) the place where the accident occurred,
- d) the activity in which the accident occurred,
- e) the number of hours worked immediately before the accident occurred,
- f) the total number of persons injured,
- g) type of injury and injured body part, according to the ESAW methodology
- h) a description of the accident,
- i) the type of injury,
- j) the source of the injury,
- k) the causes of the accident,
- l) the names of witnesses to the accident,
- m) the name and job title of the person who recorded the data.

4. Reporting accidents at work

The University, through the OHS Officer, shall report the accident at work no later than the fifth day of the following month:

- a) to the competent territorial unit of the Police of the Czech Republic if the facts established indicate that a criminal offence has been committed in connection with the accident at work,
- b) to the competent regional labour inspectorate if the injury occurred with a natural or legal person which is subject to its control under another legal regulation and if the hospitalisation of the injured employee lasts for more than 5 days or if such a period of hospitalisation can be expected due to the nature of the injury,
- c) to the competent district mining authority if the activity, workplace or technical installation is subject to supervision under another legal regulation, if it is a serious accident at work under another legal regulation,
- d) the health insurance company with which the employee affected by the work accident is insured.

The University, through the OHS Officer, will report a fatal work accident within 5 days of becoming aware of the accident:

- a) to the competent territorial unit of the Police of the Czech Republic,
- b) to the competent regional labour inspectorate if the accident occurred at a natural or legal person which is subject to it under another legal regulation,
- c) to the competent district mining authority if the activity, workplace or technical installation is subject to supervision under another legal regulation,
- d) to the health insurance company with which the employee affected by the fatal work accident was insured.

For the purposes of settling insurance claims due to statutory employer's liability insurance for damage in the event of an occupational accident or occupational disease, the employer shall also send a record of the accident to the organisational unit of the insurance company with which it is insured for this purpose.

5. Sending the accident record and injury record - reporting changes

The University, through the OHS Officer, will send:

An injury report - change report shall be made by the employer of an injured employee if

- a) the injured employee's hospitalization exceeded 5 consecutive days and was terminated after the injury report was sent,
- b) the temporary incapacity for work of the injured worker as a result of his injury has been terminated after the accident report has been sent,
- c) the injured worker has died of the accident within 1 year at the latest,
- d) there has been a change in the assessment of the source or cause of the injury, the nature of the injury, or other facts affecting the processing and content of the injury record - reporting of changes,
- e) further incapacity for work has arisen and been terminated as a result of the same accident.

Accident Record - Change Report shall be sent no later than the fifth day of the following month:

- a) to the competent regional labour inspectorate if the accident occurred at a natural or legal person which is subject to its control under another legal regulation,
- b) to the competent district mining authority if the activity, workplace or technical installation is subject to supervision under another legal regulation,
- c) the health insurance company with which the employee affected by the work accident is insured,
- d) to the competent territorial unit of the Police of the Czech Republic if the established facts indicate that a criminal offence has been committed in connection with the work accident or in the case of a fatal work accident,
- e) the organisational unit of the relevant insurance company with which the employer is insured in respect of their liability for damages in the event of an accident at work or occupational disease.

For the purposes of settling insurance claims due to statutory employer's liability insurance for damages in the event of an occupational accident or occupational disease and in the event of a fatal occupational accident, the employer shall also send an accident record - change report to the organisational unit of the insurance company with which it is insured for this purpose.

In the event that there is a change in the assessment of the source or cause of the injury, the nature of the injury, or other facts affecting the processing and content of the accident record – change report, the employer shall forward one copy of the accident record - change report to the injured employee and, in the case of a fatal accident at work, to their family members.

The accident record and the accident record - change report shall be sent by the OHS Officer in paper form and in the original.

Article 13

Training of senior staff, employees and students on OHS

I.

General provisions

1. All employees and students shall be regularly trained in OHS regulations and the knowledge of these regulations shall be an integral part of the qualifications of each employee and, as appropriate, student.
2. The training and familiarisation of employees and students with OHS regulations is divided into:
 - a) Basic (initial) training of employees and students.
 - b) Periodic training of employees and senior staff.
 - c) Training of employees in selected professions, activities (drivers, boiler room operators, TNS operators, etc.).

II.

Basic training - initial training

1. Basic - initial training is required to be attended by every newly hired employee and student, who must be familiar with the main principles of OHS, workplace hazards and work procedures related to the performance of their work (study) activities. The training is carried out in the framework of the admission procedure by a senior staff training graduate according to the relevant thematic schedule (see Appendix 1 to this Directive), familiarisation with working and technological procedures, including familiarisation with the el. appliances (see Appendix 11 to this Directive) is carried out by the relevant direct senior staff of the recruited employee.
2. Proof of initial training is kept in the employee's personal file at the Personnel Department and for students at the study department of the relevant unit. Students are trained to the extent of staff training with the additions of the relevant teachers and accommodation providers. For students, training is given at the beginning of the first semester and does not need to be repeated unless it results from a change of course of study and practice.

III.

Repeated training - periodic

Employees are briefed and trained on new regulations and changes in working conditions. Training is conducted at least once every 2 years and when regulations change. Training and knowledge verification shall be carried out by the relevant senior staff member who has completed and has valid training for senior staff, in accordance with the relevant thematic training schedule (see Appendix 1 to this Directive). The OHS Officer may be asked for consultation, forms, participation in training or provision of specialists.

The examination will be conducted orally or in written form (by check questions after the training).

The completion of training within the applicable time limits is verified in the framework of public inspections of occupational health and safety and the working environment and preventive fire inspections.

IV.

Training of employees in selected professions

Employees of selected professions (e.g. drivers - according to age, boiler room operators - 1 × every

5 years, electricians 1 × every 3 years /see Appendix 5 to this Directive/, employees for TNS - 1 × every 3 years, laser workers, etc.) are trained within the time limits set by the relevant legislation and standards valid for the given field of activity.

2. The actual training and knowledge verification is carried out by an accredited person or a company with professional competence that is authorized for this activity.

3. The registration of employees in the selected professions, the time limits for their training and the training itself shall be provided by the relevant senior staff. The completion of training within the applicable time limits shall be verified in the framework of public inspections of occupational health and safety and the working environment and preventive fire inspections.

V.

Training of senior staff

1. The following employees are required to attend the training of senior staff:

- a) the Rector, Vice-Rectors, Deans, the Director of the MI and the Bursar,
- b) employees who conduct fire safety training for employees,
- c) senior staff of the University.

2. Training shall be given on appointment, and thereafter at least once every 3 years and when regulations are changed.

3. The training is carried out by the OHS Officer or another external person who is a professionally qualified person.

VI.

Training documentation

A written record must be made of each training session, which includes a reference to the thematic training schedule according to which the training was carried out, the date of the training, a list of the trained employees (students) with their name, surname and handwritten signature, the names and signatures of the persons who carried out the training and familiarisation with working procedures and a record of the knowledge verification carried out (see Appendix 1 to this Directive and www.slu.cz for records of initial and recurrent training sessions).

Documentation for training of senior staff and employees provided by the Rectorate is prepared by the OHS Officer.

Documentation for training of senior staff provided by an external company is prepared by a professionally qualified person of the training company in the field of OHS in cooperation with the OHS Officer.

Documentation for training organised by the University unit itself is provided by the relevant unit head in accordance with the thematic training timetable of this Directive, supplemented by updated information from the individual units.

Documentation of the training courses is kept in the personnel files of employees in the HR departments and of students in the study departments.

Documentation of mass training of senior staff and employees provided by the Rector's Office is filed in a copy with the OHS Officer.

Article 14

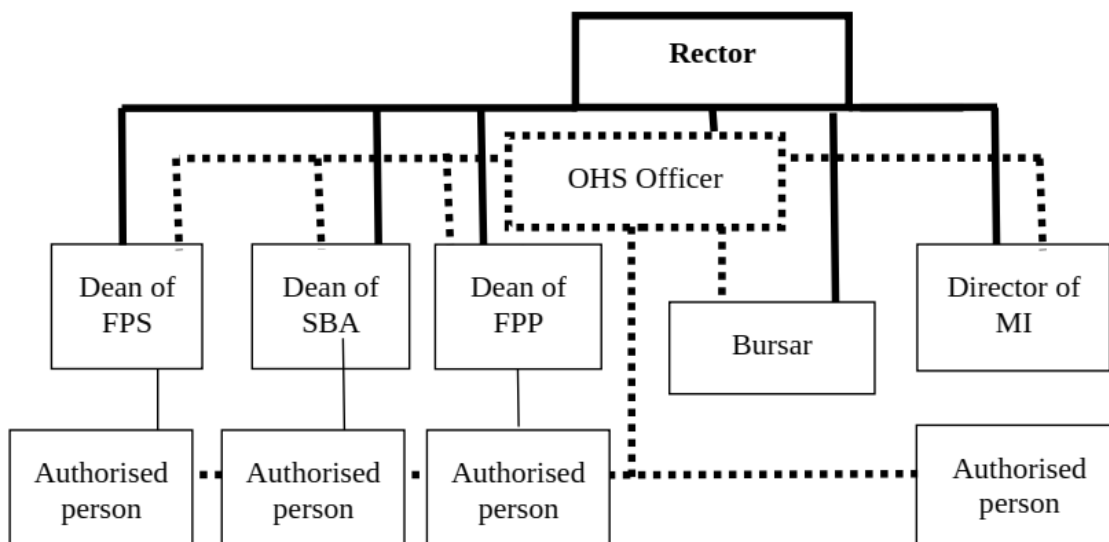
Final provisions

1. In the event of a change in the focus of the University's activities, a change in the use of premises used by the University, installation of new technical or technological systems, or other changes related to OHS of buildings and workplaces owned or used by the University, it is necessary to consult these changes with the OHS Officer.
2. Refusal to be examined or breath tested for alcohol consumption is considered a breach of work discipline with possible consequences under the LC.
3. An employee (student) who violates the provisions of this Directive or the provisions of legislation relating to OHS fulfils the essence of a serious violation of the obligations arising from the legislation relating to the work (study) according to the related provisions of the LC and the relevant disciplinary regulations.
4. Smoking is prohibited in all buildings and enclosed spaces that are in use and property of the University (see Appendix 10 of this Directive).
5. This Directive repeals Rector's Directive No. 21/2013 On ensuring Occupational Health and Safety at the Silesian University in Opava.
6. Taking into account the specific conditions of individual departments of the University, implementing instructions to implement this Directive may be issued by the Deans, the Director of the MI, or the heads of units of the University.
7. The thematic schedule of OHS training for employees and senior staff, printing materials, forms (proof of initial and periodic OHS training, record of violation of work discipline - safety regulations) for the University are Appendices to this Directive.
8. The trauma plan is appended to this Directive (Appendix 2 to this Directive).
9. The compliance check with this Directive is carried out by the Vice-Rectors in the assigned area of activities, the Deans of Faculties, the Bursar, the Director of the MI and the OHS Officer, who are responsible for ensuring that all employees (students) are familiar with this Directive and for ensuring that all employees (students) consistently comply with its provisions.
10. This Rector's Directive repeals Rector's Directive No. 21/2013 and becomes effective on the date of its issue.

In Opava

Prof. PhDr. Rudolf Žáček, Dr.
Rector

Organisational structure of ensuring occupational health and safety at the Silesian University in Opava



- Empowered competence
-** Advisory, supervisory and consultative competence
- Delegated competence

Thematic overview for initial and recurrent training of employees and senior staff on legal and other regulations to ensure occupational health and safety and with technical equipment, prepared in connection with Section 103(2) of the LC

Act No. 262/2006 Coll. , Labour Code, as amended, in particular:

- Part One, Title IV - Equal treatment, non-discrimination
- Part Four - working time and rest periods
- Part Five - health and safety at work
- Part Eight - obstacles to work
- Part Ten - care of employees
- Part Eleven, Title V - safety in the event of accidents at work and occupational diseases
- Part Twelve - Information, consultation in the employment relationship and the powers of the trade union, works council and occupational health and safety representative
- Part Thirteen - Workload and work pace, basic obligations of employees and senior staff arising from the employment relationship, internal regulations

Government Decree No 590/2006 Coll., establishing the scope and extent of other important personal obstacles at work

Act No. 309/2006 Coll., regulating other requirements for occupational health and safety in employment relationships and for ensuring health and safety in activities or services outside employment relationships (Act on Ensuring Other Conditions of Occupational Health and Safety), as amended

Act No. 258/2000 Coll. , On the Protection of Public Health and On Amendments to Certain Related Acts, as amended

- categorisation of work
- measurements for categorisation purposes
- hazardous work
- records of hazardous work
- preventing the emergence and spread of infectious diseases, etc.

Act No. 373/2011 Coll. , On Specific Health Services, as amended

- occupational health services

Decree No. 79/2013 Coll. , On the Implementation of Certain Provisions of Act No. 373/2011 Coll., On Specific Health services (Decree on occupational health services and certain types of assessment care)

Decree No. 432/2003 Coll. , which lays down the conditions for categorising work, limit values for biological exposure test indicators, conditions for the collection of biological material for biological exposure tests and the requirements for reporting work with asbestos and biological agents, as amended

Decree No. 125/1993 Coll., laying down the conditions and rates of statutory insurance of employer's liability for damage in case of occupational accident or occupational disease, as amended

- terms and conditions of insurance
- employer's cooperation
- statutory insurance payments, payment amounts, rates

Decree No. 440/2001 Coll. , On Compensation for Pain and Hardship in Social Involvement, as

amended

Government Regulation No. 361/2007 Coll. , Occupational Health Conditions, as amended - in particular:

- risk factors in working conditions and minimum measures to protect an employee
- lighting
- heat load, cold load
- protective drinks
- ventilation, air conditioning
- physical load and space requirements
- health risks of manual handling of loads
- work at a forced pace, mental strain
- health risks of imaging units
- measures to protect the health of employees, use of PPE
- hygiene requirements for workplace equipment
- water supply
- sanitary and auxiliary facilities

Government Regulation No. 378/2001 Coll., laying down more detailed requirements for the safe operation and use of machinery, technical equipment, instruments and tools

Government Decree No 11/2002 Coll. , laying down the appearance and location of safety signs and the introduction of signals, as amended

Government Regulation No 101/2005 Coll. , On More Detailed Requirements for Workplaces and the Working Environment

Government Regulation No. 591/2006 Coll. , On Detailed Minimum Requirements for Occupational Health and Safety at Construction Sites, including Appendices

Government Regulation No 362/2005 Coll. , On More Detailed Requirements for Health and Safety at Work in Workplaces with a Risk of Falling from Height or to Depth (except for climbing and scaffolding equipment)

Act No. 22/1997 Coll. , On Technical Requirements for Products and On Amendment and Supplementation of Certain Acts, as amended

- declaration of conformity

Act No. 174/1968 Coll. , On State Professional Supervision of Occupational Safety (SPS), as amended

Government Regulation No 201/2010 Coll. , On the Method of Recording, Reporting and Sending Accident Records

Government Decree No. 495/2001 Coll. , establishing the scope and detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting equipment

List of Personal Protective Equipment (Rector's Directive)

- familiarisation with the use of PPE, PPE registration
- liability for injury or damage to health due to failure to wear PPE

Decree No. 48/1982 Coll., laying down the basic requirements for ensuring the safety of work and technical equipment, as amended, in particular:

- treatment and processing of materials, metalworking and woodworking
- pressure equipment

- gas compression and cooling
- electrical equipment
- tools and working aids
- hazardous substances and hazardous radiation
- gas equipment

Act No. 350/2011 Coll. , On Chemical Substances and Chemical Mixtures and On Amendments to Certain Acts (Chemical Act)

Decree No. 50/1978 Coll. , On Professional Competence in Electrical Engineering, as amended

- §3 and §4 persons familiar with and instructed in the use of electrical equipment
- permitted handling by persons instructed and familiar with the handling of and working with electrical equipment
- bulb replacement
- replacement of fuses
- operation, switching off and on of electric equipment and appliances
- relocation of moving feeders and cord lines
- organisational guidelines
- el. appliances checks
- protection against the risk of electric shock

Government Decree No 168/2002 Coll. , laying down the organisation of work and working procedures which the employer is obliged to ensure when operating transport vehicles

Act No. 361/2000 Coll. , On Road Traffic and On Amendments to Certain Acts (Road Traffic Act), as amended

Act No. 247/2000 Coll. , On the Acquisition and Improvement of Professional Competence to Drive Motor Vehicles and On Amendments to Certain Acts, as amended

Decree No. 30/2001 Coll. , implementing the rules of road traffic and the regulation and control of road traffic, as amended

Decree No 288/2003 Coll. laying down the work and workplaces prohibited for pregnant women, breastfeeding women, mothers up to the end of the ninth month after childbirth and minors, and the conditions under which minors may exceptionally perform such work for the purpose of preparing for a profession

Decree No. 85/1978 Coll. , On Inspections, Revisions and Tests of Gas Equipment, as amended

Decree No. 91/1993 Coll. , On Ensuring Occupational Safety in Low-Pressure Boiler Rooms

CSN -

- | | |
|-----------------------------|---|
| EN 501 10-1 (2) ed 2 | - Operation and work on electrical equipment |
| 33 1500 | - Electrotechnical regulations, Inspections of electrical equipment |
| 33 1600 ed.2 | - Inspections and checks of el. appliances during use |
| 65 0201 | - Flammable liquids - Production, storage and handling areas |
| 26 9030 | - Handling Units - Principles for design, safe handling and storage |
| 69 0012 | - Stable pressure vessels, operational requirements |
| ISO 3864-1 to 4 | - Graphic signs - Safety colours and safety signs |

The record of periodic training of employees in Appendix 1.1 is only informative and must be adapted to the individual workplace. Forms for the training of senior staff are available from the OHS Officer.

Appendix 1.1



Slezská univerzita v Opavě

Attendance list

employee training to ensure health and safety at work

It is conducted once every two years with a final oral examination

I confirm that I have been fully informed about occupational health and safety issues and that the specified training content has been followed.

Serial number	Name and surname of trained persons	Function - Unit (department, workplace...)	Trained person's signature

Name and surname of the trainer	Number of the document authorising the training	Signature of the trainer

In, on

Appendix 2

Traumatology plan

1. INTRODUCTORY PROVISIONS

- Providing first aid covers all life and health threatening conditions.
- Workplaces must have a first aid kit, which must be equipped to take account of the risks of the activity being carried out. The contents and equipment shall be the responsibility of a relevant senior staff member .
- Timely, correct in scope and quality first aid can then not only limit the consequences of an injury, but also prevent an immediate threat to life.

2. ACTIVITIES THAT MUST NOT BE CARRIED OUT WHEN GIVING FIRST AID

- Taking off the clothes of the wounded person (exception is the burning by alkalis and acids)!
- Pressing exposed bone fragments from open fractures into the wound!
- Removing protruding foreign bodies from wounds!
- Forcibly changing the position of the wounded!
- Sprinkling antibiotic powders, applying ointments or pouring disinfectant solutions on wounds and burns!
- Finding out the depth of the wounds!
- Leaving the injured unattended!

3. FIRST AID INSTRUCTIONS

UNCONSCIOUSNESS

Causes

Brain damage, blood loss, lack of oxygen, chemical changes in the blood or drug overdose.

Danger

The main danger in unconsciousness is the obstruction of the airway, either by a flaccid tongue or by the inability of the unconscious person to cough and expel vomit or foreign matter from the throat.

First aid

First, see if the unconscious person is breathing. If not, start [mouth-to-mouth](#) resuscitation. If they are breathing, but breathing is noisy or raspy, check by examining the mouth with your hands to see if there is any obstruction deep inside. Once normal breathing has occurred, loosen tight clothing around the casualty's neck and chest. Place the casualty in a [stabilized position](#). If possible, place a blanket under them and cover them with another. Try not to leave the patient unattended until medical assistance arrives.

WARNING: if unconsciousness follows a fall or car accident and there is a possibility of spinal injury, do not place the victim in a stable position, except in the case of vomiting. In this case, try not to bend the spine of the casualty.

Stabilized position



RESPIRATORY ARREST

Causes

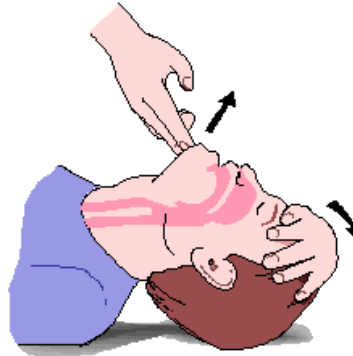
Respiratory arrest can occur after falling into water, being electrocuted or after ingesting poison.

First aid

If you find someone unconscious and not breathing, the first thing to do is to try to restore breathing by mouth-to-mouth breathing. This must be started before medical assistance is summoned and before treating any other injuries except choking. Mouth-to-mouth breathing is possible for adults and bigger children, but for smaller children the procedure described below should be used.

Reviving a bigger child or an adult

1. Lay the person on their back on a hard mat, support the neck from behind with your hand and roll the person's head back. Use your finger to examine the mouth and remove any obstruction blocking the airway.
2. Close the casualty's nose by pinching it with your fingers, take a deep breath and press your mouth around the mouth of the person being treated. Exhale forcefully 4 times into the lungs of the person being revived.
3. Continue to exhale into the airway of the casualty every 5 seconds. After each exhalation, move your mouth away from the casualty's mouth and watch the air escape from the lungs and the chest wall drop.



Reviving young children

1. Lay the child on their back and clean the oral cavity as for an adult.
2. Tilt the child's head slightly, inhale, and cup the child's mouth and nose with your mouth. Exhale gently into the child's lungs.
3. Pull your mouth away and watch the chest wall drop as the air escapes from your lungs. Repeat breathing into the child's lungs every 2 to 3 seconds until the child starts breathing on their own or medical help arrives.

Reviving by mouth-to-nose breathing

Facial injuries can make mouth-to-mouth breathing impossible. In these cases, proceed as follows: lay the casualty on their back, quickly clear the oral cavity of foreign objects, then slightly tilt the casualty's head. Take a deep breath and press your mouth around their nose. Close their mouth by lifting their chin. Exhale forcefully into the nose of the person being treated. Pull your mouth away and relax the chin of the casualty to allow air to escape. Repeat as for mouth-to-mouth breathing, every 5 seconds.

BLEEDING

Bleeding is always disheartening, whether it is from a cut or other wound. It should be treated immediately and calmly. Consider the bleeding serious:

When blood spurts heavily from the wound.

When the loss is estimated to be greater than 250 ml (1/4 litre).

When bleeding lasts longer than 5 minutes.

Heavy bleeding

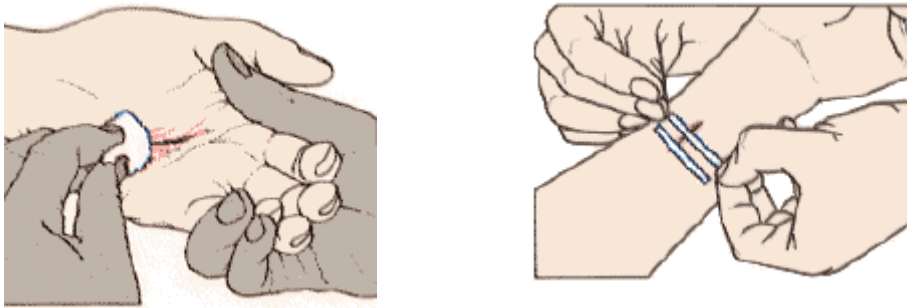
With a small injury, the bleeding stops on its own, within a short time. In a severe injury, the blood drains so freely that it doesn't clot. Your main job is to slow the flow of blood so that it can clot and so close the damaged blood vessels in the wound. Slowing the bleeding is achieved by applying pressure at the wound site and raising the injured limb above the level of the heart. Do not try to wash the wound with water or disinfectants. Seek medical treatment immediately after first aid.

How to stop a heavy bleeding

1. Lay the casualty down and lift the affected body part.
2. Remove easily accessible small foreign bodies, such as glass fragments, but do not attempt to remove embedded foreign bodies.
3. Press the gauze pad firmly on the wound, holding the gaping edges together. If there is an object embedded in the wound, do not apply direct pressure.
4. Keep pressure on the wound by tying the gauze pad firmly with a bandage or a strip of cloth.
5. When blood seeps through the dressing, we do not remove it, but roll additional gauze pads and a bandage so that it sticks firmly with the original dressing.

Minor injuries and abrasions

Bleeding from a small wound helps clean the wound and usually stops on its own within a few minutes. Pressing a clean gauze pad on the wound for a few minutes helps stop the bleeding. Once the bleeding has stopped, clean the edges of the wound outwards by gentle gauze pad touches. It is not necessary to clean the centre of the wound itself. Small wounds and even larger abrasions heal best when they are not covered. Any cut longer than 1 cm needs stitching to prevent scarring. Ask your doctor or the accident and emergency department if the wound needs stitches if it is very dirty or if it is a deep stab wound, e.g. from a nail.



Treatment of small incision wounds

Clean the edges of the wound outwards. Use a clean gauze pad for each stroke. Soak the gauze pad in disinfectant, but do not put disinfectant directly into the wound. Small cuts heal best covered. If the edges are gaping, pull them together and tape one or two strips of patch over them.

Stab wounds

A deep wound caused by a dirty object, such as a rusty nail or an animal tooth, carries a high risk of infection, as the dirt is buried deep in the tissue and the wound bleeds too weakly to wash it out. If a deep wound is accompanied by dullness, tingling or weakness in the injured limb, nerves or tendons may be damaged. So antibiotics and anti-tetanus injections are in order for all deep wounds, unless the patient is vaccinated against tetanus.

SHOCK

Shock is a life-threatening condition caused by severe trauma, major blood loss, burns, or extensive infection. Its main feature is a dramatic drop in blood pressure. Shock is suspected when the affected person is pale, sweaty and sometimes dazed or confused immediately after the injury. A person in shock requires prompt medical attention. Do not give food or drink!

First aid

Place the casualty in shock lying on their back with their legs propped up. Loosen constricting clothing and cover the patient to keep them warm! Try to calm them down.



ELECTRIC SHOCK

Electric shock can lead to unconsciousness and respiratory arrest. Deep burns are produced at the point of entry into the body. There may be internal damage. Always seek medical treatment, even if the victim appears to have suffered only a minor burn.

First aid

First, turn off the power or break the contact between the affected person and the electrical conductor. Do not try to drag the injured person yourself as you could be electrocuted yourself. Instead, try to remove the conductor with a tool such as a wooden broom handle, etc. See if the casualty is breathing, if not, start [mouth-to-mouth](#) resuscitation immediately. You can continue for up to half an hour! As soon as the casualty starts breathing on their own, treat the burns, place them in a stable position and arrange medical treatment.

BURNS

Burns can be caused by fire, vapours from hot liquids, electricity, corrosives (chemicals). When treating burns, first remove the cause, e.g. move the victim away from the fire. The affected area should then be intensively cooled, e.g. by immersion in cold water or by holding it under a running tap. NEVER put any ointment or cream on the burn and do not puncture any blisters. Seek medical treatment immediately after first aid when a large part of the body is affected, when the skin is cracked, charred and the casualty is in severe pain. Even small burns on the face or hands can cause scarring, so always seek medical treatment immediately in these cases.

Minor burns and scalds

Burns and scalds can be treated at home in cases where they do not affect the deeper layers of the skin and are small in extent, even in cases where blisters form. Sunburn is considered to be this type of burn. Superficial burns are very painful, so first aid is mainly aimed at cooling the affected part of the body. If possible, the burned part is held under water or under a stream of tap water for at least ten minutes, or until the pain subsides. Do not puncture any blisters! If they are in an area where they can be scraped off by rubbing clothes, cover them with a gauze pad and bandage. Do not put any ointment, grease or cream on the burn. The exception is a mild sunburn, which can be improved with chamomile ointment or Panthenol foam.

First aid

1. Remove any part of the clothing soaked in hot grease, hot water or chemicals from the burned area of the body before it adheres firmly to the burn. Do not remove dry burned clothing residue from the burn.
2. Immerse the burned part in cold, preferably running water for at least 10 minutes. If the extent of the burn is large, cover it with a clean towel or sheet soaked in cold water.
3. After the burn has cooled, cover it with a clean, dry dressing. Do not use cotton wool or other "hairy" materials. If you are taking the casualty to the hospital, do not apply any dressing as each removal of the dressing causes additional pain.
4. Prop the burned limb up and give the casualty sips of cool water if they are conscious.



POISONING

Chemical poisons (including household cleaners, paraffin, kerosene, polishes and paints)

1. If the casualty is conscious, give them a full glass of water to drink.
2. DO NOT try to induce vomiting! If the sufferer vomits on their own, hold their head in a prone position so that they cannot inhale the chemicals from the vomit.
3. If the casualty loses consciousness, place them in a stable position; if they stop breathing, start [mouth-to-mouth](#) resuscitation.
4. Get medical help as soon as possible.

Drugs, alcohol, poisonous plants and their fruits

1. If the casualty is conscious, you can try to induce vomiting.
2. Do not administer anything by mouth during unconsciousness! Place the casualty in a [stable](#) position, perform mouth-to-mouth breathing in case of respiratory arrest.
3. Get medical help as soon as possible!

How to induce vomiting

Never try this with an unconscious person! Also not where chemicals such as kerosene, paraffin or cleaning products have been swallowed. Do not try to induce vomiting by giving salt water or sticking your finger down the throat. In other cases, 15 ml (3 teaspoons) of ipecacuanha syrup, washed down with two glasses of water, may be used. If this procedure does not result in vomiting within 20 minutes, it may be repeated once more. As soon as the casualty starts vomiting, keep their head down to avoid choking or inhaling vomit.

BONE INJURIES - FRACTURES

All fractures require gentle handling and careful treatment to avoid injuring the surrounding tissues and organs (muscles, blood vessels and nerves).

Symptoms

limb deformity
open fractures - bone fragments
unnatural mobility
pain
swelling, blood effusion.

First aid

1. The basic rule is perfect fixation = immobilization of the broken bone - this will prevent further complications (bleeding) and significantly reduce pain.
2. You must always immobilise the joint above and below the fracture.
3. When treating an open fracture, be sure to be sterile - always apply a sterile dressing to the wound.
4. You can also treat it improvisationally - by tying the lower limbs tightly together, fixing them with a blanket, attaching a wrapped stick or branch, using clothing, etc.

Immobilization of fractures in the upper limb with the help of scarves and splints.

JOINT INJURIES

First aid

1. Cool the injured joint to reduce swelling and pain.
2. Lock the joint in the position in which it is set.
3. Never try to fix a joint!

INSECT BITES AND STINGS

Animal bites

If you are bitten by a dog, cat or horse, seek immediate medical treatment as most of these wounds are infected and must be treated quickly. If bitten by an unknown animal, a rabies vaccination is usually necessary, or in the case of unvaccinated persons, a tetanus injection or stitching of the wound.

Snake bite

In most cases, snakebites are not dangerous. However, it can be life-threatening to a young child. If you are bitten by a viper (venomous snake), wash the area around the wound, give paracetamol to relieve the pain, and if it is a child, keep them calm. Seek immediate medical attention.

Insect bites and stings

Bites and stings from common insects, such as mosquitoes, cause local itching, redness and swelling. If stung by a bee or hornet, first try to remove the sting from the wound with a clean fingernail or the tip of a knife. Watch for signs of anaphylactic shock.

Anaphylactic shock

Rarely, an individual may be hypersensitive to a particular type of insect bite or sting. When repeatedly affected by this type of insect, a severe allergic reaction, known as anaphylactic shock, may occur. Symptoms include breathing difficulties (as a sign of airway narrowing) and other signs of [shock](#). If these symptoms occur immediately after an insect bite or sting, call for emergency medical help.

4. IMPORTANT TELEPHONE NUMBERS

<i>Medical rescue service</i>	155
<i>Police of the Czech Republic</i>	158
<i>Firefighters</i>	150
<i>European emergency number</i>	112

Appendix 3

Ensuring public safety inspections and occupational health and safety

The conduct of occupational health and safety audits is governed by an order of the Rector issued prior to the start of the audit. Content of the order:

1. Determination of the scope of OHS audits.

2. Schedule of OHS audits.

3. Preparation and organisation of the audits. Identification of staff responsible for carrying out the audits in the designated sections. The Rector appoints a central auditing committee to prepare and carry out OHS audits. The Bursar shall be the chairman of the commission. The Bursar shall decide whether the central auditing committee shall carry out the OHS audits or whether sub-auditing committees shall be appointed.

The actual physical inspection of the workplaces will be attended by the OHS Officer and representatives of the individual units responsible for the operation of the workplaces (facility managers).

The relevant senior staff of the inspected workplaces, together with members of the Basic Organisation of the University Trade Union (BO UTU), will be informed of the dates, focus and scope of the public audits at least one week in advance so that they can participate in the audits of their workplaces if they wish.

Audit and inspection outline

A. As part of the public health and safety audits, a preventive fire inspection of all buildings will be carried out at the same time.

B. Prior to actually conducting the audits and inspections, the designated committees shall check that:

- defects from previous audits, inspections and checks of OHS and FP, checks of the state professional supervision bodies (RLI, RPHA, FB ...) and checks of the UTU trade union were eliminated within the set deadlines;
- a list of hazardous workplaces and the number of employees in them is prepared.

C. The auditing will focus on:

- binding topics;
 - compensation for occupational accidents and diseases;
 - ensuring and carrying out revisions of electrical and other equipment;
- recommended topics;
 - verification of the professional competence of employees in special professions (e.g. tests and examinations of electricians, drivers, welders, etc.).

D. Processing the results of OHS audits and FP inspections

- a) Partial records will be made of the OHS and FP inspections at the workplaces, which will include the identified defects.
- b) A list of deficiencies will be compiled from the partial records and discussed by the central auditing committee. This committee will propose deadlines by which the deficiencies will be corrected and the staff (professional units) responsible for their correction. The deficiencies will be included in the deficiency elimination schedule. The schedule shall include the following:
 - place of detection (facility, workplace, equipment)
 - description of the defect
 - method of removal
 - date of removal
 - (department, name of employee) is responsible for rectifying the defect.

- c) Classification and reporting of defects. The objective assessment and evaluation of the performance of tasks in the area of mandatory care for the provision of OHS and FP must result in specific measures to improve the care for OHS and FP. The list of defects prepared (i.e. also the schedule) includes those defects that may cause work accidents or otherwise endanger the health of employees and technical or technological failure of the building and equipment. Their immediate removal must be ensured or the source of the hazard decommissioned. If the decommissioning would cause major damage, the facility may be operated only if corrective measures are taken to eliminate the imminent danger to employees, students and facilities.

Appendix 4

Guidelines for inspection activities in the OHS field

All authorised persons shall carry out inspection activities at least 1 x every three months at the sites for which they have been authorised. They are obliged to keep records of the inspections carried out in the 'Fire Book'.

Recommended focus of the audit activity by the authorised persons

- 1) Technical level and equipment of workplaces
 - a) the condition of buildings, stores and roads, and the condition and use of instruments and tools;

- b) lighting, heating, ventilation at workplaces;
 - c) mechanisation and automation equipment to eliminate excessive physical effort, monotony and one-sidedness of work.
- 2) Provision of personal protective equipment
- a) the actual provision of such personal protective equipment;
 - b) the condition, suitability and quality of the personal protective equipment allocated;
 - c) checking that they are being used properly and efficiently at work.
- 3) Hygienic, medical (first aid kits in the receptions and workshops) and sanitary facilities
- a) the equipment, maintenance and cleaning of such facilities;
 - b) the allocation of washing and disinfecting agents;
 - c) order and cleanliness of workplaces;
 - d) provision of first aid for accidents.
- 4) Organisational and educational measures
- a) examination of employees in special professions;
 - b) compliance with the non-performance of work prohibited to women and minors;
 - c) compliance with the regulations on breaks, overtime and the implementation of measures to reduce overtime.

Appendix 5

Implementation of Decree No. 50/1978 Coll., On Professional Competence in Electrical Engineering

Part I

Decree No. 50/1978 Coll., On Professional Competence in Electrical Engineering, as amended (hereinafter referred to as "Decree No. 50") establishes the degrees of professional competence of employees involved in the operation of electrical equipment or work on it, designing such equipment and managing its operation. It also lays down the conditions for obtaining the qualification and the

obligations of organisations and employees in relation to this qualification.

Electrical equipment is defined as that which may endanger life, health or property by electric current and equipment designed to protect against the effects of atmospheric or static electricity.

The purpose of this Appendix to the Directive is to clearly elaborate the obligations arising from the above mentioned decree into the University's conditions and thus create conditions for their timely fulfilment.

Part II

Classification of employees into qualification groups

The assignment of an employee to a specific qualification group (§ 3 - 11 of Decree No. 50) allows each employee to be assigned only to a specific activity, to manage the activity, to design independently, to manage the design or to carry out revisions on electrical equipment.

According to the job description of each post, the grades are assigned as follows:

- electrical designers § 10;
- assembly foreman § 7;
- electrical maintenance workers (by education and experience) § 5, 6;
- mechanic (technician) of low-current equipment (by education and experience) § 5, 6.

The breakdown structures are indicative and it is possible that some posts are not included in the above breakdown. In such cases, the electrical inspection technician will decide whether to take the test. equipment, or the employee for ensuring the safety of electrical equipment, or the OHS Officer if they have an electrical engineering background.

All other employees not listed in the preceding breakdown must meet the qualification requirements of Section 3 of the Decree. These employees will be trained and re-examined in recurrent OHS training and may only operate electrical equipment. If the employees might come into contact with HV or VHV equipment or work with electrical equipment in difficult working conditions (outdoors, in damp areas, etc.), the direct supervisors of these employees will decide to change them to employees instructed in accordance with Section 4 of the Decree No. 50.

Even an employee who does not meet the requirements of Section 10 of the Decree No. 50 may be entrusted with designing at the University, but they have to have the required expertise and be guided and supervised in the design by an employee in accordance with Section 10. This employee must proof-check all projects and is responsible for their accuracy.

Testing according to § 7 of the Decree No. 50 must also be held by an employee who, in the absence of the employee referred to in § 10, substitutes for the employee. In the case of employees in the construction and maintenance of installations who only carry out auxiliary work and have no training in electrical engineering, instruction in accordance with Section 4 of Decree No. 50 shall be sufficient.

Part III

Examinations and re-examinations

Deadlines

The familiarisation of employees and the verification of their knowledge is always periodic and only the timely fulfilment of the set deadlines ensures that the competence requirements are met.

The following mandatory deadlines are set within the University for familiarisation and verification

of their knowledge:

§ 3 - Employees familiarised
the date of training is determined by binding regulations in the field of regular OHS training, i.e. once every two years,

§ 4 - Employees instructed
at least once every 3 years, the period of a year being the period from the date of the examination.

Only employees with an electrical engineering background can obtain additional levels of competence:

§ 5 - Knowledgeable employees

§ 6 - Knowledgeable employees with higher qualifications

§ 7 - Management Staff

§ 8 - Employees for managing operations and activities as contractors

§ 10 - Design and project management employees

at least 1 x per 36 months, provided that the revalidation must be completed by the date indicated on the last certificate.

These time limits are not to be exceeded and the directly superior senior staff member is responsible for compliance with them.

A knowledgeable employee (§ 5) may only qualify for independent operation (§ 6) after one year (activities with equipment up to 1000 V) or two years (activities with equipment above 1000 V) of experience on the relevant type of equipment.

Familiarisation, instruction, training and practical training

§ 3 - familiarisation shall be carried out by the immediately superior senior employee in the framework of OHS training of employees.

The demonstrable training record must comply with the mandatory regulations on OHS training, which must include regulations on the handling of electrical equipment to the extent that employees come into contact with it in the course of their work activities. Practice is not prescribed.

§ 4 - the instruction and verification of the employee's knowledge shall be carried out by a competent senior staff qualified in accordance with § 6 to 9 of the Decree No. 50, with knowledge verification to be carried out after a training session of 1 to 3 days depending on the complexity of the equipment.

A verifiable record of the instruction and verification of knowledge must be made (on request to the OHS Officer). Practice is not prescribed.

§ 5 - training (familiarisation with the regulations, practical training) and testing is carried out by a senior employee qualified in accordance with § 7 to 9 of the Decree No. 50.

The practical training period shall be set at a minimum of 14 days and a maximum of one month, taking into account the specific conditions of the workplace and the equipment on which the employee is to work.

During the period of practical training, the employee must work under the supervision of a supervisor or an employee authorised by them with qualifications in accordance with Sections 6 to 9 of Decree No. 50. No other work practice is prescribed.

A record of the training and examination shall be made by the relevant senior staff member.

Examination committee

Re - examining of employees with qualifications according to §§ 6 to 8 and 10 of the Decree No. 50 shall be carried out by a three-member committee on the basis of an application for examination, this service shall be provided by a contractor.

Evaluation of results, exam report and certificate

The exam report and a copy of the certificate shall be kept in the personnel file of the employee, the relevant senior employee and the OHS Officer.

Notification obligation

The University is obliged to announce the date and place of the examinations for §§ 7, 8 and 10 of the Decree No. 50 to the locally competent occupational safety inspectorate at least 4 weeks before they are held. In addition, the place and date of the examinations referred to in Sections 8 and 10 must also be notified to the relevant distribution plant of the power utility by the same deadline. The OHS Officer is responsible for ensuring that these dates are met.

Organisation of examinations

Re-examination of all employees must be in accordance with the Decree No. 50 periodic.

The re-examination of professional qualifications pursuant to Section 6 shall be carried out in front of the committee and the actual exam shall always be preceded by training in the applicable regulations. A record shall be made of each test, instruction or familiarisation, which shall contain the prescribed particulars in such a way as to satisfy the evidentiary requirements of Article 17 of CSN 34 3100.

In addition, the record must clearly define the scope of the employee's entitlement that they have obtained as a result of the exam (voltage, type of equipment, class of facility, etc.).

The validity of the examination and the organisation of the examination shall be the responsibility of the employee's direct supervisor.

Employees listed in this Appendix must be physically and mentally fit and have a valid occupational health examination. A medical certificate of fitness for work (for persons with an electrical engineering background) shall be submitted by the employee before the examination. The medical certificate of fitness for work shall be kept in the employee's personal file and with the OHS Officer after the exam.

The time limits for periodic re-examination of employees pursuant to Sections 5 to 11 shall be three years. The validity of the re-examination shall be exactly from the date of the examination for a period of three years. In the event that for any reason the three-year deadline cannot be met, the employee must be issued with a written prohibition on electrical work before the expiry date of the examination and an employee must be designated who will be responsible for the employee's professional activities.

Record of re-examination and a certificate according to the Decree No. 50 § 5, 6, 7, 8, 9 and 10 shall be submitted to the OHS Officer, who, after checking the details, shall forward them to the employee's personnel file.

Qualification according to § 9 of the Decree No. 50

In case of the examination according to § 9 of the Decree No. 50 (electrical equipment inspection

technician), the employee prepares by self-study or by an organised course. If they meet the requirements of Art. 50 (education and relevant experience), the Bursar sends the application form for the examination (Technical Inspection Institute form) to the locally competent Technical Inspection Institute (hereinafter referred to as 'TII'). This supervisory authority shall invite the staff member to sit the examinations on the specified date. In this case, it is absolutely necessary to attend the tests and to submit all the documents required by the competent TII.

Part IV

Determining the qualification of employees according to Decree No. 50 must be based on the job description or the work activity performed by the employee. If their job description involves in any way any el. equipment, the required qualifications must be decided in accordance with point 2 of this Appendix to the Directive.

All senior staff of the University are required to ensure the ongoing performance of the tasks listed in this Appendix to the Directive. If the qualifications of staff under their supervision do not comply with the provisions of this Directive, they shall arrange for the necessary review immediately in accordance with Part II of this Appendix.

Appendix 6

Implementation of CSN 33 1600 ed.2

Introductory provisions

This Appendix to the Directive is drawn up in accordance with Section 101(1) of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the LC), Section 4(1)(c) of Act No. 309/2006 Coll, regulating further requirements for occupational health and safety in employment relationships and for ensuring health and safety in activities or services outside employment

relationships (Act On Ensuring Further Conditions for Occupational Health and Safety), Government Regulation No. 378/2001 Coll., laying down more detailed requirements for the safe operation and use of machinery, technical equipment, appliances and tools, ČSN 33 1600 ed. 2 - Inspections and checks of electrical appliances during use, and other related regulations.

1. purpose of the Appendix

- definition of the types of power hand tools and appliances to be inspected,
- the introduction of checks on power hand tools, appliances and moving leads during their use,
- indicating the procedure and keeping a record of the checks and inspections carried out.

2. Implementation of ČSN 33 1600 ed2 at the Silesian University in Opava

All senior employees at all levels of management are obliged to ensure regular checks and inspections of tools and appliances that are part of the workplaces under their management in accordance with the ZP . and the Rector's directive.

At the University, inspections of portable tools and appliances are carried out by University employees with the appropriate electrical expertise in accordance with Decree No. 50/1978 Coll.

Duties of senior staff in the implementation of the above CSNs:

- a) ensure that records of portable power tools and el. appliances in the "books" issued for this purpose (this is an electronic database, which is administered by the employee concerned, carrying out checks and inspections of appliances and where individual appliances can be printed from this database in paper form) of checks and inspections of the said electrical appliances. These "books" (paper form) are available from the heads of the technical and operational departments of the individual units of the University, belong to the documentation of the respective departments and must be kept in accordance with ČSN 33 1600 ed2., including the scope of checks and inspections of electrical appliances. of appliances in accordance with the relevant standards,
- b) to complete the data in these books (name of the workplace and the responsible person /relevant senior employee) and to complete the list of tools or appliances that are present or installed at the relevant workplaces,
- c) to ensure that the heads of the technical and operational departments carry out checks (if the relevant head of staff has a member of staff who has the appropriate electrical qualification /e.g. § 4 of Decree No. 50/1978 Coll./, they shall instruct this member of staff to carry out regular checks of these tools or appliances) and inspections of tools or appliances within the time limits specified in the regulations (see below),
- d) prepare, in agreement with the heads of the technical and operational departments, the conditions for carrying out revisions or inspections of these appliances and tools,
- e) Ensure that defects from the checks and inspections carried out are rectified by the relevant senior employee within the time limits specified in the technical regulations.

4 Classification of electrical appliances by use

- Group A** - Appliances provided on a rental basis to another operator or direct user.
Group B - Appliances used outdoors (on construction sites, agricultural work, etc.).
Group C - Appliances used in indoor industrial and craft activities.
Group D - Appliances used in publicly accessible areas (schools, clubs, hotels, internet cafes, etc.).
Group E - Appliances used in administrative activities.

NOTE Grouping does not affect the actual inspection process. It is important for the operator to determine the periods between inspections as given in Table 1. If the inspector is not aware of the group to which the appliance being inspected is assigned, this does not prevent him from carrying out the inspection properly.

5 Carrying out checks and inspections of electrical appliances

Inspections of unattached electrical appliances (inspection during the check of the electrical appliance or running test) are carried out by the user before use. The term 'before use' for group D appliances refers to the start of an activity (e.g. teaching in school etc.) or before being made available to another user (e.g. another guest in a university dormitory room etc.).

The user must be instructed on how to carry out this activity (the instruction does not apply to accommodated students, guests, etc.).

NOTE For the purpose of Government Regulation No. 378/2001 Coll., the manufacturer's or supplier's instructions contained in the accompanying documentation or the local operating safety regulation are used for this instruction.

Inspection of electrical appliances is provided by:

- 1) Operator (in the case of a long-term lease, their user)
 - a) always at each suspected or detected fault (e.g. suspected damage by electricity, impact, fluid, etc.) to check their condition from the point of view of protection against electric shock,
 - b) periodically within the time limits specified in the regulation (see Table 1).
- 2) Repairman always after repairing them.

Periodic inspection time limits for hand-held and unfixed electrical appliances are set out in Table 1.

Table 1 - Periodic inspection time limits for non-attached appliances

Group of electrical appliances	Unattached appliances held in the hand (Articles 3.2.4 and 3.2.5 of CSN 33 1600ed2, including electric hand tools)	Other unattached appliances (Article 3.2.2 of CSN 33 1600 ed2)
A	Prior to release to the operator or user and then by their use group (Article 5.2, point 1 of CSN 33 1600 ed2)	

B	Class I	1 × per 3 months	1 × per 6 months
	Classes II and III	1 × per 6 months	
C	Class I	1 × per 6 months	1 × per 24 months
	Classes II and III	1 × per 12 months	
D	Class I	1 × per 12 months	1 × per 24 months
	Classes II and III	1 × per 12 months	1 × per 24 months

NOTES

1 The first periodic inspection shall be carried out not later than the time limit given in Table 1 after commissioning.

2 In the case of very frequent use of hand-held power tools (e.g. the tools are used for more than 250 operating hours per year), shorter periodic inspection time limits should be specified in the local operating safety regulations.

3 Checks and inspections time limits also apply to electrical appliances, even if they are rented on a long-term basis.

4 Checks and inspections also apply to extension and detachable leads. Where the lead contains a protective conductor, its integrity and resistance shall be checked and the time limits for appliances of protection class I shall apply.

5 For extension leads, the same time limits as those specified for hand-held appliances shall apply in determining the periodic review periods. For detachable leads, the same time limits as for the appliance with which they are used shall apply when setting the periodic review periods.

6 Electrical appliances operated within the warranty period (set by law, the manufacturer or the seller) shall be revised only to the extent that their design does not require intervention. The inspection shall be carried out in accordance with 6.3.1 and measurements of the electrical parameters shall also be carried out. The date of the first inspection shall be calculated from the date of commissioning.

7 For appliances of protection class I and for extension and detachable leads, it is recommended to check the continuity of the protective conductor before commissioning.

8 The time limits of periodic reviews may be set differently based on risk analysis.

The time limits for regular inspections of fixed electrical appliances are the same as those for inspections of electrical installations and follow the time limits specified in CSN 33 1500.

6 Scope of checks and inspections of electrical appliances

When carrying out checks and inspections of electrical appliances, the relevant requirements contained in the accompanying documentation containing the manufacturer's instructions for the installation, handling, repair, maintenance, initial and subsequent checks and inspections of

appliances, as well as instructions for the possible replacement or modification of parts of the equipment, must be respected so that it can be reliably verified that the checked and inspected appliance complies with the manufacturer's accompanying technical documentation and is in a condition that does not endanger the safety of persons, animals or property.

The scope of checks and inspections of electrical appliances is given in Section 6 of CSN 33 1600 ed2

Table 2 - Insulation resistance values

<i>Appliance protection class</i>	Insulation resistance of appliances held in the hand during operation MΩ	Insulation resistance of appliances not held in the hand during operation MΩ
I	2	heat input above 3,5 kW others
II	7 ¹⁾	2
III	0,25	0,25
Extension and detachable leads		Between the veins, or between the veins and the sheath, if conductive

NOTES

1) For luminaires, a value of 4 MΩ is sufficient.

2) The use of these appliances is assumed to be indoors only with external influences normal to the space. The condition that the insulation resistance of these appliances shall not be less than 0,3 MΩ need not be fulfilled if these appliances meet the condition for the limit value of the current flowing through the protective conductor according to 6.6. These appliances are then deemed to be compliant.

7 Evaluating the results of electrical appliance inspections and checks

Checks

The operator of the electrical appliance shall make the user demonstrably aware of the scope of the checks on the relevant appliances in use.

The familiarisation must be carried out each time the relevant electrical appliance is handed over to the user and repeated according to the operator's internal regulations.

In the event that a faulty condition is found, the electrical appliance in question shall be taken out of use and visibly marked. The operator shall be notified immediately.

It can be put back into operation after repair with proof of safe condition by an inspection.

Inspections

In the case of electrical appliances, a document with the following contents is issued for the inspection:

- a) The exact identification of the electrical appliance (name, manufacturer, or serial or inventory number, as appropriate). The appliance being inspected shall be recorded in such a way that the information prescribed below is clearly associated with the appliance concerned.
- b) Date of inspection.
- c) The result of the inspection of the appliance.
- d) The results of the tests carried out (indication of the methods of measurement used and the values found).
- e) Instruments used.
- f) Evaluation of the running test.
- g) An overall evaluation of the condition of the electrical appliance with respect to the safety of persons, animals and property. If the condition of the appliance is unsatisfactory in this respect, a demonstrable instruction to the user on this fact and a proposal for measures to be taken on the basis of the findings shall also be added.
- (h) Proposed timeline for the next inspection. If the inspector is not aware of the use group to which the appliance is assigned, they shall not propose a time limit for the next inspection.
- (i) Name of the inspector.

NOTE It is advisable to keep records of all inspection documents in the scope according to CSN 33 1500 in order to evaluate the development of the detected values with regard to the wear of the appliance and the ageing of the insulation.

The evidence of appliance inspections can be either a separate card for the individual appliance or an inspection report, which is particularly suitable for inspections carried out after repair or modification and for appliances leased to another user (so that a copy of the report can be issued to the user for signature when the appliance is handed over). The inspection report must be signed or otherwise evidenced (e.g. by electronic signature) by the person who carried out the inspection. The inspection document may also be kept in electronic form (on a computer).

Operators of electrical appliances provided to employees for the performance of their activities may document revisions in accordance with their internal regulations, which are demonstrably enshrined in their work or operating rules.

Measuring equipment

Requirements for measuring equipment

General requirements

Only measuring devices that meet the requirements of CSN EN 61010-1 and that also meet the basic requirements of CSN EN 61557-1 may be used for measurements.

The accessories of the measuring equipment must comply with the requirements of CSN EN 61010-031.

When used as intended, the measuring equipment must not endanger the health of the user or of uninvolved third parties.

The operating errors of the measurement functions used shall not exceed $\pm 15\%$ of the measured value within the indicated range or within the range specified by the manufacturer. The errors shall be calculated using the method specified in CSN EN 61557-1.

In measuring devices, galvanic isolation of the measuring circuits from live parts of the network and from the protective conductor of the network shall be ensured during measurements according to 6.4, 6.5 and 6.8 and during differential current measurements according to 6.6.2 and 6.7.2.

For the purpose of the measurement, the protective connection (protective conductor) in the measuring equipment may be interrupted during the measurement, provided that protection against dangerous contact voltages (according to CSN EN 61010-1) is guaranteed by other suitable measures.

Measuring equipment for measuring the resistance of the protective conductor

The measuring equipment shall:

- enable measurements according to figures 1 and 2 of Appendix C of CSN 33 1600 ed2 a;
- meet the conditions of 6.4.1 of CSN 33 1600 ed2;

Measuring equipment corresponding to CSN EN 61557-4 can also be used for the measurement.

Insulation Resistance Measuring Equipment

The measuring equipment shall:

- enable measurements according to figures 3 and 4 of Appendix C of CSN 33 1600 ed2;
- meet the conditions of 6.5.1 of CSN 33 1600 ed2 a;
- the characteristics of the measuring part of the device must comply with CSN EN 61557-2.

Measuring equipment for measuring current through a protective conductor

Measuring equipment:

- shall allow measurements according to Figure 5 of Appendix C of CSN 33 1600 ed2;
- the measured current must be evaluated in rms values;
- the frequency characteristic of the measuring circuit must comply with the standard Appendix A, Figure A1 in CSN EN 61010-1;
- unless other measures prevent the occurrence of dangerous contact voltages on the protective conductor, the internal resistance of the measuring circuit must not exceed $5\ \Omega$;
- protection against electric shock (according to CSN EN 61010-1 and CSN EN 61140 ed. 2) must be ensured by suitable means during the measurement.

A condition for correct measurement is the isolated position of the measured appliance. In order to ensure that this condition is not forgotten, it must be pointed out either by a clear inscription on the measuring device or by an automatic signal before or during the measurement.

Touch current measuring equipment

Measuring equipment:

- shall allow measurements according to Figure 7 of Appendix C of CSN 33 1600 ed2;
- the measured touch current must be evaluated in effective values;
- the characteristics of the measuring circuit of the contact current shall be in accordance with Appendix A, Figure A1 in CSN EN 61010-1, at a measured current value of 0.5 mA;
- if the measuring circuit is erroneously connected to a voltage up to 120 % of the nominal mains voltage, the user must not be endangered and the measuring equipment must not be damaged;
- if the measuring circuit is equipped with overcurrent protection, the equipment of this protection must be clearly evident or must be indicated.

Measuring equipment for measuring the current through the protective conductor and the contact current by the method of differential currents

Measuring equipment:

- shall allow measurements according to Figure 6 and 8 of Appendix C of CSN 33 1600 ed2;
- the measured current through the protective conductor/touch current must be evaluated in effective values;
- the frequency characteristic of the measuring circuit shall be in accordance with Appendix A, Figure A1 in CSN EN 61010-1.

Measuring equipment for measuring the alternate leakage current

The measuring equipment shall meet the following requirements:

- shall allow measurements according to figures 9 and 10 of Appendix C to CSN 33 1600 ed2;
- must meet the conditions of 6.8.1 of CSN 33 1600 ed2;
- the source of the alternate leakage current shall provide a sinusoidal current at a frequency of 50 Hz and its no-load voltage shall not exceed 250 V;
- shall give current values equal to those that would be measured if the electrical appliance being measured were connected to the rated mains voltage through a 2 k Ω load resistor;
- when using a measurement voltage greater than 50 V, the output current of the power supply must not exceed 3.5 mA.

Appendix 7

Rack registration marking

RACK REG. MARKING		
Store Nr.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Rack Nr.: <input type="text"/> <input type="text"/> <input type="text"/>	
No. of columns <input type="text"/>	No. of cells in column <input type="text"/>	Cells load capacity <input type="text"/> Kg



Record of a test to detect the consumption of alcoholic beverages or other addictive substances

at on at o'clock

using (detection device).

Name and surname of the employee under investigation:

.....

- Test result:
- negative ^{x)}
 - positive ^{x)}
 - refused to submit to the test ^{x)}
 - refused to sign ^{x)}

Familiarisation

In the event of a positive test result, the employee under investigation has the right to have blood drawn immediately to determine the actual condition. In the event of a positive blood test result, the employee being checked shall bear the costs involved. In the event of a negative blood test result, the employer shall bear the costs involved, including the employee's loss of wages. In the event of non-exercise of the right to an urgent blood test by the employee under investigation (in the event of a positive test result), this record shall be taken by the employer as evidence of a serious breach of an obligation arising from the legal provisions relating to the work performed by the employee. Similarly, the refusal of the inspected employee to submit to the above-mentioned test or to sign the result of the test shall be considered by the employer as a serious breach of an obligation arising from the legal provisions relating to the work performed by the employee.

.....
signature of the authorised person,
who conducted the test
and familiarisation

.....
signature of the employee under
investigation and familiarisation

.....
signature of the witness

(if the employee under investigation refuses to submit to the test or sign)

^{x)} – cross out as appropriate

ACCIDENT RECORD

fatal	with hospitalization longer than 5	To others	
		Registration number of the record:	

Employer registration number:

Details of the employer at which the accident occurred

1. Name of the employer and its registered office (address); <p style="text-align: center;">Silesian University in Opava Na Rybníčku 626/1 746 01 Opava</p>	2. The main activity (CZ-NACE) during which the accident occurred; <p style="text-align: center;">85.42 - Tertiary education 47 81 30 59</p> 3. The location where the accident occurred: 4. Was the place of injury the regular workplace of the injured person (yes - no): 5. The activity during which the injury occurred:
---	--

B. Details of the employer at which the injury occurred

(Unless it is an employer listed in Part A of the record)

1. Name of the employer and its registered office (address; registration number);	2. The main activity (CZ-NACE) during which the accident occurred: 3. The location where the accident occurred:
---	--

C. Details of the injured worker

1. Name and surname:		Gender:	
2. Date of birth:		3. Nationality:	
		Health insurance company:	
Permanent address:	4. Delivery address		
5. Work classification (CS-ISCO):			
6. Activity during which the injury occurred			
7. Duration of the employment relationship with the employer (years, months)			
8. The affected person is:			
an employee in an employment relationship an employee on the basis of agreements for work performed outside the employment relationship a person performing activities or providing services outside of employment relationships (§12 of Act No. 309/2006 Coll.) student			
Duration of temporary disability due to the accident:		from	to
		total calendar days	

D. Accident data

1. Date and time of accident:	Date of death employee injured in the accident:	2. Number of hours worked before the accident
3.,4. Type of injury / injured body part:		
numerical codes for the type of injury / injured body part		
5. Total number of injured persons:		
6. What was the source of the accident? <i>(multiple sources possible)</i>		
means of transport		Industrial pollutants, chemicals, biological agents
machinery and equipment, portable or mobile		hot substances and objects, fire and explosives
materials, loads, objects (falling, hitting, flying away, impact, overwhelming)		stable machinery and equipment
fall on a plane, from a height, to a depth, sinking		people, animals or natural elements
tool, instrument		other unspecified source
electricity		
7. Why did the accident occur (causes)? <i>(multiple sources possible)</i>		
due to a malfunction or defective condition of one of the sources of injury		for inadequate personal protection of the employee, including personal protective equipment
for poor or inadequate risk assessment by the employer		for violation of work-related regulations or employer's instructions by the injured employee
for defects in the workplace		for unforeseeable risk of work or human error
		other unspecified source
8. Has the accident victim been found to have alcohol or substance abuse? (yes = result)		no
9. Description of the accident, elaboration of the description of the place, causes and circumstances under which the accident occurred: (attach another sheet if necessary)		
10. Indicate what regulations were violated in connection with the accident and by whom, if any, by the time the record is sent (attach another sheet if necessary):		
11. Measures taken to prevent recurrence of the accident:		

E. Statements of the injured employee and witnesses to the accident

Injured employee
Witnesses
Employee representative for OHS
Trade union representative
For the employer job classification

^A date, name, surname, signature ^A

ACCIDENT RECORD – CHANGE REPORT

Registration number of the record:
Employer registration number:

Details of the employer who sent the accident record

1. Name of employer	ID:	
	Address:	

Details of the injured worker and the injury

Name and surname:		Date of injury:	
Date of birth:		The location where the accident occurred:	

Hospitalization of the injured employee exceeded 5 calendar days YES NO

C 9 - duration of temporary incapacity for work due to injury From: _____ to: _____ total calendar days: _____

D 1 - The accident victim died of injuries sustained in the accident on: _____
--

Other records:

Injured employee	date, name, surname, signature
Employee representative for OHS	date, name, surname, signature
On behalf of the trade union	date, name, surname, signature
On behalf of the employer	date, name, surname, signature

Measures to protect against damage caused by tobacco, alcohol and other addictive substances

In accordance with Act No. 379/2005 Coll., On Measures to Protect Against Damage Caused by Tobacco Products, Alcohol and Other Addictive Substances and On Amendments to Related Acts, as amended, smoking is prohibited in all buildings and enclosed areas that are in use and property of the University.

If a person does not observe the prohibition of smoking in the above-mentioned places, even after an operator (Rector, authorised person, building senior staff, OHS Officer or relevant senior employee) has asked them not to continue this behaviour or to leave the premises, the operator is entitled to ask the municipal police or the Police of the Czech Republic to take action to enforce the prohibition.

An employee (student) who violates the provisions of this Appendix to the Directive or the provisions of legislation relating to OHS fulfils the essence of a serious breach of an obligation arising from the legal provisions relating to the work (study) performed according to the related provisions of the LC and the relevant disciplinary regulations.

Taking into account the specific conditions of individual departments of the University, an implementing instruction of the Deans of Faculties and the Director of the MI may be issued to implement this Appendix to the Directive.

Check of compliance with the measures set out in this Appendix is carried out by the Vice-Rectors in the entrusted areas of activity, the Deans of Faculties, the Bursar, the Director of the MI and the OHS Officer, who are responsible for ensuring that all employees (students) are familiar with this Directive and that all employees (students) consistently comply with its provisions.



RECORD

of familiarising employees with the instructions and guidelines of the manufacturer of an electrical appliance¹

Name of the electrical appliance:

Service Number:

Location:

Name of the electrical appliance:

Service Number:

Location:

Name of the electrical appliance:

Service Number:

Location:

Name of the electrical appliance:

Service Number:

Location:

I confirm that I have been familiarised with the manufacturer's instructions and guidelines for the above electrical appliances

¹ If multiple devices are located in the same office, it is possible to list all these devices on one record.

At, on.....