



Rector's Directive No. 18/2013

Occupational Health Examinations

Article 1

Introductory provisions

1. The Directive regulates the procedure for the application of the Act on Specific Health Services, the Ordinance on Occupational Health Services and Certain Types of Post-Assessment Care, which establishes the organization, content and scope of occupational health services and the procedure for assessing fitness for work in the performance of occupational health services according to the jobs categorization at the Silesian University in Opava (hereinafter referred to as the "University").
2. The directive is binding to all University employees.

Article 2

Definition and interpretation of terms

1. Occupational health services – preventive health services, which include the assessment of the impact of work activities, working environment and working conditions on health and the evaluation of health status for the purpose of assessing fitness for work and counselling aimed at protecting health at work and against work-related accidents and diseases.
2. Occupational health service provider – a general practitioner or occupational health provider.
3. Registering occupational health provider - the registering occupational health provider of a job applicant or employee (the employee's treating physician).
4. Contracted occupational health provider - an occupational health provider with whom the University has a contract for the provision of occupational health services.
5. Occupational health examinations - used to determine the state of health and fitness for a particular job.
6. Job categories - jobs are classified into four categories according to the degree of occurrence of factors that can affect the health of the employee and their risk to health. At the University, employees are classified in job categories 1 - 3.
7. Academic staff - are employees of the University who perform both teaching and scientific, research, development, innovational and other creative activities. Academic staff are professors, associate professors, assistant professors, assistant lecturers, lecturers and scientific, research and development staff involved in teaching activities (for the purposes of classification in the jobs category - teaching staff).
8. University Driver - an employee whose job description includes driving motor vehicles.

Article 3

Categories of work

1. University employees are classified into job categories according to the work they perform.
 - Category one:** administrative and academic staff (excluding laser operators), drivers up to 3.5 t, electrical teacher (§11 of Decree No. 50/1978 Coll.) at Bezručovo náměstí 13 in Opava, doorman at Bezruč Square 14 in Opava, doormen at Univerzitní náměstí 3 and Žižkova 56 in Karviná.
 - Category two:** Operating electrician (vibration, work position), caretaker – maintenance worker (vibration, work position), janitor - electrician (vibration, physical strain, work position), janitor - carpenter, locksmith (noise, vibration, physical strain, work position), janitor - maintenance worker (vibration, physical strain, work position), cleaner (physical strain, work position), maintenance worker (vibration, work position), maintenance worker - electrician (vibration, work position), doorman (psychological strain), doorman - receptionist (psychological strain).
 - Category three:** academic staff operating lasers (teaching on class III.b lasers), Bezručovo náměstí 13 in Opava (non-ionising radiation).
2. A more detailed breakdown of the types of work performed at the University and their classification into work categories with factors of conditions affecting work performance is given in Appendix 2.

Article 4

Types of occupational health examinations

1. Occupational health examinations are:
 - a) **initial, periodic** and **extraordinary** health examination, which shall be carried out for the purpose of assessing fitness for work,
 - b) **exit** health examination (recommended for hazardous jobs),
 - c) **follow-up** health examination (after the end of the hazardous job).

Article 5

Initial health examination

1. Initial health examination - it is always carried out before the employment of a job applicant, even a minor, and always before the transfer of an employee whose medical fitness does not correspond to the intended job to another job.
2. The initial examination is carried out:
 - a) for jobseekers (hereinafter referred to as the applicant) whose work activity is classified as job category 1., by the registering occupational health service provider (excluding drivers),
 - (b) for applicants whose occupational activity is classified as job category 2 and 3 and drivers, by a contracted provider of occupational health services, (this provision also applies to drivers whose occupation is driving motor vehicles, even if they are classified category 1, their medical fitness is assessed under other legislation).
3. Employees must also always undergo an initial health examination:
 - before being assigned to night work (e.g. when switching to night shifts),
 - before being transferred to a type of work other than that for which the medical fitness has been assessed,
 - before performing the same type of work, but under different conditions than those for which the medical fitness has originally been assessed (occurrence of a new risk factor, change in technology...).
4. The obligation of an initial examination for agreements on work performed outside the employment relationship is only for work specified as hazardous work or if the work includes activities for the performance of which the conditions of medical fitness are laid down by other legal regulations.

Article 6

Periodic health examination

1. Periodic examination - is carried out in order to detect early changes in the state of health arising

in connection with the health demands of work or the ageing of the organism, where the continued performance of work would lead to damage to the health of the employee under consideration or to damage to the health of other persons.

2. It is the responsibility of the immediate supervisor to ensure that the employee is sent for a periodic examination in a timely manner.
3. Employees whose work activity is classified as category one (except drivers) shall have a periodic examination by their registering occupational health provider.
4. Other employees must have a periodic examination by a contracted occupational health provider.
5. Employees will attend periodic examinations at intervals according to job classification, except for exceptions.
 - 5.1. category one:
 - a) once every 6 years, or
 - b) once every 4 years, in the case of an employee who has reached the age of 50 years, for the first time following the periodic examination referred to in point (a).
 - 5.2. category 2 and when performing work with specific health requirements:
 - a) once every 5 years, or
 - b) once every 3 years, in the case of an employee who has reached the age of 50 years, for the first time following the periodic examination referred to in point (a).
 - 5.3. category two - risk and category three:
 - a) once every 2 years.
6. Exceptions provided for by other legislation:
 - employees assigned to night work and minors - at least once a year,
 - electricians follow the decree on professional competence in electrical engineering,
 - drivers follow the Rector's Directive On the Rules for the Management, Maintenance, Operation and Use of Road Motor Vehicles by the employees of SU in Opava.

Article 7

Obligations of the employer

1. A member of the University's Department of Human Resources, on behalf of the employer, is required to inform the applicant and the employee of the category in which the job has been classified. The Human Resources employee has the duty to:
 - keep records in IS Magion of occupational health examinations for employees, the duration and subsequent date of the examination in relation to the categories of work, records of hazardous work and the duration of exposure to them (risk factors) for employees and records of employees who have been recognised as suffering from an occupational disease at the employer's workplaces,
 - provide the individual units with lists of employees with dates for periodic examinations in the calendar year by the end of January of the given year,
 - organise, in cooperation with the relevant immediate superiors (heads of departments) the sending of applicants and employees for prescribed occupational health examinations and inform them which occupational health service provider to see,
 - always send applicants for an initial medical examination and employees before the conclusion of the employment contract for an occupational health examination and ensure that they are equipped with these requirements before they are sent:
 - a) Applicants and employees whose work is classified as category 1 job (excluding drivers): a completed application for an occupational health examination.
 - b) Applicants and employees whose work is classified as job categories 2 and 3 and drivers: a completed application for an occupational health examination and an extract from the medical records of the registering medical provider,
 - accept from applicants, in the case of concluding employment, and employees a medical certificate of fitness for work to be put in their personnel file,
 - inform the immediate superiors of the measures to be taken in the light of the conclusions of

the medical certificate and, on the basis of information about the job, the type and mode of work, and the health and safety risks, not to allow the employee to perform work whose demands are not commensurate with their abilities and medical fitness,

- receive from applicants and employees documents confirming payment for occupational health examinations and payment for medical records issued by registering occupational health providers; to approve the documents from applicants, in the case of an employment contract, and the documents from employees confirming payment for occupational health services and to forward them to the appropriate University unit for signing and clearance and subsequent reimbursement.

Article 8

Changes in health and working conditions

1. In the event of facts that warrant verification of fitness for work, caused in particular by a change in health due to changes in working conditions, illness, interruption of work, as a result of an accident with severe consequences and other effects of hazardous work even after the termination of its performance or termination of employment, and even at the request of the employee, the employee of the Department of Human Resources shall proceed and follow the conditions for sending employees to one of these occupational health examinations.
2. **Extraordinary examination** - carried out by the contracted provider of occupational health services, except for employees classified in the first category of work, in the case of a reasonable assumption that there has been a change in health status or an increase in the level of risk (repeated exceedance of the limit values of exposure indicators and the body burden by risk factors of a previously considered risk factor of the working conditions), which:
 - 2.1 implies a change in fitness for work in a period shorter than the periodic examination interval and further if:
 - 2.2, the work was interrupted:
 - on grounds of sickness for more than **8** weeks, except for work in category 1 and unless the work or activity involves a risk to health, or unless another legal provision provides otherwise,
 - as a result of an accident with serious consequences, a disease involving unconsciousness, or other serious bodily injury, or
 - for other reasons for more than **6** months.
 - 2.3 An extraordinary inspection is also carried out on the basis of:
 - requests made by the employer on their own initiative or at the initiative of the employee,
 - information provided by the registering provider (treating physician) about a reasonable suspicion that a change in the employee's health status has changed the employee's medical capacity.
3. **Exit examination** - carried out by the contracted provider of occupational health services at the request of the employee, in particular to determine the state of health at the time of termination of work, and to identify such changes in health status that can be assumed to be related to the work performed (recommended to be carried out especially in hazardous work) at:
 - a) termination of the employment relationship, in the case of immediate termination of the employment relationship, the employer shall order its execution in writing in the termination agreement,
 - (b) transfer to another job, a different type of work, assignment to work with reduced medical demands than those for which the employee's medical fitness has been assessed.

It is not carried out if the work is in category one, if no occupational disease or accident at work has been detected or if the work has been arranged on the basis of agreements on work performed outside the employment relationship, if no initial medical examination has been requested and if no change in the state of health is suspected.

On the basis of the exit examination, the occupational health service provider does not issue a medical certificate, only makes a record in the medical documentation.

4. **Follow-up examination** - carried out by the contracted provider of occupational health services, especially after the end of hazardous work, may also be carried out after the end of employment in order to in time detect changes in health status, the consequences of which may manifest themselves after the end of work and to provide the necessary health care in time, or to provide compensation with regard to the risk factors to which the employee had been exposed during employment. In the event of the discovery of changes in the state of health which may be caused by the performance of hazardous work, the

contracted occupational health service provider shall order a follow-up examination. They shall send the person under assessment to a medical establishment which includes a department or clinic for occupational diseases or occupational medicine, which shall carry out the follow-up examination.

Article 9

Obligations of an applicant

A person applying for a job shall be deemed medically unfit to perform the work to which they have been assigned if they have not undergone an initial health examination.

1. A candidate whose job is classified as job category 1 (excluding driver) is obliged to:
 - a) undergo an initial health examination by a registered occupational health provider,
 - b) show up at the registering occupational health provider with a completed occupational health examination application form (Appendix 1),
 - c) after completing the occupational health examination, provide the relevant member of the Department of Human Resources with a medical certificate of fitness for the job to which the applicant is to be assigned and proof of payment for the occupational health examination from the registering occupational health service provider.
2. A candidate whose work is classified in job categories 2. and 3. and driver is required to:
 - a) undergo an initial health examination only at a contracted occupational health service provider with whom the employer has an agreement for the provision of occupational health services,
 - b) show up at the contracted occupational health provider with a completed occupational health examination application form (Appendix 1) and an extract from the medical records maintained by their registering medical provider and provide the names of other providers who have taken the employee into their care,
 - c) after completing the occupational health examination, provide a medical certificate of fitness for the job to which the applicant is to be assigned and proof of payment for an extract from the medical records from the registering occupational health service provider to the relevant member of the Department of Human Resources.

Article 10

Duties of an employee

1. An employee classified in job category 1 (excluding driver) is obliged to:
 - a) undergo a periodic occupational health examination by their registering occupational health provider (except for the driver),
 - b) show up at the registering occupational health provider with a completed occupational health examination application form (Appendix 1),
 - c) after completing the periodic examination, provide the relevant employee of the Department of Human Resources with a medical certificate of fitness for work and with a proof of payment for the occupational health examination issued by the registering occupational health service provider.
2. Employee classified in job categories 2. and 3. and driver is required to:
 - a) undergo an occupational health examination (periodic, extraordinary, post-risk work and follow-up) only with the contracted occupational health provider and provide the names of other providers who have taken the employee into their care,
 - b) show up at the contracted occupational health provider with a completed occupational health examination application form (Appendix 1) and an extract from the medical records maintained by their registering medical provider and provide the names of other providers who have taken the employee into their care,
 - c) after completing the periodic examination, provide the relevant employee of the Department of Human resources with a medical certificate of fitness for the job to which the employee is assigned and proof of payment for the extract from the medical records issued by the registering occupational health provider,
 - d) disclose to the occupational health service provider any known or suspected facts relating to

occupational health protection.

In the event that an employee fails to comply with the obligation to undergo an occupational health examination and fails to provide a valid medical certificate of fitness for work in accordance with the terms of this Directive, such employee may be regarded as medically unfit.

Article 11 **Final provisions**

1. This Directive shall become valid and effective on the date of issue.
2. The Directive includes appendices:
 - No. 1 Request for occupational medical examination and issuance of a medical certificate of fitness for work (Opava).
 - No. 2 Classification of jobs into categories (Opava).
 - No. 3 Request for occupational health examination and issuance of a medical certificate of fitness for work (Karviná).
 - No. 4 Classification of jobs into categories (Karviná).

In Opava on

Prof. PhDr. Rudolf Žáček, Dr.

Rector

**REQUEST FOR AN OCCUPATIONAL HEALTH EXAMINATION
AND THE ISSUANCE OF A MEDICAL CERTIFICATE OF FITNESS FOR WORK**

Type of tour	ENTRY	PERIODIC	EXTRAORDINARY
*circle the appropriate	EXIT**	FOLLOW-UP**	Per § 94 of the Labour Code/NIGHT WORK

Employer

Silesian University in Opava, Na Rybníčku 626/1,
746 01 Opava, ID: 47813059, VAT: CZ47813059

Employee / applicant

Name and surname, title

Date of birth

Permanent residence

/place of registered residence in the

Czech Republic/

Location

Job classification / job category

Type of work / specialisation

Work mode (shifts),

health and safety risks

Authorisation to take over the

certificate

Name and surname, title, OP number

On behalf of the employer: **Markéta Čuboková, contact 553 684 512** ** without medical certificate

Department of Human Resources of the FPS, Hradecká 17, Silesian University in Opava

In Opava on.....

.....
stamp and signature

.....
MEDICAL CERTIFICATE OF FITNESS FOR WORK

Contractual provider:

MUDr. Jiří ČERMÍN, General Practitioner's Office,
Jánská 762/5, 746 01 Opava, ID: 48833436

Assessed person

Name and surname, title

Date of birth

Job classification

Employer

Silesian University in Opava, Na Rybníčku 626/1, 746 01 Opava,
REGISTRATION NUMBER: 47813059, VAT NUMBER:
CZ47813059

Certificate conclusion

- (a) medically fit for the activity in question
- (b) medically unfit for the activity in question
- (c) medically fit with limitations
- (d) has lost their long-term medical fitness

Date, stamp and signature of the doctor:

The assessed person took note of the conclusion of
the occupational health examination and accepted the
medical certificate of fitness for work:

On:

Note: If applicable, indicate the expiration date of the medical
certificate if a medical condition or capacity requiring the
restriction has been identified.

Signature:

Period of validity of the certificate

Disclaimer: This medical certificate may be challenged in writing within 10 working days of the date when it is demonstrably provided to the provider who issued the certificate. The request for review shall not have suspensive effect.

CLASSIFICATION OF JOBS S INTO CATEGORIES

Profession

Conditioning factors:

Category 1

Administrative and teaching staff (excluding laser operators)

Drivers up to 3.5 t

Electrical teacher (§11 of Decree 50/1978 Coll.),
Bezr. nám. 13

Doorman -Bezručovo náměstí 14, Opava

Category 2

Electrician

vibration, physical strain, working position

Operating electrician, Bezručovo náměstí 13, Opava

vibration, physical strain, working position

Caretaker-maintenance worker, Bezručovo náměstí 14, Opava

vibration, physical strain, working position

Caretaker-maintenance worker, Komárovská 25, Opava

vibration, working position

Janitor-carpenter, locksmith, Bezruč. nám. 13, Opava

noise, vibration, physical strain, work position.

Janitor -electrician Na Rybníčku 1, Opava

vibration, physical strain, working position

Janitor - maintenance worker, Bezručovo náměstí 14, Opava

vibration, physical strain, working position

Cleaner

physical strain, working position

Maintenance worker, Bezručovo náměstí 13, Opava

noise, vibration, physical strain, work position,

Maintenance worker Hradecká 17, Opava

vibration, physical strain, working position

Maintenance worker, Za Drahou 3, Krnov

vibration, physical strain, working position

Doorman, Na Rybníčku 1, Opava

psychological strain

Doorman, Bezručovo náměstí 13, Opava

psychological strain

Doorman-receptionist, Hradecká 17, Opava

psychological strain

Doorman-receptionist, Vávrovická 44, Vávrovice-Palh.

psychological strain

Category 3

Teaching staff who operate lasers

non-ionising radiation

Appendix No 3 KARVINÁ

REQUEST FOR AN OCCUPATIONAL HEALTH EXAMINATION
AND THE ISSUANCE OF A MEDICAL CERTIFICATE OF FITNESS FOR WORK

Type of tour

ENTRY

PERIODIC

EXTRAORDINARY

***circle the appropriate** EXIT**

FOLLOW-UP**

Per § 94 of the Labour
Code/NIGHT WORK

Employer

Silesian University in Opava, School of Business
Administration, University Square 1934/3,733 40 Karviná,
REGISTRATION NUMBER: 47813059, VAT NUMBER:
CZ47813059

Employee / applicant

Name and surname, title

Date of birth

Permanent residence

/place of registered residence in the

Czech Republic/

Location

Job classification / job category

Type of work / specialisation

Work mode (shifts),
health and safety risks

Authorisation to take over the
assessment

Name and surname, title, OP number

Contact person for the employer **Bc. Jana Cyroňová tel.:596 398 214** **without a medical certificate

Silesian University in Opava, Department of Human Resources of the SBA , Univerzitní nám. 1934/3, 733 40 Karviná

In Karviná on.....

.....

stamp and signature

.....
MEDICAL CERTIFICATE OF FITNESS FOR WORK

Contractual provider:

Hospital with polyclinic Karviná-Ráj, contributory organization
Karviná-Raj, Vydmučov 399

Assessed person

Name and surname, title

Date of birth

Job classification

Employer

Silesian University in Opava, School of Business Administration
University Square 1934/3,733 40 Karviná

Certificate conclusion

- (a) medically fit for the activity in question
- (b) medically unfit for the activity in question
- (c) medically fit with limitations
- (d) has lost their long-term medical capacity

Date, stamp and signature of the doctor:

The assessed person took note of the conclusion of
the occupational health examination and accepted
the medical certificate of fitness for work:

On:

Note: If applicable, indicate the expiration date of the medical
certificate if a medical condition or capacity requiring the
restriction has been identified.

Signature:

Period of validity of the certificate.....

Disclaimer: This medical certificate may be challenged in writing within 10 working days of the date it is demonstrably
provided to the provider who issued the certificate. The request for review shall not have suspensive effect.

APPENDIX No 4 KARVINÁ

Classification of jobs into categories

Profession**Conditioning factors:****Category 1**

Administrative and teaching staff
Doorman, Univerzitní nám. 3, Karviná
Doorman - Žižkova 56, Karviná

Category 2

Janitor - electrician, Univerzitní nám. 3, Karviná-Fryštát
Cleaner

Maintenance worker, Polish School, G. Morcínka 2,
Karviná-N. Měs.

Maintenance worker, Žižkova 56, Karviná-Mizerov

Maintenance worker - electrician, Na Vyhlídce 1,
Karviná

Doorman - receptionist Na Vyhlídce 1, Karviná-Nové
Město

Conditioning factors:

vibration, working position
physical strain, working
position

vibration, working position

vibration, working position

vibration, physical strain,
working position

psychological strain