



## PROCEDURE FOR ACCIDENTS IN THE PREMISES OF THE FACULTY OF HEALTH SCIENCES OF PALACKÝ UNIVERSITY OLOMOUC

1. In the event of an accident, the student must immediately report the incident to:
  - an academic worker of the department where the injured student is enrolled if the accident occurred outside of a lesson on the FHS premises.
  - an academic worker, teacher, or lecturer if the accident occurred before, during or immediately after a lesson.
2. An informed academic worker, teacher, or lecturer immediately completes a “Report of Student Injury” in the presence of the student injured – see Annex 1. The Report of Student Injury shall be signed by all involved and the head of the department (or a witness of the incident, if present).  
**In no case is the Report of Student Injury form completed by the student himself.**  
The form is also available on: <https://www.upol.cz/en/employees/regulations/safety-and-fire-protection/>  
If the incident occurred outside of a lesson on the FHS premises, the form must be completed by an academic worker of the department where the injured student is enrolled; if the incident occurred before, during or immediately after the lesson, the form must be completed by an academic worker, teacher or lecturer. The employer/heads of staff of all levels of management shall keep a record of injuries of the university students.
3. A completed form, including the required signatures and details, shall be submitted by an academic worker, teacher, or lecturer to the relevant secretary office of the department where the injured student is enrolled.
4. The secretary of the relevant department shall contact the OHS and FP officer or the Safety Department of the Rector’s Office of Palacký University Olomouc to assign the registration number to the incident of the student’s injury or to complete the agenda. For further needs, the completed form with the registration number is kept at the secretariat of the relevant department.

The RUP Safety Department proceeds with registration for statistical purposes of the Ministry of Education and the compensation for a student’s injury after receiving all necessary documents.

### **Legislative framework:**

Act No. 223/2013 Coll., amending Act No, 258/2000 Coll.

### **Annexes**

Annex 1. “Student Injury Report”

In Olomouc on 13. 9. 2023

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