

Palacký University in Olomouc

Report on Initial Briefing for Employees concerning Occupational Health and Safety and Fire Protection (hereinafter referred to as OHS and FP respectively)

Basic Guidelines for Occupational Health and Safety and Fire Protection

Pursuant to Act No. 262/2006 Sb. (of the Labour Code), as amended, employees are obliged to comply with all laws and other regulations, as well as the employer's instructions concerning their work, and comply with any other regulations with which they have been duly acquainted.

Employees are obliged to:

1. Participate in training courses organised by the employer which are aimed at occupational health and safety, as well as undergo examinations of their knowledge.
2. Undergo, in specified intervals, occupational health care checks, examinations or vaccinations as specified by special regulations.
3. Comply with all laws and other regulations, as well as the employer's instructions concerning the safeguarding of OHS with which they have been duly acquainted, and observe the principles of safe conduct at the workplace, including information from the employer.
4. In the course of their work, follow the specified procedures, use the specified working equipment, means of transport, personal protective equipment and protective devices, and refrain from wilfully modifying or deactivating such procedures, equipment, means, and devices.
5. Refrain from drinking alcoholic beverages and using any other drugs at the workplaces of the employer and outside such workplaces during the employee's working hours (e.g. business trips). Refrain from entering the workplace under the influence of such substances, or smoking at the workplace, or in other premises where non-smokers are exposed to the effects of smoking. Without undue delay, report to their supervisor any deficiencies and failures at the workplace which pose or may pose an immediate and serious threat to the occupational health and safety of the employee, in particular any imminent threat of emergencies or deficiencies in organisational measures or failures of technical equipment and of the protective systems intended for the elimination of such failures.
6. Participate, with regard to the type of work performed and to the best of their ability, in the remedy of the deficiencies identified in the audits carried out by the competent inspection authorities according to special laws and regulations.
7. Without undue delay, report to their supervisor any occupational accident of the employee, if his or her medical condition permits so, or of another employee, or an accident of another individual which the employee has witnessed, and cooperate in the investigation of the causes thereof.
8. If ordered to do so by the authorized superior determined by the Employer, or by a safety officer, undergo a test for the purpose of establishing whether the employee is under the influence of alcohol or other addictive substances.
9. Use assigned (collective) personal protective equipment (PPE), or equipment necessary for their work.

Furthermore, employees are obliged to:

1. Refrain from entering the workplace if not in good physical or mental condition.
2. Conduct themselves during work in a manner that does not threaten their own health nor the health of their co-workers, comply with regulations concerning occupational health and safety, and follow established work procedures.
3. While working, always think about the safety of their conduct and not overestimate their capabilities.
4. Refrain from putting machines, appliances or equipment into operation, if they have not verified that their life or the life of someone else will not be under threat by them.
5. Refrain from doing jobs for which they have not been trained, and which require professional qualifications (e.g. welding).
6. Refrain from operating machines, equipment and appliances for which they have not been trained on or instructed in.
7. Maintain order in the workplace, interior roads, or any other premises of PU (sport facilities, training centres etc.).
8. Observe the traffic signs and safety signs and notices which are placed on the premises, and observe warning signals and agreed signs.
9. Have all occupational accidents duly treated, and, subject to the circumstances, ask their supervisor to record the accident, or draw up an accident report.
10. If suffering from any health problems, immediately report their condition to their immediate superior.
11. Report to their superior any material change of their vital status, which could result in an occupational accident or damage to health (e.g. asthma, epilepsy, pregnancy).
12. Observe instructions of the manufacturers, operational, fire protection and emergency regulations of the respective workplaces.
13. Observe the PU internal regulations concerning OHS and FP (orders, directives, methodological guidelines, operational safety regulations etc.).

14. Report to their superior any change in professional qualification (seizure of their driving license, their professional qualification certificate etc.).

Employees are prohibited to:

1. Enter workplaces and premises where they have not been sent for work reasons.
2. Remove or damage safety equipment, covers, or signage.
3. If not authorized to do so, work with machinery, electrical, gas, pressure or lifting equipment, devices or tools, for which they have not been duly trained.
4. Repair or clean machinery and equipment while in operation.
5. Distract in any way the attention of employees, especially if these are working with machinery, equipment, technical devices or hazardous chemical substances, lasers, radioactive emitters etc.

Before any new work is started, when an employee is hired, reassigned or transferred or when a change occurs in the working conditions or work environment, or upon the implementation of or change in the working equipment, technologies, and procedures, employees are entitled to be informed about the occupational safety and fire protection **by their immediate superior**.

Within the scope of their job responsibilities, all managing employees are obliged to provide instructions and information regarding the occupational health and safety and fire protection, as well as inform the employees of any safety risks involved in their job.

Should the employees fail to understand something, or if something is unclear to them, they shall ask their superior for clarification.

Managing employees are obliged to equip employees with all required personal protective equipment, or as the case may be, detergents, disinfectants, and washing liquids before such employees enter the workplace.

Safety regulations for employees without electrical engineering qualification, who are professionally designated as acquainted employees:

Acquainted employees may only operate electrical small and low voltage devices within the sense of implementing regulations and local work and technological procedures. They are obliged to comply with operating and safety instructions, rules, guidelines, directives and manuals related to the work with electrical devices of the respective kind and voltage.

Acquainted employees are obliged to:

- Before moving or shifting work machines or appliances which are connected to the mains with a moveable supply line with a plug, safely disconnect such machines from the mains by pulling the plug out of the socket to avoid interruption, or by disengaging the supply lines. This requirement does not apply to such devices which have been particularly designed and adjusted to such a purpose, such as lights, some home appliances, manual electromechanical tools, etc.
- Inspect an electrical appliance or device before it is switched on; visually examine the condition of the electrical appliance or device with respect to safety and avoidance of electric shock.
- If the employee detects any defect on the device (such as tingling caused by the electric current, rattling, excessive heating of some part, unusually noisy or intermittent operation, defective insulation, smoke, jerky run-up or smell of burning), he or she must switch off the electrical device immediately, prevent its further use and report the defect to the manager of the workplace.
- It is prohibited to open electric power switchboards, switch on tripped circuit breakers, fuses etc.
- It is prohibited to use loosened or damaged sockets and switches.
- It is prohibited to work with electrical appliances and devices with wet hands, or if the appliances are wet.
- It is prohibited to use electrical appliances if their protective cover is missing.
- It is prohibited to strain moveable electric feed lines by pulling on them.
- It is prohibited to run electric feed lines over sharp edges.
- It is prohibited to use electrical appliances for purposes other than those for which they have been designated by the manufacturer.
- It is prohibited to strain electrical appliances or devices above the defined technical parameters.

Damaged electrical appliances or devices must not be used!!!

First aid for electric shock:

The rescuer must especially mind his or her own safety and must make sure not to get connected to the electric circuit, to stand on a non-conducting surface, nor touch metal objects, wet walls or the injured person's wet clothes. The injured person himself or herself cannot release the object he or she is clutching as the electric current causes spastic muscle contractions. If the injured person is in such a position that he or she would fall down after disconnecting from the electric current or conductor (for instance, when holding a conductor on an electricity pylon, a ladder, etc., while not fastened with a belt), he or she must be secured from falling down, and therefore from further injury, before disconnecting from electric current.

For low voltage, it is possible to switch off power by the relevant switch, or by pulling the plug out of the socket. If this is not possible, remove the electric conductor in a suitable way using a dry, non-conducting material, such as rubber, at least a 30-centimetre long wooden stick, dry rope or cloth. The keys to section switches are usually deposited at the porter's lodge of the respective building.

The injured person must be pulled out (dragged) from contact with electric current. If the electric power has not been switched off, the rescuer must not touch the injured person's body or the wet parts of his or her clothes with their bare hands. If the injured person (or his or her clothes) burn because of the electric current or from any other cause, extinguish with dry cloth, preferably with a fireproof blanket, after switching off the electrical power. After rescuing the injured person from the electric

current, **the rescuer is obliged to provide first aid** until the arrival of a medical doctor. The rescuer should not lose time by treating injuries such as minor bleeding, fractures or burns, but should instead concentrate on wounds that bleed profusely from an artery, which should be treated by covering with provisional pressure bandage. If the injured person does not breathe in a normal way, artificial respiration and chest compressions must be started immediately. Even in the case of a light electric shock the injured person must be taken to a doctor.

External cardiac massage and artificial respiration shall only be started if the injured person is unconscious and does not breathe in a normal way.

External cardiac massage

The rescuer shall place the injured person on a hard surface and kneel down to his or her chest. The palm edge of one hand of the rescuer shall be placed in the middle of the injured person's chest and the palm edge of the other hand shall be put on top of the first one. The fingers of both hands shall be laced. The rescuer shall lean over the chest of the injured person so that the upper limbs of the former are stretched and perpendicular to the breastbone of the injured person, and shall start compressing the breastbone 100 times per minute to a depth of 4-5 centimetres. After each compression, the pressure on the chest shall be released, but the hands of the rescuer shall not lose contact with the chest of the injured person. Both the compression and relaxation shall last the same interval.

If another rescuer is present, he or she should continue with oral resuscitation with the frequency of 2 breaths per 30 chest compressions. The ratio of 30:2 is universal and shall be observed even if there is only one rescuer. If there are two or more rescuers, it is recommended that they take turns in doing chest compression every 2 minutes.

Artificial Respiration

The first two artificial respirations shall take place after the chest has been compressed 30 times. As a rule, the oral cavity shall not be examined. The airways shall be cleared by bending the head of the injured person back and lifting his or her chin up, while he or she is lying on their back. The rescuer shall bend the head back with the palm edge of one of his or her hands placed on the forehead and the fingertips of the other hand shall be used to lift the chin of the injured person up. In this position, the hand on the forehead shall press the nostrils between the thumb and the index finger, the thumb of the other hand shall be used to slightly open the mouth of the injured person, and the rescuer, during his or her normal inhalation, shall use his or her lips to embrace the mouth of the injured person and shall breathe the normal breathing volume out into the mouth of the injured person. Breathing in and out shall take about 1 second. At the same time, the rescuer is trying to watch the movements of the chest, signalling whether the respiration is done correctly.

Important: The external cardiac massage shall only be interrupted for as short periods as possible (ideally only to make 2 artificial respirations)!

The provision of first aid may only be terminated if the rescuers have become exhausted, if the normal respiration of the injured person has resumed or if the injured person has been handed over to professional rescuers.

Only after the basic life support has been ensured will burns and fractures be treated. Any fractured extremity must be immobilized using splints. Wounds may bleed from veins (where blood pours continuously) or from arteries (blood spurts in an interrupted current).

In the event of injuries caused by electric shock, it is essential not to move the injured person in any way, unless he or she has larger burns, or is bleeding profusely from larger arteries. **Never leave the injured person, not even for a moment!!!**

If the injured person is unconscious but breathes normally, has a palpable pulse and does not show any signs of a serious injury, he or she shall be placed into the recovery position on their side with head tilted back to free airways. The injured person must not drink anything or take any medicines. The injured person shall be under constant supervision and his or her breathing shall be monitored. If his or her condition changes, i.e. does not breathe normally, the injured person shall be put on his or her back and external cardiac massage and artificial respiration shall be started.

Brief Summary of the Procedure for Providing First Aid

1. Act quickly, but calmly and purposefully. Make sure that the rescuer is safe in order to avoid further possible health hazard.
2. Remove the injured person from the electric current - by switching the current off, pushing the conductor away or pulling the injured person away.
Beware of step voltage if high or very high voltage is involved!
3. Ascertain the mental condition (by shaking his or her shoulders and asking aloud -e.g. "Are you okay?").
4. If the injured person does not respond, try to call for help in the surroundings - e.g. by calling "Help!".
5. Turn the injured person onto his or her back, free his or her airways and watch whether he or she is breathing normally, i.e. breathes regularly, it is possible to feel the flow of air which is breathed out, to hear the breathing and see regular chest movements.
6. If the injured person breathes normally, he or she shall be placed in the recovery position.
7. If the injured person does not breathe normally, an ambulance shall be called for immediately by dialling **155** or **112**.
8. External cardiac massage and artificial respiration in the 30:2 ratio shall be started immediately. (Start with 30 chest compressions!).
9. Call a medical doctor and inform the supervisor of the workplace as soon as possible.

FIRE PROTECTION

Basic obligations:

1. All employees are obliged to conduct themselves in such a manner so as not to cause a fire. Any person noticing a fire shall extinguish it using available fire extinguishing means or take measures necessary to prevent its spread (if the safety of such a person is not endangered). Report the fire (or provide for its reporting) to the Fire Rescue Service of the Olomouc

Region (phone number 150, or European Emergency call number 112) or to the fire alarm service of the building, and without undue delay inform the superior.

In relation to fire protection, employees are obliged to:

1. Comply with the instructions on fire risk with respect to operation, as well as instructions on the characteristics of substances and materials they work with. Acknowledge the instructions on the location of the main electricity, water and gas shut-off valves, as well as on the placement of portable fire extinguishers and fire hydrants. Comply with the fire fighting rules of the buildings, building evacuation plans, fire alarm plans, or as the case may be, fire alarm service rules, and any other regulations and instructions related to fire protection.
2. Take part in education and specialized training in fire protection and pass required examinations.
3. Inform their superior of any defects that could endanger fire safety and, with regard to his or her abilities and possibilities to take part in removing such defects.
4. **Observe the smoking prohibition** (with the exception of places designated for smokers).
5. Not to work with pressurized bottles for technical or medicinal gases without necessary training.
6. Place flammable materials and flammable liquids and gasses (chemical substances, dyes, oils, solvents, detergents) only in places designated for such purposes.
7. Respect the ban on using private electrical, gas or other appliances, particularly with naked flame, or radiant heat.
8. Refrain from repairing or interfering with the electric installation and appliances without having electrical engineering qualification.
9. Maintain free access to distributors and main electricity, gas and water shut-off valves, fire safety devices, fire fighting equipment and pressure bottles for technical and medicinal gasses.
10. Refrain from blocking emergency paths or emergency exits at any time.

By signing hereof the employee acknowledges that within the initial briefing he or she has been acquainted with use of hand-operated fire extinguishers located at the workplace, fire alarm regulations, fire safety regulations and the building evacuation plan.

Instruction on portable fire extinguishers

1. Water Portable Fire Extinguisher

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|-------------------------------|--|
| a) extinguishing agent | - solution of water and potassium carbonate |
| b) effect | - cooling |
| c) suitable for | - extinguishing solid substances (wood, paper, textiles) |
| d) unsuitable for | - flammable liquids (paints, oils, fats) |
| e) never use to extinguish!!! | - electrical devices!!! |

2. Dry Powder Portable Fire Extinguisher

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|------------------------|---|
| a) extinguishing agent | - universal extinguishing powder |
| b) effect | - reduces the energy required for burning and isolates the burning object from the surrounding air |
| c) suitable for | - burning solid substances (wood, coal, textiles)
- liquids (petrol, oil, varnishes, tar)
- gasses (acetylene, methane gas, hydrogen) |
| d) unsuitable for | - electrical devices under voltage up to 1,000 V
- loosely stored organic substances (sawdust, dust, food) |

3. Carbon-dioxide Portable Fire Extinguishers

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|-------------------------------|--|
| a) extinguishing agent | - carbon dioxide |
| b) effect | - smothering, cools the burning object, expels the surrounding air |
| c) suitable for | - liquids (petrol, paints, varnishes)
- gasses (acetylene, methane gas, hydrogen)
- electrical devices |
| d) never use to extinguish!!! | - loosely stored loose materials (sawdust, dust) and do not use in confined spaces |

I acknowledge that I have been duly acquainted with the instructions presented at the initial briefing on occupational health and safety and fire protection. I further acknowledge that I have been acquainted with the organisation code of Palacký University in Olomouc and informed about the category, to which my job belongs to, with respect to health hazard factors.

I acknowledge that I will be liable to PU in Olomouc for any damage which I cause in course of my work, or as the case may be, during other activities related to my work at PU, by breaching my obligations or by intentional conduct contrary to good manners or disturbing the peace and quiet. The same shall apply if I fail to immediately inform the supervisor of my workplace of an imminent danger (subsequent damage).

I also acknowledge that I have been duly acquainted with the principles of occupational safety, namely:

- - with occupational hazards and corrective actions while performing my job or related activities
 - - with the workplace, its surroundings and working conditions
 - - with technological and work procedures, or as necessary working with contagious and biological materials and methods for their disposal
 - - with instruction manuals for machinery, devices, electrical appliances, technical devices and tools, and with the use of working tools
 - - with safety signs, signage and signals
- 1) - with the effects of hazardous substances and flammable liquids, with methods for their use and storage, corrective actions, first aid principles and required decontamination procedures and procedures for elimination of accidents, as

well as safety instructions provided by the manufacturer of the hazardous substance, or flammable liquid, safety data sheets and instructions provided by the manufacturer on the label to the product

- 2) - with the use of personal protective equipment

On.....

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First name and surname of the employee

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Employee's signature

- 1) Only employees coming into contact with hazardous substances and flammable liquids.
- 2) Only employees who have been provided with personal protective equipment according to the list, or who use such equipment.