

1.1. Basic Obligations of Employees and Students in the Field of OSH and Fire Prevention

Every employee (student) is obliged to comply with the regulations related to the work performed, which are stipulated by legal and other regulations, working procedures and regulations to ensure health and safety at work and by regulations related to fire protection.

Every employee (student) is obliged to take part in the initial and repeated training on OSH and FP and to get acquainted with the specific workplace within the set deadlines, and to undergo verification of their knowledge.

SAFETY AND HEALTH PROTECTION DURING WORK

Each employee (student) is obliged to:

- take care, within their own capacity, of their own safety, their health and the safety and health of individuals who are directly affected by their actions or omissions at work,
- undergo occupational medical check-ups, examinations or vaccinations stipulated by specific legislation (if required by other regulations),
- comply with the legal and other regulations and the employer's instructions to ensure safety and health at work with which he/she has been duly acquainted, and abide by the principles of safe behaviour at the workplace and comply with the information provided by the employer,
- keep the set work procedures when working, use provided work equipment, means of transport, personal protective equipment and protective devices, and not change or dispose of them arbitrarily,
- not use alcoholic beverages or abuse other addictive substances at the employer's workplace and during working hours neither outside of the workplace, not enter the employer's workplace under the influence of such substances, nor smoke at workplaces and in other areas where non-smokers are also exposed to the effects of their smoking; Undergo a test if instructed to do so by the authorised senior employee, who is authorized in writing by the employer, for the purpose of establishing whether the employee is under the influence of alcohol or other addictive substances or not,
- notify their superiors of such shortcomings and defects at the workplace which represent or could represent an imminent and serious threat to occupational safety and health of employees, in particular the threat of imminent occurrence of an extraordinary event or failure of organizational measures, defects or failures of technical devices and the protective systems designed to prevent them,
- with regard to the type of work performed by them and according to their possibilities, to participate in the elimination of deficiencies found during inspections carried out by bodies which are entitled to perform inspections according to special legal regulations,
- immediately inform their superior of an industrial injury sustained by them provided that their condition of health enables them such reporting, or immediately inform their superior of an industrial injury sustained by another employee or another natural person (individual) if they witnessed the injury, not change the place of injury until the cause examination is investigated and collaborate in the clarification of its causes.

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FIRE PROTECTION

Basic Obligations of all Employees (Students):

- act in such a way that they do not give rise to the cause of fire by their actions and thus do not endanger the life and health of persons and property; especially when using heat, electrical, gas and other appliances and equipment, when storing, handling or using flammable or fire hazardous substances and when handling open fire,
- execute orders and comply with prohibitions to ensure fire safety at designated or fire hazard locations,
- not damage material resources of fire protection and fire safety equipment and maintain them in a usable condition,
- be familiar with the placement of material means of fire protection and fire safety equipment in the workplace and know how to use them,
- if a fire is observed, try to extinguish it by the available means, if this is not possible, immediately take measures to prevent the spread of fire, report a fire according to the fire alarm directives of the individual buildings,
- after a fire has broken out, follow the instructions of the employee who organizes the fire extinguishing (or evacuation) and, upon the arrival of the fire brigade, follow the instructions of the intervention commander,
- provide adequate personal and material assistance when fighting fire, natural disasters and other emergencies (unless they expose themselves or a person next of kin to serious danger, or unless the circumstances prevent this),
- notify the supervisor of all defects and shortcomings which could endanger fire safety and, as far as possible, participate in their elimination,
- notify the supervisor of every fire, even the one they have extinguished themselves,
- when operating electric cookers, heaters, machines and equipment, observe the manufacturer's instructions, the applicable regulations on FP with which they have been familiarized,
- take precautions to avoid fire, emergency situations or property hazards before leaving the workplace.

Prohibited Activities of Employees and Persons in Similar Labour-Law Relations:

- to consciously call a fire brigade with no reason, misuse the emergency line,
- perform work that may result in a fire unless they have the required expertise,
- damage, abuse or otherwise hinder the use of fire extinguishers, hydrants and fire safety equipment,
- to burn herbage.

PRINCIPLES FOR WORKING AT HEIGHT AND ABOVE FREE DEPTH

- observe the principles of safe workplace behaviour and use personal protective equipment following the given work procedures for working at height and complying with the relevant safety regulations for the area (technological procedure for work at height and above free depth, manufacturer's instructions for ladders that are being used and personal protective equipment),
- when working on a ladder where the employee is standing with feet at a height of more than 5 m, he/she must use a personal protective equipment against falling,

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- the employee must not carry out work on a ladder using dangerous tools or equipment, such as portable chainsaws or hand-held pneumatic tools, or use small or loose material kept in pockets such as nails, screws or hand tools such as keys, screwdrivers or hammers.

When working on a ladder or when using personal protective equipment, the employee is responsible for having checked the personal protective equipment and the ladder's condition before starting work!

PRINCIPLES FOR INSTALLING AND USING ELECTRICAL EQUIPMENT AND HEATERS

- Only electrical and thermal equipment that has been approved by the employer and has a valid electrical inspection may be installed and operated,
- when installing and operating electrical and thermal equipment it is necessary to follow the manufacturer's instructions, especially to keep safe distances from flammable materials, to use insulating pads,
- it is forbidden to perform unprofessional interventions or repairs on electrical equipment,
- all defects must be reported to the senior employee,
- every electrical equipment or appliance must be checked regularly.

Main Principle: any electrical or thermal equipment may only be used with the permission of the employer and the manufacturer's instructions must be followed.

PRINCIPLES OF USING AND REPAIRING ELECTRICAL APPLIANCES

- to operate el. appliances can only be performed by workers who are familiar with the manufacturer's instructions for operating the el. appliance with which they come into contact, and who are pursuant to § 3 of Decree No. 50/1978 Coll., on professional qualifications in electrical engineering, workers familiar, within the scope of their activities, with regulations on the handling of el. devices who have been warned of a potential danger from these devices,
- workers operating el. appliances must follow the operating procedures outlined in the manufacturer's instructions for operating these devices and the requirements in the Operational Safety Code for the use of el. appliances,
- it is forbidden to use unregistered and unregulated el. appliances, it is forbidden to continue working with el. appliance, if a serious malfunction occurs in the appliance,
- maintenance and repairs of the electrical installation and equipment may only be carried out by personnel with appropriate qualifications according to Decree No. 50/1978 Coll., On professional qualifications in electrical engineering; higher qualifications do not automatically entitle to repairs, the employee must have repairs in his/her job description! Regular maintenance of the equipment shall be performed by its service crew according to the manufacturer's instructions given in its operating instructions,
- in principle, maintenance and repairs of the equipment can only be carried out when the equipment is disconnected from the power supply; if maintenance or repair of electrical equipment when connected to the power supply is required, the employer must give consent.

PRINCIPLES FOR HANDLING AND STORING FLAMMABLE LIQUIDS

- handling flammable liquids is any activity in which a flammable liquid is somehow handled, such as filling, pouring, pumping, bottling, etc.,
- storage may only be performed at specified locations,

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- other substances that could cause fire or make evacuation more difficult are not allowed to be kept in the same store,
- all transport containers with flammable liquids must be labelled by an inscription indicating the contents, i.e. the title Flammable Liquid and Hazard Class (I to IV),
- The properties of chemical substances are described in the Safety Data Sheet, which, by law, must be part of the supply of the chemical substance to the consumer and available at the workplace.

Attention! The most dangerous substances are flammable liquids of the 1st hazard class, which have a flash point less than 21 ° C!

PRINCIPLES FOR HANDLING AND STORING PRESSURE BOTTLES

- pressure bottles may only be stored in designated locations which must be protected against interference of unauthorized persons, i.e. they must be locked, the pressure bottles must be protected from sunlight and secured against falling,
- Only instructed persons may handle the pressure bottles,

Attention! Extra caution should be taken when handling and storing pressure bottles! It is necessary to secure the bottles against falling, to observe the ban on smoking and flame handling and to draw attention to the occurrence of pressure bottles in the area using safety signs.

PRINCIPLES WHEN WELDING AND MATERIAL BURNING AND DURING ACTIVITIES REQUIRING LIMITATIONS OF FIRE SAFETY OF THE BUILDING

- Welding and burning work may only be performed by a person with a valid welding license
- Before starting the welding (burning) process, possible fire hazards must be evaluated and the fire safety measures must be determined (determined by the person professionally qualified in FP)
- Additional measures must be provided for, taking into account the type of activity, or specific welding workplace risk
- For activities requiring a reduction in the fire safety conditions of the building (e.g. shutting down fire sensors during smoke or dust generating operations), it is necessary to replace the restricted conditions with other measures

Welding may therefore only be carried out by qualified persons on the basis of written conditions stipulated in the applicable decree.

GETTING TO KNOW SPECIFIC CONDITIONS AT WORKPLACE

- a senior employee is required to familiarize the subordinate with the conditions at a particular workplace prior to assigning any activity to them
- the familiarization must be performed demonstrably stating the content, the name of the supervisor and the trained person and the date of training.

By signing the attendance list, the employee declares that he/she has become familiar with the above-mentioned basic obligations, with the relevant operational safety regulations and with the local conditions at the workplace and will comply with the safety requirements and instructions of the superior employee.

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