

Rector's Directive No. 10/2009

Organization of occupational health and safety at MU

(in the wording effective from 2 November 2009)

In accordance with Section 10 (1) Act No. 111/1998 Coll., on Higher Education Institutions and on modifications and amendments to other acts (Higher Education Act), Section 37 (5), Section 101 (1), Section 102 (1) and (5), Section 103 (1) (f), (3), Section 106 (4) (i) Act No. 262/2006 Coll., Labour Code, as amended by subsequent regulations (hereinafter referred to as LC) and Act No. 309/2006 Coll. regulating other requirements for health and safety at work in labour relationships and on ensuring health and safety in performing activities or providing services outside labour relationships (Act on the Provision of Other Conditions for Occupational Health and Safety), as amended by subsequent regulations (hereinafter referred to as Act No. 309/2006 Coll.), I hereby issue this Directive:

Section 1 Basic provisions

1. This Directive sets out
 - a) organizational structure, system of management and inspection of compliance with measures for ensuring occupational health and safety (hereinafter referred to as "OHS"),
 - b) responsibility and obligations in the area of OHS,
 - c) scope and frequency of training on laws and other regulations to ensure OHS,
 - d) procedures in the event of industrial injuries, school injuries and occupational diseases,
 - e) organization of medical checkups, their types and frequency,
 - f) organization of revisions, inspections and tests of classified plant and equipmentin all buildings and units of Masaryk University (hereinafter referred to as "MU").
2. This Directive regulates the provision of personal protective equipment and management thereof on the basis of assessment of risks and working activities and specific conditions at individual workplaces.
3. This Directive is binding on all constituent parts of MU – see Annex No. 2 to MU Statutes.
4. This Directive is binding on all MU employees. In Section 2 (7) (a)–(d), (f)–(i), Section 3 and Section 7–9, this Directive also applies to students and accordingly to other persons who are present at MU workplaces upon notification of senior employees of the units (Section 101 (5) LC).
5. The bursar, a faculty dean, a faculty secretary and directors of other constituent parts of MU are entitled to issue other internal standards necessary for the implementation of this Directive, upon a proposal by a person qualified in the field of OHS under Section 9 Act No. 309/2006 Coll. (hereinafter referred to as the "OHS specialist"). Such standards must comply with OHS regulations and this Directive.
6. For the purposes hereof, the OHS specialist is:
 - crisis, fire safety and OHS manager

- faculty OHS officer
- employee who is a holder of a professional qualification certificate under Government Regulation No. 592/2006, authorized to fulfil selected tasks in the area of OHS
- persons ensuring the fulfilment of tasks in the area of OHS pursuant to another contractual relation

Section 2
**Responsibility for fulfilment of tasks in the area of OHS,
 organization and management of OHS**

1. Persons responsible for the organization of OHS:

- a) at the university level the Rector
- b) at the faculty level the dean
- c) at other constituent parts of MU their directors
- d) at MU units their heads
- e) during classes and other events connected with instruction, internships, practical training, sports events and other activities operated or organized by MU, the responsible persons are heads of units.

The Rector authorizes the bursar in the full extent to exercise powers to ensure that duties in the area of OHS at MU are performed.

2. Senior employees at all management levels are personally responsible for the fulfilment of tasks under Section 101 LC in the extent of their positions:

- a) Rector's Office – the responsible persons are: Rector, bursar, senior employees of the units
- b) faculties – the responsible persons are: dean, faculty secretary, all heads of units at all management levels in the extent of their positions at the workplaces under their management.

The dean may authorize the faculty secretary in the full extent to exercise powers to ensure that duties in the area of OHS at the faculties are performed.

- c) other MU constituent parts – the responsible person is the director.

The above tasks form an equal and integral part of their responsibilities.

- 3. Academic staff (Section 70 Higher Education Act) in the context of their pedagogical work (hereinafter referred to as "academic staff") perform duties under Section 106 (4) LC to ensure OHS of students under Section 101 (5) LC. For the purposes hereof, the term academic staff also include other experts participating in teaching on the basis of agreements on work performed outside employment.
- 4. Academic staff, other employees and students are obliged to take care of their safety and health, of health and safety of persons immediately affected by their acts or omissions during work and to comply with this Directive.
- 5. Heads of units and academic staff leading practical instruction and internships of students in particular at workplaces with increased risk (e.g. in laboratories and workshops), sports courses and other activities organized by MU are:

- a) obliged to create favourable working conditions and secure occupational health and safety of students, in particular to inform students of safety regulations and guidelines under Section 349 LC which apply to activities carried out by them,
 - b) obliged to check the compliance with safety regulations and guidelines by students,
 - c) entitled to take an informative test if there is a suspicion of alcohol or another addictive substance abuse through breath test or saliva or sweat sampling under Section 106 LC in conjunction with Section 62 Higher Education Act.
6. Senior employees (Section 11 LC) are responsible for the situation and creation of conditions of safe and harmless work at workplaces under their management. Information duties of senior employees in the area of OHS follow in particular from the provisions of Section 31, Section 37, Section 84, Section 101, Section 102, Section 103, Section 104, Section 105, Section 106, Section 108, Section 276, Section 279, Section 280, Section 287, Section 301, Section 305, Section 321 LC, legal and other regulations concerning OHS (Section 349 LC), Section 6, Section 7 and Section 9 Act No. 309/2006 Coll. and MU internal standards.

Senior employees are in particular obliged to:

- a) ensure that work in cases stipulated by a special legal regulation was only performed by staff and students who have received special immunization or have evidence of resistance to the infection,
 - b) ensure compliance with the smoking ban stipulated by special laws and internal regulations in areas where non-smokers are exposed to smoking, in catering facilities and in business meetings held in closed premises, except for smoking areas with adequate ventilation,
 - c) in cooperation with an OHS specialist, fire safety (FS) specialist and crisis management (CM) specialist of an MU constituent part and the facility manager adopt measures to be implemented in case of contingencies, such as serious breakdowns, fires or floods, other critical dangers and evacuation of employees (Section 103 (6) LC).
 - d) in cooperation with an OHS specialist, (FS) specialist of an MU constituent part and the facility manager, depending on the type of activity and the workplace size, secure the necessary number of employees for organizing first aid, calling the ambulance, the Fire Brigade of the Czech Republic, the Police of the Czech Republic and for organizing the evacuation of employees.
7. The employer's duties are embedded in the LC, legal and other OHS regulations (Section 349 LC) and MU internal standards.

An employee is in particular obliged to:

- a) act in such a way as to prevent harm to health and damage to property; where there is a risk of damage, he/she shall bring it to the attention of a senior employee,
- b) take immediate steps to avert damage impending to the employer, unless he/she is prevented from doing so by an important circumstance,
- c) notify his/her superior if the working conditions are not as required,
- d) participate in OHS training secured by the employer and have his/her knowledge tested,

- e) undergo medical checkups, vaccinations, examinations and diagnostic tests stipulated by special legal regulations,
 - f) comply with legal and other regulations and guidelines of the employer for securing occupational health and safety of which he/she was duly informed and adhere to the principles of workplace safety and employer's information,
 - g) observe work procedures, use prescribed work equipment, means of transport, personal protective equipment and protective devices and not arbitrarily alter them or put out of operation;
 - h) not consume alcohol during working hours (including outside of workplace) not abuse other addictive substances, not enter the employer's workplace under influence and not smoke at workplaces where non-smokers work,
 - i) immediately notify the superior of an industrial injury, if his/her condition allows, and of an industrial injury of another person he/she witnessed and cooperate in the investigation of causes.
8. An OHS specialist of a faculty or another MU constituent part is an employee of MU qualified to fulfil tasks in the area of risk assessment and prevention under Section 9 Act No. 309/2006 Coll. at workplaces of the relevant MU constituent part. The competence of an OHS specialist includes:
- a) methodological management, organization and inspection of OHS compliance,
 - b) cooperation with senior employees in the identification of risks, their sources and causes, assessment and measures for their elimination or mitigation,
 - c) proposes protective measures for works involving health risks for employees or students,
 - d) cooperation with a senior employee in investigating causes and circumstances of industrial injuries,
 - e) cooperates in the selection of protective devices,
 - f) keeping records of industrial and school injuries in accordance with generally applicable regulations,
 - g) inspecting employee training and securing senior employees' OHS training,
 - h) participation in organizing OHS audits,
 - i) cooperation with occupational health care practitioner at MU.

In case a constituent part of MU does not employ an OHS specialist, the dean or the director of such constituent part shall secure another qualified person under Section 9 Act No. 309/2006 Coll. for the fulfilment of risk prevention tasks.

9. The crisis, fire safety and OHS manager is an employee of the Rector's Office in charge of tasks in the area of risk assessment and prevention under Section 9 Act No. 309/2006 Coll. at workplaces of the relevant MU constituent parts, except for the faculties, Accommodation and Catering Services, Institute of Computer Science, Management of the University Campus at Bohunice and University Centre Telč. In the area of OHS, he/she coordinates the activities of professionally qualified employees of MU constituent parts in the area of OHS, performs methodological and inspection activities in the area of OHS, fire safety and crisis management at the university level. The crisis, fire safety and OHS manager also in particular
- a) proposes the MU OHS policy,

- b) provides methodological management of OHS specialists at faculties and other MU constituent parts and inspects their jobs,
 - c) cooperates with the senior employee and OHS specialists of a faculty or another MU constituent part in investigating causes of fatalities and of injuries that are likely to damage health which cause a sick leave longer than 21 days,
 - d) proposes protective measures for works involving health risks for employees or students,
 - e) cooperates in the selection of protective devices,
 - f) keeps central records of industrial and school injuries in accordance with generally applicable regulations,
 - g) inspects staff training and secures specialist training of MU employees and OHS training of senior employees of the Rector's Office units.
 - h) participates in organizing OHS audits at the Rector's Office,
 - i) cooperates with occupational health care practitioner at MU.
10. Senior employees of the relevant MU constituent parts authorized by the bursar are responsible for the performance of OHS duties in premises leased by such constituent parts from third parties. Masaryk University does not secure the performance of OHS duties in premises leased out to third parties unless stipulated otherwise in the lease agreement.
- The performance of OHS duties in common parts is secured by MU senior employees unless stipulated otherwise in the lease agreement. A similar procedure applies for workplaces of a constituent part of MU which are under the management of another constituent part of MU, unless stipulated otherwise by another MU regulation.
11. In case that employees of two and more different employers fulfil tasks at one workplace, the relevant senior employee of MU is responsible for
- a) informing each other in writing of risks and measures adopted to prevent and mitigate risks in the area of work performance and workplaces (Section 101 (3) LC),
 - b) appointment of a coordinator of measures concerning employees' occupational safety and health protection and relevant procedures,
 - c) cooperation in OHS provision to all employees at the workplace,
 - d) handing over information on risks and adopted measures obtained from other employers to the OHS specialist of a constituent part of MU, trade union organization or employees' representative for OHS and its own employees.
12. Internal inspections of the OHS level at MU units is performed by:
- a) a senior employee regularly at subordinated units (Section 102 (3) LC),
 - b) an OHS specialist in accordance with the plan of inspections and if there is suspicion of breaching OHS regulations,
 - c) a committee whose members are the OHS specialist of an MU constituent part, trade union representative or employees' representative for OHS of an MU constituent part and usually the competent representative of an MU constituent part or facility manager during inspections of OHS once a year at all units of an MU constituent part (Section 108 (5) LC).

Section 3
OHS training

3.1 General provisions

1. The duty to participate in the OHS training in the appropriate scope applies to all MU staff and students. The relevant senior employee or an employee authorized by him/her is responsible for the training.
2. The senior employee is obliged to secure the training on legal and other OHS regulations (Section 349 LC) for the employees, regularly verify their knowledge and consistently require and regularly check the compliance.
3. Training is organized separately for employees, senior employees and students.

3.2 Training of employees

3.2.1 Training of new employees

1. After a newly hired employee starts his/her employment, an initial general OHS training is provided by the OHS specialist or the relevant senior employee in line with the training plan prepared by an OHS qualified person. The training record is filed in the personal file of the employee. A sample of the training plan forms Annex No. 1 A.
2. In case a newly hired employee performs his/her work outside of employment, the initial general training is provided by:
 - a) the relevant senior employee under Annex No. 1 A or training plan prepared by the relevant OHS specialist of an MU constituent part or
 - b) the relevant OHS specialist of an MU constituent part. A sample of the training plan forms Annex No. 1 A or
 - c) the employee through perusing the summary of safety regulations.

The training method under this subsection is decided by the relevant unit head with regard to risk assessment under Section 102 LC.

3. Before the commencement of work, the senior employee is obliged to inform every newly hired employee of the workplace and potential risks to life and health involved in the work performance (hereinafter referred to as "risks"), with the results of risk assessment, with measures to prevent such risks, with the category of the work performed and with the manner of first aid provision. He/she is also obliged to train an employee who returned to work after being absent for more than 12 months (e.g. from parental leave, sick leave, internships outside of workplace) or in case an employee breached OHS regulations. Training at the workplace is carried out by the senior employee in accordance with the training plan (see Annex No. 1 B).

3.2.2 Retraining of employees

1. Retraining of employees is held with frequency depending on the work category, risk assessment, and occurrence of work involving increased probability of harm to the employee's health, however, at least once in two years.
2. Retraining of employees on laws and other regulations to ensure OHS is carried out by:
 - a) the relevant senior employee under Annex No. 2 or training plan prepared by the relevant OHS specialist of an MU constituent part or

- b) the employee through successful passing the OHS electronic retraining.
3. The practical part of the retraining on site is carried out by the relevant senior employee or a unit employee authorized by him/her.

Records of on-site training and retraining of employees are kept by the head of the unit.

3.2.3 Training of senior employees

Training of senior employees is carried out by a qualified person – the OHS specialist of an MU constituent part on the commencement of their employment. A sample training plan forms Annex No. 3 and is filed in the personal file of the employee.

3.2.4 Retraining of senior employees

Retraining of senior employees focused on OHS and verification of knowledge is carried out by:

- a) a qualified person – the relevant OHS specialist of an MU constituent part, who keeps records of training and verification of knowledge of senior employees, unless an internal standard of MU stipulates otherwise. A sample training plan forms Annex No. 3 or
- b) the employee through successful passing the OHS electronic training.

The training sessions are held at least once in three years. The training method and increased frequency of retraining sessions is decided by the head of the relevant constituent part (bursar, faculty dean, director of MU constituent part) with regard to risk assessment under Section 102 LC.

3.3 Training of students

3.3.1 Training of first-year students

1. Training of students is carried out on enrolment to the degree programme or at another date prior to the commencement of classes in the first semester of study or on repeated enrolment after the interruption of study longer than 18 months. The training plan is prepared by the OHS specialist of an MU constituent part.
2. Training of first-year students is carried out by:
 - a) qualified person – the relevant OHS specialist of an MU constituent part. The faculty Office for Studies is in charge of the organization of the training. A written record is made of the training (a sample forms Annex No. 4), which is filed at the Office for Studies of the faculty; or
 - b) the student him/herself according to instructions from the Office for Studies through successful passing the OHS electronic training in the MU Information System for students of the first year of the relevant faculty, or
 - c) the faculty through provable handover of written guidelines on OHS to MU students. A sample guideline forms Annex No. 15.

The method of student training is decided by the dean of the faculty.

3. At workplaces with increased risk, student training on OHS is held before the commencement of works under special regulations and risk assessment (Section 102 LC). The training is secured by an academic performing pedagogical work, head of the unit or authorized employee of the unit.

3.3.2 Retraining of students

Retraining of students is carried out at workplaces with increased risk in frequency under special regulations and risk assessment (Section 102 LC). The training is secured by an academic performing pedagogical work, head of the unit or authorized employee of the unit.

3.3.3 Training of students in full-time doctoral degree programmes

The initial general training of students in a full-time doctoral degree programme is carried out similarly to employees under Section 3.2.1 (2). A sample training record forms Annex No. 5 A. The initial general on-site training of students in a full-time doctoral degree programme is carried out by a senior employee of the unit similarly to employees. A sample training record for students in a full-time doctoral degree programme at the workplace forms Annex No. 5 B.

3.3.4 Training of students in combined study

Training of students in combined study is carried out before the commencement of practical instruction and internships under Section 3.3.1 (3) with regard to risk assessment under Section 102 LC.

Section 4 Specialised OHS training

4.1 Professional qualification of drivers

Qualification of professional drivers, its enhancement, duty to participate in the OHS training sessions, their frequency and scope are set out in generally binding legal regulations.

4.2 Safety training of employees driving company vehicles

1. An employee is allowed to drive a road motor vehicle on business trips only after successful passing the safety training of drivers.
2. An employee is allowed to drive a vehicle or a motor industrial truck on service roads in a closed area or building serving MU purposes only after successful passing the safety training of drivers or industrial truck operators.
3. An employee participates in a retraining of drivers under subsection 1 and 2 at least once in 2 years.
4. The safety training of drivers is secured by an MU constituent part separately through a person with professional qualification who is a holder of a professional certificate (teaching certificate).
5. In case an employee submits to the employer a proof of training carried out by a holder of a professional certificate to teach and train for obtaining a driver's license, organized by another entity, e.g. the university hospital, another higher education institution or institute, or if an employee submits a professional driver's license, he/she is not obliged to participate in the safety training of drivers. This applies in case the last training was held in less than 2 years back.

4.3 License to operate machinery and technical equipment

1. An employee may operate machinery and technical equipment in case he/she has the corresponding license and has been authorized to operate them. A senior employee shall ensure the employee has operating instructions for the machinery and technical equipment as well as safety instructions. A senior employee is responsible for instructing the employee working with machines for material treatment and processing.
2. Retraining in OHS is carried out by a senior employee at least once in three years.
3. A local safety and operating regulation in particular regulates working and technological procedures for the use of equipment and rules for the movement of equipment and staff in the premises and at the workplaces of MU.

4.3.1 Professional qualification in electrical engineering

1. Training in professional qualification in electrical engineering under Decree No. 50/1978 Coll. is intended for employees operating electrical equipment. The training is collectively secured by the Technical Operations Office of the Rector's Office.
2. Knowledge in the area of professional qualification is provably verified at least once in three years.
3. Persons without qualification in electrical engineering may perform simple operation of electrical equipment in accordance with the manufacturer's instructions and only on equipment where contact with or approach to dangerous voltage parts (live parts) is excluded.

4.3.2 Welding license

1. Welding works may only be carried out by employees who possess a welding license for the relevant method, a valid record of medical checkup and are authorized in writing by a welding technologist or employee responsible for the operation of the workplace or building.
2. The welder must be equipped with personal protective equipment and must use it. If the personal protective equipment is not in a usable condition, the welder must notify the superior thereof.
3. The welder must be provably informed of providing first aid for electric shock, gas poisoning and of fire safety. The training is collectively secured by the Rector's Office.
4. Knowledge in the area of professional qualification is provably verified at least once in two years.

4.3.3 Operation of stationary pressure vessels

1. Under ČSN 69 0012, the vessels may be operated by an employee older than 18 years of age, medically fit and provably trained and tested in regulations on the operation of pressure vessels and associated equipment. The test report shall be confirmed by signature of a revision technician or trained person responsible for the operation as well as the employee in charge of the vessel operation.
2. The operator, typically the Technical Operations Office of the Rector's Office or the Technical and Operational Office of an MU constituent part in cooperation with the OHS specialist secures the testing of employees at least once in three years.

3. The record must be filed at the equipment operator, with a copy at the competent OHS specialist unless stipulated otherwise by an internal standard.
4. More details are set out in the local safety and operating regulation.

4.3.4 Operation of pressure vessels for technical purposes (gas cylinders)

1. employees who work with gas cylinders (empty them or handle them otherwise – storage, transport etc.) must be provably informed of the operation, safety rules and alarm regulations prior to being authorized with such work and regularly once in three years. The training is secured by a senior employee.
2. Training records are kept by the senior employee who hands over a copy to the OHS specialist, unless stipulated otherwise by an internal standard.

4.4 License to handle hazardous chemicals or chemical preparations classified as highly toxic

1. employees are allowed to perform activities involved in handling hazardous chemical substances and preparations after provable training by a qualified person under Section 44b (1) and (2) Act No. 356/2003 Coll., on Chemical Substances and Preparations and on amendment of certain acts, as amended (hereinafter referred to as the "Chemical Act"). Employees are obliged to participate in retraining at least once a year.
2. Training of MU employees is secured by a person with professional qualification under Section 44b Chemical Act, appointed by the Rector. Training at the Faculty of Science, Faculty of Medicine and Faculty of Education is carried out by an authorized person at the faculty. A written record is made of the training, which shall be kept by the trainer for 3 years. Knowledge is verified through a written or electronic test.
3. Senior employees are responsible for the implementation of training and registration of attendance and are also responsible for training each new employee.
4. A similar procedure applies to handling high-risk biological agents and toxins. The training is secured by a person with professional qualification under Section 9 Act No. 281/2002 Coll., on Certain Measures Related to the Prohibition of Bacteriological (Biological) and Toxin Weapons and on the modification of Trade Licensing Act, as amended.

4.5 License to handle genetically modified organisms

1. Employees may internally handle genetically modified organisms (GMOs) under Act. No. 78/2004 Coll. on Handling Genetically Modified Organisms and Genetic Products, as amended, after completing training under Section 19 of that Act and after being provably informed about the operating rules of the workplace. employees must be provably informed about the operating rules of the workplace and must participate in retraining on every change in working procedures, however, at least once a year.
2. The training is secured by an expert advisor appointed by the Rector.
3. A written record is made of the training, which is included into the safety documents of the workplace where GMOs are handled and is kept for at least 10 years. Knowledge is verified through a written or electronic test.
4. Senior employees are responsible for the implementation of training and registration of attendance and are also responsible for training each new employee.

4.6 Informing and preparing radiological workers

1. The knowledge of radiological workers and their qualification for the safe handling of sources of ionizing radiation during work is verified prior to the commencement of work and then regularly through a test at least once a year.
2. Educational sessions for MU staff, concerning radiation protection, are secured by a supervising person with special professional qualification, authorized by the Rector. A written record is made of the training, which is included into the safety documents of the workplace which uses nuclear power or ionizing radiation.

4.7 Training to prevent outbreak and spread of infectious diseases

1. Each employee and student who is likely to be exposed to biological factors, is obliged to participate in a specialised training at regular intervals.
2. The scope and frequency of such training under Act No. 258/2000 Coll., on Protection of Public Health and on modification of certain related acts, as amended, and under Decree No. 195/2005 Coll., regulating the conditions to prevent outbreak and spread of infectious diseases and hygienic requirements for the operation of health care facilities and residential care homes, are set out in an internal standard.
3. Senior employees are responsible for the implementation of training and registration of attendance and are also responsible for training each new employee.

4.8 Other professional qualifications

1. Training on further professional competence, e.g. for work at height, operation of steam and hot water pipelines, is secured by the relevant head of the unit in the scope and frequency under the relevant regulations. The training record is kept by the head of the unit, unless stipulated otherwise by an internal standard.
2. Senior employees are responsible for the implementation of training and registration of attendance and are also responsible for training each new employee.

Section 5

Revision and inspection of technical equipment

5.1 Revision and inspection of electric appliances

1. Heads of units in cooperation with the facility manager of the MU constituent part secure the revisions and inspections of power tools under ČSN 33 1600, movable extension cables and electric appliances under ČSN 33 1500, ČSN 33 1600 and ČSN 33 1610. This is the responsibility of a person with the relevant qualification under Decree No. 50/1978 Coll. as amended.
2. The results of revisions and inspections are filed at the facility manager of the MU constituent part, unless stipulated otherwise by an internal standard.

5.2 Revision and inspection of classified plant and equipment

1. Revisions, inspections and tests of classified plant and equipment under the applicable regulations are secured by the facility manager of the MU constituent part.

2. The results of revisions, inspections and tests are filed at the facility manager of the MU constituent part, unless stipulated otherwise by an internal standard.
3. The facility manager of the MU constituent part keeps simple records of plant and equipment subject to revisions, inspections and tests. The records are sent to the crisis, fire safety and OHS manager once a year. The records include information about the building where the plant/equipment is located, its general description, date, result and date of next revision, inspection or test and the name of the company or person who carried out the revision or inspection.

Section 6 Health care

The occupational health care practitioner for employees of Masaryk University is MUDr. Zora Hlinomazová, Žerotínovo nám. 9, Brno, tel.: 549491190.

6. 1 Entrance medical checkup

1. Each new employee must pass an entrance medical checkup for the purpose of verification whether he/she is fit for the work to be performed.
2. Employees involved in epidemiologically relevant activities under Act No. 258/2000 Coll. on Protection of Public Health, as amended, in particular those working in catering, must pass a special medical checkup prior to the commencement of employment. Employees need to possess a certificate of health to work in such operations (Section 19 Act No. 258/2000 Coll., as amended).
3. Employees performing hazardous works under Act No. 258/2000 Coll., as amended, must pass a special medical checkup prior to being assigned such work.

6.2 Regular and extraordinary preventive checkups

1. Each employee is obliged to pass a preventive medical checkup every five years; if over 50, every three years. The checkups are organized by the Personnel Management Office at the Rector's Office.
2. Employees working
 - a) at night,
 - b) at hazardous workplaces,
 - c) as operators of electrical equipment or
 - d) in other selected professions, such as drivers, welders etc.

are obliged to pass preventive checkups in intervals determined for such professions.

3. A senior employee must not allow an employee to perform work which would not correspond to his/her abilities and medical fitness (Section 103 (1) LC).

6.3 Final medical checkup

1. Medical fitness is assessed before transfer to a different job within an employment or before the termination of employment.

2. Those employees who perform work in categories 2R or 3 under Act No. 258/2000 Coll., employees with acknowledged occupational disease, reported danger of occupational disease and employees who suffered an industrial injury undergo the final checkups under subsection 1.

Section 7 First aid

1. The workplaces with increased danger of injury must be equipped with a first aid kit so that first aid may be administered. Such workplaces include:
 - a) laboratories,
 - b) training sites with animals and tissues,
 - c) gyms and sports halls,
 - d) workshops,
 - e) kitchens and warm meal counters,
 - f) storerooms.
2. First aid kits are usually available for other workplaces not listed in subsection 1 at the reception of the building or directly at the workplace.
3. Each unit that has more than 3 employees and usually for every 20 persons there is one person who is trained in first aid administration, unless stipulated otherwise.
4. The content of the first aid kit and scope of first aid training is determined by the occupational health care practitioner upon a motion of the relevant senior employee, facility manager or OHS specialist.
5. A sample first aid kit content forms Annex No. 6.
6. A recommended procedure in the event of an industrial injury forms Annex No. 14.
7. The first aid training is secured by the occupational health care practitioner and authorized employees of the Faculty of Medicine and Faculty of Sports Studies.

Section 8 Injuries

8.1 Industrial injury and occupational disease

1. An industrial injury is damage to health or death of an employee, which was caused irrespective of his/her will, through short-term, sudden and violent external impacts during the fulfilment of working tasks or in direct connection with them.
2. An injury suffered for the sake of fulfilment of working tasks is also deemed an industrial injury.
3. The industrial injury does not mean an injury sustained by the employee on the way to or from work.
4. Occupational diseases are diseases listed in a special legal regulation.
5. A senior employee is obliged to investigate causes and circumstances of an industrial injury origination in the presence of the affected employee, if permitted by his/her

condition, and a witness to the accident, the relevant trade union body and the OHS specialist, and not to alter the situation in the place of the accident without serious reasons until the end of the investigation.

6. The senior employee must adopt measures to prevent the repetition of industrial injuries.
7. The LC and internal MU standards regulate the assertion of damage incurred by the employee in connection with the industrial injury or occupational disease. The OHS specialist of the MU constituent part shall send the filled-in forms to the crisis, fire safety and OHS manager.
8. Documents and information for the purposes of compensation for suffering, permanent social consequences and loss of earnings form Annexes No. 8, 9 and 10.

8.2 School injuries of MU students

1. A school injury of an MU student is an injury which was sustained by the student during classes or an internship as part of a degree programme of MU or in direct connection therewith.
2. The direct connection with classes or internships means in particular:
 - presence of the student in MU premises at the time of scheduled classes,
 - student's work in workshops, laboratories, MU lands and compulsory practical instruction and internships,
 - presence of the student on sports grounds during physical education and classes,
 - participation in trips, educational visits, training courses, sports competitions organized by MU and other events organized by MU supervised by academic staff.
3. The school injury of a student does not mean an injury sustained by the student on the way to or from school.
4. The academic employee performing pedagogical work is obliged to investigate causes and circumstances of the school injury origination in the presence of the affected student, if permitted by his/her condition, and a witness to the accident, and to inform the OHS specialist of the MU constituent part and not to alter the situation in the place of the accident without serious reasons until the end of the investigation.
5. The academic employee performing pedagogical work shall propose measures to prevent the repetition of school injuries of students.
6. The LC and internal MU standards regulate the assertion of damage incurred by the student in connection with the school injury or occupational disease. The OHS specialist of the MU constituent part shall send the filled-in forms to the crisis, fire safety and OHS manager.
7. Documents and information for the purposes of compensation for suffering, permanent social consequences and loss of earnings form Annex No. 12, compensation for reasonably expended costs of medical treatment form Annex 13.

8.3. Records of industrial injuries, school injuries and occupational diseases

1. The senior employee is obliged to secure the records of all industrial and school injuries originated at the workplace and propose measures to prevent the repetition of similar injuries.
2. Each reported industrial and school injury must be entered in the Injury Records; the record shall contain:
 - a) first name and surname, date of birth or the injured employee or student
 - b) date and time of accident, for industrial injuries also the beginning of working hours
 - c) place of accident
 - d) activity during which the accident occurred
 - e) type of injury and affected body part
 - f) who administered first aid
 - g) information about medical treatment
 - h) source and cause of injury
 - i) description of causes and circumstances of the accident
 - j) which regulations were breached in connection with the accident and by whom
 - k) names and signatures of the injured, immediate witness and investigating employee
 - l) date of recording the injury.
3. Injury Records serve as a background document for drawing up a record of injury or a record of school injury of a student.
4. Records of occupational diseases and suspicions of occupational disease are kept by the crisis, fire safety and OHS manager for the whole university. If there is a suspicion of occupational disease or its occurrence was reported, a senior employee is obliged to ensure that the crisis, fire safety and OHS manager is informed.

8.4 Reporting industrial injury

1. An employee is obliged to report each industrial injury to the senior employee without undue delay.
2. In case there are indications that a crime was committed in connection with the industrial injury, the senior employee shall ensure that the injury is reported to the public prosecutor or the Czech Police authority with the territorial jurisdiction without undue delay. The report shall include in particular information about what happened, where it happened and who was injured (how many people at a time), and the name of the reporter.
3. In case an employee of another employer was injured in the MU premises, the senior employee shall report the injury to that employer.

4. In case the injury results in a sick leave or an occupational disease of the employee, the senior employee shall inform the relevant OHS specialist and if applicable, shall draw up a Record of Injury.

8.5 Reporting fatality

1. For the purposes of reporting injuries under Government Regulation No. 494/2001 Coll., an industrial fatality is such damage to health that caused death upon injury or whose consequences caused death of the employee within 1 year.
2. The senior employee shall ensure that the fatality is reported without undue delay to:
 - a) Czech Police authority with the territorial jurisdiction,
 - b) the relevant trade union body or employees' representative for OHS,
 - c) the employer who sent the employee to work at MU,
 - d) the District Labour Inspectorate Brno,
 - e) the head of the MU constituent part,
 - f) crisis, fire safety and OHS manager.

8.6 Record of injury

1. The record of injury is drawn up and documents are filed regarding all industrial injuries which led to a sick leave longer than 3 days or to the employee's death.
2. The record of injury is also made for industrial injuries treated by a physician which did not lead to a sick leave or the sick leave was under 3 days as a document for indemnification; the period of sick leave is entered in the upper right hand corner of the form in such cases.
3. The record of injury (see Annex No. 7) is drawn up by the senior employee in two counterparts no later than within two business days after reporting the industrial injury, and is referred to:
 - a) 1 copy to the injured employee; or to the family if it was a fatality,
 - b) 1 copy to the relevant OHS specialist.
4. The relevant OHS specialist checks the record of injury and sends the original to the crisis, fire safety and OHS manager without undue delay. The relevant OHS specialist informs the relevant trade union body or employees' representative for OHS.
5. The crisis, fire safety and OHS manager keeps the central records of industrial injuries, school injuries of students and occupational diseases, and sends records of industrial injuries to the relevant authorities and institutions and reports them to Česká pojišťovna, the insurer with whom MU concluded a policy on third party liability for industrial accident.

8.7 Reporting a school injury of a student

1. The student is obliged to report a school injury to the academic employee performing pedagogical work without undue delay.

2. The academic employee performing pedagogical work reports every school injury to the OHS specialist of the constituent part where the accident occurred or which organized the event.
3. The senior employee or the academic employee performing pedagogical work reports the fatal injury of a student without undue delay to:
 - a) Czech Police authority with the territorial jurisdiction
 - b) the District Labour Inspectorate Brno
 - c) Dean's Office of the faculty concerned
 - d) crisis, fire safety and OHS manager.

The report shall in particular include information about what happened, where it happened and who was injured (how many people at a time), and the name of the reporter.

8.6 Record of school injury of a student

1. The senior employee or the academic employee performing pedagogical work proceeds similarly to industrial injuries applying Annex No. 11.
2. The report of injury of a university student is not sent to the MU trade union.

Section 9

Personal protective equipment, working clothes and footwear, washing agents, detergents, disinfectants and protective beverages

9.1 Provision of protective equipment

1. Personal protective equipment, washing agents, detergents, disinfectants and protective beverages (hereinafter referred to as "PPE") are provided by MU to the employee free of charge upon assessment of risks and specific working conditions.
2. At workplaces where clothes or footwear are exposed to extraordinary wear or dirt, MU provides also working clothes and footwear as PPE.
3. MU provides sufficient amount of disinfectants to prevent outbreak and spread of infectious diseases. Disinfectants also include protective ointments with disinfecting effect.
4. Employees who work with irritant or polluting substances are provided with washing agents and detergents or regenerating hand creams and ointments in the amount specified in the PPE list of the workplace.
5. For the purposes of provision of PPE and determining the amount of washing agents, detergents and disinfectants, the individual constituent parts of MU prepare their own list of PPE which is available in printed form at the OHS specialist of the MU constituent part and at the workplace. The senior employee of the constituent part and the OHS specialist are responsible for regular updates of the PPE list.
6. The risk assessment for the purpose of choice and use of protective equipment is regulated in particular by Annex No. 1 to Government Regulation No. 495/2001 Coll.
7. The choice of protective equipment is regulated in particular by Annexes No. 2 and 3 to Government Regulation No. 495/2001 Coll.

8. Students are provided PPE only where required to protect their health. The PPE is chosen by the senior employee and the OHS specialist individually according to the particular risk involved in the work.
9. Students of the Faculty of Medicine are provided PPE by the relevant hospital workplace according to risks involved.
10. Doctoral students are provided PPE in the same extent as employees according to the particular risk involved in the work.
11. The provision of PPE must not be replaced with financial fulfilment.

9.1 Effectiveness of protective equipment

1. Protective equipment must
 - a) be effective for the period of use against the risks and their use must not present another risk,
 - b) correspond to the conditions at the workplace,
 - c) be adapted to physical characteristics of individual employees,
 - d) respect ergonomic requirements and health condition of employees.
2. Where the existence of more than one risk requires the employees to use more protective equipment at a time, such protective equipment must be compatible.
3. Protective equipment is not:
 - a) ordinary clothes and shoes which are not intended for the protection of employees' health from risks and which are not subject to extraordinary wear or dirt during work,
 - b) sports gear and equipment,
 - c) devices for identification and signalling risks and harmful agents at the workplace.
4. Sharing protective equipment among employees is only possible if measures preventing spread of contagious diseases were adopted.

9.3 Duties of employees and students

Employees and students are obliged to:

- a) use PPE only for purposes for which it was designed,
- b) notify the senior employee or academic employee (in the case of students) of PPE defects,
- c) return PPE on receipt of new PPE or if the reasons for equipping the employee or the workplace with the relevant PPE cease to exist (termination of employment or study, change of workplace etc.).

9.4 Senior employees' duties

Senior employees are in particular obliged to:

- a) together with the OHS specialist assess risks according to the job of the employee at the unit,
- b) together with the OHS specialist prepare the list of PPE,
- c) provide PPE to employees of the unit according to the list of PPE under this Directive and other binding regulations and according to the occurrence of the individual factors at workplaces; provide PPE also to other persons who work for MU occasionally or irregularly and to persons who are present at the workplace under their management and of whose presence the senior employee was notified,
- d) inform the employees of PPE use,
- e) secure maintenance of PPE in a clean condition fit for use,
- f) require and check the use of PPE by subordinate employees,
- g) secure due keeping of records of assigned PPE in PPE record cards,
- h) proceed with due diligence in the provision of PPE,
- i) require that PPE is returned in the condition corresponding to the time of use, in case the reasons for equipping the employee or the workplace with the relevant PPE cease to exist,
- j) propose modification and extension of the existing PPE list.

If there are changes concerning OHS as a result of introduction of new technologies or origination or modification of working conditions, risk assessment under subsection a) and adjustment of the list under subsection b) shall be made.

9.5 Costs of protective equipment, its records and inspection

1. The costs of providing protective equipment, cleaning, repairing, maintaining it in a usable condition and performing the prescribed tests and inspections, including the cost of working clothes and footwear, washing agents, detergents, disinfectants and protective beverages are settled from the budget of the relevant unit.
2. The PPE records are kept by the unit.
3. PPE lifespans are stated in the PPE list for information only with regard to the degree of its use.
4. The manner, conditions and period of use of protective equipment shall be determined by the senior employee on the basis of frequency and severity of the risks, nature and type of work and workplace and taking into account the characteristics of such protective equipment.

5. The inspection of maintaining personal protective equipment in a usable condition and its use is made by the senior employee or his/her immediate superior.
6. In case the returned PPE is partially worn but continues to be effective against the relevant risk, it may be assigned to another employee after repair, cleaning and disinfection. In the opposite case, the senior employee shall secure the disposal of the returned PPE.

Section 10 Operation of gas cylinders

1. Gas cylinders may only be used for the gas or group of gases which correspond to the colour embossed label.
2. In case the gas cylinders are to be used for a different gas than that specified on the label, the head of the unit must commission a specialised company to carry out overall inspection of the gas cylinder condition or a new periodic test and change the colour embossed label accordingly.
3. Each MU constituent part where gas cylinders are handled shall prepare instructions for gas cylinder operation. Sample instructions form Annex No. 16.

Section 11 Prohibition of certain works and workplaces to pregnant women, breastfeeding women, mothers until the end of the ninth month after childbirth and minors

1. Women must not be assigned work that endangers their motherhood. The Ministry of Health through Decree No. 288/2003 Coll., determined works and workplaces that are prohibited to women who breastfeed, are pregnant and mothers until the end of the ninth month after childbirth.
2. A pregnant or breastfeeding employee and a mother until the end of the ninth month after childbirth must not be assigned work for which they are not medically fit according to the medical opinion.
3. The senior employee is obliged to transfer a pregnant or breastfeeding employee and a mother until the end of the ninth month after childbirth to another suitable work in case she has performed work that is prohibited to pregnant employees or which endangers her pregnancy or motherhood according to the medical opinion. In case a pregnant employee working night shifts asks to be transferred to day shifts, the senior employee is obliged to comply with the request.
4. In case the work may involve risk factors causing harm to the fetus in the mother's body, the senior employee is obliged to inform the employees thereof. The senior employee is obliged to inform a pregnant or breastfeeding employee and a mother until the end of the ninth month after childbirth of risks and their potential effects on pregnancy, breastfeeding or health and to take necessary measures including measures for mitigating the risk of mental and physical fatigue and other kinds of mental and physical stress connected with the work performed, for the entire period when it is necessary to protect safety or health of the mother or the child.
5. The senior employee must not assign overtime work to pregnant employees and employee taking care of a child under 1 year of age. In case an employee taking care of a child under 15 years of age, a pregnant employee or an employee who proves

that he/she alone takes long-term permanent care for a person who is mostly or completely helpless asks for shorter working hours or another suitable adjustment of the weekly working hours, the senior employee is obliged to comply with the request unless prevented by serious operational reasons.

6. The senior employee is obliged to adapt resting space at the workplace to pregnant or breastfeeding employees and mothers until the end of the ninth month after childbirth.
7. Each MU constituent part keeps the list of workplaces under subsection 1 of this Section.

Section 12 **Works prohibited to minors**

1. Minors must not be assigned works which are inadequate, dangerous or harmful to their health due to anatomic, physiological and mental specifics of that age.
2. Minors must not perform work which exposes them to increased risk of injury or where they could seriously endanger the safety and health of other employees or other persons.
3. Due to the fact that MU employs minors only exceptionally, usually for short-term or occasional jobs, the relevant senior employee is obliged to consult the work of minors with the appropriate OHS specialist.

Section 13 **Final provisions**

1. This Directive repeals Rector's Directive No. 6/2006 Organization of occupational health and safety at MU and Bursar's Instruction No. 2/2009 Recognition of documents on safety training of employees who drive a vehicle during business trips.
2. I authorize the crisis, fire safety and OHS manager to interpret the individual provisions hereof.
3. I authorize the crisis, fire safety and OHS manager to continuously update the Directive.
4. The compliance with this Directive shall be inspected by senior employees, OHS specialists at faculties and other constituent parts of MU and the crisis, fire safety and OHS manager in the extent of their positions.
5. This Directive becomes effective as of the day of its publication.

In Brno on 2 November 2009

Petr Fiala
Rector

Annexes:

- Annex No. 1 A Record of initial training of employees - general
- Annex No. 1 B Record of initial on-site training of employees
- Annex No. 2 Record of retraining of employees
- Annex No. 3 Record of training of senior employees
- Annex No. 4 Record of training of students in full-time study on enrolment to the 1st year
- Annex No. 5 A Record of training of doctoral students - general
- Annex No. 5 B Record of on-site training of doctoral students
- Annex No. 6 Sample first aid kit content at workplace
- Annex No. 7 Record of injury
- Annex No. 8 Assessment of compensation for suffering
- Annex No. 9 Assessment of permanent social consequences
- Annex No. 10 Confirmation of loss of earnings
- Annex No. 11 Record of school injury of a student
- Annex No. 12 Compensation for school injury – information for assessment of damages for school injury
- Annex No. 13 Compensation for reasonably expended costs of medical treatment
- Annex No. 14 What to do in the event of injury
- Annex No. 15 Guideline for MU students concerning occupational health and safety
- Annex No. 16 Instructions for gas cylinder operation