

**General Introductory Training in Health and Safety Protection at Work and Fire Protection for International Staff and Students**

**Labour Code No. 262/2006 Coll.,  
Part 5, Chapter 1: Health and Safety Protection at Work**

**Section 106  
Employee Rights and Duties**

- 1) An employee is entitled to health and safety protection at work, to information concerning the risks relating to his/her job and to information on the precautions to prevent the risks. The information must be provided in an intelligible way.
- 2) An employee is entitled to refuse to perform his/her duties if there is a good reason to believe that his/her life or health, or another person's life or health is imminently and seriously endangered. Such a refusal must not be considered a breach of the employee's duties.
- 3) An employee is entitled and obliged to participate in creating a safe and healthy working environment, particularly by applying the measures set and approved by the employer and by participating in dealing with the issues relating to health and safety protection at work.
- 4) Each employee is obliged, if possible, to be mindful of his/her own health and safety protection as well as of the health and safety protection of those individuals who are directly affected by his/her actions and/or neglect of work. Knowledge of the essential duties arising from legal and other regulations, and also from employer requirements relating to securing health and safety protection at work is an inseparable and permanent part of employee qualification requirements. An employee is particularly obliged to:
  - a) Attend training courses arranged by the employer that are aimed at health and safety protection at work including testing the employee's knowledge;
  - b) Attend regular medical check-ups, examinations and vaccination sessions as provided by special legal regulations;
  - c) Observe legal and other regulations as well as the instructions given by the employer that are related to ensuring health and safety protection at work and that the employee has been acquainted with in due form; follow the principles of safety in the workplace and the information provided by the employer;
  - d) Follow working procedures as provided; use means of work, transport, personal protection and protective equipment as provided, without maliciously changing or putting these out of operation;
  - e) Abstain from alcohol and other addictive substances in the employer's workplaces and, within the working time, also outside these workplaces; refrain from entering the employer's workplaces under the influence of the substances as well as from smoking in the workplaces and in all other premises where non-smokers may be exposed to the effects of passive smoking. A ban on the use of alcohol applies neither to those

employees who work in adverse microclimatic conditions if they use low-alcohol beer nor to those employees who are expected to use alcohol as part of their duties;

- f) Report any shortcomings and defects in the workplace to the employee's superior if the health or safety of the staff is or may be imminently and seriously endangered at work. This particularly applies to cases of emergency, administrative shortcomings, and defects and failures of technical equipment and protective systems designed to prevent all the above;
- g) Participate, if possible and with respect to the type of the work performed by the employee, in the elimination of the shortcomings discovered during inspections carried out by the bodies that have been appointed to carry out inspections as provided by special legal regulations;
- h) Report immediately the employee's occupational injury to his/her superior if his/her current health condition permits; report another employee's occupational injury or another person's injury that s/he has witnessed, and provide information and help leading to the clarification of its causes;
- i) Undergo a test on alcohol and/or other addictive substances, when this has been ordered by a person in charge appointed in writing by the employer.

#### **Section 249 Damage Prevention**

- 1) An employee is obliged to act in such a way that damage to health, damage to property and unjust enrichment are prevented. If there is a danger of damage, s/he is obliged to report this to his/her superior.
- 2) If it is necessary to intervene urgently to prevent damage to the employer, an employee is obliged to intervene. S/he is not obliged to do so if there is an important circumstance that prevents him/her from doing so or if s/he could seriously endanger himself/herself, the other staff members or close persons under Section 116 of the Civil Code.
- 3) If an employee discovers that essential working conditions have not been created for him/her, s/he is obliged to report this to his/her superior.

## **Occupational Injuries and Diseases**

**Labour Code No. 262/2006 Coll.,**

#### **Section 105 Employer Duties in Case of Occupational Injuries and Diseases**

- 1) The employer with whom an employee has sustained an occupational injury is obliged to clarify the causes and circumstances of the injury with the participation of the employee if his/her health condition permits and with the participation of the witnesses, the trade-union organization or a health and safety representative. Unless there is a serious reason, the employer is not allowed to change anything in the place where the employee suffered the injury until the causes and circumstances of the injury have been clarified. In compliance with the first sentence, an injury sustained by an employee of another employer must be reported to the employer of the injured employee by the aforesaid

employer without undue delay. The employee's employer must be enabled to participate in the clarification of the causes and circumstances of the occupational injury and must be informed about the results of the clarification process.

- 2) The employer keeps an injury record book, in which all injuries sustained must be recorded, even if sick leave has not been caused, or if sick leave that does not exceed 3 calendar days has been caused.
- 3) The employer makes records and keeps documentation relating to all the occupational injuries that have resulted in:
  - a) sick leave of an employee exceeding 3 calendar days or
  - b) the death of an employee.A copy of the injury report must be submitted by the employer to the injured employee. In case of a fatal occupational injury the copy must be submitted to the employee's family members.
- 4) The employer is obliged to report an occupational injury and send the injury report to the competent bodies and institutions.
- 5) The employer is obliged to take measures to prevent recurrence of occupational injuries.
- 6) The employer keeps a register of all the employees whose diseases have been caused in the employer's workplaces and have been recognized as occupational diseases. The employer must take appropriate measures to remove or minimize the risk factors that cause or may cause an occupational disease.
- 7) The following is ordered by the government: the manner in which injuries must be recorded and reported, the manner in which injury reports must be sent, a sample injury report, and the bodies and institutions to which occupational injuries must be reported and to which injury reports must be sent.

#### **Employer Responsibility for Damage in Case of Occupational Injuries and Diseases Section 366**

- 1) The employer is responsible for any damage caused to an employee as a result of an occupational injury. This applies to the damage occurred while the employee was performing work or in direct connection with it.

#### **Common and Special Provisions Relating to Responsibility for Damage Section 380**

- 1) For the purposes of this Code the term 'occupational injury' is defined as any damage to an employee's health or his/her death caused independently of the employee's will by short-term, sudden and forcible effects of external circumstances while the employee was performing work or in direct connection with it.
- 2) An injury sustained by an employee while the employee was performing work is also considered an occupational injury.
- 3) An injury sustained on the journey to or back from work is not considered an occupational injury.

#### **Section 387**

- 1) The journey from an employee's place of residence (accommodation) to the entrance to the employer's premises or to any other place destined for the performance of his/her work tasks and the journey back is considered the journey to work and back. As regards

- employees in the forestry, agriculture and construction sectors, also the journey to the destined assembly point and back is considered the journey to work and back.
- 2) The journey from an employee's place of residence in the municipality where s/he resides to his/her workplace or to the place of accommodation in any other municipality that represents his/her business trip destination and the journey back is considered to be a necessary step before work starts or after it has finished. This does not apply to the municipality in which there is the employee's regular workplace.

**Statutory Order No. 201/2010 Coll., specifying the manner in which injuries must be recorded and reported, and the manner in which injury reports must be sent**

**Section 2**

- 1) The employer keeps a register of injuries in electronic form or hard copy form.
- 2) In the event that an employee has sustained an injury with an employer to whom s/he was sent out or temporarily allocated the required details are recorded, under Para 1, into the injury record book by the employer of the injured employee and by the employer to whom the employee was sent out or temporarily allocated.

**Section 3**

For statistical purposes the term 'fatal occupational injury' is defined as any damage to an employee's health that has resulted in the employee's death within one (1) year after the injury.

**Section 5**

An injury report is made without delay by the employer of the employee who has sustained an injury. The report must be made within five (5) working days of the date on which the employer learned of the injury. The injury report is submitted by the employer without undue delay to entitled persons (Section 105 Para 3 of the Labour Code).

**Electrical Equipment Safety Regulations**

**Regulation No. 50/1978 Coll., as subsequently amended**  
ČÚBP and ČBÚ on professional competence in electrotechnology

**Section 3 Employees Acquainted**

Employees acquainted are those who have been acquainted, within the scope of their activities, by their employer with the electrical equipment safety regulations and warned of the possible dangers of using the equipment.

**Section 4 Employees Instructed**

Employees instructed are those who have been acquainted, within the scope of their activities, by their employer with the electrical equipment safety regulations, instructed in working with

the equipment, warned of the possible dangers of using electrical equipment and acquainted with the principles of providing first aid in case of electrical injuries.

### **ČSN EN 50110-1 ED.2 Operating and Using Electrical Equipment**

Individuals who do not possess qualifications in electrotechnology are neither allowed to work with any uncovered live parts of any electrical equipment nor allowed to touch these directly or by means of any objects.

Individuals who do not possess qualifications in electrotechnology are allowed to operate extra-low voltage and low voltage electrical equipment (mn and nn) adapted in such a way that the individuals operating them are fully protected against the contact with any uncovered live parts of the electrical equipment, with the exception of safe current and voltage.

These individuals are allowed to switch on and off simple electrical equipment. On the condition that the equipment is switched off, they are allowed to move and lengthen portable leads with electric flexes provided with appropriate connecting parts (portable sockets and plugs), to exchange melted inserts in threaded and instrument fuses only for new inserts of the same type (they are not allowed to repair any melted inserts), to exchange bulbs, to maintain electrical equipment following the instructions provided by the producer, etc.

Individuals who do not possess qualifications in electrotechnology are allowed to carry out maintenance work (cleaning, lubricating, standard check-ups without any dismantling by means of tools, etc.). However, the electrical equipment must always be switched off.

**The manipulation of electrical equipment may result in an electrical injury, fire or explosion and is therefore forbidden.**

While operating any electrical equipment, the operator must follow the appropriate manuals, instructions and local operating regulations. S/he must also be mindful that the appliance is not excessively overloaded or damaged in any other way.

In the event that a defect occurs in the equipment being used (e.g. damage to insulation, smell of burning, smoke, unusually loud or fitful action of the electrical equipment, sparkle or tingle caused by electric current), the electrical equipment must be switched off immediately and the defect must be reported to the electrical maintenance man or the superior.

**Damaged electrical equipment must not be used.**

### **Rescue Procedures in Case of Electric Shock**

When providing first aid in the event of an electric shock it is essential to act quickly but not rashly. It is possible to rescue the person who has sustained an electric shock and to prevent another injury that may be sustained by the rescuer or another person only if the appropriate procedures are applied.

**The rescue procedures are as follows:**

1. **Rescue the afflicted person from the range of the current.**
2. **If the person is not breathing, start mouth-to-mouth resuscitation immediately.**
3. **If the person's pulse cannot be felt, start indirect heart massage immediately.**
4. **Call a physician.**
5. **Inform the relevant head of workplace.**

**The person who has sustained an electric shock may be rescued from the range of the current when**

- a) the current has been switched off**
- b) the conductor has been pushed away**
- c) the afflicted person has been moved away**
- d) the conductor has been disconnected**

## **Fire Protection**

**Act No. 133/1985 Coll., on Fire Protection, as subsequently amended**

### **Section 17**

#### **Basic Duties of Natural Persons**

##### **1. A natural person is obliged to:**

a) Act in such a way that fire occurrence is prevented, particularly when heating, electrical, gas and other appliances and chimneys are being used, when inflammable substances or hazardous substances that may cause a fire are being stored, used and handled, and when open fire or any other source of inflammation is being used;

b) Ensure access to electrical distribution devices and to locking devices for gas, water and heating systems;

c) Carry out orders and follow the principles relating to fire protection in all marked places;

d) Obtain fire safety devices and equipment as regulated under the Act;

e) Ensure access to fire safety devices and equipment to enable their timely use, and also to keep the devices and equipment in running order. The aforesaid duties apply to those individuals who own or use the given devices and equipment;

f) Create conditions for extinguishing fire quickly and performing rescue operations on the premises owned or used;

g) Enable the competent state fire supervision body to take any necessary steps to find out the cause(s) of the fire and, in justified cases, to provide the body, free of charge, with products or samples essential for conducting an expert examination to find out the cause(s) of the fire;

h) Inform the relevant fire brigade immediately about any fire that broke out while the person was performing his/her activities or that broke out on the premises s/he owns or uses;

i) Follow fire safety conditions and manuals relating to products or activities.

2. The person who is obliged to supervise those individuals who are not able to assess the consequences of their actions is required, under special acts, to prevent those individuals from causing a fire by their actions.

##### **3. A natural person is not allowed to:**

a) Call the fire brigade deliberately without having a real reason or abuse an emergency line;

b) Perform activities that may cause a fire unless s/he is professionally competent, as required by special rules and regulations, to perform such activities;

c) Damage, abuse or make it impossible in any other manner to use fire extinguishers or other fire safety devices and equipment;

d) Restrict the use of the marked areas intended for fire engines or make the use of these areas impossible;

e) Use the colour code marking designated for fire brigade vehicles, boats and aeroplanes;

f) Burn any type of vegetation.

## **Section 18 Personal Help**

While fighting a fire, each person is obliged to:

- a) Take all necessary measures to rescue those at risk;
- b) Extinguish the fire if possible or take all necessary measures to prevent the fire from spreading;
- c) Inform the relevant authority about the fire without delay or ensure that the fire is reported;
- d) Provide personal help to the fire brigade upon request by the officer in charge, the fire brigade commanding officer or the municipality representatives.

## **Regulation of the Ministry of the Interior No. 246/2001 Coll., on setting the terms and conditions of fire safety and the state fire supervision (Fire Prevention Regulation)**

### **Some of the terms and conditions of fire safety relating to natural persons (The above applies to Section 17 Para 5 of Act)**

## **Section 42 Heating Appliances**

1. While using heating, electrical, gas and other appliances without accompanying documents (instructions from the producer relating to the operation, inspection, maintenance of the appliance, etc.), documentation relating to technically and functionally comparable kinds and types of appliances is used.

## **Section 44 Inflammable Substances and Hazardous Substances That May Cause Fire**

1. Solid fuels are kept separately from other types of fuels, inflammable substances and substances that support burning.
2. When storing substances that have a tendency towards spontaneous ignition it is essential to monitor, depending on where and how they are stored, whether spontaneous ignition has occurred.
3. To store and keep inflammable liquids, only cases, tanks and containers intended for this purpose are used. Inflammable liquids, inflammable gases and gases that support burning are only stored on the premises intended for this purpose.
4. Inflammable liquids must not be kept in common and basement areas of blocks of flats or accommodation facilities, with the exception of inflammable liquids needed to heat these facilities. The maximum amount of such liquids is 40 litres for one heating appliance. The liquids must be kept in unbreakable portable containers.
5. The maximum amount of fuels that can be kept in detached and terraced garages is 40 litres for one car and 80 litres for one lorry. These fuels must be kept in unbreakable portable containers. The maximum amount of oils that can be kept in detached and

terraced garages is 20 litres per parking place. In public parking garages, neither fuels nor oils are kept, with the exception of the fuel, oil and spare fuel that are part of the vehicles parked.

6. Vessels containing inflammable gases or gases that support burning (e.g. bottles, barrels, containers, tanks) are kept in places that are easy to access, ventilate and protect against adverse effects. These vessels must never be kept on the premises that are below the level of the surrounding terrain, in light wells, garages, boiler rooms, sleep rooms, or common areas of block of flats and accommodation facilities.

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Licence No. 2/OZ/2007 professional competence in ensuring tasks in risk prevention

Licence No. PO Z-97/98

**Tomas Bata University in Zlín**  
**Rectorate**

**Record of Attendance at General Introductory Training in Health and  
Safety Protection at Work for International Staff and Students**

**I do hereby certify that I have been acquainted today with the following:**

- a) General principles of health and safety protection at work in accordance with the Labour Code No. 262/2006 Coll., as subsequently amended,
- b) Occupational injuries and diseases in accordance with the Labour Code No. 262/2006 Coll., as subsequently amended, and the Statutory Order No. 201/2010 Coll.,
- c) Electrical equipment safety regulations in accordance with the Regulation of ČÚBP and ČBÚ No. 50/1978 Coll., as subsequently amended, ČSN EN 50110-1, and the principles of providing first aid in case of electrical injuries,
- d) Fire Protection Act No. 133/1985 Coll., as subsequently amended, and the Regulation of the Ministry of the Interior of the CR No. 246/2001 Coll., on setting the terms and conditions of fire safety and the state fire supervision,
- e) Internal rules and regulations,
- f) Effective work regulations.

**Date:** .....

**Employee name and surname:** .....

**Workplace:** .....

**Employee signature:** .....