

Staff Training in Legal and Other Regulations Aimed to Ensure Occupational Safety and Health

1. Employer's obligations; Employee's rights and obligations

(Act No. 262/2006 Coll., Labour Code, as amended, §§ 31, 32, 88 – 94, 103, 106)

2. Provision of personal protective work equipment (PPWE)

(Government Decree No. 495/2001 Coll., § 104 of the Labour Code 262/2006 Coll., as amended)

3. Industrial injuries

(Government Decree No. 201/2010 Coll., as amended, Labour Code 262/2006 Coll., as amended)

4. Workplace, working environment, production and operations areas, health protection

(Act No. 309/2006 Coll., as amended, §§ 2, 4, 5, 8; Government Decree No. 101/2005 Coll., Government Decree No. 361/2007 Coll., as amended)

5. Chemical substances and preparations – provision of basic information

(Act No. 350/2011 Coll., as amended - selected §)

6. Safety signs, labelling and signals

(Act No. 309/2006 Coll., as amended, § 6; Government Decree No. 375/2017 Coll.)

7. Warehouses, materials storage, shelves

(Government Decree No. 101/2005 Coll., Paragraph 10 of the Annex)

8. Tools and work aids

(Decree No. 48/1982 Coll., as amended, §200, 201; Government Decree No. 378/2001 Coll., as amended, Czech Technical Standard 33 1600)

9. Electrical equipment

(Decree No. 48/1982 Coll., as amended, § 194)

10. Work at height and near unguarded edges (work above pits)

(Government Decree No. 362/2005 Coll., § 3; Part III of Annex to Government Decree No. 362/2005 Coll.)

11. Categorization (provision of information to employees)

(Government Decree 432/2003 Coll., as amended – provision of information to employees about which category their work has been classified in)

12. Health checks

(specified by Act No. 373/2011 Coll. and Decree No. 79/2013 Coll.)

OCCUPATIONAL SAFETY AND HEALTH TRAINING IN WORKPLACE

- Dangerous places in the workplace
- Prohibited work activities and procedures
- Location of first aid equipment
- Provision of information about risks in workplace
- Provision of information about internal regulations
- Provision of information about transportation rules
- Provision of information about chemical substances used (instructions for use, Hazard statements and Precautionary statements)
- Provision of information about operating instructions and safety measures
- Technological processes
- Provision of information about PPWE and their use
- Provision of information about occupational health service providers
- Work at height and near unguarded edges (work above pits)

1. Employer's obligations, Employee's rights and obligations

Employer

- The employer is obliged to ensure occupational safety and health of employees as regards the potential risks of danger to their life and health arising in connection with the performance of work (hereinafter referred to as "risks").
- The obligation to care for occupational health and safety imposed on the employer is an integral and equal part of professional duties of senior executives at all levels of management within the scope of the job positions they hold.
- If employees of two or more employers perform tasks in one workplace, the employers are obliged to inform one another in writing about the risks and about the measures adopted to protect against the risks' effects which are related to the performance of the work and to the workplace, and to cooperate in ensuring occupational safety and health for all employees in the workplace. In accordance with a written agreement between the employers concerned; the employer authorized in accordance with this agreement shall coordinate the implementation of measures taken to protect safety and health of employees and procedures aimed to ensure the implementation of the measures.
- Each of the employers is obliged to:
 - a) ensure that the employer's activities and the employees' work are organized, coordinated and carried out in such a manner that the employees of another employer are also protected.
 - b) adequately and without undue delay inform the trade union and the employees' representatives in the area of occupational safety and health, and – in case no trade union operates with the employer – inform directly the employees about the risks and adopted measures according to information received from other employers.
- The employer's obligation to ensure occupational safety and health applies to all natural persons who are present at the employer's workplaces while the employer is aware of their presence.
- Costs associated with the provision of occupational safety and health shall be covered by the employer; such costs shall not be passed on directly or indirectly to the staff.
- The employer is obliged to create a safe and healthy working environment and working conditions by appropriately organizing occupational safety and health and by adopting measures to prevent risks.
- Risk prevention refers to all measures resulting from legal and other regulations aimed to ensure occupational safety and health and from the measures taken by the employer in order to prevent risks, eliminate them or minimize the effects of unavoidable risks.
- The employer is obliged to systematically search for hazardous factors and processes in the working environment, and identify their causes and sources. In accordance with these findings, the employer shall identify and assess risks and take measures to eliminate them, and adopt such measures as to allow, as a result of more favourable working conditions and the level of decisive factors, work hitherto classified as risky according to a special legal regulation to be included in a lower risk category. For this purpose, the employer is obliged to regularly check the level of occupational safety and health, particularly the condition of the means of production and working tools, the workplace equipment and the level of risk factors of working conditions, and comply with the methods and the manner of identification and assessment of risk factors in accordance with a special legal regulation.
- If it is not possible to remove the risks, the employer is obliged to assess the risks and take measures aimed to reduce their effects so that the risk to the safety and health of the employees is minimized. The measures adopted are an integral and equal part of all activities of the employer at all levels of management. The employer is obliged to keep documentation of the risk identification and assessment and of the measures adopted in accordance with Clause 1.
- When adopting and implementing technical, organizational and other measures aimed to prevent risks, the employer is obliged to act in accordance with general principles for prevention of risks, which refer to:
 - a) reducing of the occurrence of risks,
 - b) elimination of risks at source,
 - c) adapting working conditions to the needs of employees in order to reduce the negative effects of work on their health,

- d) replacing of physically demanding work with new technological and working procedures,
 - e) replacing of hazardous technologies, means of production and working tools, raw materials and other materials with less dangerous or less risky ones, in accordance with the development of state-of-the-art knowledge in science and technology,
 - f) limiting the number of employees exposed to risk factors arising from working conditions exceeding the highest hygiene limits and other risks to the minimum number necessary in order to ensure operation,
 - g) planning in the implementation of risk prevention using technology, work organization, working conditions, social relations and the influence of the working environment,
 - h) prioritization of the application of collective protection measures over individual means of protection,
 - i) implementation of measures aimed at limiting the leakage of pollutants from machinery and equipment,
 - j) giving appropriate instructions with the aim of ensuring of occupational safety and health.
- The employer is obliged to adopt measures in the event of management of emergency situations such as accidents, fires and floods, other types of serious hazards and evacuation of employees, including instructions to stop work and leave the workplace immediately and go to safety. When providing first aid, the employer shall cooperate with the occupational health service provider. The employer is obliged to ensure and determine, according to the type of activity and the size of the workplace, the necessary number of employees who organize the provision of first aid, are in charge of calling, in particular, the provider of emergency medical services, the Fire Rescue Service of the Czech Republic and the Police of the Czech Republic, and organize the evacuation of employees. The employer is obliged to ensure, in cooperation with the occupational health service provider, their training and provision of equipment to the extent corresponding to the risks occurring at the workplace.
 - The employer is obliged to adapt the measures to the changing facts, check whether the measures are effective and being observed, and ensure the improvement in the working environment and in working conditions.

The employer is obliged to:

- not allow an employee to perform prohibited work and the work whose level of difficulty would not correspond to his/her abilities and health condition,
- inform the employee about the category in which the work performed by him/her has been classified; the categorization of work is regulated by a special legal regulation,
- ensure that work in cases stipulated by a special legal regulation is performed only by employees who have a valid medical clearance certificate, who have undergone special vaccination or have proof of resistance to infection,
- inform employees which occupational health service provider will provide them with occupational medical services, and what types of vaccinations and what occupational medical examinations and examinations related to work they are obliged to undergo; allow employees to undergo these vaccinations, check-ups and examinations to the extent stipulated by special legal regulations or a decision of the competent authority for the protection of public health,
- compensate the employees who undergo an occupational medical examination, examination or vaccination for any loss of earnings, in the amount of average earnings, or in the amount of the difference between salary compensation under § 192 or sickness and average earnings,
- provide employees, especially employees in fixed-term employment, agency employees temporarily assigned to work with another employer, juvenile employees, as required for the work performed, with sufficient and adequate information and instructions on occupational safety and health under this Act and under special legal regulations, in particular in the form of familiarization with the risks, the results of the risk assessment and measures aimed to protect against the effects of these risks, relating to their work and workplace,
- ensure that employees of another employer who perform work at the employer's workplaces receive, before the start of the work, appropriate and adequate information and instructions to

- ensure occupational safety and health as well as information about the measures taken, in particular fire-fighting, provision of first aid and evacuation of natural persons in the event of emergencies,
- if occupational exposure to risk factors harmful to the unborn child may occur, inform the female employees accordingly. The employer is also obliged to inform pregnant employees, employees who are breastfeeding, and employees-mothers by the end of the ninth month after birth about the risks and their possible effects on pregnancy, breastfeeding or their health, and take the necessary measures, including measures aimed to reduce the risk of mental and physical fatigue and other types of mental and physical stress associated with the work performed, and that throughout the entire period when it is necessary to protect their safety or the health of their child,
 - allow the employee to inspect the records kept about him/her in connection with ensuring of occupational health and safety,
 - ensure that employees receive first aid,
 - avoid using such a method of remuneration for work during which employees are exposed to an increased risk of harm to health and the use of which would lead to a risk to the safety and health of employees during efforts aimed at improving work results,
 - ensure compliance with the ban on smoking in workplaces stipulated by special legal regulations.
 - Information and instructions must be provided whenever an employee is recruited, transferred or shifted, or the working conditions or working environment have changed, and whenever work equipment, technology and work procedures are introduced/changed. The employer is obliged to keep documentation of the information and instructions.
 - The employer is obliged to provide employees with training in legal and other regulations in order to ensure occupational safety and health that complement their professional qualifications and requirements for the performance of work and that relate to their work and relate to the risks that the employee may come into contact with at the workplace where the work is performed, and systematically require and monitor their compliance. The employer is obliged to provide training specified in Clause 1 when the employee starts work, and
 - a. when changing the
 - i. job position,
 - ii. type of work,
 - b. when introducing a new technology or a change in the means of production and working tools or a change in technological procedures/working methods,
 - c. in cases which have or are likely to have a substantial impact on occupational safety and health.
 - The employer is obliged to specify the content and frequency of staff training in legal and other regulations aimed to ensure occupational safety and health, the method of verifying the knowledge of employees and keeping documentation of the staff training performed. If required by the type of the risk and its severity, the staff training under Clause 1 must be repeated regularly; in cases referred to in Letter c) the training must be carried out without undue delay.
 - The employer is required to provide a suitable area where pregnant employees, employees who are breastfeeding and employees-mothers until the end of the ninth month after the birth can rest in the workplace.
 - In the case of an employee who is a disabled person, the employer is obliged to provide at his/her expense particularly the necessary adjustment of working conditions, workplace adjustment, establishment of protected jobs, training or instruction of such employees and improving their qualifications in the performance of their regular employment by means of taking technical and organizational measures.

Employee

- The employee has the right to safety and health at work, to receive information about the risks of his/her work and information about measures aimed to protect against the risks' effects; the information must be comprehensible to employees.

- The employee is entitled to refuse to perform work that he/she reasonably believes is an immediate and serious threat to his/her life or health, or to the life or health of other natural persons; such a refusal cannot be regarded as a failure by the employee to fulfil his/her obligations.
- The employee has the right and obligation to participate in the creation of a safe and healthy working environment, in particular by applying the measures set and adopted by the employer and by participating in dealing with the issues of safety and health at work.
- Each employee is obliged – to the extent possible - to take care of his/her own safety, his/her health and the safety and health of natural persons who are directly affected by his/her actions or omissions at work. Knowledge of the basic obligations arising from legal and other regulations and from the employer's requirements aimed to ensure safety and health at work is an integral and permanent part of the employee's qualification prerequisites. The employee is obliged to:
 - a) undergo staff training provided by the employer and focused on occupational health and safety, including verification of the employees' knowledge,
 - b) undergo occupational health examinations, examinations or vaccinations stipulated by special legal regulations,
 - c) comply with legal and other regulations and instructions given the employer and aimed to ensure safety and health at work, with which he/she has been properly acquainted, and follow the principles of safe behaviour at the workplace and information provided by the employer,
 - d) follow established work procedures, use specified work equipment, means of transport, personal protective work equipment and protective devices and not arbitrarily change or put those out of operation/use,
 - e) avoid consuming alcoholic beverages and avoid abusing other addictive substances at the employer's workplaces and outside these workplaces during working hours, avoid entering the employer's workplace under the influence of alcohol/drugs, avoid smoking in workplaces and other areas where non-smokers are also exposed to the effects of smoking. The ban on drinking of alcoholic beverages does not apply to employees who work in adverse microclimatic conditions, if they consume beer with a reduced alcohol content, and to employees whose consumption of these beverages is part of the performance of work tasks or is usually associated with the performance of such tasks.
 - f) report to his/her superior deficiencies and defects detected in the workplace that endanger or could immediately and seriously endanger the safety or health of employees at work, in particular imminent occurrence of an emergency or deficiencies in organizational measures, defects to or failures of technical equipment and protective systems designed to prevent them,
 - g) with regard to the type of work performed by him/her, to participate, to the extent possible, in the elimination of deficiencies found during inspections by authorities that are responsible for performing control in accordance with special legislation,
 - h) immediately report to his/her superior an employee's accident at work, if the employee's health allows it, and also an industrial injury suffered by another employee, or an injury suffered by another natural person which the employee has witnessed, and provide assistance during the clarification of the causes for the injury,
 - i) submit to an alcohol and/or drug test if asked by a senior executive authorized by the employer in writing.

2. Provision of personal protective work equipment (PPWE)

(Government Decree No. 495/2001 Coll., Laying Down the Extent and Detailed Conditions for the Provision of Personal Protective Work Equipment, Washing Agents, Detergents and Disinfectants; § 104 of the Labour Code 262/2006 Coll., as amended)

- If it is not possible to eliminate the risks or sufficiently reduce them by means of collective protection or by means of measures taken in the area of organisation of work, the employer is obliged to provide employees with PPWE. PPWE is protective equipment that must protect employees from risks, must not endanger their health, must not hinder the performance of work and must meet the requirements set by a special legal regulation (Government Decree No. 21/2003 Coll., Technical Requirements for Personal Protective Equipment).

- The employer is obliged to maintain PPWE in a usable condition and to control its use.
- Employees must be provided with washing agents, detergents and disinfectants according to the extent of contamination of the skin and clothing; in workplaces with unsatisfactory microclimatic conditions, also with protective beverages (drinking water is not considered a protective beverage).
- Employees must be informed about the use of protective equipment (which they shall confirm by their signature).
- PPWE, washing agents, detergents and disinfectants are provided by the employer to the employee against the employee's signature (PPWE registration cards).
- Employees are entitled to receive from their employer PPWE, washing agents, detergents, disinfectants and protective beverages free-of-charge according to the employer's own list drawn up on the basis of risk assessment and specific conditions of work.
- Employers must not substitute the supply of PPWE by a financial compensation.
- During the period of use of PPWE, these are still the property of the company.
- Employee may be billed by the employer for culpable damage caused by improper use or for repairs caused by wilful damage.

3. Industrial injuries

(Government Decree No. 201/2010 Coll., as amended, on the Method of Registering Injuries, Reporting and Sending of Accident Records; Accident Record Sample and List of Bodies and Institutions to Which Industrial Injuries Are to Be Reported and Accident Records Shall Be Sent; §105, 366, 367, 368 of the Labour Code 262/2006 Coll., as amended)

- An industrial injury is any damage to health or death that occurred during the performance of duties or in direct connection with them.
- The employer shall keep records of industrial injuries (accidents) in the accident book; all injuries, including those which do not result in work incapacity or those which result in work incapacity not exceeding three calendar days, must be entered in the book (recorded injuries).
- The employer shall draw up records of industrial injuries (record of injury) and keep documentation on all industrial injuries which resulted in
 - a) an employee's injury due to which the employee was unfit for work (i.e. on sickness leave) for a period longer than 3 calendar days,
 - b) an employee's death.
- The employer is obliged to report an industrial injury and send a record of the injury, no later than 5 working days of the date on which the industrial injury occurred, to relevant authorities and institutions (the Police of the Czech Republic, if the detected facts indicate that a crime has been committed in connection with the industrial injury; the trade union authority (if any), or the employees' representative for OSH; the insurance company with which the employer is insured; the relevant occupational safety inspectorate).
- Each employee is, therefore, obliged to report his/her industrial injury without undue delay, if his/her health condition allows it, to his/her superior; in other cases, witnesses to the accident process shall report the accident.
- Each employee is obliged to proceed similarly in the case of minor injuries, including those where the injury did not require treatment.
- Each employee is obliged to cooperate in the investigation of the causes of accidents, if requested to do so.
- One copy of the accident record shall be handed over by the employer to the affected employee.
- The employer is liable to employees for damage caused by an industrial injury, if the damage occurred during the performance of the employee's work tasks or in direct connection with them.
- The employer shall be fully relieved from liability if the employer proves that
 - a) the afflicted employee, through his/her own fault, violated legal or other regulations or instructions concerning occupational safety and health although he/she had been properly acquainted with them, and their knowledge and observation were systematically required and checked, or

b) due to drunkenness of the afflicted employee or due to the employee's abuse of other addictive substances while the employer could not prevent such damage, and that such facts were the only cause of damage.

- The employer may not be relieved from liability, fully or partly, in the case that the employee sustained an industrial injury when he was averting some imminent danger to the employer's property or direct threat to life or health provided that the employee did not wilfully cause such situation.

4. Workplace, working environment, production and operations areas, health protection

(Act No. 309/2006 Coll., on Further Requirements on Occupational Safety and Health, as amended, § 2,4,5, 8; Government Decree No. 101/2005 Coll., on Further Requirements on Occupational Safety and Health and on Working Environment; Government Decree No. 361/2007 Coll., Laying Down Requirements on Occupational Safety and Health)

Act No. 309/2006 Coll.

The employer is obliged to

- ensure that workplaces are arranged and equipped in terms of layout and design in a manner enabling that working conditions for employees in accordance with OSH meet the safety and hygiene requirements on the working environment and the workplace, so that

a) working rooms, corridors, staircases and other communications have the surface dimensions prescribed and are equipped for the activities performed there,

b) workplaces are properly lit, if possible by daylight, and have specified climatic conditions, especially as regards to the amount of air, ventilation, humidity, temperature and water supply,

c) facilities for personal hygiene, changing rooms, facilities for leisure and catering of staff have the specified dimensions, design and equipment,

d) emergency routes, exits and transportation routes leading to them, including access routes, are still clear; regular maintenance, tidying up and cleaning is provided in the above areas.

e) workplaces are equipped with first aid kit.

- ensure that machinery, technical equipment, vehicles, tools and equipment were suitable for the work during which they will be used in terms of occupational safety and health. They must be equipped with protective devices, equipped or modified in such a manner as to meet ergonomic requirements, and regularly and properly maintained, inspected and reviewed.

- organize work and work procedures in a manner which protects employees from performing monotonous and unilaterally straining activities, which guarantees that employees do not face risks due to falling or ejected objects or materials, are protected against falling or collapsing objects, are not endangered by workplace traffic, do not work alone in a high-risk workplace without the supervision of another employee, unless otherwise protected, do not carry out manual handling of loads that may damage health, especially the spine.

- Working with asbestos is prohibited.

- Work and activities on technical equipment that poses an increased risk to the life and health of employees in terms of their operation, assembly, inspection or repairs may be performed and the equipment may be operated by a single person only, and that by employees holding the necessary qualifications.

Government Decree No. 101/2005 Coll.

- When fulfilling the legal obligation, the employer shall provide dates, deadlines and scope of inspections, tests, revisions, dates of maintenance, repairs and renovation of technical equipment of the workplace, including working tools and means of production and equipment, taking into consideration their design, manufacturer's recommendations and manner of use, workplace requirements, risk factors causing a deterioration of the technical condition of working tools/means of production/equipment, and in accordance with the results of previous inspections, tests or revisions, for the duration of operation and use of the workplace, designate a person in charge of the performance of the above.

Government Decree No. 361/2007 Coll.

Manual handling of loads

- Manual handling - The transport or carrying of a load by one or more employees, including lifting, laying, pushing, pulling, shifting or moving. Lifting and carrying of live loads are also considered to be a form of manual handling of loads. From the perspective of hygiene, the weight limit for a manually handled load carried by a man during occasional lifting and carrying is 50 kg, and 30 kg for frequent lifting and carrying; the weight limit of a manually handled load carried by a woman during occasional lifting and carrying is 20 kg, and 15 kg for frequent lifting and carrying.
- Try to minimize manual handling by following established workflows.
- Preferably use equipment for handling of loads (if possible), such as motor trolleys, hand-guided trolleys, manipulators, cranes, hoists, etc.), if you have the appropriate authorization.

Display screen work

- Display screen work refers to work performed by an employee as a regular part of his/her normal work on a set of equipment which includes a display unit, keyboard or other input device, software or other optional accessories.
- The characters/lines on the screen should be stable, with no jittering, flickering or other forms of instability or alternating brightness, etc.; the brightness and contrast between characters and background on the screen must be easily adjustable, also with respect to the ambient conditions; the screen must be designed in such a manner as to allow the employee to move, swivel and tilt it as needed; the distance between the screen and the eyes for normal office work must not be less than 400 mm; the keyboard must be separated from the screen during continuous work to enable the employee to choose the most appropriate working position; the free area between the front edge of the desk top and the bottom edge of the keyboard shall allow both hands and wrists to rest; the dimensions of the desk top must be chosen in such a way that the layout of the screen, keyboard and other equipment can be varied. A lower limb rest must be provided to anyone who requires it.
- Work causing visual stress must be interrupted by safety breaks of 5 to 10 minutes after every 2 hours of continuous work or by alternating activities or employees in order to reduce its adverse effects on the employee's health.

5. Chemical substances and preparations – provision of basic information

(Act No. 350/ 2011 Coll., on Chemical Substances and Chemical Mixtures)

- Chemical substances (hereinafter referred to as “substances”) are chemical elements and their compounds in the natural state or obtained as a result of a manufacturing process, including, where appropriate, additives necessary to preserve their stability and any impurities arising from the manufacturing process, except for solvents which can be separated from the substances without altering their composition or affecting their stability.
- Chemical preparations (hereinafter referred to as “preparations”) are mixtures or solutions composed of 2 or more substances.
- Dangerous substances or dangerous preparations are substances or preparations which, under the conditions laid down by this Act, have one or more dangerous properties for which they are classified as
 - a) explosive;
 - b) oxidizing;
 - c) extremely flammable;
 - d) highly flammable;
 - e) flammable;
 - f) highly toxic;
 - g) toxic;
 - h) harmful;
 - i) corrosive;
 - j) irritant;
 - k) causing sensitization;
 - l) carcinogenic;
 - m) mutagenic;
 - n) reproductive toxins;

o) dangerous for the environment;

- For chemical substances and chemical preparations, the manufacturer issues so-called Safety Data Sheets. The Safety Data Sheet shall enable the persons handling such substances or preparations to take appropriate measures with regard to the protection of health, safety and occupational safety and health.
- When handling hazardous chemical substances and chemical preparations, everyone is obliged to protect human health and the environment and to follow hazard pictograms, standard phrases indicating specific risks and standard precautionary statements according to special legal regulations.

6. Safety signs, labelling and signals

(Act No. 309/2006 Coll., on Further Requirements on Occupational Safety and Health, as amended, § 6; Government Decree No. 375/2017 Coll., Laying Down the Appearance and Location of Safety Signs and the Introduction of Signals)

- In workplaces where work is carried out that may present a hazard to health, the employer is obliged to place safety signs and labelling and to introduce signals that provide information or instructions concerning occupational health and safety and to familiarize the employees with them. Safety signs, labelling and signals may be in particular visual, audible or illuminated.
- The appearance, location and design of safety signs and labels and the introduction of signals are laid down in the implementing legal regulation.
- **The prohibition signs** are circular with a black pictogram on a white background, red borders and a diagonal red line; the red border and the diagonal line shall take up at least 35 % of the area of the sign. The red diagonal line shall pass through the centre of the sign across the pictogram and shall be directed from left to top to right downwards at an angle of 45 degrees from the horizontal.
- **The warning signs** shall be triangular with a black pictogram on a yellow background with a black border; the yellow part shall take up at least 50 % of the area of the sign.
- **The mandatory signs** are circular in shape and are made up of at least 50% blue background with a white pictogram displaying the instruction.
- **Information signs used to indicate emergency routes and emergency exits or the emergency point and the emergency call points** shall be of a rectangular or square shape with a white pictogram on a green background; the green part shall take up at least 50 % of the area of the sign.
- **Information signs for fire fighting equipment, fire safety equipment and the direction of routes thereto** shall be of a rectangular or square shape with a white pictogram on a red background; the red part shall take up at least 50 % of the area of the sign.

Colour	Meaning or purpose	Instructions and information
Red	Prohibition safety signs	Dangerous behaviour
	Danger alarm	Stop Shutdown Emergency cut-out devices Evacuate
	Fire fighting equipment, fire safety equipment	Identification and location
Yellow or orange or green and yellow	Warning sign	Be careful Take precautions Make sure
Blue	Mandatory sign	Specific behaviour or action Wear personal protective work equipment
Green	Emergency exit, first aid safety signs	Doors, exits, escape routes, equipment and facilities
	Safety	Return to normal

7. Warehouses, materials storage, shelves

(Government Decree No. 101/2005 Coll., Paragraph 10 of Annex; Czech Technical Standard 269030 Handling Units – Principles for Creation, Safe Handling and Storage; Paragraph I of Annex 3 to the Government Decree No. 591/2006 Coll., on Detailed Minimum Requirements Regarding Safety and Protection of Health during Work on Construction Sites)

- In warehouses and other storage areas, signs indicating the maximum permissible load capacity of the floor must be located in easily visible places; if bulk materials are loosely stored in the area, the maximum storage height of bulk material above the floor must be permanently marked; manual storage in racks at a height of more than 1.8 m must be done using safe working equipment (e.g. ladder, steps, mobile stairs, handling platform).
- The material must be stored in a manner enabling that its stability is ensured throughout the storage period and preventing it from causing damage.
 - The dimensions and type of handling units and the manner of their safe installation in the rack must comply with the requirements specified in the accompanying documentation of the rack. Racks must be permanently labelled indicating the maximum load capacity of the unit and the maximum number of units in the column. Handling units, materials and articles must be stored and stacked in such a manner that they cannot slide off, even during storage, handling or removal.
 - The aisle between the racks must be permanently free and must not be narrowed and filled with obstacles; the aisle for cargo-handling trucks shall be wider than the maximum width of cargo-handling trucks or loads by at least 0.4 m; the handling area to be used for handling shall be demarcated, denying access to unauthorized persons.
 - Permanently used storage areas must be flat, drained, paved and marked with signs prohibiting access to unauthorized persons and adjusted depending on the type of the handling units and materials stored and on fire protection requirements.
 - During the manual handling of loads, such working procedures must be used which are aimed to prevent accidents and damage to the health of employees, particularly caused by bumping into the load, slipping of the load, injury caused by contact with the surface of the load, slipping, tripping during handling of the load, sliding of loads caused by inadequate fastening, bumping into or falling of the load when lifting, carrying, lowering or by the employee hitting the vehicle and the objects stored.
- Provision of information to the employees about the Local Operational Safety Regulations for the Warehouse

8. Tools and work aids

(Decree No. 48/1982 Coll. issued by the Czech Occupational Safety Office, Laying Down the Basic Requirements to Ensure Occupational Safety and Safety of Technical Equipment; Government Decree No. 378/2001 Coll. Laying Down Detailed Requirements for Safe Operation and Use of Machinery, Technical Installations, Devices and Tools)

Hand tools

- Handles, shafts and other places where tools are to be grasped must be smoothly machined and suitably shaped; handles and shafts must be secured against loosening.
- The striking surface area and tips of the tool must be free from burrs or cracks.
- In the environment and at workplaces where there is a risk of explosion, tools made of non-sparking material must be used.
- Hammers, plugging chisels, caulking chisels and similar tools designed to work with hardened or otherwise heat-treated material must not be constructed of material which chips off.
- Pliers used to grasp or hold material during forging must have a shape corresponding to the shape of the forged material.

Mechanical hand tools

- Mechanical hand tools must be designed in such a manner as to ensure secure clamping of the tool and to prevent contact between the operator and moving parts of the mechanical mechanism, or of the tool.

- Start and stop controllers must be easy and quick to operate, and must not allow the mechanical hand tool to be accidentally triggered or the relevant controller to jam while the tool is running.
- The parts of the tool intended for grasping or holding must be shaped in such a manner as to avoid excessive fatigue and prevent hand deformities in the employees.
- 2-jaw chucks must not be used for clamping of rotating tools.
- Adjustments, cleaning, lubrication and repairs of mechanical tools may be carried out only when the tool is stationary.
- When using mechanical tools, the movable lead cables where electric current, compressed air and other energy supplies flow must be duly protected against damage.
- Mechanical hand tools may only be put aside, carried or left unattended when stationary.

Electrical hand tools

- must not be exposed to rain and used in damp and wet conditions.
- must not be used in hazardous environments where there is a risk of fire or explosion.
- may be used only for the work for which they are intended and must not be overloaded.
- If not in use, the tool must be disconnected, and repairs and replacement of tools and accessories may only be carried out if the tool is disconnected from electricity.
- When working with electrical tools, the operators must not wear clothing with loose sleeves.
- Handles of electrical tools shall be kept dry and clean by the operators.
- Electrical lead cables must be protected against any mechanical damage.
- Revision of electrical tools is carried out before each dispensing and after each return, if the employee has the tool in use for more than 1 shift, the inspection shall always be carried out before the start of work with the tool in the shift and after the end of work with the tool in the same shift.
- In case of damage (damage to covers, components, switches; cracks, faulty fastening, etc.), the electrical tools must not be used.
- Carry out regular revisions of the electrical tools.

9. Electrical equipment

(Decree of the Czech Office for Occupational Safety No. 48/1982 Coll., Basic Requirements Aimed to Ensure Occupational Safety and Safety of Technical Equipment § 194)

Electrical equipment

- must be professionally examined and tested before being put into operation.
- is allowed to be used (operated) only under the operating and working conditions for which it was designed and manufactured.
- must be adjusted in a manner enabling that they can be switched off when required.
- when put into operation in successive steps, the equipment components yet to be completed must be disconnected and protected against undesired wiring, or, if required, otherwise secured so that there is no danger to persons in the energized state.
- If found to constitute a danger to the life or health of persons, such equipment must be immediately disconnected and secured.
- All components of electrical equipment must be mechanically strong, securely fixed and must not adversely affect other equipment; they must be sufficiently dimensioned and protected against the effects of short-circuit currents and overloads.
- Parts of electrical equipment must be designed in a manner preventing conductors from overheating under normal conditions in places where the electric current flows.

Movable and flexible lead cables

- must be laid and used in a manner protecting them against damage and displacement, against extraction of terminal connectors and against distortion of conductors.
- When disconnectable connections are used, there must be no voltage at the plug contacts in the disconnected state.
- Electrical equipment connected using a movable lead cable must be disconnected from the mains supply when moved, unless they are modified in a manner enabling that they can be moved when electrical power

is on.

Temporary electrical equipment

- or parts thereof must be switched off when not in use, provided that switching them off does not endanger the safety of persons and of technological equipment.
- The main switch must be permanently accessible and visibly marked.
- Temporary electrical devices must not be installed in hazardous areas.

Occupational safety in electrical engineering (employees acquainted with the Decree No. 50/1978 Coll., Czech Office for Occupational Safety and Czech Mining Authority on Professional Qualification in Electrical Engineering § 3,4)

Persons without professional qualification in electrical engineering are only allowed to:

- Use the appropriate switches or control panels to switch the device on and off
- Operate a device according to the operating instructions
- Replace a bulb or a fuse in an electrical device when the device is switched off
- Use extension cables to extend the reach of electric/electronic devices

PERSONS WITHOUT PROPER QUALIFICATION ARE NOT ALLOWED TO HANDLE ELECTRICAL EQUIPMENT IN ANY OTHER MANNER!

10. Work at height and near unguarded edges (work above pits)

(Government Decree No. 362/2005 Coll., on Detailed Requirements for Occupational Health and Safety at Workplaces with a Risk of Falling from Height or into Depth § 3)

- The employer shall adopt technical and organizational measures aimed to prevent employees from falling from height or into depth, falling or slipping, shall use the fall arrest system (hereinafter referred to as “fall protection”) and shall ensure that they are implemented.
 - a) at workplaces and access roads located at any height above water or above substances endangering the life or health of persons in the event of a fall, e.g. by burning, etching, acute poisoning, asphyxiation;
 - b) at all other workplaces and access roads, if situated at a height of more than 1.5 m above the ambient level, or if the clearance depth below them exceeds 1.5 m.
- Protection against falls is provided by the employer preferably by means of collective protection, which include mainly technical structures such as guard rails and fencing (if the floor height above the ambient level is more than 2 m, the handrails must be two-bar, and the height of the railings must be at least 1.1 m), hatches, arrest scaffolding, fencings or nets and temporary structures such as scaffolding or work platforms.
- Work at height must not be carried out if an inclement weather situation, when taking into consideration the fall protection used, is likely to endanger the safety and health of employees.
- When carrying out work at heights and near unguarded edges alone or by a single person, the employee must be familiar with the rules for communication between employees at the workplace or for communication with the senior executive; an employee performing work referred to in the first sentence must be informed about his/her obligation to interrupt work if he/she cannot continue work in a safe manner, and he/she is obliged to immediately inform the senior executive or employer about the interruption of work.

12. Health checks

(specified by Act No. 373/2011 Coll. and Decree No. 79/2013 Coll.)

- The employer provides occupational medical services for employees and persons applying for employment under the conditions laid down by Act No. 373/2011 Coll. and Decree No. 79/2013 Coll.
- The employer is obliged to inform employees at which occupational health service provider they will be provided occupational medical services and what types of vaccinations and what preventive check-ups and examinations related to work they are obliged to undergo, and to allow employees to undergo these vaccinations, check-ups and examinations.

- The employer is obliged to conclude a written contract on the provision of occupational medical services with the occupational health service provider in the case of work classified in categories 2 to 4.
- The employer may, in the case of work included in the category 1 and 2, ensure the performance of examinations and assessment of medical fitness to work by the general practitioner chosen by the employee or applicant.

Work and work activity	Regulation	Age of employee	Frequency of health checks
Work classified in category 1	Decree No. 79/13 Coll. § 11/2 a)	less than 50 years	6 years
		over 50 years	4 years
Work classified in category 2	Decree No. 79/13 Coll. § 11/2 b)	less than 50 years	4 years
		over 50 years	2 years
Work classified in risk category 2 and in category 3	Decree No. 79/13 Coll. § 11/2 c)	less than 50 years	2 years
		over 50 years	2 years
Work classified in category 4	Decree No. 79/13 Coll. § 11/2 d)	less than 50 years	1 year
		over 50 years	1 year
Work or activity involving a risk to health	Decree No. 79/13 Coll. § 11/3 Annex 2	less than 50 years	4 years
		over 50 years	2 years
Overnight work	Decree No. 79/13 Coll. Annex 2/II/13		2 years
Juvenile employees	Labour Code § 247/1		1 year

	Regulation	Age of employee	Frequency of health checks
All drivers (also applies to private driving)	Act No. 361/2000 Coll.	At the age of 60, 65, 68, and later every two years	
Drivers for whom driving is the type of work agreed in the employment contract	Act No. 361/2000 Coll.	less than 50 years	2 years
		over 50 years	1 year
Drivers of vehicles over 3.5t and of vehicles with more than 8 passenger seats	Act No. 361/2000 Coll.	less than 50 years	2 years
		over 50 years	1 year

- Initial medical examination
- Extraordinary occupational health examination
- Periodical occupational health examination

The person undergoing the staff training confirms by his/her signature that he/she has understood the meaning and purpose of the measures aimed to ensure OSH; the relevant regulations relating to his/her work have been explained to him/her in a comprehensible form.

The person has been asked questions to verify his/her knowledge. Any uncertainties have been clarified.