

**Rector's Directive 22R/2011**  
**OCCUPATIONAL HEALTH AND SAFETY**

This Directive lays down the principles of occupational health and safety protection (hereinafter "OHS") at the University of West Bohemia in Pilsen (hereinafter "UWB").

Article 1  
**Basic Provisions**

- (1) UWB as an employer is obliged to create conditions for safe and healthy work in accordance with relevant regulations. In accordance with the Labour Code (hereinafter "LC"), taking care of OHS is equal in importance to other aspects of UWB work.
- (2) The performance of OHS tasks is the responsibility of UWB senior employees at all individual levels of management within the scope of their positions.
- (3) The obligation to comply with OHS applies to all persons present in their workplaces with the awareness of UWB.

Article 2  
**Organization of OHS**

- (1) Coordination of the professional OHS activities and the management of the working procedures is performed by the Department of Occupational Safety and Specific Tasks (hereinafter "Department of Occupational Safety"), which is part the Personnel Department.
- (2) Individual UWB faculties (at the level of departments) and other UWB workplaces appoint their OHS technicians who carry out tasks in accordance with the related provisions and this directive. These employees are appointed to their positions in writing by the bursar on the proposal of the departmental head or the UWB workplace director. This does not affect the liability of managers.
- (3) The Department of Occupational Safety in particular:
  - provides the system of OHS management within UWB,
  - provides guidance for OHS technicians at individual departments and other workplaces,
  - keeps records and registration of occupational injuries and injuries of students, provides compensation for injuries and negotiations on compensation for damage with health insurance companies, participates in the resolution of matters related to serious, multi-person and fatal accidents,
  - formulates a directive concerning the provision of personal protective equipment (hereinafter "PPE"),
  - coordinates the implementation of official inspections of OHS, keeps related documentation including a timetable for follow-up measures,

- supervises compliance with safety regulations and performance of OHS tasks within UWB, including reviewing the implementation of the prescribed technical testing and revisions,
- provides for the position of an OHS technician for the UWB Rector's office,
- participates in the entrance, initial and periodic OHS training (under Art. 4 of this directive),
- submits proposals for the designation of higher risk workplaces to hygiene service authorities.

(4) The main obligations of OHS technicians pursuant to paragraph 2 are to:

- perform daily checks of the state of care of OHS and discuss inspection results and deadlines for the elimination of possible defects with the managers in charge,
- disable machines or appliances, or prohibit work in the workplace if there is immediate danger to the life or health of employees,
- organizationally ensure official inspections of OHS (hereinafter "inspections") within their jurisdiction,
- conduct initial training of new employees, provide periodic OHS training once in two years (unless otherwise specified), see that workers whose work requires special training participate in these training sessions under the terms set,
- keep a register of PPE and ensure their efficient use,
- see that records of occupational or school injuries are drafted immediately, but no later than 5 working days after the injury occurs,
- submit proposals for the designation of high risk workplaces to the Department of Occupational Safety,
- provide medical examinations of employees at high risk workplaces,
- provide additional OHS tasks imposed by the relevant manager.

### Article 3

#### **Obligations of Employees and Students**

(1) Managers are obliged to:

- instruct employees (or students) on work risks and train them in work safety regulations in the area of work performed,
- furnish employees (students) with appropriate personal protective equipment, detergents, cleaners, disinfectants and protective ointment, and acquaint them with their use,
- check whether OHS and working procedures in the workplace are observed as prescribed,
- ensure that safety and health rules and the ban against consuming alcohol or other addictive substances in the workplace, and during working hours also outside the workplace, are not violated,
- duly investigate occupational accidents, occupational diseases and injuries of students,
- apply working procedures within their area of control in compliance with OHS and ensure their continuing usability,
- submit to a supervisor proposals for the imposition of measures against those who violate regulations on OHS (insubordination), if they are not themselves entitled to do so,
- participate in senior staff OHS training sessions once in two years and arrange OHS training sessions for subordinates at least once in two years, immediately in the case of new employees,
- ensure operational OHS troubleshooting in the workplace,

- when there is a change in the position of the OHS technician of a department or a workplace, immediately ask the department of occupational safety for a new job appointment.
- (2) Employees and students are obliged to:
- comply with the OHS regulations and guidelines with which they were duly acquainted, as well as the principles of safe behaviour in the workplace and established working procedures,
  - at work, use protective equipment and personal protective equipment, incl. for work in the workplaces of other organizations,
  - participate in training conducted by the organization in order to improve OHS and undergo established tests and medical examinations,
  - notify their supervisor or OHS supervisory authorities of shortcomings and defects that could endanger health and safety, and, in accordance with their capabilities, participate in their elimination,
  - submit to testing for alcohol or other addictive substances carried out by the organization or the competent state authority.
- (3) The provisions of the preceding paragraphs shall apply mutatis mutandis also to other persons present in UWB workplaces with the knowledge of UWB.

#### Article 4 **Training in OHS Regulations**

- (1) Compliance with regulations ensuring OHS is among the basic responsibilities of all employees and students. Knowledge of regulations to ensure OHS is an integral and permanent part of qualifications.
- (2) The obligation to instruct employees and students on legal and other regulations in the area of OHS in the form of regular OHS training and testing is enshrined in § 103 and § 106 of the Labour Code. The knowledge of these regulations needs to be regularly verified and required, and their compliance monitored. This obligation applies both to the period before and during employment or study, i.e. before employees commence work and for the duration of the contract for employees, and before admission to the first year of study and in the subsequent years of study for students. The head of the Sport and Physical Education Department will see that students in all forms of physical education lessons are instructed in a comprehensive way on the principles and rules of safe exercising.
- (3) Persons to undergo OHS training:
- UWB students,
  - staff recruited for UWB,
  - persons engaged under contract outside full-time employment status,
  - other persons present in UWB workplaces with the knowledge of UWB.
- (4) Types of OHS training:
- entrance training,
  - initial training,
  - periodic training,
  - special training.

- (5) The entrance training of newly hired UWB employees is performed by the Personnel Department. The training of newly admitted students is performed upon registration by study departments of individual faculties in collaboration with the Department of Occupational Safety. The training concentrates mainly on essential duties in compliance with the OHS regulations.
- (6) The initial training taking place after commencement of work is conducted by either the head or the OHS technician of the workplace. It consists primarily of instruction on the principles of OHS which an employee must follow in his or her workplace, warnings about places with high risk of accidents, information about main valves, main switches, etc., as well as, in particular, the obligations of the employer and employee according to LC, incl. reporting work-related injuries, required PPE, and first aid for injuries.
- (7) The periodic OHS training in a specific workplace is conducted by the head of the workplace or the OHS technician at least once in 2 years. The training content is identical to the entrance training content, but it focuses on a more detailed explanation of the dangers characteristic of the specific workplace in question.
- (8) The periodic training of senior staff is conducted by the Department of Occupational Safety and takes place once in 2 years. The training includes familiarization with the organization of OHS at UWB and with the laws regarding OHS as amended by generally applicable legislation.
- (9) The training of special professions (such as metalworkers, woodworkers, crane operators, binders, electrical engineering professionals, laser machine operators, pressure vessel operators, chainsaw operators, welding machine operators, or reference drivers) is provided by the Department of Occupational Safety in collaboration with the managers or OHS technicians, in terms given by the relevant standard, regulation or ordinance.
- (10) Each training session must be clearly documented for inspection authorities (attendance sheet or OHS register book, which is at the disposal at the Department of Occupational Safety).

## Article 5 Official Inspections

- (1) Official inspections are performed every year on the basis of a decision by the Rector.
- (2) The main part of these inspections is a detailed check of all UWB workplaces focused on the safety-technical level of the premises, inspection of the technical equipment authorized for use in the workplace, control of high-risk workplaces, provision of PPE, maintenance of order and cleanliness, registration of occupational and school injuries, etc.
- (3) For the proper performance of these inspections, heads of departments and directors of other parts of the UWB establish committees that carry out the inspections and then, by the deadline date specified in the Rector's written directive, write up and send to the department of occupational safety a record of the findings and defects.
- (4) Within one month, the department of occupational safety prepares a timetable for the elimination of defects based on the records of the inspection check committee, and presents it to the department in question.

- (5) Within 6 months after the performance of an inspection, the Department of Occupational Safety submits a final report to the Rector, which lists the defects detected and states that they have been rectified or gives a reason why not, and proposes the implementation of preventive measures henceforth to prevent the occurrence of defects.

#### Article 6

### **High-Risk Work and Workplaces**

- (1) With respect to care of OHS, increased attention should be paid to workplaces with increased risk, i.e. especially to the way these spaces (e.g. machine workshops or laboratories with laser equipment) are fitted with safety signs, instructions and rules. High-risk workplaces are registered at the Department of Occupational Safety on the basis of the reference of senior employees.
- (2) High-risk work and high-risk workplaces are those where there is an increased risk of occupational accidents or occupational diseases, poisoning and the like. These departments are announced by health and safety authorities on the basis of the proposal under Article 2, paragraphs 3 and 4. All employees in high-risk workplaces must be equipped with PPE, instructed on the risk of the work performed and the proper use of appropriate resources. This instruction is performed by a senior employee.
- (3) Employees in these workplaces regularly submit to medical examinations provided under Article 2, par. 4. If the health condition of an employee worsens, the employee must be transferred to work which would not result in permanent injury.
- (4) The main risk factors are physical factors (noise, vibration, etc.), chemical factors (carcinogens, etc.), biological factors (viruses, bacteria, fungi) and unfavorable microclimatic conditions (eg. extreme cold, heat or humidity). If the exposure to biological agents and risk factors which exceed allowable limit values cannot be avoided, the employer is obliged to reduce their impact by technical, technological and other measures, which are, in particular, arrangement of working conditions or time of work, establishment of controlled zones, use of personal protective equipment, or provision of protective beverages.

#### Article 7

### **Occupational and School Accidents, Occupational Diseases**

- (1) At the Department of Occupational Safety, all accidents that occur in the workplace are recorded in the accident book, even though they did not directly lead to incapacity for work or the incapacity for work did not exceed three days. In their own interest, employees are required to make an entry in the book of minor injuries, which is stored so that it can be used as a basis for establishing the necessary remedial measures and for the subsequent drafting of an injury report in case consequences of an accident arise later.
- (2) An occupational (school) accident is any injury or death caused to an employee or student involuntarily, by short, sudden and violent external influences in their work or in direct connection with them. Trips to and from work, lunch or a medical facility for an examination taking place outside the premises of the employer are not considered to be of the type having a direct connection to work.

- (3) Accidents regarded as occupational injuries include also injuries which the employee suffered in the workplace or on the premises of UWB in an activity that is not related to performing the job, or injuries of other persons present with the knowledge of UWB, in UWB workplaces or spaces otherwise not open to the public.
- (4) For the provision of first aid, a medicine chest is accessible. It also stores the book of minor injuries for records of treatment applied. The contents of the medicine chest are checked and maintained by an OHS technician.
- (5) Recording and reporting occupational and school injuries:
  - the person affected, if capable, or another employee who witnesses an injury at work, is obliged to immediately notify the manager. This manager, or the OHS technician, is obliged to promptly, no later than 5 working days from the day he/she learns about the injury, make a record of the injury with the person affected (examples are given in Appendices 1 and 2), and then immediately send the completed report of the injury to the Department of Occupational Safety,
  - the record of an employee's injury (see Appendix 1) is sent in 5 copies, the record of a student's injury (see Appendix 2) in 2 copies,
  - injury report templates are also available on the [www.tiskopisy.zcu.cz](http://www.tiskopisy.zcu.cz) website.
- (6) the Department of Occupational Safety reports an injury at work and sends a record of the injury to relevant institutions (appropriate health insurance company, labour inspectorate).
- (7) UWB is obliged to provide, to the extent to which they may be liable, compensation to an employee who suffered an injury at work or who was diagnosed with an occupational disease, for:
  - loss of earnings,
  - pain and loss of amenities of life,
  - purposefully incurred costs associated with treatment,
  - damage to property.
- (8). The Department of Occupational Safety keeps records of the employees with recognized occupational diseases originating in UWB workplaces, and ensures the removal of working conditions that cause occupational disease risks.

#### Article 8

#### **Prohibited Work Activities**

Prohibited work activities are listed in § 5 and § 8 of Act No. 309/2006 Coll., on other conditions of health and safety at work, and in Decree No. 288/2003 Coll., which lists work activities forbidden to pregnant women, nursing mothers, mothers until the end of the ninth month after giving birth, and juveniles.

#### Article 9

#### **Personal Protective Equipment (PPE)**

The provision of PPE at UWB, including a list of work activities, professions and workplaces for which it should be provided is covered by the Rector's directive.

Article 10  
**Final Provisions**

- (1) The related regulations comprise in particular:
- Decree on specified technical devices (No. 18, 19 and 21/1979 Coll.),
  - Decree No. 50/1978 Coll., on professional competence in electrical engineering,
  - Decree No. 48/1982 Coll., stating basic requirements for occupational safety and safety of technical equipment,
  - Decree No. 440/2001 Coll., on compensation for pain and loss of amenities of life,
  - Act No. 262/2006 Coll., the Labour Code,
  - Act No. 309/2006 Coll., stipulating further requirements for occupational health and safety,
  - Government Regulation No. 201/2010 Coll., on the method of recording accidents, and reporting and sending records of injuries.
- (2) Rector's Directive No. 6R/2001 Occupational health and safety, including appendices, is repealed.
- (3) This Directive shall enter into force on 1 June 2011.

Doc. PaedDr. Ilona Mauritzová, Ph.D.

Appendices

- No. 1 - Record of an employee's injury
- No. 2 – Record of a student's injury

Distribution list

- Rector's collegium
- Bursar's collegium

Handled by: PER, tel. 377 631 085



## D. Information about the injury.

1. Date of injury: Time of injury: Date of death of the injured employee:	2. Number of hours worked immediately prior to the injury:								
3. Type of injury <sup>e)</sup> :	4. Injured body part:								
5. Number of injured persons in total:									
6. What was the source of the injury? (more items can be underlined) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           means of transport            machinery and equipment portable or mobile             material, burdens, objects (fall, push, fall off, collision, cave-in)            fall on a flat surface, from a height, to the depth, fall through            instrument, apparatus, tool         </td> <td style="width: 50%; border: none;">           industrial pollutants, chemicals, biological agents            hot substances and objects, fire and explosives            engines: propelling, secondary, working            people, animals, n. phenomena            another, unspecified cause         </td> </tr> </table> <div style="text-align: right; margin-top: 10px;">a)</div>		means of transport machinery and equipment portable or mobile  material, burdens, objects (fall, push, fall off, collision, cave-in) fall on a flat surface, from a height, to the depth, fall through instrument, apparatus, tool	industrial pollutants, chemicals, biological agents hot substances and objects, fire and explosives engines: propelling, secondary, working people, animals, n. phenomena another, unspecified cause						
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7. What was the cause of the injury? (more items can be ticked) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           failure or defective condition of a source of injury             poor or inadequate evaluation of a risky situation            defects in the workplace         </td> <td style="width: 50%; border: none;">           employee's insufficient personal security, including insufficient personal protective equipment            infringements related to work or the poor instructions from employer to injured employee            unpredictable risk at work or human failure            another, unspecified reason         </td> </tr> </table> <div style="text-align: right; margin-top: 10px;">a)</div>		failure or defective condition of a source of injury  poor or inadequate evaluation of a risky situation defects in the workplace	employee's insufficient personal security, including insufficient personal protective equipment infringements related to work or the poor instructions from employer to injured employee unpredictable risk at work or human failure another, unspecified reason						
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8. Was the presence of alcohol or other addictive substance detected in the blood of the injured employee?									
9. Description of the course of the accident, more detailed description of the place, causes and circumstances under which the injury occurred. (If necessary, attach an additional sheet.) <div style="text-align: right; margin-top: 20px;">           a) <table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> </tr> </table> </div>									

10. Indicate what regulations were violated in connection with the accident and by whom, if the violation was found prior to the dispatch of the accident record <sup>f)</sup>.  
(If necessary, attach an additional sheet.)

Date and signature of the injured employee:  
(where possible) .....

Dates, names and surnames and signatures of witnesses of the injury or a trade union body representative or an occupational health and safety manager <sup>g)</sup>:  
.....  
.....  
.....

Date, name and surname, position and signature of the employer:  
direct supervisor of the employee <sup>g)</sup> .....

Legend::

- a) To be completed by labour inspectorate.
- b) To be completed by the employer.
- c) State the type of workplace, working area or locality where the employee affected by the injury was present or working just before the accident, and where the accident occurred.
- d) The activity means the main type of work performed by the employee affected by the injury for a certain duration and at the time of the accident.
- e) State the result of the injury, e.g. fractures, cuts, bruises, burns, etc. ...
- f) Violation of regulations applies to both legal and other regulations, and specific guidelines ensuring occupational health and safety as imposed on employees by their superior managers in accordance with § 349, paragraphs 1 and 2 of the Labour Code.
- g) Any person signing the report of the injury who wishes to submit a comment can do so on a separate sheet, and attach it to the record of the injury.

University of West Bohemia in Pilsen <b>ID: 49777513</b>	<b>RECORD OF A STUDENT'S INJURY</b>
Injury record registration number / Academic year	Faculty .....Year of study.....

1	Name and surname of the injured person: ..... Address, postal code: .....	Date of birth of the injured person: .....
2	Hour ..... day ..... month .....year ..... of the injury Place where the accident occurred .....   Injured body part .....	
3	It was a fatal injury: YES - NO	Date of death:
4	The injury occurred during: participation in school instruction                      skiing training school work in a laboratory                                      sport competition org. by school work in a workshop    presence in the canteen excursion    presence in the dorm physical education class    other activities	
5	Description of the accident, activities, presumed cause of the accident:	
6	Who was supervising at the time of the accident?	
7	Precautions:	
8	Space for more entries:	

Signature of the injured student:  
(where possible): .....

Date of entry of the injury record: .....

Signatures of witnesses (incl. the employee who performed supervision) : .....

.....

Signature of a senior manager, stamp: .....