Charles University

First Faculty of Medicine

Kateřinská 32, Praha 2

**Introductory training in occupational health and safety at work and in fire practice and precautions for students of Charles University – the First Faculty of Medicine**

1. **Basis of training in safety at work and occupational health and**

The basic legal regulation to determine the issues of safety at work and occupational health:

* + Labour Code – Act # 262/2006 Coll., as amended, Part Five
1. **Basis of training in fire practice and prevention**

The basic legal regulation to determine the issues of fire practice and precautions:

* Act # 133/1985 Coll., as amended

**Principles of operation of electric appliances**

* get acquainted with the user’s manual and safety precautions;
* before plugging the appliance in to the mains, check whether the appliance is off;
* regularly visually check the appliances at own workplace for any damage on lead-in cables and extension leads as well as electric plugs;
* before any use of the appliance, check the covers and other parts of the appliance for any damage;
* report any defects or even mere suspicions to the immediate superior;
* never carry or lift appliances by the leads;
* protect electric appliances from water, moisture and other inappropriate environment;
* never use damaged or discarded electric appliances;
* any repair of electric appliances can only be done by adequately qualified persons.

**Principles of safety at work with machines, technology, appliances and tools**

* equipment can only be used for the purposes and conditions it is designated for, and in accordance with operation instructions;
* equipment must be complete with operation instructions, which must be available throughout the operation time;
* inspection of operation safety before putting the equipment into operation is performed in accordance with the manufacturer’s accompanying documents;
* equipment can only be put into operation with the control designed by the operator;
* equipment must be fitted with caution and information signs, notices, marks or signals in accordance with the operation manual delivered by the manufacturer;
* repair, tuning, adjustment, maintenance and cleaning of the equipment is only done after unplugging it from the energy sources; when this is not possible, appropriate precautions must be taken;
* maintenance and repair of the equipment must be in accordance with the operation manual delivered by the manufacturer, and if special professional qualifications are required for a specific activity, this activity can only be performed by a person with the appropriate professional qualifications.

**Principles of safe handling of materials**

* observe passableness of communications, never put unnecessary material in communications and handling pathways;
* when lifting and handling loads, try to keep the centre of gravity of the object handled as near your own body as possible;
* the weight of objects carried in hands by men must not exceed 50 kg for occasional lifting or 30 kg for frequent lifting;
* the weight of objects carried in hands by men must not exceed 15 kg / 10 m, 10 kg / 15 m, and 5 kg / 20 m,
* in pregnant women and mothers until the 9th month following the childbirth, the said weight is reduced to one half, i.e. 7.5 kg / 10 m, 5 kg / 15 m and 2,5 kg/ 20 m.

**Principles of operation of computers**

* the monitor must be placed in such a way that no reflexes of lights or other sources as windows etc. can appear on it;
* the distance between the monitor and the eyes must not be less than 40 cm;
* the upper edge of the monitor should be placed not higher than the eye level;
* on the screen, no faults must occur, such as shimmering, vibrating, floating or jumping of characters and/or lines;
* brightness and contrast of the screens must be tuned individually;
* following every two hours of uninterrupted work, a safety break 5 – 10 minutes long must be taken.

**Special provisions that regulate the conditions of studies in professional training of expecting and nursing mothers until the end of the ninth month following the childbirth**

 Pregnant students and student mothers in professional training must not be engaged in such tasks of practical training that may put their maternity at risk. Pregnant and breastfeeding students as well as mothers till the end of the ninth month following the childbirth must not be employed in doing such work tasks that according to medical opinion may put their pregnancy and/or maternity at risk.

In case of students’ pregnancies, provisions of legal regulations that protect women’s health must be strictly observed above all. It is necessary for the student to report her pregnancy to the principal of the respective unit and to get informed about risk factors of the workplace considering the work activities performed there. If it is a unit/workplace that is included in any of the risk categories 2 to 4 by the Public and Occupational Health Service considering work activities performed there, then the principal of the respective unit will inform the Department of Student Affairs of the First Faculty of Medicine, which will enable her to interrupt her studies or to rearrange her study plan considering her state of health and/or incompatibility of the practical class, placement or dissection practice with this state in terms of the said hazards.

This case does not mean discrimination (Labour Code, Article 16) or infringement of the student’s personal rights in vocational training (Labour Code, Article 316, Subsection 4). The Department of Student Affairs of the Faculty shall ensure that the access to the information about the above issues will only be made possible for specifically authorized persons in order to observe the Act # 101/2000 (Personal Data Protection Act).

According to Government Decree # 180/2015, pregnant women are prohibited from the following work tasks:

* work connected with exposure to chemical substances or mixtures of chemicals that are classified by standard statements of specific hazards according to any other legal regulation concerning chemical substances or mixtures of chemicals, or standard statements of specific hazards according to a specifically appropriate regulation of the European Union;
* work connected with exposure to Rubella virus (German measles), other biological agent classified as a hazard in groups 2 to 4, or the agent of toxoplasmosis, unless the pregnant student in occupational training can prove immunity against the biological agents that may be relevant to the particular work;
* work in care of animals (in lab keeping) that requires special care according to any other legal regulation which specifies the animal species that require special care;
* work where the highest permissible levels of non-ionizing radiation set for population by any other legal regulation concerning protection of health against non-ionizing radiation are exceeded;
* work where their health or the health of the foetus can be put at risk according to the employer’s assessment of health risks due to exposure to chemical substances or mixtures of chemicals or biological that are classified in groups 2 to 4;
* further, such work tasks and units/workplaces are prohibited for nursing mothers in occupational training where – according to the employer’s assessment of health risks – exposure to chemical substances or mixtures of chemicals can their health or the health of the infant can be put at risk.

List of units of Charles University – the First Faculty of Medicine included in any of the risk categories 2 to 4 according to classification of risk factors by the Prague Metropolitan Public and Occupational Health Service:

* 3rd Department of Medicine of First Faculty of Medicine and GUH –laboratory for endocrinology and metabolism, U Nemocnice 1, Praha 2
* 4th Department of Medicine of First Faculty of Medicine and GUH – Atherosclerosis Research Laboratory, Na Bojišti 3, Praha 2
* Department of Pediatrics and Adolescent Medicine - laboratory for studying mitochondrial disorders, Ke Karlovu 2, Praha 2
* **Department of Occupational Medicine, First Faculty of Medicine,** Na Bojišti 1, Praha 2
* Institute of Pharmacology, Albertov 4, Praha 2
* Institute of Physiology, Albertov 5, Praha 2
* Institute of Biochemistry and Experimental Oncology, U Nemocnice 5, Praha 2
* Institute of Biology and Medical Genetics, molecular genetic laboratory 1, cytogenetic laboratory, Albertov 4, Praha 2
* Institute of Biology and Medical Genetics, molecular genetic laboratory 2, Albertov 4, Praha 2
* Institute of Inherited Metabolic Disorders, Ke Karlovu 2, Praha 2
* Institute of Histology and Microbiology, Albertov 4, Praha 2
* Institute of Immunology and Microbiology, Studničkova 7, Praha 2
* Institute of Medical Biochemistry and Laboratory Diagnostics, Kateřinská 32, Praha 2
* Institute of Anatomy, U Nemocnice 3, Praha 2
* Institute of Pathology First Faculty of Medicine and GUH, Studničkova 2, Praha 2
* Institute of Forensic medicine and Toxicology First Faculty of Medicine and GUH, Studničkova 4, Praha 2
* 1st Department of Tuberculosis and Respiratory Diseases
First Faculty of Medicine Charles University, Kateřinská 19, Praha 2
* Department of infectious diseases and tropical diseases, First Faculty of medicine and Hospital na Bulovce, Budínova 2, Praha 8
* Department of Infectious Diseases Department of First Faculty of Medicine and Military University Hospital, U Vojenské nemocnice 1200, Praha 6
* Dean’s office – technical-operational department, Kateřinská 32, Praha 2

**Other work tasks are included in category 1,**

i.e. work that is unlikely to affect the health.

**School injury**

* each injury during tuition is reported to the teacher present
* the injured student is referred to the doctor following the first aid treatment
* the event is described in the Record of School Injury, which is forwarded by the unit where the accident happened to the Safety at Work, Occupational Health and Fire Prevention Department for further processing

**Safety marks**

Prohibition (ZÁKAZ) - red in colour, circular in shape, a black pictogram

Caution (VÝSTRAHA) - yellow in colour, triangular in shape, a black pictogram

Request (PŘÍKAZ) - blue in colour, circular in shape, a white pictogram

Safety (BEZPEČÍ) - green in colour, rectangular or square in shape, a white pictogram

Red signs that are rectangular or square in shape are information signs for physical fire-fighting equipment.

Red signs with white arrows show the direction towards this equipment, not the direction to escape the building.

**The most frequent causes of fire**

* fault of electric supply;
* ignition due to neglect or careless handling of gas and/or electrical appliances;
* careless storage of inflammable materials (failure to secure the safe distance from heating appliances or lights);
* performance of work at increased risk of fire (e.g. welding) without appropriate organizational and technical precautions;
* arson attack;
* smoking (cigarette butts in waste bins), use of fragrant candles etc.

**Principles of elimination of fire with fire-extinguishing equipment**

* choose the appropriate kind of fire extinguishers;
* try to eliminate or confine the fire with fire-extinguishing equipment;
* use fire extinguishers;
* always perform the fire extinguishing intervention in groups of two, particularly when using a fire hydrant;
* extinguish any burning stuffs from the top downwards;
* protect yourself from radiant heat and/or explosions through moving near the ground;
* never open the door of a room with suspected fire inside when standing opposite the door;
* if the fire cannot be extinguished on your own, try to close the door of the room or the nearest fire barrier (fire door).

**Fire extinguishers**

Water fire extinguisher

* is used to extinguish solid inflammables;
* unsuitable for use with liquid inflammables, with the exception of those that can be diluted with water;
* must not be used to extinguish live electrical appliances and equipment;
* the effective distance for extinguishing is up to ca 4 metres.

Powder fire extinguisher

* universal use, including extinguishing of live electrical appliances and equipment;
* the effective distance for extinguishing is up to ca 2 metres.

Snow fire extinguisher

* filled with inert gas (CO2);
* universal use for extinguishing gases, liquids as well as solids;
* the effective distance for extinguishing is up to ca 1.5 metres.

**Fire hydrant**

* the most powerful fire-extinguishing equipment;
* used at a safe distance;
* sufficient quantity of the fire-extinguishing agent (water);
* the effective distance for extinguishing is up to ca 15 metres or even longer.

**Instructions for evacuation**

* when leaving the evacuated area, close (but do not lock) windows and doors;
* leave the area through the shortest evacuation way, walking quickly;
* do not use lifts;
* provide assistance if necessary;
* turn up at the predetermined assembly point so that the number of the evacuated persons can be checked;
* provide information on the course of evacuation and any other facts as needed to help the fire-fighting and rescue services.

I am aware of the fact that during practical tuition and training I am subject to general legal regulations on safety at work and occupational health, particularly Part Five of Act # 262/2006 Coll., the Labour Code as amended; and Act # 379/2005 Coll., on protective measures against harm caused by tobacco products, alcohol and other addictive substances and on changes in some other Acts, as amended; with all consequences provided by the two Acts. The texts of both above mentioned Acts are available at the web pages of the Ministry of Interior of the Czech Republic (www http://aplikace.mvcr.cz/sbirka-zakonu/).

Therefore, among other things, I am aware in particular that during practical tuition and training I am obliged to abstain from use of alcoholic beverages and/or other addictive substances and not to enter the respective premises under the influence of the substances, and to observe the prohibition of smoking as imposed.

Further, I note that under the influence of alcohol or any other addictive substance I am not authorized to enter public spaces, including those parts of premises owned by Charles University that are open to public.

Further, I take the notice that for the reason of safe and healthy performance of the training I am not authorized to take, bring or keep any animals, with the exception of guide dogs, assistance dogs or signal dogs, at any of the Faculty’s units/workplaces unless it is part of the training.

To the effect of Act # 101/2000 Coll., on protection of personal data, as amended, I thereby give my consent to processing of my personal details and their filing in the database of Charles University for the purpose of processing the personal data as needed in bookkeeping, and possible records of and compensations for occupational injuries. Charles University – the First Faculty of Medicine will only use this data for its own needs, or for the needs of government control bodies for the purposes of checking on correctness of bookkeeping, payments of taxes and insurance, and possible due compensations for occupational injuries.

**Surname and first name: …………………………………………………………………...**

**Student’s signature: …………………………………………………...**

**In Prague on: …………………………………………………..**

**Information for students on liability for damage**

**I**

 Liability for damage in case of university students is regulated by Act # 262/2006, the Labour Code as amended, in particular its special interim provision in Article 391, Subsections 1 and 4. According to the said legal regulation, various situations have to be distinguished:

1. **the student causes** damage during theoretical or practical tuition at the school (i.e. university/faculty) or in immediate connection with it, or to another legal entity or natural person (in particular, a provider of health services, thereinafter “Facility”) at whose workplace the training takes place, and then he/she is liable for the damage to the aggrieved party; or
2. **the student suffers** damage during theoretical tuition at the school or in immediate connection with it, or during practical tuition at the school, or at another legal entity’s or natural person’s workplace, or in immediate connection with the training, through negligence of legal obligations or accident, then the claim for indemnity for the damage has to be put in at the entity that is liable according to the provision quoted above, i.e. at the Faculty or the Facility.

At the Faculty, students may apply for compensation of both material damage, particularly due to theft (which will be dealt with by the Compensations Board and the Legal Department), and damage to health (dealt with by the Occupational Health and Safety Officer).

If **the student causes** **damage** **to a patient**, then it is the Facility in whose care the patient was at the moment when the damage was suffered that is liable to the patient. In most cases, the liability is covered by legal liability insurance policy of the Facility. The Facility or the entity that indemnified on behalf of the Facility is entitled to lay the claim of recourse on the real agent of the damage, i.e. the student.

As specific provisions concerning indemnification are missing in the Labour Code, the provisions of the Act #  89/2012 Coll. (Civic Code) concerning indemnification for common damage will apply.

**II**

On the above concept of liability for damage, provisions of contracts on practical tuition/training are based. The contracts include the provision on liability for damage, with reference to general legal regulations, in particular the Labour Code. Unless there is a general contract between the Faculty and the Facility to enable students take practical training there, the Faculty uses pro forma contracts, which are available through the Department of Student Affairs.

**III**

 The Faculty advises students to make a contract to get insured for the case of liability for damage caused during tuition/training, according to Article 391 of the Labour Code. Such a contract will cover damage to the Faculty, Facility as well as the students liability in civic life, however, always limited exclusively to unintended damage but never any damage caused intentionally.

Surname and first name: …………………………………………………………………...

Student’s signature: ………………………………

In Prague on: ………………………………

*Note: Whenever a health care facility is mentioned in the text, it can also mean a facility of any other kind if it provides practical tuition/training of the Faculty’s students.*