The Outline of Fire Protection (FP) Training for the Staff
– a New Employee Before Beginning Work

The trainee's name ..... Personal No..... employee
trainee
an employee of another organization

Workplace:..... Laboratory .....

<u>The Entrance Syllabus of OSH Training for IOCB Staff</u>

1) The importance and organization of FP within the CR and within the AS CR – applicable legislation and the related FP documentation
2) Fire Emergency Instructions, IOCB Fire Regulations, Fire Escape Plan, Fire Alarm Receiving Station, Fire Alarm, Evacuation and the Fire Alarm System
3) IOCB workplaces with the danger of fire
4) The types of fire extinguishers in the complex, their functions and suitability for extinguishing various combustibles
5) Familiarization with the main water and gas shut-off valves and power switches
6) The placement of fire extinguishers and the equipment for dealing with emergencies and the conditions of their use
7) The function and placement of wall and underground hydrants
8) The revision of FP obligations (compliance with safety regulations and safety procedures at work, keeping emergency escape routes clear of obstructions, the reporting and removal of defects in fire protection, the safe placement of electrical and gas appliances, mainly heating appliances, the safe placement of flammable liquids and technical gases, trainings and inspections, fire reporting and extinguishing, the inspection of technical equipment)
9) Familiarization with all fire risk factors at a workplace (flammable liquids, technical gases, electrical and gas, mainly heating, equipment), dangerous and risky working practices, the prohibition of the use of damaged or uninspected appliances, the safe placement of combustibles and chemicals.
10) The explanation of safety regulations for the activity performed (which specifically)

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11) The explanation of safe working procedures (which specifically)

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12) Familiarization with floor and laboratory water and gas shut-off valves and power switches, with fire extinguishers at the workplace and near it, the placement of Fire Emergency Instructions, Fire Regulations and Operating Rules, the Evacuation Plan and the Fire Alarm System at a workplace.
13) Familiarization with Workplace Fire Regulations (if prescribed)
14) Practical fire extinguisher training
15) The revision of the employees' obligations during a fire emergency, including evacuation along escape routes

Note: An IOCB employee reassigned to another IOCB workplace is considered to be a new employee, but he/she is trained only at Points 9–15.

Prague, ...

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The trainee's signature The trainer's signature