

The Entrance Syllabus of OSH Training for the Staff of the IOCB CAS

The OSH induction training for the staff in the extent of 60 minutes according to the thematic plan below has been received by (**see the attendance sheet – an attachment to this training curriculum; in the case of an individual: both the trainee's and the trainer's first name, surname and signature at the end of the thematic plan**).

The training has consisted of self-study, consultations and subsequent oral examination.

Thematic plan:

1. **Introduction** – OSH is an important part of job responsibilities. It is economically advantageous for both employees and employers to be healthy and to retain the ability to work. It also brings their mutual social securities. Hundreds of thousands of work-related accidents leading to sick leave occur in the CR every year. Many dozen employees die from work-related accidents.
2. **OSH-related legal documents**
 - a) The Constitution of the Czech Republic
 - b) The Charter of Rights and Freedoms (Section 31)
 - c) The Labor Code No. 262/2006 Coll. (hereinafter only as the 'LC'), especially Part Five: "Occupational Safety and Health"
 - d) Act No. 309/2006 Coll. as subsequently amended, regulating further requirements on occupational safety and health
 - e) Government Decree No. 361/2007 Coll., as amended by Government Decree No. 68/2010 and Government Decree No. 11/2002 Coll., as amended by Government Decree No. 405/2004 Coll. (the implementing regulations of the Labor Code)
 - f) Decrees, regulations (mainly by the Czech Occupational Safety Office) and other legal standards published in the Collection of Laws
 - g) Czech Technical Standards (CTS), technical and business rules
3. The employer's obligations, LC, Sections 103, 104 and 105
4. The employee's rights and obligations, LC, Sections 106, 107 and 108
5. The evaluation of potential occupational hazards and their prevention during work posing threat to the life and health of the workers, LC, Sections 101 and 102
6. The working conditions of women and adolescents, LC, Sections 238–247 following the Ministry of Health of the CR Decree No. 180/2015 Coll. (the types of work and workplaces forbidden to adolescents, pregnant women, breastfeeding women, and mothers for six weeks after delivery)
7. Work-related injury and occupational disease, the investigation of work-related injuries and compensation for them. The staff of the organization shall be demonstrably acquainted with work-related injuries incurred within the last five years, including measures taken to prevent their possible recurrence.
8. The hazards of working with electrical equipment and the definition of the work permitted, Czech Occupational Safety Office Decree No. 50/1978 Coll. as subsequently amended, especially Sections 3 (basic information) and 4 (instruction)
First aid for electric shock:
 - a) remove the victim from the electrical circuit
 - b) begin cardiopulmonary resuscitation – artificial respiration, heart massage
 - c) always call a medical emergency!
9. The obligation to report an occupational injury to the head of the workplace and record it – Government Decree No. 201/2010 Coll., as amended by Government Decree No. 170/2014 Coll. and Government Decree No. 276/2015 Coll. as subsequently amended (compensation for occupational injuries), repeated familiarization of the staff of the organization with all

work-related injuries since the last OSH training and the adoption of appropriate corrective measures.

10. Office work, cleaning work and work with information technologies – see Government Decree No. 361/2007 Coll., as subsequently amended, including Government Decree No. 68/2010 Coll.

11. Information on the specifics of the workplace and working practices

- a) familiarization of the staff with the workplace in terms of OSH – switches, medium shut-off valves, escape routes and the principles of first aid
- b) familiarization with working procedures and technologies, including safety regulations and standards
- c) prohibition of unauthorized and dangerous working procedures
- d) specification of the obligation to use personal protective equipment (PPE) based on the assessment of potential risks
- e) designation of the employee responsible for the laboratory training of new employees

12. The staff shall be demonstrably acquainted with these legal provisions

- a) Act No. 258/2000 Coll., as amended by No. 267/2015 Coll. and No. 372 and 373/2011 Coll. as subsequently amended, including the implementing decree of the Ministry of Health of the CR No. 79/2013 Coll.
- b) Act No. 350/2011 Coll. as subsequently amended including the implementing decree (on chemical substances and chemical mixtures), Decree No. 428/2004 Coll. (professional competence)
- c) Act No. 185/2001 Coll. as subsequently amended including the implementing decree (waste)
- d) Act No. 224/2015 Coll. as subsequently amended including the implementing decree (accidents)
- e) Internal guidelines of the IOCB on the classification of individual employees into occupational categories and the identification of the risks of potential threats to their health and lives at work
- f) Government Decree No. 495/2001 Coll. (PPE)
- g) The Ministry of Health of the CR Decree No. 432/2003 Coll. as amended by the Ministry of Health of the CR Decree No. 107/2013 Coll. as amended by amendments No. 181 and No. 240/2015 Coll. (work categorization)
- h) Government Decree No. 1/2008 Coll. as amended by Government Decree No. 106/2010 Coll. (non-ionizing radiation)
- i) Internal guidelines for the authorization of business trips by private vehicles
- j) Safety regulations of the IOCB of the AS CR, v.v.i. (especially for work in laboratories)
- k) Act No. 251/2005 Coll. on labor inspection
- l) Government Decree No. 101/2005 Coll. on detailed requirements for workplaces and working environment
- m) Act No. 466/2004 Coll. (full wording of Act No. 167/1998 Coll. on addictive substances and the Ministry of Health of the CR Decree No. 243/2009 Coll., all as subsequently amended)
- n) Operating rules and regulations for individual devices and laboratory technical procedures during experimental laboratory and technical activities
- o) Government Decree No. 272/2011 Coll., as subsequently amended (noise, vibrations....)
- p) The IOCB Director's Order No. 4/2016

13. For the staff of the Technical-Economic Administration and the Building Management additionally

- a) Government Decree No. 378/2001 Coll. as subsequently amended

- b) Czech Occupational Safety Office Decree No. 48/1982 in the full wording of the subsequent regulations of Section 1, Sections 54–70, Sections 110–117, Sections 173–174, Sections 194–206 and Sections 237–240
 - c) Czech Occupational Safety Office Decrees Nos. 18 (pressure), 19 (lift) and 21 (gas)/1979 Coll., as subsequently amended
 - d) Act No. 320/2015 Coll., on chimney fire safety, as subsequently amended
 - e) Czech Occupational Safety Office Decree No. 73/2010 Coll. (electrical devices)
 - f) Government Decree No. 362/2005 Coll. (the risk of falling into the depth)
 - g) Czech Occupational Safety Office Decree No. 85/1978 Coll., as subsequently amended
14. CTS 078304, 650201, 690012, 018003 as well as CTS 200703, 269030, 269105, 269010, 267407, 270808, 270809, 239060, 200708.
15. The staff have been instructed not to drink alcoholic beverages at work, not to use narcotic and psychotropic substances or smoke there and to be completely focused on the task assigned. They must use PPE in the extent specified by the respective internal guidelines of the IOCB. They have been warned that it is dangerous and forbidden to use any other working procedure than that for which the staff have been appointed and to which they have been assigned.
16. Any other work activities (even short-term or irregular activities), e.g. work on grinding machines, work with electrical equipment beyond one's qualification, work on woodworking machines, work at heights, work on metalworking machines etc. **ALWAYS** requires specific training according to the respective legal regulations and instructions.
17. The trainee has completely understood the topics covered and all of his/her questions on the issues have been satisfactorily answered.

The final interview was conducted on

The training was done by

The trainer's signature

The trainee's first name and surname

The trainee's signature