



Director's Order

14 / 2013

Periodic Training in Occupational Safety and Training in Fire Prevention for Employees

Intended for all employees through the group leaders

In accordance with the valid regulations and requirements of the governing bodies,

I order

the implementation of regular training in occupational safety (OS) and training in fire prevention (FP) for all employees by **31st January 2014**. The training is mandatory for all employees of the institute who have not yet been demonstrably trained in 2013 in the extent of the attached plan.

Group leaders will ensure training of the subordinant employees (in person or through entrusted employees) following the attached plan, and make the relevant entry in the notebook of the registry of training in OS and FP. **The entry in the notebook of the registry of training must include the date and topic of the training, the names and signatures of the trainees and the trainer, the names of the employees who did not participate in the training and the reason for their non-attendance.**

The leaders will ensure training of employees who are absent in the long term within one week after they return to work, make an entry of the training and will immediately inform the safety technician.

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director

In Prague on 6 December 2013

Attachments: The Plan of Topics and Time Allotment of the Training in Fire Prevention
The Curriculum for Periodic Training in Occupational Safety

The Plan of Topics and Time Allotment of the Training in Fire Prevention for Employees of the IOCB ASCR, v.v.i.

I. Participation in the Training

The training in fire prevention for employees is attended by

- all the employees of the IOCB ASCR, v.v.i. who have been accepted in employment
- persons who are at the workplace with the knowledge of the institute
- employees who are being transferred to another assignment, to another workplace, or whose method of work has changed

Training in fire prevention with employees being accepted in employment will be conducted on their acceptance. With persons who are at the workplace with the knowledge of the institute, this training will be conducted prior to their entry of the workplace.

Repeated training on FP for employees will be conducted once every two years. Repeated training will not be attended by the employees who attend the training on fire prevention for management personnel. Training on fire prevention with employees who are being transferred to another assignment, to another workplace, or whose method of work has changed will be conducted before they begin their work.

Training on fire prevention is provided by an employee of the institute who has successfully passed the training for management personnel or has professional qualification in the area of fire prevention.

The aim of this training is to acquaint the employees with the basic obligations when observing the regulations on fire prevention, to provide a presentation on the fire danger in the organisation, including training in the use of fire extinguishing equipment.

Date: ongoing

Employee in charge: relevant head of the workplace

II. Content of the Training and Time Allotment

1. Act of the Czech National Council (CNC) No. 133/1985 Coll., on Fire Prevention as later amended
Time allotment: 20 min.
2. Decree of the Ministry of the Interior (MI) of the CR No. 246/2001 Coll.
Time allotment: 20 min.
3. Acquaintance with the organisation of fire prevention in the IOCB ASCR, v.v.i. Guidelines and Provisions for the Management and Organisation of FP
Time allotment: 5 min.
4. Acquaintance with the basic obligations of the employees of the IOCB ASCR, v.v.i. in the area of fire prevention:
 - a) act so as not to cause a fire, especially observe the technological discipline, smoking prohibition and manipulation with open flame
 - b) observe the regulations and instructions for ensuring fire safety at work, become acquainted with the content of the fire alarm guidelines and fire rules
 - c) notify your superior or person entrusted with keeping the fire book or person professionally qualified in the area of FP of flaws which could endanger the fire

safety of the workplace and according to your possibilities actively participate in their removal

d) attend training on fire prevention, which may include hands-on training, and undergo the set testing of knowledge or examinations

e) request from your supervisor instruction on fire danger in terms of the technology at the workplace as well as instruction on the properties of substances, materials worked with

f) when you notice a fire, extinguish it yourself; if not possible, sound a fire alarm without delay and announce the start of a fire in the manner listed in the fire alarm guidelines

g) an employee is responsible for the damage that he/she has caused by the breach of the obligation of fire prevention in fulfilling tasks in the sense of the Labour Code

h) fulfil the tasks in fire prevention set by the governing body, the head of the organisation or the supervisor of the employee and tasks arising from the guidelines and instructions on FP

i) be familiar with the placement of fire extinguishing devices, know how to use these means and do not use them for other purposes than fire prevention

Time allotment: 15 minutes

5. The usage of basic means of fire extinguishing

The use of hydrants and hand fire extinguishers for the initial action, the types of fire extinguishing devices, fire extinguishing material

Time allotment: 15 minutes

6. Public administration in the area of fire prevention

- public administration bodies (MI CR, Municipal Authority, Fire Brigade)
- state inspection

Time allotment: 5 minutes

7. Documentation of fire prevention at the IOCB ASCR, v.v.i.

- fire rules of a workplace with increased risk of fire
- fire alarm guidelines
- fire book
- other documentation of fire prevention

Time allotment: 10 minutes

8. Fire danger at workplaces (Czech State Norms /CSNs/ by character of the activity)

- fire danger arising from the use of raw and other materials at the workplace and technologies (fire rules)

- CSNs have a close relation to the activities performed by individual employees

- fire danger arising from the use of heaters and hotplates (CSN 06 1008 – Fire Prevention in Installing and Using Heating Appliances)

- fire danger arising from fire manipulation and storing of combustible liquids and technical gases

- CSN 65 0201 – Combustible Liquids, Operation and Storage

- CSN 07 8304 – Metal Pressure Vessels for the Transport of Gases

- CSN 07 8509 – Colour Labels of Metal Pressure Vessels for Technical Purposes

- CSN 05 0610 – Safety Measures for Welding with Flame and Cutting with Oxygen

- CSN 05 0630 – Safety Measures for Welding with an Electric Arc

Time limit: 15 minutes

9. Practical training
- the types of devices of FP, their distribution in the building of the IOCB ASCR, v.v.i.
 - the method of using devices of FP
 - fire alarm guidelines, manner of sounding a fire alarm, calling the Fire Brigade
 - escape routes, location of the main closures of all types of energy
- Time allotment: 30 minutes

Total time allotment: 135 minutes

The Curriculum for Periodic Training in Occupation Safety and Health at Work

Curriculum:

1. Introduction – Occupation Safety and Health at Work (OSHW) is an important component of work obligations. To be healthy and retain the ability to work is economically advantageous for the employee and the employer and leads to reciprocal social certainties. Around 150,000 work-related injuries resulting in sick leave occur each year in the CR; around 350 employees die as a result of a work-related injury.
2. The legal bases of OSHW
 - a) The Constitution of the CR
 - b) Charter of Fundamental Rights and Freedoms (Section 31)
 - c) Labour Code No. 262/2006 Coll. (particularly part No. 5 – Occupational Safety and Health Protection at Work')
 - d) Act No. 309/2006 Coll. as amended, which regulates other requirements of occupational safety and health protection at work
 - e) Government Decree No. 361/2007 Coll. and Government Decree No. 11/2002 and No. 405/2004 Coll. (Implementation Regulations of the Labour Code /LC/)
 - f) Notices, ordinances (particularly of the Czech Occupational Safety Office) and other legal norms issued in the Collection of Acts
 - g) CSNs, technical and company regulations.
3. Obligations of the employer, LC Sections 103, 104 and 105.
4. Rights and obligations of the employee, LC Sections 106, 107 and 108.
5. Prevention of endangerment of life and health at work, LC Sections 101 and 102.
6. Working conditions of women and the young, LC Sections 238–247 building on Decree of the Ministry of Health (MH) of the CR No. 288/2003 Coll. (work and workplaces forbidden for the young, pregnant women and mothers in the first six weeks after childbirth).
7. What is a work-related injury and what is an occupational disease, the investigation and remuneration of work-related injuries. Demonstrable acquaintance of new employees with work-related injuries caused in the last five years, including precautions taken.
8. The danger of work with electrical equipment and delimitation of permitted work, Decree No. 50/1978 Coll., especially Sections 3 and 4.
First aid in injuries with electrical current:
 - a) remove the affected from the electrical circuit
 - b) begin resuscitation – artificial breathing, heart massage
 - c) call a doctor – **always!**
9. The obligation to announce to the head of the workplace and register the work-related injury – Government Decree No. 201/2010 Coll., and Decree of the MH No. 440/2001 Coll.
10. Office, cleaning work, including work with computer technology, see Government Decree No. 361/2007 Coll.
11. Instruction on the specifics of the workplace and work methods
 - a) acquaint employees with the workplace in terms of OSHW – switches, closures, escape routes, first aid
 - b) acquaint them with work methods and technologies, including safety provisions and norms
 - c) forbid unpermitted and dangerous work methods
 - d) specify the obligations to use personal protection work means
 - e) set staff training (if it is required) and employees responsible for it.

12. Demonstrably acquaint employees with these legal norms:
 - a) Act No. 258/00 Coll. and Act No. 372 and 373/2011 Coll. as subsequently amended and Decree of the MH No. 79/2013 Coll.
 - b) Act No. 350/2011 Coll. as subsequently amended and implementation decrees
 - c) Act No. 185/2001 Coll. as subsequently amended and implementation decrees
 - d) Act No. 59/2006 Coll. as subsequently amended and implementation decrees
 - e) Internal company guideline on the inclusion of individual employees in work categories and on the identification of risk of possible endangerment of their health and life at work
 - f) Government Decree No. 495/2001 Coll. (personal protection work means)
 - g) Decree of the MH of the CR No. 432/2003 Coll. and Decree of the MH of the CR No. 107/2013 Coll. (categorisation of work)
 - h) Decree of the MH of the CR No. 288/2003 Coll.
 - i) Internal guideline for the permission of business trips by personal vehicles
 - j) Act No. 153/2000 Coll. as subsequently amended (selected workplaces – GMOs)
 - k) Act No. 251/2005 Coll. on the inspection of work
 - l) Government Decree No. 101/2005 Coll. on detailed requirements on the work environment
 - m) Act No. 466/2004 Coll. (full wording of Act No. 167/1998 Coll. on addictive substances and Decree of the MH No. 243/2009 Coll., all as amended)
 - n) Director's Order of the IOCB ASCR No. 12/2005
13. For employees of the technical section and administration of buildings moreover:
 - a) Government Decree No. 378/2001 Coll.
 - b) Decree of Czech Occupational Safety Office No. 48/1982 in the full wording of the subsequent provisions Section 1, Sections 54–70, Sections 110–117, Sections 173–174, Sections 194–206, Sections 237–240
 - c) Decrees of Czech Occupational Safety Office No. 18, 19 and 21/1979 Coll.
 - d) Decree of the Czech Occupational Safety No. 85/1978 Coll. as amended
 - e) Government Decree No. 91/2010 Coll. on the conditions of fire safety in the operation of chimneys
14. CSNs 078304, 650201, 690012, 018003 and others according to need and further CSNs 200703, 200708, 269030, 269010, 267407, 270808, 270809, 239060.
15. Employees have been forbidden while at work to use alcoholic beverages, intoxicant and psychotropic substances, smoke and ordered to devote themselves fully to their entrusted task, to use the personal protection work means to the extent determined by the relevant supervising employee (according to the relevant legal norms). They have been notified that any other work method than that which the employee has been shown and prescribed in training is dangerous and forbidden.
16. Any other work activity (even short-term or one-time), e.g. smoothing on a grinding machine, work on woodworking machines, work at heights, work on metalworking machines, etc. **ALWAYS** requires specific training according to the relevant legal norms and provisions.
17. Acquaintance of the employees in question with the risks when working with nanoparticles.

After the training, the knowledge of those who have completed the training has been tested by control questions (interview).