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**Director's Decree V2018-10**

December 19, 2018

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

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

**I assign**

The implementation of regular training in occupational safety (OS) and training in fire prevention (FP) to all employees by February 19, 2019. The training is mandatory for all employees of the Institute who have not yet been demonstrably trained in 2018 in the extent of the attached plan.

Team leaders will ensure training of the subordinate 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.

Zdeněk Hostomský  
Institute Director

**Attachments:**

1. The plan of topics and time allotment of the training in fire prevention
2. The curriculum for periodic training in occupation safety and health at work