
Directive S2023-03

10 February 2023

Occupational Safety, Health and Fire Protection Proxy

Article 1

Definition of the function and activities of OSHF Proxies

- 1) The OSHF Proxy is a person independent of the management of the Institute who provides advice and mediation in the event of various problems in the field of occupational safety and fire protection. Any employee of the Institute may approach the OSHF Proxy for advice or assistance.
- 2) The main task of the OSHF Proxy is to correct misconduct and discrepancies with safe work practices in the workplace as quickly as possible. This agenda includes issues of proper handling of toxic, volatile and flammable substances, safe handling of gases and fire prevention policies in the workplace etc.
- 3) The OSHF Proxy seeks to correct poor, unsafe or questionable practices or conduct. Recommendations made by the Proxy to employees and their supervisors are not binding, but are expected to be voluntarily followed. In serious cases or repeated misconduct, the Proxy may refer a complaint to the IOCB Director. If necessary, the OSHF Proxy may seek advice from another person.
- 4) The aim of the intervention of the OSHF Proxy is to resolve the problem and achieve a high level of occupational safety. The success of the process is primarily dependent on the willingness of all parties involved to cooperate.
- 5) The OSHF Proxy provides advice to the IOCB staff and their supervisors. Their primary responsibility is not to monitor all legislative changes and put them into practice, but to be a source of knowledge and expert consultant to the employees.

Article 2

Nomination and election of the OSHF Proxy

- 1) The Director appoints two employees of IOCB, one of whom is a representative of the chemical disciplines and the other a representative of the biochemical/biological disciplines, to the position of the OSHF Proxy on the basis of a nomination.
- 2) Candidates for the Proxies may be nominated by any IOCB employee or group of employees with candidates' consent.
- 3) Only research or professional staff (not PhD students or postdoctoral fellows) who are employed at least 50% time at IOCB may be nominated.

- 4) The term of office of the OSHF Proxy is not limited.

Article 3

Transmission of the complaint to the OSHF Proxy

- 1) A filer shall contact the specific OSHF Proxy in person, by phone or by e-mail. A list of the Proxies and their contact details are published on the Institute's Inraweb.
- 2) Supplying all relevant documents (e.g. Material Safety Data Sheet - MSDS) can facilitate the process.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name and title.

Prof. RNDr. Jan Konvalinka, PhD.
Institute Director