

# OCCUPATIONAL SAFETY AND HEALTH AND FIRE PROTECTION GUIDELINES

Institute of Atmospheric Physics ASCR, v.v.i.

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## 1. Purpose

These guidelines on *occupational safety and health and fire protection* (hereinafter referred to as “*OSH and FP*”) establish, in their fundamental part, the general legal framework and regulate the primary areas of ensuring OSH and FP in the Institute of Atmospheric Physics ASCR, v.v.i., including necessary forms (records).

**The primary areas of this *OSH and FP* in the Company are as follows:**

- Legislation related to the Company’s activities
- Training of employees
- Electrical appliances
- Employees’ health capacity for work and its examination
- Principles of first aid
- Inspections of OSH and FP
- Occupational injuries and diseases
- Forms and principles relating to the primary areas of OSH and FP

## 2. Scope

These guidelines apply to the following workplaces of the Institute of Atmospheric Physics ASCR, v.v.i.:

- Boční II 1401, 141 31 Praha 4 Spořilov
- Meteorological observatory Dlouhá Louka, Litvínov
- Meteorological observatory Kopisty, 431 01 Most
- Ionospheric observatory Panská Ves, Panská Ves 26, Dubá
- Workplace Průhonice, 252 43 Průhonice 94
- Meteorological observatory Milešovka, 417 63 Želeny

## 3. Terms, Definitions, Abbreviations

OSH	Occupational safety and health
CNS	Czech national standard
FP	Fire protection
ME	Managing employee
ME OSH	Managing employee for OSH – Facility Manager – RNDr. Petr Zacharov, CSc.

### 3.1. Terms and definitions

- **Occupational Safety and Health** means conditions and factors affecting the health of employees, temporary workers, supplier's employees, visitors and any other persons in the workplace.
- **Fire Protection** means a discipline dealing with fire safety.
- **Company Management (Employer)** means Director of the Company, doc. RNDr. Zbyněk Sokol CSc.

## 4. Ensuring OSH and FP

### 4.1. Legislation for ensuring OSH and FP

The fundamental law (legal rule) regulating occupational safety and health (hereinafter referred to as "OSH") is the [Labour Code](#) and other relating government regulations and decrees. In the field of FP, this is the [Fire Protection Act](#) and relating *Decree No. 246/2001 Sb.*

These guidelines only include obligations resulting from applicable laws without any particular quotation of the relevant law for the reason of simplification in case of possible updating of these laws.

[CNSs](#), as well, rank among the requirements related to the ensuring of OSH. Currently, CNSs are mostly in the form of recommendation (minimum standard of organisational and technical ensuring of OSH). This recommendation may be based on the Labour Code and usually is applied in the events of emergency such as occupational injuries or operational accidents and breakdowns.

Lower-level regulations ensuring OSH and FP consist in particular instructions given by the Employer to a particular workplace (e.g. fire alarm guidelines, local operational safety regulation etc.).

The lowest-level regulations on OSH and FP consist in orders of managing or other employees authorised by the Employer leading to ensuring OSH or directly to preventing damage or protecting health and life.

### 4.2. Labour Inspection: the control authority for OSH

The [State Labour Inspection Office](#) and [Regional Labour Inspectorates](#) under its control were established as a control authority in the field of the protection of working relationships and working conditions. The Regional Labour Inspectorates are authorised to conduct inspections of OSH within the scope of the Labour Inspection Act.

With respect to announced inspections by the Labour Inspection authority, the Company's Management shall prepare and submit necessary documents and background papers that directly relate to the object of the inspection and are based on the applicable legislation.

#### **4.3. OSH: Rights and obligations of the Company's Management, managing employees and other employees**

Ensuring occupational safety and health for the employees with regard to risks that might endanger their life and health and creating a healthy and safe working environment shall be an equal and integral part of the performance of manufacturing and work tasks.

Upon recruitment, each employee must be properly informed of legal and other regulations to ensure occupational safety and health which the employees must observe during their work.

Knowledge of the Company's regulations and requirements to ensure occupational safety and health shall form an integral and permanent part of each employee's qualification prerequisites.

##### **4.3.1. Obligations of the Company's Management (Employer)**

The Employer shall ensure OSH for the employees at work with regard to risks that might endanger their life and health during performance of work in accordance with legal and other regulations to ensure OSH and with other measures implemented by the Employer aimed at risk prevention and elimination, or minimisation of the impact of risks which cannot be avoided.

Managing employees on all levels of management shall be responsible within their job positions for fulfilling the tasks and duties of the Company's Management (hereinafter referred to as the "Employer") in the field of OSH. Other duties and tasks result for them from the Labour Code, the Act on ensuring other occupational safety and health conditions and related regulations concerning occupational safety. These shall also be an equal and integral part of their work duties.

It is necessary that the Company determine and observe procedures to ensure OSH in terms of the manner of identification of hazards, risks, assessment of the risk rate of the identified hazards and adopting safety measures described in *Chapter 4.4.1. hereof* in order to limit the impact of such hazards.

**The Employer is obliged to, without limitation:**

- **Identify hazards**, risks, ascertain their causes and sources and adopt measures for their elimination; if the risks cannot be avoided, the Employer must assess them and adopt safety measures to limit their effect so as to minimise the hazard, and to inform the employees of such measures; this obligation shall be fulfilled under *Chapter 4.4.1. hereof*;
- **Ensure that electrical appliances** are, with respect to occupational safety and health, appropriate for work during which they are used, equipped with protective devices and equipped or adjusted so that the employees are not in particular exposed to uncomfortable

working posture and adverse effects of risk factors, regularly and properly maintained, checked and inspected; this obligation shall be fulfilled under *Chapters 4.7, 4.8 and 4.10 hereof*;

- **Adopt measures** to be implemented in case of **emergencies**, such as breakdowns, fires or floods or other serious dangers, and evacuation of employees; this obligation shall be fulfilled *hereunder*;
- **Not allow** its employee to perform any **prohibited types of work** or such demanding work which is beyond the employee's capabilities and/or health condition;
- **Ensure training for the employees** on legal and other regulations on occupational safety and health, which supplement the employees' qualification prerequisites for performance of work, regularly test their knowledge and systematically require and check observance of the said legal and other regulations; this obligation shall be fulfilled under *Chapter 4.6 hereof*;
- **Regularly check** the level of occupational safety and health at all workplaces and facilities; this obligation shall be fulfilled *hereunder*;
- **Investigate the causes and circumstances of occupational injuries** (with whom the occupational injury occurred) and occupational diseases, keep records of these, report to the competent authorities and adopt measures against recurrence of occupational injuries, ensure elimination of such working conditions and risk factors from which a particular occupational disease arises or the danger of occupational diseases originates; this obligation shall be fulfilled under *Chapter 4.5 hereof*;
- Not regard as the employee's failure to fulfil his obligation if the **employee** refuses to do work which he reasonably considers as posing imminent and serious threat to his life or health, or the lives or health of other persons;
- Not apply such a method of remuneration which would **increase the risk of harm** to its employees' health, and which would lead to an increase of performance but would concurrently increase risks to employees' safety and health;
- Organise at least once a year **checks on occupational safety and health** at all workplaces and facilities of the Company, rectify any identified shortcomings and plan necessary measures of investment character; this obligation shall be fulfilled under *Chapter 4.12 hereof*;
- Take technical and organisational measures, at own expense, to enable work performance by disabled employees, in particular by the necessary adaptation of the working conditions and workplaces, establishment of sheltered workshops, initial or on-the-job training of these employees and by improving their qualifications during performance of their regular employment.
- **Inform the employees** of the **category into which their work is included** by means of the CRDR/specificity online course; this obligation shall be fulfilled under *Chapter 4.6 and 4.9 hereof*;
- Inform the employees of the medicine services provider that will render them **occupational medicine services** and of the preventive medical checkups and examinations which they must undergo in connection with the performance of their work, specifically by means of the CRDR/specificity online course; this obligation shall be fulfilled under *Chapter 4.6 and 4.8 hereof*;

- See to it that the employees' health is not threatened by **smoking at the workplaces**, i.e. ensure compliance with the ban on smoking at the workplaces laid down in special statutory provisions, and systematically check the compliance with the smoking ban at the workplaces and other premises where also non-smokers work;

The obligation of the Company's Management to ensure OSH shall apply to all persons who are, with the knowledge of the Management, present in the Company's workplaces.

#### 4.3.2. Obligations of managing employees

- Create favourable working conditions and ensure OSH in the workplace;
- Ensure compliance with legal and other regulations, and further, instill work discipline in employees, prevent breaches of work discipline and failures to fulfil obligations;
- Be responsible for ensuring safety operations and use, maintenance, tidying, cleaning and repairs of the Company's workplaces.

#### 4.3.3. Rights and obligations of employees

Employees are entitled to OSH protection, to receive the information on the risks which their work entails and the information on measures taken as prevention against the effects of such risks; the information must be comprehensible for the employees.

Employees have the obligation to participate in the creation of a safe and healthy working environment, in particular by applying designed and by the Employer adopted measures, and by their participation in the solution of issues related to occupational safety and health.

Employees have the right to refuse to do work which they reasonably consider as posing imminent and serious threat to their life or health, or the lives or health of other persons.

Every employee is obliged to take all possible care of his own safety and health, and also of the safety and health of other persons on whom his conduct, or non-performance, at work has an immediate effect.

#### The employee is obliged to, without limitation:

- Participate in the training arranged by his Employer aimed at occupational safety and health, and have his knowledge checked;
- Undergo occupational medical checkups, examinations or vaccinations prescribed by special statutory provisions;
- Comply with the legal and other regulations and the Employer's instructions concerning the ensuring of occupational safety and health with which he has been duly acquainted, and follow the principles of safe conduct at the workplace and the Employer's information;
- Observe defined working procedures at work, use specified means of work, and not wilfully alter them or put them out of operation;



- Not consume alcoholic drinks or not abuse other addictive substances at the Employer's workplaces and during his working hours also outside such workplaces, not enter the Employer's workplaces while under their influence, and not smoke at workplaces and other premises where non-smokers would be exposed to the effects of smoking;
- Inform his superior managing employee of any irregularities and defects at his workplace which endanger, or might endanger, occupational safety or health and, depending on his possibilities, participate in their removal, without delay inform his superior of an occupational injury sustained by him or an occupational injury sustained by another person if he witnessed the injury, collaborating in the explanation of its causes;
- *Undergo a test if instructed to do so by persons authorised by the Company Management, specifically: ME OSH, ME and external competent persons, in order to establish whether the employee is not under the influence of alcohol or other addictive substances; for this purpose, the OSH form "Record of indicative breath test for presence of alcohol" shall be used – see Annex 5 hereto.*

The provisions of the paragraphs above apply accordingly to the persons who are, with the Employer's knowledge, present in the Company's workplaces.

#### **4.4. Hazard identification, risk assessment and risk management**

The Company ensures the tasks in the field of risk prevention through an [external competent person](#) under the Act on ensuring other occupational safety and health conditions.

[The Company undertakes](#) to provide the competent person with, without limitation, necessary means and time needed for the performance of his activity, particularly in relation to the employees with contract of employment for fixed term, juvenile employees, pregnant employees, breastfeeding employees or employees that are mothers of a child up to nine months after birth and employment agency employees temporarily assigned to work with some other employer, and to [provide the competent person with documentation and information](#):

- On all facts and circumstances which, according to the Company's knowledge, have or could have effect on the employees' safety or which could lead to harm to the employees' health;
- Provided to the employees of another employer which they received prior to the commencement of work at the Employer's workplaces in order to ensure occupational safety and health.

The [Company is obliged](#) to provide the competent person with documents relating to occupational injuries and diseases, and necessary assistance:

- In the prevention of life and health hazards having regard to the nature of the workplace risks;
- In adoption of protective measures in the event of work with increased hazard to the employees' health;
- In the selection and choice of protective devices.

Person in charge: ME OSH

#### 4.4.1. Hazard identification

Occupational safety and health hazards arise during ordinary and extraordinary activities of the Company, during the activities of the persons who have access to the workplace (including suppliers and visitors) and during the activities carried out in the workplace. There may be more hazards with different risk rate for one activity.

Identification of hazards in the Company shall be carried out by an external competent person in cooperation with ME OSH and other managing employees in the Company.

The identification shall be carried out in 3 phases:

- **Preparation for hazard identification.** Within the preparation, the purpose and a time schedule shall be set up, the work group shall be established and necessary documents and information shall be provided;
- **Selection of assessed objects (systems) and parts, components of the object (subsystem).** Within this phase, selection and survey of the workplace and activity shall be conducted; the assessed objects (units) shall be classified according to specific conditions. Each assessed object (unit) shall be in most cases divided into individual partial workplaces, electrical appliances, working premises, technologies, activities, substances used, dangerous situations etc., i.e. subsystem;
- **Threat and hazard identification.** The relevant threats and hazards which are based on the specific local conditions of the assessed workplaces or activities, previous occupational injuries and the current level of ensuring OSH shall be assigned to the individual parts of the subsystem. This phase of risk assessment must cover unavoidable dangers as well as hazards that can be reasonably anticipated.

Identified hazards shall be registered in the basic Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i. for the Company's activities and facilities.

The hazard identification and risk rate assessment with respect to the individual hazards in the Company within the Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i. shall be the responsibility of the external competent person and shall be subject to the approval of the Company's Director.

#### 4.4.2. Safety measures to reduce risks

The work group shall establish necessary risk prevention measures for each identified hazard. It must include all measures resulting from legal and other regulations to ensure occupational safety and health, user manuals and from the Employer's Actions (informing employees, instructions, training, schooling etc.), which aim at risk prevention and elimination, or minimisation of risks that cannot be avoided. The table (Register of Risks and Actions) shows standard safety measures to reduce risk so as the risk is acceptable (risk categories: acceptable or increased).

**Managing employees** on all levels of management including, without limitation, ME OSH, are obliged within their job positions to **ensure and systematically check these safety measures**.

## Risk management

The individual **safety measures** shall always be included, in a simplified (shortened) form, in the **Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i.** Where the risk to be managed falls in an increased risk or unacceptable risk category, the Company must establish safety measures to reduce the risk; it is necessary to define the measures in detail including time limits and persons responsible for implementing such measures. **It shall always be the responsibility of ME OSH to implement the measures included in the Register of Risks and Actions.**

ME OSH shall ensure that a managing employee in charge of another employer, such as supplier or some other person (self-employed), be provably acquainted with the risks in the workplace (by an entry in the Register of Risks and Actions), and, *vice versa*, ME OSH shall inform his subordinate employees of the risks resulting from the activities of other suppliers or other persons (self-employed).

Where employees of two or more employers perform tasks at one workplace, the employers are obliged to inform each other in writing of the risks and measures taken to protect against their effect that relate to the performance of the work and to that workplace. They also must cooperate in ensuring occupational safety and health for all employees in the workplace. On the basis of a written agreement of the participating employers, the employer authorised by this agreement (Institute of Atmospheric Physics ASCR, v.v.i. unless the agreement provides for otherwise) shall coordinate the implementation of the measures to protect the safety and health of the employees, and procedures ensuring those measures.

*For this purpose, the OSH form “Record of mutual providing information on risks” shall be used – see Annex 4 hereto.*

## 4.5. Occupational injuries

**Occupational injury** means any damage to an employee's health or an employee's death that occurred beyond his control, and was caused by a short-term, sudden and violent action of external influences when performing his working tasks or in direct connection with them.

The employer within whose undertaking an occupational injury has occurred shall investigate the causes and circumstances of the injury with the participation of the employee having been injured where his condition of health so permits; it is not allowed to change the state of things at the injury site without a serious reason.

Where an employee sustained damage to his health or death caused by an injury (occupational injury) during his performance of working tasks or in direct connection herewith, the employer with whom the employee was employed when the injury occurred shall be liable to compensate the damage arisen.

**Procedure in case of an occupational injury** within the Institute of Atmospheric Physics ASCR, v.v.i.:

If an [occupational injury](#) occurs, the employee who sustained the injury (where the injured is not able, an employee who witnessed the occupational injury shall make the report) shall immediately inform his superior managing employee and, personally or through his superior managing employee, ME OSH. ME OSH shall (in case of serious or complex injuries in cooperation with the external competent person) investigate the circumstances and causes of the injury with the participation of the employee (where his condition of health so permits) and his superior managing employee, and shall make an entry in the [Book of Injuries](#). The Employer shall keep records in the Book of Injuries of all injuries including those which do not result in work incapacity.

In the event of an employee's injury due to which the employee was unfit for work (i.e. on sick leave) for a period longer than 3 calendar days, ME OSH shall also fill in the form [Record of an Injury](#), see Annex 1 hereto (or possibly, he can use the online system to fill in the form Record of an Injury at [www.pracovniuraz.cz](http://www.pracovniuraz.cz)).

ME OSH shall send the forms of [Records of Injuries](#) for the whole previous month to the competent Regional Labour Inspectorate (RLI) and other institutions not later than on the fifth day of the following month; in detail see Government Decree No. 201/2010 Sb., as amended. [ME OSH shall possibly consult other obligations when an occupational injury occurs](#) (report of occupational injury, sending out the record of injury, report of changes, and compensation for occupational injury) [with the external competent person](#).

#### 4.5.1. Records of occupational injuries

##### Book of Injuries

ME OSH (or possibly another authorised managing employer) shall keep records of all injuries, i.e. from minor injuries to serious or fatal occupational injuries, in the [Central Book of Injuries in the Company's registered office](#). ME OSH shall make this entry immediately after becoming aware of the occupational injury.

It is the responsibility of [ME OSH to keep the Book of Injuries](#). Each entry in the Book of Injuries must contain the particulars set by Government Decree No. 201/2010 Sb., as amended.

Where an employee sustains an injury performing work for another employer to whom the employee was assigned or temporarily transferred, the employer of the employee who sustained the injury and the employer to whom the employee who sustained the injury was assigned or temporarily transferred shall make the records according to the previous paragraph.

The Employer – ME OSH shall provide the employee at the employee's request with a copy or an extract of the information on the employee's injury entered in the Book of Injuries; if such injury causes the employee's death, the Employer shall hand them over to his family members at their request.

##### Record of Injury

It is the [obligation](#) of the Employer [to draw up a Record of Injury](#) and keep documentation on all occupational injuries which [resulted in an employee's death](#), or an employee's injury due to which the employee was [unfit for work \(i.e. on sick leave\) for a period longer than 3 calendar days](#).

The Employer shall draw up the Record of Injury without delay, however not later than five working days from the day when it became aware of the injury.

It is the responsibility of ME OSH to draw up the Record of Injury. ME OSH shall fill in the [Record of Injury](#), see Annex 1 hereto (or possibly, he can use the online system to fill in the form Record of an Injury at [www.pracovniuraz.cz](http://www.pracovniuraz.cz)).

The Employer shall hand over one copy to the employee injured and, in case of a fatal occupational injury, to his family members (entitled persons).

#### 4.5.2. Investigation of occupational injuries

ME OSH shall investigate the causes and circumstances of the occupational injury in the presence of the injured where his condition of health so permits, the immediate superior managing employee and, possibly, the witness(es) of the injury, immediately after the injury was notified by the injured employee. Further, in serious or complex situations, the CRDR external competent person shall participate at request. It is not allowed to change the state of things at the injury site without a serious reason until the end of the investigation.

[The Employer is obliged to take measures to prevent the recurrence of occupational injuries.](#)

The statutory director conducting the investigation shall always document the result of the investigation of an occupational injury including the measures taken against the recurrence of the injury by the [“Record of Injury”](#) (Annex 1 hereto).

In case of injuries and health damage requiring [hospitalisation](#) of the injured employee that is [longer than 5 days](#) and fatal occupational injuries, the managing employee at the workplace where the injury occurred and ME OSH are obliged to:

- Implement measures to prevent another potential hazard to the life and health of the employees;
- Secure the injury site so as to maintain its original state until the arrival of persons authorised to investigate the injury.

Changes to the original state shall not be allowed other than to conduct the rescue of injured persons, or possibly, other rescuing works or in order to maintain safe operations. In such cases, a sketch shall be drawn indicating the original situation and the changes made, or possibly, a photo of the site shall be taken. It is the responsibility of the managing employee who ordered or approved the changes to have made the sketch or photos.

In the event of a [fatal occupational injury](#), the Company's statutory director shall establish a [commission to investigate the injury](#), determine the [measures to prevent the recurrence of the injury](#) and to draw up the [final report](#).

#### 4.5.3. Provision of FIRST AID for injuries

The Employer is obliged to provide all the employees in their workplaces with first aid equipment.

[Workplaces must be fitted with first aid kit](#) for injuries. This is the [responsibility of ME OSH](#). ME OSH, having been trained in qualified first aid provision by a contractual physician of occupational medicine services or through a CRDR online course and having an access to the first aid kit, shall also

be responsible for replenishing consumed materials and replacing the expired materials. ME OSH shall appoint this worker. The required contents of the first aid kit are listed in Annex 3 hereto.

Every employee is obliged to provide first aid.

## 4.6. OSH and FP training of employees

The qualification and skills of employees and their continuous improving in needed professions are the most important factors to ensure occupational safety and health.

The necessity of the OSH training results from the Labour Code and OSH regulations, and is systematically identified, differentially according to the requirements of the respective workplace. The necessity of the FP training results from the Fire Protection Act.

Special emphasis is put on ensuring special competence for the employees who perform specialised activities. Such employees shall be provably trained and their knowledge of the respective provisions of the legal and other regulations shall be checked. The knowledge check shall be executed in a demonstrable way. The record shall include curriculum of the training, date and duration, name of the trainer, signatures of the participants and the results of the knowledge check.

### 4.6.1. Training on the legal and other regulations to ensure OSH, information on risks and measures to protect against their effects, instructions to ensure OSH

With respect to the provision of *Section 37 (5), Section 103 (1) (f) and Section 103 (2) of the Labour Code*, the Employer **determines the following types of training on the legal and other regulations to ensure occupational safety and health and to provide information and instructions on occupational safety and health.**

#### Training for employees on recruitment/on the commencement of employment

- OSH and FP initial training – CRDR OSH online training, including getting acquainted with the specificities of the workplace within CRDR OSH online training + a visit at the workplace;
- Information and instructions on occupational safety and health, particularly by getting acquainted with the Register of Risks and Actions (within getting acquainted in the online form with the Company's OSH documentation in the BOZP- CRDR SYSTEM).

#### Training for employees during the employment

- Repeated online CRDR OSH and FP training;
- Repeated online CRDR OSH and FP training for managing employees;
- Information and instructions on occupational safety and health, particularly by getting acquainted with the Register of Risks and Actions if an update has taken place since the last training (within getting acquainted in the online form with the Company's OSH documentation in the BOZP-SYSTEM CRDR);
- Special OSH training.

## **Training for other persons who are, with the knowledge of the Employer, present at the Employer's workplaces**

- Information and instructions on occupational safety and health, particularly by getting acquainted with the Register of Risks and Actions, local conditions and measures taken to, without limitation, deal with fires, provide first aid and evacuate persons in the event of emergencies.

### **Other OSH trainings**

- For employees on their return to work after a sick leave due to an occupational injury caused by their intentional breach of regulations concerning occupational safety and health, or after a sick leave due to an occupational injury exceeding 6 calendar months;
- For professionals who are, in order to be able to perform their work duties, required by special regulations to hold a certificate issued by competent authorities on the basis of an examination.

#### **4.6.2. The OSH training of the employees on the commencement of employment – OSH initial training**

On the commencement of employment, the employee must be properly acquainted with the legal and other provisions to ensure OSH and FP. Further, the employee must be acquainted with foreseeable risks of his work and, at the same time, with the measures taken by the Employer to protect against the impact of these risks – i.e. with the Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i.

The OSH initial training shall take place [on the day of the commencement of the employee's work and during working hours](#) through [CRDR OSH online training](#).

The [curriculum](#) of the general OSH and FP initial training of employees is part of the *CRDR online training*.

[ME OSH shall ensure](#) that the employee participate in the OSH and FP initial training. The general OSH and FP initial training shall take place in the form of CRDR OSH online training. After finishing the whole course and passing the examination, a certificate is generated which shall be printed and, having been signed by the employee, filed by ME OSH.

[The assignment of the employee](#) to work (designation of the post, description of the type, manner and operating procedure of the work) shall be done by the [superior managing employee or ME OSH](#). Further, the assignment includes [CRDR OSH online training](#) adjusted to the [specificities](#) of the workplace. The training must provide all relevant knowledge and information for the safe performance of work.

The OSH initial training shall take place in the form of CRDR OSH online training + online getting acquainted with the specificities of the workplace and familiarisation of the employee with the workplace.



Performing of the OSH and FP initial training in the workplace shall be the responsibility of ME OSH, familiarisation of the employee with the workplace shall be the responsibility of his immediate superior or ME OSH. Ensuring the OSH and FP training shall be the responsibility of ME OSH.

#### 4.6.3. OSH training of the employees during the employment

All employees (except for the managing employees, see Chapter 4.6.4) shall be obliged to repeatedly go through the OSH and FP training with frequency once in two years unless provided for otherwise (in particular with respect to the severity of the risks which might endanger life and health, to the type of activities and related volume of obligations arising out of the legal and other regulations to ensure occupational safety and health, to the frequency of occupational injuries etc.).

Depending on the profession, the repeated OSH training shall last 1 to 2 hours and shall take place in the form of online OSH training by CRDR.

The scope and contents of the online OSH and FP training shall be determined by theme plans and time schedules for the above-mentioned individual types of the training. After finishing the whole course and passing the examination, a certificate is generated which the trained employee shall sign and then an Employer's representative shall sign and file. The trainer shall draw up a record of the performed attendance training on fire protection containing the company name, date, the contents of the training, the manner of verification of acquired knowledge or, possibly, a document on the verification, the duration of the training, the list of the employees with the signatures of the trained persons, and the name and signature of the person that conducted the training.

The OSH and FP training shall be performed according to the procedures approved by the Company Management; the external competent person shall be responsible for drawing up these procedures.

A certificate on repeated OSH and FP training shall be generated for each employee after the successful finishing of the CRDR online OSH and FP training, which shall be printed and, having been signed by the employee, filed by ME OSH.

It shall be the responsibility of ME OSH to ensure the repeated OSH and FP trainings.

#### 4.6.4. OSH training for managing employees

The OSH training shall take place on the day of the commencement of the managing employee's work and during working hours. The training shall be ensured by ME OSH.

All managing employees shall be obliged to repeatedly go through the OSH training with frequency once in three years unless provided for otherwise (in particular with respect to new legislation and the severity of the risks which might endanger life and health, to the type of activities and related volume of obligations arising out of the legal and other regulations to ensure occupational safety and health, to the frequency of occupational injuries etc.). All the managing employees are obliged to participate in the OSH training.

The OSH training includes legal and other regulations to ensure occupational safety and health relating to the performance of work of the employees whom the managing employees manage and control and for whom they should ensure satisfactory working conditions.



The training shall take place in the form of **CRDR** online **OSH training**. The OSH training shall be performed according to the procedures approved by the Company Management; the external competent person shall be responsible for drawing up these procedures.

A certificate on repeated OSH training shall be generated for each managing employee after the successful finishing of the CRDR online OSH training, which shall be printed and, having been signed by the employee, filed by ME OSH.

#### 4.6.5. Special (other) OSH trainings

These are expert OSH trainings in the professions for which special regulations require for the performance of work a special competence and a certificate issued by competent authorities on the basis of an examination.

The special OSH training shall be **ensured by ME OSH** and conducted, including the special competence examination, by the respective competent persons or institutions to which place ME OSH sends (or possibly, organises the training at the Company's workplaces) the employees on the required dates. **ME OSH** is obliged to ask for and **file a copy of a proof of competence of the trainer**. The special OSH training shall not substitute the repeated OSH trainings organised by the Employer and conducted hereunder.

Completion of the special OSH trainings shall be recorded in the documentation determined by the Employer or in the form of certificates issued by the training companies, and shall be filed with ME OSH.

**The overview and periodicity of all OSH trainings in the Institute of Atmospheric Physics ASCR, v.v.i.**

Serial No.	Participants in the training (profession)	Type of training	Frequency	Verification of knowledge
1.	All employees	Training of employees during their employment (OSH and FP) in the form of CRDR online training	Every two years	Every two years
2.	All managing employees	Training of managing employees during their employment (OSH and FP) in the form of CRDR online training	Every three years	Every three years
3.	Newly recruited	OSH and FP training in the form of CRDR online training	On the day of commencement of work	On the day of commencement of work
		OSH and FP training in	Prior to the	Prior to the

	employees	the form of CRDR online training – specificities + a visit at the workplace	commencement of work at the workplace	commencement of work at the workplace
4.	First aid training under Section 102 (6) of the Labour Code of selected employees	Special OSH training ensured by an external company	Every two years	Every two years
5.	Driver training for administrative employees	Special OSH training ensured by an external company	Every year	Every year
6.	Working at height and above open depth training	Special OSH training in the form of CRDR online training	Every two years	Every two years

#### 4.7. Machinery, technical equipment, vehicles, instruments and tools

In accordance with Section 4 of the Act on ensuring other occupational safety and health conditions, the Company has established and maintains the procedures and responsibilities to ensure OSH with respect to the closer requirements for safe operation and use of machinery, technical equipment, vehicles, instruments and tools (hereinafter referred to as the “machine”) for:

- Working machines – general requirements
- Instruments and tools

##### Terms and definitions

- **Danger zone** means the space inside or outside the facility, where the employee is exposed to health risk;
- **Protective equipment** means mechanical, electrical, electronic or other similar equipment used for safety and protection of life and health of employees;
- **Operator** means an employee who uses the machine and is authorised for this activity;
- **Accompanying documentation** means a set of documents containing manufacturer’s instructions for assembly, handling, repair, maintenance, initial and subsequent periodic checks and inspections of the equipment, as well as guidelines for possible replacement or change of parts of the equipment;
- **Operating documentation** means a set of documents containing the accompanying documentation, a record of the last or extraordinary inspection or check.

#### 4.7.1. Working machines – general safety requirements

- Only duly qualified persons with the health and mental capacity to perform the profession concerned in the expected work environment may independently operate working machines.
- The operation of machines must be prepared in terms of both technological and security aspects by compilation of safe technological and working processes, operational and safety regulations and instructions.
- Employees operating the machines must provably be acquainted with the above-mentioned processes, regulations and instructions in the form of training, on-the-job training and briefing, all in accordance with Chapter 4.6 hereof.
- The operators of the machines must also be acquainted with the risks arising out of the operation of these machines in the scope of the respective “Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i.”
- Machinery and equipment may be put in operation only if they comply with the respective regulations and after performing the prescribed tests, controls and inspection.
- Every **machine** must be provided with **accompanying technical documentation** prepared by the manufacturer which must correspond to the actual version of the machine. Additional adaptations must be recorded retrospectively in the documentation. The **employee** who is supposed to operate the machine must be **provably acquainted by his superior ME** with this accompanying technical documentation – **manufacturer’s instructions**, including the on-the-job training, which shall be recorded in the **OSH form “Record of acquainting the employee with the accompanying documentation of a machine, technical equipment, instrument and tool and record of the on-the-job training concerning the machine, technical equipment, instrument and tool”** – see the CRDR documentation, part Machinery and Equipment.
- Imported machines shall be supplied with operating documentation and the labels on the machines shall be in Czech.
- Every machine must be **at least once in 12 calendar months** provably **checked** in the scope of Section 3 of Government Decree No. 378/2001 Sb., on minimum requirements for safe operation unless any other applicable legislation or technical standard provides for shorter period. Any identified deficiencies must be corrected. This shall be the responsibility of the **ME** of the workplace at which they are operated. In fulfilling this obligation the managing employee shall cooperate with the safety officer; to be recorded in the **form within the CRDR documentation, part Machinery and Equipment**.
- The **ME of the workplace** where the working machines are operated shall be **responsible for ensuring meeting** the above-stipulated general requirements for safety with respect to operation and use of working machines, including their checks. He shall **cooperate with the safety officer** in fulfilling the obligation stated in the previous sentence.

#### 4.8. Electrical appliances and tools (machinery, technical equipment, vehicles, instruments and tools)

In accordance with Section 4 of the Act on ensuring other occupational safety and health conditions, the Company has established and maintains the procedures and responsibilities to ensure OSH with respect to the closer requirements for safe operation and use of electrical appliances:

- Electrical appliances – general requirements

##### Terms and definitions

- **Operator** means an employee who uses the appliance and is authorised for this activity;
- **Accompanying documentation** means a set of documents containing manufacturer's instructions for assembly, handling, repair, maintenance, initial and subsequent periodic checks and inspections of the equipment, as well as guidelines for possible replacement or change of parts of the equipment;
- **Operating documentation** means a set of documents containing accompanying documentation, record of last or extraordinary inspection or check.

##### 4.8.1. Electrical appliances and tools – general requirements for safety

Every [appliance/tool](#) must be provided with [accompanying technical documentation](#) prepared by the manufacturer which must correspond to the actual version of the appliance. Additional adaptations must be recorded retrospectively in the documentation. The [employee](#) who is supposed to operate the appliance [must be provably acquainted by his ME with this accompanying technical documentation – manufacturer's instructions, including the on-the-job training in the form of CRDR online training, which shall be recorded in the OSH form "Record of acquainting the employee with the accompanying documentation of a machine, technical equipment, instrument and tool and record on-the-job training at a machine, technical equipment, instrument and tool" – see the CRDR documentation, part Machinery and Equipment.](#)

Imported machines shall be supplied with operating documentation and the labels on the machines shall be in Czech.

Every [appliance/tool](#) [must be at least once in 12 calendar months](#) provably [checked](#) in the scope of Section 3 of Government Decree No. 378/2001 Sb., on minimum requirements for safe operation unless any other applicable legislation or technical standard provides for shorter period. Any identified deficiencies must be corrected.

[Electrical appliances/tools](#) must be adapted so that it is possible to [switch them off](#) if necessary. Electrical appliances/tools identified as dangerous to the life or health of persons must be immediately unplugged and secured.

Before moving appliances connected to power through a flexible cord with a plug, the appliance must be safely disconnected from the mains by removing the plug from the socket (so that

the connected wires are not broken or ruptured). This requirement does not apply to those appliances that are specially constructed and adapted for that purpose, such as lamps, some household appliances etc.

When operating an electrical appliance, the operator must observe the respective manuals and instructions and local operating regulations for its use as well as see to it that the appliance is not overloaded or otherwise damaged.

In case of discovery of a malfunction of the device when operating it (e.g. damaged insulation, burning smell, smoke, unusually noisy or intermittent operation of the electrical appliance, strong humming, disruptive start, excessive warming of some part of the electrical device, sparkling, tingling caused by electric current), the electric device must be switched off immediately and the malfunction must be reported to the superior statutory director who shall ensure its removal by a person with electrotechnical qualification. Damaged electrical appliance must not be used.

In accordance with *CNS EN 50110-1 ed.3*, a person in charge of electrical devices must be provably designated for the electrical appliances/tools used in the workplace, which shall be recorded in the OSH form (see document Machinery and Equipment). ME OSH shall be responsible for the designation of the person in charge.

ME OSH shall be responsible for ensuring the fulfilment of the above-stipulated general requirements for safety when operating and using appliances, including their check. ME OSH shall cooperate with the competent person during the fulfilment of the obligation stated in the previous sentence.

#### **4.8.2. Movable electrical appliances/tools – checks and inspections**

Inspections and checks of electrical hand tools and appliances during use shall be carried out under *CNS 33 1600 ed. 2*; this shall be the responsibility of ME OSH.

The inspection of the electrical appliances used by the Company in administrative premises must be performed every 24 months.

The qualification of a person performing inspections and checks – inspection technician with E4 authorisation.

### **4.9. Health capacity of employees**

The below-stated conditions of the health capacity of employees shall apply to normal workplaces and work for which it is not necessary to lay down further conditions based on the performed categorisation of work (increased health hazards – high risk work).

The Employer is obliged to assign the employees to work in accordance with their work (health) capacity, and must not allow any employee to carry out the work irrespective of such capacity. Health capacity of employees shall be ensured and examined in the entrance, periodical,

exit (at the employee's request only) and extraordinary occupational medical examinations. In order to meet their purpose, including, without limitation, protection of the Employer, the examinations must be carried out by a facility providing occupational medicine services with knowledge of occupational and hygienic conditions in the workplace and designated by the Employer. The free choice of a physician shall not apply to the occupational medical examinations because this is not an action carried out by a worker (citizen) but the Employer. The employee is obliged to undergo an occupational medical examination under the conditions laid down in the Labour Code. For an occupational medical examination, the employee is obliged to transfer temporarily his medical records, or an extract of these records, to the designated facility providing occupational medicine services.

In accordance with the provisions of the Labour Code and the Act on specific medical services, the Company has contractually agreed occupational medicine services.

The Company shall admit the confirmed occupational medical examinations (entrance, periodical, extraordinary and exit) by the contractual facility providing occupational medicine services or by the employee's family physician (this applies solely to Work Category 1).

The system of the occupational medical examination shall be organised by ME OSH.

#### **4.9.1. Records of medical examinations**

The records of medical examinations shall be filed with ME OSH. If the physician orders that any activity be anyhow restricted or prohibited, the employee and his superior must be acquainted to this fact. All of them shall sign the opinion to confirm this. The superior managing employee shall be responsible for adopting appropriate measures.

Workers shall be sent to medical examinations by the Employer – ME OSH, being provided with a form set in *Annex 6 hereto or another similar form*. The form must include the basic identification data of the worker, indication of categorisation of work, harmful factors of working conditions, activities and work (non-erasably) that he will perform in his profession, and an area for the opinion of the facility providing occupational medicine service. Moreover, it must include the date and signature of the facility providing occupational medicine service – the physician who has conducted the examination and recorded its conclusion, and further, the date and signatures of the employee and ME OSH.

If the employee sent to the occupational medical examination performs special activities requiring special examination of health capacity not listed in the prescribed description of activities, it is possible to add them there (non-erasably). The examination conducted this way may then be accepted as valid also for such special activities. The examination conducted this way must be notified (a copy passed) to the trainer or training facility prior to the commencement of the training (course).

Records of occupational medical examinations must be [stored for at least five years](#), for the period of the employment of the employee and at least three years after the termination of the employment.

#### 4.9.2. Dates of examinations

The dates of examinations shall be fixed so as to comply with the applicable legislation and, the most as possible, with the requirements arising out of different groups of activities carried out by the Company. At the same time, they shall be fixed so as to reflect the performed categorisation of work and probable risk conditions, though these do not fall in higher-risk categories which require special conditions.

Profession	Validity of medical examination	
	Up to 50 years of age	Over 50 years of age
<a href="#">Scientific worker</a> <a href="#">Experimental research worker 1,2</a> <a href="#">Development research worker</a> <a href="#">Observer and ground station operator 1,3</a> <a href="#">Technical and administrative employee</a> All the professions in the Company are classified in CATEGORY 1, and unless Annex 2 of Decree No. 79/2013 Sb. provides for a shorter period, <a href="#">this applies also to administrative employees driving while at work</a>	6 years	4 years
<a href="#">Observer and ground station operator 2</a> Continuous shift work – category 2; <a href="#">night work</a>	2 years	2 years

#### 4.9.3. Expenses connected with occupational medical examinations

The Employer shall [reimburse each employee for the expenses connected with the occupational medical examination in the first salary](#) but only in case of successful conclusion of the Employee's probation period unless the expenses are reimbursed by the health insurance company or unless the Employer agrees with the job applicant otherwise. Further, the employee shall reimburse the expenses connected with an extraordinary examination if an injury leading to the extraordinary examination occurred under the influence of alcohol. The expenses connected with other occupational medical examinations hereunder shall be reimbursed by the Employer unless paid by the employee's health insurance company.

#### 4.9.4. Provision of pre-medical first aid

Provision of pre-medical first aid relates to all conditions endangering health and life. The most important is to provide aid to the injured in case of both occupational and non-occupational injuries so as to minimise the damage to health as well as the consequences of the injury.



A means of summoning first aid (telephone) shall be available at the workplace, and the workplace shall be equipped with a first aid kit; this shall be the responsibility of **ME OSH**.

#### 4.10. Categorisation of work

The Company has processed the categorisation of work. All the employees shall be, within the online OSH/specificities training, acquainted with the classification of their working activity in a certain category. It shall be the **responsibility of ME OSH** to ensure the conditions for the classification of work in **categories**. In the event of a change in the conditions (commencement of other work and activities than those for which the categorisation has been performed), it is necessary to submit an application for classification within 30 days from the commencement of the work. ME OSH shall notify the public health authority, locally competent according to the place of activities, of every change in the conditions of work performance that could influence its classification in the respective category. The notification shall include the results of the assessment of health risks.

**ME OSH shall classify** work in four categories, **in collaboration with the competent person/facility of occupational medicine service**, according to the extent of presence of factors that could influence the employees' health. MS OSH shall submit the application for classification of work in categories to the public health authority with territorial and subject-matter competence (not applicable for category 1). All records of classification of work to categories shall be approved by the statutory director and filed with ME OSH.

**Only categories 1 and 2 were assessed.** Categories 3 and 4 of work professions **are not present at the workplace of the Institute of Atmospheric Physics ASCR, v.v.i.** The categorisation has been performed in accordance with *Decree No. 432/2003 Sb.*

#### 4.11. PPE and protective drinks

Where the work risks cannot be avoided or sufficiently limited by technical means of collective protection or by measures of work organisation, the Employer is obliged to provide employees with personal protective equipment. Moreover, the Employer is obliged to provide the employees with washing, cleaning and disinfecting agents considering the contamination of the employees at work or their exposure to skin irritants, and at the workplaces with unsatisfactory microclimate conditions.

Based on the assessment of risks and particular conditions of work, the Institute of Atmospheric Physics ASCR, v.v.i. **provides PPE** in accordance with the ***Provision of PPE and protective drinks guidelines***.



## 4.12. Transport

The Institute of Atmospheric Physics ASCR, v.v.i. operates cars. Occupational safety is described in the *Local operational safety regulation for transport operations*.

## 4.13. OSH and FO controls and OSH annual review

The law (the Labour Code) lays down the obligation of an organisation to ensure occupational safety and health of employees with regard to risks which might endanger the employees' life and health during performance of work. For this reason, the respective Register of Risks and Actions Institute of Atmospheric Physics ASCR, v.v.i. has been drawn up within the Institute of Atmospheric Physics ASCR, v.v.i., with which the employees must be acquainted.

In order to control the elimination and reduction of the risks and the level of OSH and FP, the Company implements the control system as follows:

### Managing employees and ME OSH

Managing employees on all levels of management [are obliged](#), within their job positions, [to perform at the workplace the systematic control of compliance with the legal and other regulations to ensure occupational safety and health, and observance of work discipline by the employees.](#)

Requiring and control of the compliance with the legal and other regulations to ensure occupational safety and health and observance of work discipline by the employees in the Company workplaces must be performed in a provable manner; [if any shortcomings are identified in the area of occupational safety as well as fire protection](#), the ME/ME OSH shall make an entry in the form Operational records of workplace controls relating to OSH and FP, see Annex 7 hereto.

Defects (non-conformities) identified during the control shall be documented; corrective or preventive actions shall be determined and implemented to eliminate the defects without delay; subsequently, a record of these actions shall be made.

### 4.13.1. OSH annual review

Based on the provision of *Section 108 (5) of Act No. 262/2006 Sb.*, the Labour Code, as amended, [at least once a year an Annual review of occupational safety and health](#) shall be organised and carried out at the workplaces of the Institute of Atmospheric Physics ASCR, v.v.i.

The dates shall be specified by ME OSH as agreed with the competent person.

[The annual review shall be carried out by a committee composed of:](#)

Chairman of the committee: ME OSH

Members of the committee: competent person

Members of the committee: a representative of the trade union organisation of the Institute of Atmospheric Physics ASCR, v.v.i.

The competent person shall submit a report on the annual review including the identified shortcomings to ME OSH. It shall be the responsibility of ME OSH to designate the workers in charge of rectification of all the shortcomings and to determine the deadlines for such rectification, to carry out subsequent control of the rectification of the identified shortcomings including the record of their rectification and to inform the [statutory director of the Company](#) of the conclusion of the annual review.

#### **4.14. Fire protection**

Fire safety precautions appropriate to the fire hazard must be implemented in the Company's workplace.

The managing employees on all levels of management are obliged within their job positions to carry out systematic controls of the compliance with legal and other regulations to ensure [fire protection – governed by the Fire Regulations of the Institute of Atmospheric Physics ASCR, v.v.i.](#)

#### **4.15. Requirements for painting and cleaning**

##### **Cleaning of the workplace in general:**

Daily/weekly: dusting of objects and office equipment, wet wiping of hard surfaces (PVC, floor tiles etc.), washing of washbasins, showers, toilets, urinals, washing-up basins, sinks and other WC equipment, cleaning of dirt around door handles, treating of office and kitchen furniture, removing of other possible dirt, washing of wall tiles in sanitary facilities, including water taps;

Semiannually: general cleaning – cleaning of the windows – panes as well as frames, cleaning of lamps, wiping of interior equipment etc.;

Continuously: emptying wastebaskets, checking the functionality of the equipment in the premises being cleaned (light, water), reporting of identified defects, failures or other shortcomings without delay.

##### **Painting of premises**

The walls in operating rooms form an important part of the light conditions at work. Therefore, their surface shall be painted in light colours or in white. The walls and ceilings should be cleaned and a new layer of paint should be applied on them regularly.

- Painting of the ceilings and walls in the workplace premises of the establishment including passageways shall be carried out once in **15 years**.
- The paint in sanitary facilities (toilets, washrooms, cloakrooms) shall be renewed once in **10 years**.

## 5. Conclusion

The managing employees on all levels of management shall be responsible within their job positions for the fulfilment of all the provisions laid down in these OSH guidelines.

ME OSH is obliged to ensure the awareness of these guidelines through the online CRDR OSH SYSTEM.

These OSH guidelines come into effect on the day of their issuance.

In Prague, on 10 November 2017

Drawn up by:

Karel Dvořák  
Competent person  
Certification No. TÜV/4/PREV/2013

Approved by: *14 November 2018 signature illegible*  
Director of the Company