



# LOCAL OPERATIONAL SAFETY REGULATION FOR TRANSPORT OPERATIONS

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## 1. Purpose

This document is a local operational safety regulation to define safety manners of organisation of work and work procedures in road transport operations including the establishment of responsibility for maintenance and repairs of road vehicles.

These OSH guidelines – Local Operational Safety Regulation (hereinafter referred to as “LOSR”) has been drawn up according to [Section 5 of Act No. 309/2006 Sb.](#) on further requirements with regard to occupational safety and health and *Section 2 of Government Decree No. 168/2002 Sb.*, laying down methods of organisation of work and work procedures that the employer is obliged to ensure for the operation of transport equipment. The [Institute of Atmospheric Physics ASCR, v.v.i.](#), with respect to possible risks, using LOSR lays down for the employees and persons who are present, with the company’s knowledge, at the company’s workplaces the principles of safe conduct in the workplace, when preparing vehicles for a road trip, during the driving itself, during maintenance and repairs of vehicles and when parking vehicles in a garage.

LOSR is organisational OSH guidelines which lay down, without limitation, work and technological procedures of transport operations, and further, certain duties of drivers in the Institute of Atmospheric Physics ASCR v.v.i. and responsibilities of each section.

The LOSR provisions are binding for all permanent employees and persons who are present at the workplaces of the Institute of Atmospheric Physics ASCR v.v.i. with the consent of authorised managing employees.

The company’s [employees must become acquainted with LOSR](#) to the extent corresponding to their job duties. Foreign persons must become acquainted with LOSR to the extent directly relevant for them when entering the company’s premises.

The employees get acquainted with LOSR during the OSH training (CRDR/specificities online course, see below).

[Managing employees shall be responsible for compliance with LOSR](#) at their workplaces; drivers shall be responsible for the operation of road vehicles allocated to them.

## 2. Scope

This LOSR shall apply to the whole Institute of Atmospheric Physics ASCR v.v.i., which carries out transport operations.

### 3. Terms, definitions, abbreviations

OSH	Occupational safety and health
ME OSH	Managing employee responsible for the area of OSH
ME	Managing employee

### 4. Safety operational regulation for transport operations

#### 4.1. Basic duties in the transport sector and establishment of responsibility for ensuring certain duties in this sector

ME OSH shall be responsible for ensuring the technical condition of vehicles and spare parts for them, and for the compliance with the deadlines of technical inspections of vehicles in the technical inspection and emission measurement stations.

ME OSH shall be responsible for training conducted by an external company for drivers operating pool cars. ME OSH is also authorised to control the compliance with vehicle driver qualification requirements.

ME OSH shall be responsible for organising medical examinations within specified deadlines (see the OSH and PO Guidelines). Medical reports shall be filed with ME OSH.

Drivers shall be responsible for checking first aid kits in the company vehicles and replenishing its contents.

#### 4.2. Other duties in the sector of own road transport

##### 4.2.1. Responsibilities of ME OSH and ME

- Ensuring the qualification of motor vehicle drivers (Section 3/2 and 3, Section 81 and 83 of Act No. 361/2000 Sb., and amended, Decree No. 31/2001 Sb., as amended);
- Ensuring that the drivers undergo occupational medical examinations (for administrative employees who drive while at work, the examinations should comply with the work categorisation, see the OSH and PO Guidelines; and for the drivers who drive motor vehicles as part of the employment relationship and for whom driving a motor vehicle is a type of work to be performed under the employment contract, see Section 87 of Act No. 361/2000 Sb., as amended), and not allowing a driver who is not medically fit to drive a vehicle according to the medical examination result to drive a vehicle (Section 32 and Section 103 (1) (a) of Act No. 262/2006 Sb., as amended, Section 5 (2) (c) and Section 87 of Act No. 361/2000 Sb., as amended);
- Organising driving a vehicle so that the driver would not have to exceed the maximum driving time, which equals 4.5 hours, while allowing the driver to take a safety break of at least 30 minutes after a period of no more than the maximum driving time unless the driver is taking a continuous rest period between two shifts or a continuous rest once a week; the safety break may be divided into two at least 15-minute parts included into the driving time;

safety breaks and meal and rest breaks may be joined together (note – *stated in Section 89 of Act No. 262/2006 Sb., as amended*), not providing the breaks at the beginning and at the end of working hours, complying with the stated driver working regime that was stated, as *Government Order No. 168/2002 Sb.* requires);

- **Checking** the records of driving time of vehicles and of taking drivers' safety breaks;
- Before assigning a vehicle, **acquainting the driver with the manufacturer's instructions for operation** (*on the template part MACHINES AND EQUIPMENT or by any other provable manner*) and verifying the driver's abilities with respect to his job position;
- When ensuring any transport by vehicles, organising the employees' work in cooperation with other heads of workplaces in accordance herewith and the manufacturer's instructions for the operation and use of the vehicles.

#### **4.2.2. Responsibilities of the driver**

- **Participating in safety trainings** under Act No. 262/2006 Sb., as amended (in accordance with Chapter 4.6 of the OSH an FP Guidelines), during which they will become acquainted also with e.g. new regulations;
- Driving a vehicle taking into account his own **current health condition** (*Section 5 (2) (c) of Act No. 361/2000 Sb., as amended*);
- **Avoiding using alcohol or any other addictive substances** before or during driving (*Section 2 (a) (b) of Act No. 361/2000 Sb., as amended*);
- **For safe reversing**, u-turning and similar hazardous movements of the vehicle, if required by the circumstances, including, without limitation, insufficient range of vision or off-road terrain conditions, **using a trained person to direct** the vehicle movements and using signals agreed in advance so as to avoid any misunderstanding between the driver and the signaller;
- If the driver as a recipient of the signal has any doubt that the instruction can be safely carried out, he should interrupt the action in progress and ask the signaller for a new signal;
- **Avoiding parking the vehicle at places that are unsuitable** with respect to occupational safety, including, without limitation, within underground utilities protection zone (*see Act No. 458/2000 Sb., the Energy Act, as amended*), and avoiding driving at places where the terrain surface is not adequately solid, wide and drivable;
- **Checking the connection and the security of the towing device** of the vehicle when connecting the vehicle; after disconnection, checking the disconnection and securing the disconnected vehicles against self-movement in accordance with the instructions for operation of the vehicle;
- Using high visibility **safety vests when fixing vehicle problems** that occurred during a drive on a road and when it is necessary to step on the road; the vests must be available in the vehicle;
- **Complying with the required working regime** including safety breaks, in particular, not exceeding the maximum driving time, which equals 4.5 hours for e.g. administrative employees driving while at work; the driving time also includes a driving break up to 15

minutes; after a period of no more than the maximum driving time, the driver must take a driving safety break of at least 30 minutes unless the driver is taking a continuous rest period between two shifts or a continuous rest once a week; the safety break may be divided into two at least 15-minute parts included into the driving time;

- **Avoiding performing any activity** resulting from work duties **during the safety break**, with the exception of supervision of the vehicle and load (where the employee is entitled to a safety break at work under a special law, such break is included in working hours; where the safety break falls within the meal and rest breaks, the meal and rest break is included in working hours – see Section 88 and 89 of Act No. 262/2006 Sb., as amended);
- Keeping documentary or electronic **records on the driving time of vehicles** and on drawing safety breaks, and submitting these documents to the transport manager (the driver's superior) according to the employer's internal regulations;
- **Complying with traffic signs** (one-way traffic, right of way, maximum speed etc.) and instructions in respect of road traffic management given by authorised persons;
- **Avoiding driving a vehicle with a cracked or damaged windscreen**;
- **Never placing, in the driver's field of vision**, souvenirs or decorative **items** which limit the view in all directions;
- Never storing, in the driver's space, items that could endanger or reduce the vehicle handling capability;
- Maintaining the entrusted vehicle in proper condition under a special law;
- Ensuring removal of dirt from vehicles;
- Avoiding parking at places where the vehicle could become a road obstacle.

### 4.3. Repairs, maintenance and inspections of the vehicle

Vehicle repairs, maintenance and inspections, including those performed by the driver, must be carried out according to the manufacturer's instruction book.

Vehicle repairs, maintenance and inspections shall always be carried out in contractual car service stations, with the exception of the vehicle maintenance and inspection performed by the driver according to the manufacturer's instruction book; this shall be the responsibility of the Operational Manager.

## 5. Conclusion

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 employees' 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  
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Approved by: *14 November 2018 signature illegible*  
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