

Occupational Safety and Health (OSH)

Training Materials for NTK

The main legislative documents:

- Labour Code (Law No. 262/2006 Coll.)
- Declaration of Human Rights and Freedoms (Constitutional Law No. 2/1993 Coll.)

Classification of the employee – Category No. I

- The first category describes an environment which does not impair the health of the employee

Employers' obligations

- To ensure and protect the safety and health of employees at work
- To identify factors and processes of the work environment which could cause harm to the employees
- To accept and implement technical, organizational and other measure for risks prevention
- Not to allow unfit employees to work, who are not medically fit
- To maintain and provide all the information about training, information and instructions at hand
- To provide OSH once a year
- To provide appropriate safety equipment, clothes, drinks and hygienic conditions

Responsibilities of the managers

Before the Recruitment of a New Employee:

The employee must be informed about:

- Work classification
- Risks of work
- Working hours
- OSH and fire protection (directives and internal regulations)
- Rights and obligations of employees (according to the Labour Code)
- Instructions for operating technical equipment.

Daily Check of Workplace According to OSH:

The employer check regularly must if the employee is

- Following the appropriate rules, instructions, regulations and workflows
- Attending work
- Keeping the workplace tidy and clean
- Using protective equipment (if it is necessary)
- Refraining from the consumption of alcohol, drugs, and cigarettes at the workplace

Rights and Obligations of Employees:

Employees' Rights:

- Employees have the right to:
 - Demand safety and health protection at work
 - Request information about risks at work
 - Be provided with information about protection measures

Employees can refuse to work if there are some factors, which might immediately and seriously threaten their health or life.

Employees' Obligations:

- To work according to their capacity, knowledge and skills
- To follow the instructions of the employers
- To cooperate with other employees
- To obey working hours
- To use safety equipment if required
- To do complete tasks on time
- To obey legislation and other regulations
- To protect the property of the employer
(do not lose it, to protect it from damage and abuse, etc.)
- To attend the training sessions organized by the employer (OSH and fire protection),
- To inform their superiors about problematic conditions at the workplace which might threaten their health and life

Each employee must ensure to their own safety and the safety of others which are affected by his or her actions.

Primary Risks Established by the Labour Code (Work Category I):

- The Risks caused by:
 - Administrative activities
 - Working with office equipment
 - Working with display units
 - The Means of transport

- Some specific risks:
 - Scalding by the water, burns
 - Electric shock (using a kettle or charger, etc.)
 - Electrical appliances (e.g. printer)
 - Slips, falls (from stairs, on the floor, etc.)
 - Sharp edges (at NTK be cautious of the glass doors)
 - Injuries caused by working with office supplies (cuts, puncture, etc.)

Occupational Accidents and Reporting Them

The term “occupational accidents“ describes injuries or deaths, which occur at work and were not intended by the employee.

An Occupational Accident Does Not Include:

- Injuries which happen on the way to/from work
- Injuries which happen during breaks

Each employee has to inform their employer about occupational accidents (even in the case of small injuries).

Occupational accidents reports

Employees must write a report if:

- Sick leave (caused by injury) is longer than 3 days
- There was a fatal injury (among colleagues)

Fire protection

Training Materials for NTK

The Main Legislative Documents:

Law on Fire Protection (No. 133/1985 Coll.)

Decree on Fire Prevention (No. 246/2001 Coll.)

CTS (Czech Technical Standards) – 65 0201, 07 8304, 06 1008, 38 6405, 05 0601, 05 0610, 05 0630, 33 1500, 33 1600

Obligations for Employers Regarding Fire Protection

- To attend regular fire protection training seminars for employers
- To provide fire, and safety instructions for employees
- To ensure every employee is familiar with fire protection regulations at the workplace
- To keep emergency exits and fire extinguishers accessible and unblocked at all times
- To ensure up to date technical conditions and instructions for devices used at the workplace
- To comply with governmental instructions for safety trainings
- To inform management and the fire brigade about any fire

The Obligations of Employees Regarding Fire Protection

- To avoid the risk of a fire at work
- To obey instructions and bans regarding fire protection
- To attend fire protection training,
- To be familiar with fire protection documentation for their specific workplace
- To be familiar with the routine of a fire alarm routine
- To obey fire alarm regulations in the case of fire
- To acquaint oneself with the location of fire extinguishers and how their operation
- To ensure all electric devices are turned off before leaving the workplace (at NTK, this means your computer)
- To keep emergency exits unblocked at all times and to ensure that fire extinguishers are always accessible
- To obey technical regulations
- To inform superiors about defects at the workplace which would cause a fire

It is Forbidden to:

- Use open fires and smoke except in designated areas
- Use personal electric devices
- Damage or abuse the fire extinguishers

How to Act in Case of a Fire:

- a) Rescue injured or threatened persons
- b) Extinguish the fire, if possible, or take steps to prevent it from spreading
- c) Inform the fire department and the security personnel about the fire

The Fire Protection Documentation

1. *Fire Regulations* – Establish what to do for fire prevention

NTK fire regulations - for the NTK building, for document storage, for book storage and for diesel generators

2. *Fire Alarm Regulations* – Establish what to do in case of the fire

3. *Fire Evacuation Plan* – Establishes instructions for evacuation in the case of fire.

- Evacuation routes are escape routes which lead to open spaces and which are marked by special signs
- In case of a fire, each person must use the closest evacuation route and exit the building

Steps in Case of Evacuation:

- After leaving an evacuated space, close the doors but do not lock them!
- Leave the space using the shortest evacuation route
- Keep calm, walk, do not panic
- Provide first aid
- After leaving an evacuated space go, to the stated gathering location



The Evacuation routes are routes which leads from offices to the security desk.
In case of an emergency, the door release button (green box) can be used to open doors instead of using entry cards.

What to Do if the Evacuation Routes are Blocked:



- Keep calm
- If the place is full of smoke, crawl on floor,
- Draw attention to yourself (by phone or waving out the window, etc.)

Important Telephone Numbers (Established by Fire Alarm Regulation):

- NTK Security Desk: 981 (or 111)
- Fire Department: 150 (or 112)
- Police: 158 (or 112)
- Emergency Services: 155 (or 112)

In the case of problems, contact security on 981 (or 111).