

Record of initial student training on health and safety and fire protection

Record

of familiarization of students of Palacký University Olomouc (hereinafter referred to as UP) with the basic obligations in compliance with regulations in the field of occupational safety and health and fire protection.

Introduction

UP is obliged to ensure the occupational health and safety of all persons staying at its workplaces with its consent.

This initial familiarisation should provide you with basic information on occupational health and safety and fire protection at UP.

Basic principles

The student is obliged to observe the principles of occupational safety and fire protection during their studies, for this reason they undertake in particular that:

1. I will observe:
 - all the principles and rules of occupational health and safety and fire protection with which I have been duly acquainted,
 - the order in classrooms and professional workplaces,
 - the specified working procedures,
 - the principles of safe behaviour in the buildings and premises where teaching and professional practice take place, and in all other activities related to teaching.
2. I will take care of my own health and safety and the safety of others.
3. I will use the prescribed personal protective work equipment.
4. I will attend other mandatory training courses at the departments and workplaces of UP and at other workplaces where I will carry out professional practice, organised by the relevant teacher (head of the workplace), and I will follow their instructions in my activities.
5. I will follow and observe the prohibitions of entry at specified locations, warning notices, or other safety and fire signs.
6. I will comply with the operating rules at the workplaces for which they are drawn up.
7. I will comply with the prohibition of smoking and the use of open flames.
8. I will familiarize myself with and comply with fire alarm guidelines, fire codes in all buildings and areas (related to teaching) in which I will be present.
9. I will familiarise myself with the method of announcing a fire alarm, the location of fire reporting stations, escape routes, the location of portable fire extinguishers including their use and other extinguishing means.
10. If a fire is detected, I will attempt to extinguish it by available means (unless my safety is endangered). I will announce a fire alarm and immediately notify the teacher (head of department) and report the fire to the **Fire Brigade on 150 or to the European emergency number 112.**
11. I shall immediately report to the teacher (head of the workplace) all deficiencies and defects found which could cause injury, damage to health or fire. I will also immediately inform them of any other deficiencies and defects in the area of occupational safety and fire protection that are identified.
12. I will report my injury or the injury of others to the teacher (head of the workplace) without delay. I will have any accident properly treated and, if possible, I will immediately ask the relevant lecturer (head of the workplace) to register the accident or to draw up an "Injury Report of a University Student". Upon termination of the incapacity, I will deliver to the secretariat of the relevant department (workplace) a duly

completed and certified by the attending physician form "Pain Certificate", or evidence of reasonable costs associated with the treatment.

I acknowledge that the accident insurance covers only my person and my activities while I am studying on the study programme and is valid only in Europe. This insurance does not cover personal leisure time before and after the commencement and completion of a course, lecture, practical exercise, daily teaching programme or professional practice plan, course, etc.

13. I will observe the prohibition of alcoholic beverages and other addictive substances during the class time and other activities related to teaching. Under the influence of alcoholic beverages or other addictive substances, I cannot participate in classes or other activities related to my studies at UP. If I am suspected of having consumed such substances, I will submit to an alcohol or other addictive substances test upon request. If I refuse this test, I will be treated as if I were under the influence of the substances mentioned above.
14. I will notify the teacher (the head of the relevant workplace) of any significant change in my health condition that could cause injury or damage to my health (asthma, epilepsy, pregnancy, sudden sickness, etc.).
15. I acknowledge that I am liable to UP for any damage I cause during theoretical and practical teaching, or other activities related to my work at UP, by violating my duties or by deliberately acting against the rules of decency and civil coexistence. The same applies if I do not immediately and consciously warn the teacher or the head of the workplace of the impending danger (consequential damage).
16. I will not enter workplaces and premises during my professional practice where I have not been sent by the teacher or the head of the workplace.
17. I will not perform work for which I have not been trained or instructed and which requires professional competence.

Work on electrical equipment

Students who are not professionally competent in electrical engineering must not come into contact with live parts of equipment. They may operate only low-voltage and medium-voltage electrical equipment. They must observe operating and safety instructions, orders, instructions, directives and operating manuals relating to work on electrical equipment of the relevant type and voltage.

Students who are not competent in electrical engineering are required to:

- 1) before relocating or driving work machines or appliances, if they are connected to the mains via a moving lead with a fork, disconnect these machines safely from the mains by pulling the fork out of the socket so that the connected wires cannot be broken or pulled out. This obligation does not apply to such equipment which has been specially designed and adapted for this purpose, such as lighting fixtures, certain household appliances, hand-held electromechanical tools, etc.,
- 2) before starting up the electrical appliance and equipment, carry out an inspection – visually assess the condition of the electrical appliance and equipment in terms of safety from electric shock,
- 3) if, during operation, a defect in the equipment is detected (e.g. tingling from electric current, rattling, excessive warming of any part, unusually noisy or jerky operation, damaged insulation, smoke, jerky start-up, smell of burning), switch off the electrical equipment immediately, secure it against further use and report the defect immediately to the head of the workplace or the teacher,
- 4) It is forbidden to open electricity distribution boxes, switch on broken circuit breakers, fuses, etc.
- 5) It is forbidden to use loose or damaged sockets and switches.
- 6) It is forbidden to work with electrical appliances and equipment with wet hands or if the appliances are wet.
- 7) It is forbidden to use electrical appliances with a missing protective cover.
- 8) It is forbidden to put tensile stress on moving electrical cables.
- 9) It is forbidden to route moving electrical leads over sharp edges.
- 10) It is prohibited to use electrical appliances for purposes other than those for which they are intended by the manufacturer.
- 11) It is prohibited to overload electrical appliances or equipment beyond the specified specifications.

Damaged electrical equipment and appliances must not be used!!!

First aid in case of electric shock

- 1) Free the victim from the reach of the electric current by switching off the current, moving the conductor, pulling the victim away.
- 2) Determine the state of consciousness and, if the victim is unresponsive, try to call for help from the surrounding area.
- 3) If they is not breathing normally, call the emergency medical services immediately (phone 155 or 112).
- 4) Start indirect cardiac massage and artificial ventilation immediately.
- 5) Notify the teacher or head of the relevant workplace as soon as possible.

Fire protection

Basic obligations:

Everyone is obliged to act in such a way as not to cause a fire. Anyone who notices a fire must immediately extinguish the fire with available extinguishing means or take the necessary measures to prevent its spread (unless their safety is endangered). Report the fire (or ensure that it is reported) to the Fire Brigade of the Olomouc Region (phone 150 or 112) or to the fire reporting station of the building and immediately inform the head of workplace or the teacher about the fire.

In order to ensure fire safety, students are obliged to:

- 1) comply with the fire regulations of the buildings, workplaces, the evacuation plan of the building, fire alarm directives, fire reporting station regulations, if applicable, and other regulations and instructions in the field of PO,
- 2) report any defects that could endanger fire safety,
- 3) Flammable materials and flammable liquids and gases (chemicals, paints, oils, thinners, cleaning agents) should only be stored in designated areas.
- 4) observe the prohibition of the use of private electrical, gas or other appliances, especially with open flames or radiant heat,
- 5) Always disconnect electric kettles and electric cookers from the power source when leaving the area where they are being used.
- 6) not carry out repairs and other interventions in electrical installations and appliances,
- 7) keep clear access to switchboards and main shut-offs for electricity, water, gas, fire safety equipment, fire extinguishers and pressure cylinders for technical and medical gases,
- 8) keep escape routes and exits clear at all times.

Fire extinguishers

1) Water

- a) extinguishing agent – solution of water with potassium carbonate
- b) effect – cooling
- c) suitable for extinguishing burning solids (wood, paper, textiles)
- d) unsuitable – for flammable liquids (paints, oils, fats)
- e) DO NOT EXTINGUISH!!! – electrically live equipment!!!

2) Powder

- a) extinguishing agent – universal extinguishing powder
- b) effect – the energy required for combustion is reduced and the burning object is isolated from the surrounding air
- c) suitable – for burning solids (wood, coal, textiles)
 - for liquid substances (petrol, oil, varnish, tar)
 - for gaseous substances (acetylene, methane, hydrogen)
 - for equipment with an electrical voltage up to 1000 V
- d) unsuitable – for loose organic substances (sawdust, dust, food)

3) Snow

- a) extinguishing agent – carbon dioxide

- b) effect – smothering, cools the burning object, expels surrounding air
- c) suitable – for liquid substances (petrol, paints, varnishes)
 - for gaseous substances (acetylene, methane, hydrogen)
 - for electrically live equipment

d) DO NOT EXTINGUISH!!! – loose materials (dust, shavings).

Important telephone numbers

Fire Brigade	150
Police of the Czech Republic	158
Ambulance	155

I confirm by my signature that I have been instructed on the basic obligations in complying with occupational health and safety and fire protection regulations and that I understand the above topics.

This record shall be issued in duplicate, one of which shall be kept in the student's personal file at the relevant faculty's student affairs office and the other shall be given to the student.

On

The familiarization was made by:

Waleria Kmentová
Student Affairs Officer

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Signature

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Student's first name, surname

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Student's signature