

# European Research University

U Haldy 200/18, 700 30 Ostrava - Hrabuvka

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## REGULATIONS ON THE ORGANISATION AND MANAGEMENT OF HEALTH AND SAFETY AT WORK

*(documentation prepared pursuant to Section 102(5)(j) of Act No. 262/2006 Coll., the Labour Code,  
as amended)*

Ostrava  
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registration number: HEON/329/PRE/2021



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## 1 INTRODUCTION

The purpose of this Directive is to ensure the requirements arising from legal and other regulations in the field of occupational safety and health in the conditions of **the European Research University, z.ú., U Haldy 200/18** (hereinafter referred to as "**the University**" or "**the employer**").

The University carries out its activities in the premises of **U Haldy 200/18, 700 30 Ostrava, Mojmírovců 1002/42, 709 00 Ostrava, Vítězslava Nezvala 801/1, 736 01 Havířov and Hnojník 27, 739 53 Hnojník**.

This Directive is issued in accordance with **§ 102(5)(j)** of Act No. **262/2006** Coll., the Labour Code, as amended (hereinafter referred to as the "**Labour Code**"), and applies to **all employees** of the University (including those working at remote workplaces, on a work performance agreement or on a work activity agreement).

To a limited extent, the Directive also applies to employees of foreign legal entities (so-called **third parties**) who are not in an employment relationship with the University, if they perform any operational or other work activities (maintenance, professional service etc.) on University premises.

## 2 RESPONSIBILITIES AND DUTIES OF MANAGERS

Every employer is obliged to ensure health and safety at work (hereinafter referred to as "OHS") of employees with regard to the risks to their life and health that may be involved in the performance of their work (hereinafter referred to as "risks"). These tasks are an integral and equal part of the job duties of senior employees who, within the scope of their activities, provide labour law tasks within the University and act as management staff.

The Rector of the University performs the tasks of the statutory body of the employer. She creates the organisational, technical and personnel prerequisites in all the activities of the University for ensuring OSH tasks, safe operation of technical equipment, improvement of the working environment and working conditions and issues internal organisational directives or instructions to this effect.

Chapters 2.1 - 2.4 set out the basic duties and tasks that managers are required to carry out and ensure in practice.

### 2.1 Work organisation and OSH management unit

1. To create conditions for a safe, secure and non-hazardous working environment through appropriate OSH organisation and to take measures to prevent risks.
2. To continuously search for risks, identify their causes and sources in cooperation with an external professionally qualified person with qualifications according to the provisions of Section 10 of Act No. 309/2006 Coll., on ensuring other OSH conditions, as amended, and to take measures to prevent, eliminate or minimize them.
3. If the University employees and other persons (e.g. self-employed persons or small entrepreneurs) perform tasks at one workplace (in the building), they are obliged to inform each other in writing about risks and cooperate in ensuring OSH as contractually agreed.
4. They are responsible for ensuring that the obligations arising from the legal regulations dealing with occupational safety, fire protection and hygiene regulations are included in the concluded contracts.
5. Provide and equip the workplace according to the terms and conditions contractually agreed with the relevant occupational health service provider. To enable employees to undergo vaccinations, medical examinations and also preventive examinations ordered (e.g. by decision of the competent authorities) or examinations related to the performance of work (resulting from legislation) - see Chapter 5 for more details.
6. Provide employees with personal protective equipment (hereinafter referred to as "PPE"), washing, cleaning and disinfectants, based on the extent of contamination of skin and clothing - see Chapter 6 for more details.
7. In workplaces with poor microclimatic conditions, also provide protective drinks - see Chapter 7 for more details.
8. To allow the employee to consult the records kept on him/her in connection with the provision of OSH. To acquaint the employee with the developed internal regulations and instructions in the field of OSH.
9. Ensure that machinery, apparatus, tools, technical equipment, vehicles and other work equipment are suitable for work from the point of view of OSH, are equipped with protective devices, are regularly and properly maintained, inspected and revised. Require that instruction manuals are always supplied in the Czech language.
10. Consistently apply regulations (legal or internal) to ensure OSH at the assigned workplace, require and control compliance by subordinate employees.

11. Ensure order and cleanliness at workplaces by appropriate work organisation. Ensure that all passable communication areas, escape routes, areas in front of electrical switchboards, main media shut-offs, fire protection equipment and other service points are kept permanently clear and accessible (so that the evacuation of persons or rescue work is not restricted or endangered).
12. Not to allow employees to perform prohibited work and work whose difficulty that are not commensurate with their abilities, qualifications or medical fitness - see Chapter 8 for more details.
13. Organize the work of employees in such a way that the rest periods between individual shifts and work weeks are observed according to the Labour Code. Not to use a method of remuneration for work which exposes employees to an increased risk of harm to health and which, if used, would lead to a risk to the safety and health of employees when increasing work performance.
14. Ensure that necessary safety signs and other types of markings are posted at workplaces, that provide information or instructions regarding OSH (see Annex 1).
15. Ensure compliance with the ban on smoking in the workplaces of the University.
16. Participate in the organisation and provision of the annual comprehensive health and safety inspection (and at the same time fire protection) at all workplaces. Cooperate with government authorities in their inspections.
17. To cover the costs associated with the provision of OHS, these costs must not be passed on directly or indirectly to employees.

## **2.2 Control section**

1. Continuously check the level of OSH at the workplaces under their management, especially the state of technical prevention and the level of risk factors in the working environment.
2. To remove defects and deficiencies identified during the annual comprehensive inspection of the OSH status or during technical prevention checks (during revisions, inspections or inspections of technical equipment) within the specified deadlines. Defects that cannot be removed must be removed immediately or within the specified deadlines by authorised professionally qualified persons.
3. To check whether subordinate employees (and, to a limited extent, contractors) comply with legal and other OSH regulations relating to their qualifications and work requirements and to verify their knowledge.
4. Inspect and require the use of PPE assigned to selected employees.
5. To check that employees do not consume alcoholic beverages or use other illegal addictive substances at their workplaces and during working hours and outside these workplaces (off-site) and that they do not start work under their influence. Checks must also be carried out on compliance with the smoking ban - see Chapter 10 for more details.
6. If they find a breach of work discipline (i.e. a breach of the obligations imposed by the legislation that apply to the work performed by the employee concerned), proceed as provided for in the ZP and the University's internal organisational guidelines.
7. If risk factors (increased noise, dust, etc.) are present in workplaces, ensure that their values are measured, continuously monitored and ensure that risk factors are excluded from the work process or at least reduced to the lowest reasonably achievable level. The measurement of these factors in the working environment must be carried out by an accredited or authorised person (see Categorisation of work - Section 37 and subsequent provisions of Act No 258/2000 Coll, on the protection of public health, as amended).

### **2.3 Department of Education**

1. Provide periodic training for employees on legal and other OSH regulations that complement their qualifications and requirements for work.
2. Provide induction training and subsequent on-the-job briefing for each new employee.
3. Ensure that only employees who are medically and professionally qualified perform activities that pose an increased risk to life and health.
4. Organise and provide sufficient professional (special) training for employees who operate technical equipment posing an increased risk to life and health.
5. Participate in training and verification of acquired OSH knowledge for senior staff.
6. Training in more detail in Chapter 4.

### **2.4 Occupational Injury Prevention, Registration, Compensation of Occupational Injuries and Diseases**

1. Take measures to deal with emergencies such as accidents, fires, floods, serious occupational accidents or other serious hazards and to evacuate employees.
2. To cooperate with the occupational health service provider in the provision of medical care, to ensure the provision of first aid for employees and to ensure the proper stock of medicines in the first aid kit of individual workplaces.
3. Require subordinate employees to promptly report any work-related injury (hereinafter referred to as "OI") or other injury to health and keep a record of such injuries in the Injury Book.
4. Investigate the causes and circumstances of the injury in the presence of the injured employee (if his/her medical condition permits) and not alter the condition at the scene of the injury for possible follow-up investigation without good cause.
5. Participate in person in the investigation of the cause of a subordinate employee's fatal DUI and cooperate in doing so with governmental authorities conducting or participating in the investigation.
6. Ensure the elimination of working conditions that create a risk of occupational diseases. Maintain a record of employees who have been recognized as having an occupational disease if it arose while working within the scope of University activities.
7. For more details on accidents at work, see Chapter 9.

### 3 RIGHTS AND OBLIGATIONS OF EMPLOYEES

All University employees are required to:

1. To take care, to the best of his/her ability, for his/her own safety, his/her health and the health of persons whom he/she their actions or omissions at work.
2. Participate in training provided by the employee's supervisor in the interest of OSH and undergo verification of their knowledge.
3. Know and comply with current employer regulations and requirements for OSH (with which they have been duly familiarised), which are an integral and permanent part of their qualification requirements. Follow the principles of safe workplace behaviour and the instructions given by the employee's supervisor.
4. Observe the specified work procedures, use the prescribed work equipment (or even means of transport), respect protective equipment and do not unreasonably disable it, observe and follow safety signs.
5. Wear prescribed PPE at work, protect it from damage and take care of its minor maintenance (unless professional maintenance is required).
6. Not to interfere with machines and technical equipment if they do not meet the qualification requirements for their operation, or if they are not medically and sufficiently qualified (especially those equipment that pose an increased level of danger to life or health).
7. To report to his/her supervisor defects and deficiencies in the workplace that could endanger the safety, health or life of the employee and to participate in their elimination to the best of his/her ability.
8. Immediately notify his/her supervisor of his/her own PE (if his/her medical condition permits) and the PE of another person he/she witnessed. Cooperate with the investigation into the cause of the injury.
9. To undergo preventive examinations, vaccinations, examinations or diagnostic tests ordered by superior employees in accordance with the requirements of specific legislation.
10. Not to consume alcoholic beverages and not to abuse other addictive substances at the employer's workplaces and during working hours and outside these workplaces, not to enter work under their influence, to observe the prohibition of smoking. To be tested for alcohol or other addictive substances when instructed to do so by an authorised employee.

A breach of these obligations by an employee may be considered a breach of duty with all the consequences arising from the LPA.

All employees of the university:

1. They have the right to OSH, to information about the risks of their work, and to information safety measures to protect them from the occupational hazards they face.
2. They are entitled to refuse to perform work which they reasonably believe poses an immediate and serious threat to their life or health or the life or health of another person.
3. They have the right and duty to participate in creating a healthy, safe and secure workplace environment within the framework of the remedial measures taken.

## **4 OSH TRAINING**

Knowledge of OSH regulations, technical and work equipment is an integral and permanent part of the qualification requirements of employees. In accordance with Section 103(2) and (3) of the Labour Code, the following binding principles for the organisation of OSH training are laid down.

The training is carried out within the scope of the issued syllabus of employee training on OSH, which includes the relevant attendance sheet, on which the trained employee and the trainer shall certify the record by their signatures of the training carried out.

Training records shall be kept by the relevant senior staff member.

### **4.1 Initial training**

Every newly recruited staff member must undergo initial training before or immediately upon commencement of employment, which includes familiarisation with the laws and regulations relevant to the performance of his/her work, as well as on-the-job training by the relevant senior staff member.

Familiarisation with the operating and maintenance instructions (for machines, devices, tools, technical equipment, means of transport and other work equipment) is recorded in the relevant attendance sheet, on which the trained employee and the trainer confirm the record of familiarisation with their signatures. A record of the familiarisation shall be kept by the relevant senior staff member.

### **4.2 Periodic training**

Periodic (recurrent) training is attended by any employee of the University who is in an employment relationship with the employer at the time of the training (i.e. also employees under an agreement work performance or work activity agreement).

Training is carried out by the relevant senior staff member (who has successfully completed senior staff training). Training is carried out at a minimum of once every 2 years.

Extraordinary staff training is always carried out:

- when changing jobs (taking into account the risks of the workplace),
- when changing the type of work or work tasks,
- when introducing a new technology,
- when changing technological or working procedures,
- in cases that have or may have a significant impact on OSH (increase in accident rates, before performing particularly hazardous work, etc.).

### **4.3 Training for managers**

All senior staff receive training. The curriculum shall be developed and training shall be provided by an external competent person.

The deadline for training is at least once every 3 years.

The new senior staff member shall receive training on appointment or on transfer to the post.

All training of senior staff shall be completed by a written test.

### **4.4 Professional training**

Employees of special professions (drivers of motor vehicles, operators of reserved technical equipment, etc.) participate in professional training. The training is carried out within the deadlines set by legal and technical regulations.



## 4.5 Supplier training

If employees of two or more employers perform tasks at one workplace of the University, these employers are obliged to inform each other in writing about the risks and measures taken to protect against their effects that are related to the performance of work and the workplace, and to cooperate in ensuring OSH for all employees at the workplace. By written agreement, the employer in charge shall coordinate the implementation of measures to protect the safety and health of workers and the procedures for ensuring them.

The training of employees of another employer (foreign legal entity) is carried out by the relevant site manager before work begins. The training shall be conducted with all employees of the employer or their responsible representative, who shall pass on the information to his/her employees (or other persons for whom he/she is responsible). A record of the training shall be kept by the relevant manager.

## 4.6 Training documentation

A written record of each training session must be prepared and kept on file at the relevant workplace.

The written record must include:

- type of training (initial, periodic, emergency, etc.),
- legible date of training,
- the outline according to which the training was carried out (legislation, prepared guidelines, etc),
- the method of knowledge testing and its result,
- the duration of the training,
- name and signature of trainees (attendance list),
- trainer's name and signature (training authorization).

# 5 HEALTHCARE

The employer is obliged to enter into a written contract with the occupational health service provider and is further obliged to assign employees to work in accordance with their medical (work) fitness and must not allow the employee to perform work contrary to it.

The employer must inform the employee of the provider of occupational health services, the examinations and tests he/she must undergo in connection with the performance of his/her work and allow him/her to undergo them.

## 5.1 Occupational health examinations

Employees' medical fitness is ensured and verified by occupational medical examinations at entry (prior to commencement of employment), periodic (at specified times during employment), emergency (in the event of reasonable suspicion of a change in medical fitness) and exit (prior to termination of employment).

A follow-up examination shall be carried out in order to detect in good time changes in the state of health resulting from work under such working conditions, the effects of which may become apparent even after the work has ceased.

## 5.2 Providing first aid

First aid is a set of simple and effective measures which, in the event of a sudden threat or impairment to health or life, deliberately and effectively limit the extent and consequences of the threat or impairment. Everyone has a duty to provide first aid in the event of a threat to life.

Basic principles of first aid behaviour:

1. Assess the situation.
2. Ensure the safety of yourself and the person affected.
3. Call for help (emergency call 155 or 112).
4. Provide first aid.
5. Control the casualty until the arrival of emergency medical assistance.

First aid supplies and equipment are stored in first aid kits, which must be placed in an accessible location and marked with safety signs. The contents of the first aid kit must be checked regularly - at least twice a year - and replaced according to the expiry date.

Each first aid kit shall contain a list of its equipment. The appropriate head of unit shall be responsible for the complete stocking of first aid kits and the purchase of medical supplies.

## 6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is protective equipment (devices) that must protect employees from hazards, must not endanger their health, must not hinder their work performance and must meet the requirements of the relevant regulations. PPE shall be provided in environments where footwear or clothing is subject to abnormal wear and tear or contamination during work.

In accordance with the provisions of Section 104 of the Labour Code and Government Regulation No 390/2021 Coll., on more detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting equipment, the University has developed a separate directive for the provision of personal protective equipment, washing, cleaning and disinfecting equipment, which sets out in detail the conditions for provision.

## 7 PROTECTIVE DRINKS

Every employer is obliged to provide employees with drinking water at the workplace, not only to ensure compliance with the drinking regime and the need for personal hygiene, but especially to create conditions for first aid. In the case of a drinking regime, drinking water from the tap is sufficient.

The purpose of providing protective drinks is to replenish the loss of fluids and minerals in the body (lost through sweat and breathing) during cold or heat stress on the employee's body where this stress cannot be solved in other ways (technical and organisational measures).

More detailed conditions for the provision of protective drinks are laid down in Section 8 of Government Regulation No. 361/2007 Coll., laying down conditions for occupational health protection, as amended.

## **8 PROHIBITED WORK**

### **8.1 Women and adolescents**

The employer is obliged to provide special care to female employees at risk due to their maternity, fetal development and early childcare. Women are generally prohibited from all work in which they are exposed to harmful influences to such an extent that they are at risk of diseases with specific permanent consequences, so that their maternal mission, their ability to bear a foetus, to care for a child is compromised.

The employer is also obliged to respect the prohibition on employing juvenile employees (employees under 18 years of age) in work which, in view of their anatomical, physiological and psychological peculiarities at that age, is unreasonable, dangerous or harmful to their health.

The prohibition on work by juvenile workers shall not apply to work in which juvenile workers are being trained for a profession, provided that it is carried out under continuous professional supervision and that the organisation of the work or other measures ensure sufficient protection of their health.

More detailed conditions for prohibited work are set out in Sections 238 - 242 of the Labour Code (women), Sections 243 - 247 of the Labour Code (minors), and the related Decree No. 180/2015 Coll, on the work and workplaces prohibited for pregnant workers, workers who are breastfeeding and maternal workers until the end of the ninth month after childbirth, on the work and workplaces prohibited for juvenile workers and on the conditions under which juvenile workers may exceptionally perform such work for the purpose of preparation for a career.

### **8.2 Manual manipulation**

The employer is obliged to organise work and establish working procedures in such a way that the principles of safe behaviour in the workplace are observed and that employees do not perform manual handling of loads that can damage health, especially the spine.

Manual handling of loads means the carrying or carrying of loads by one or more employees, including lifting, placing, pushing, pulling, shifting or moving, in which the characteristics of the load or adverse ergonomic conditions may result in damage to the employee's spine or illness from unilateral overexertion. Lifting and carrying live loads is also considered to be manual handling.

More detailed requirements for the method of work organisation and working procedures, including hygiene limits, are laid down in Section 29 of Government Regulation No. 361/2007 Coll., laying down conditions for occupational health protection, as amended.

## **9 RECORDING AND COMPENSATION OF ACCIDENTS AT WORK**

An accident at work is any damage to the health or death of an employee if it is caused independently of his/her will by short-term, sudden and violent action of external (outside) influences during or in direct connection with the performance of work tasks.

The issue of accidents at work is addressed in the relevant provisions of the health insurance company and in Government Regulation No. 201/2010 Coll., on the manner of recording, reporting and sending accident records, as amended by Government Regulation No. 170/2014 Coll.

## 9.1 Recording of work accidents

An employee who suffers an accident at work shall immediately notify his or her supervisor or other person otherwise responsible for the performance of his or her duties of the incident. If the injured employee is unable to do so, such notification shall be made by whoever witnessed the injury or has knowledge of the occurrence of the injury.

If the situation requires it, a witness to the accident or the employee's informed supervisor will arrange for pre-medical first aid and then a professional medical examination of the injured person. The employee's supervisor shall make a reliable determination of all the circumstances and causes of the work-related injury, including securing witness statements, and shall inform the employee's supervisor or the OHS Technician, as appropriate, of the incident.

A record of all work-related accidents must be kept in the Accident Book. The Injury Record must contain all the information necessary to draw up an Injury Record (to be drawn up in the event of incapacity for work of more than three calendar days).

The record of the accident is drawn up by the injured employee's supervisor in cooperation with an external competent person, possibly also in the presence of other persons who were at the workplace at the time of the accident, participated in the provision of first aid or assisted in the investigation of the causes of the accident (e.g. a direct witness). The accident report shall be made (in the appropriate number of copies) no later than five working days from the date on which the injured employee's supervisor became aware of the occurrence of the accident.

The injured employee (if his/her medical condition permits) must sign the record of injury and must receive one copy of the record. The remaining copies of the record must be sent to the Regional Labour Inspectorate for the Moravian-Silesian and Olomouc Regions (hereinafter referred to as the "OIP MSK"), to the territorial competent department of the Police of the Czech Republic (only if it is suspected that a criminal offence has been committed in connection with the accident) and to the injured worker's health insurance company by the fifth day of the following month at the latest.

If an occupational accident occurs that requires hospitalization of the injured person for more than five calendar days, it must be ensured that all the facts of the accident are immediately reported to the OIP MSK and to the competent territorial unit of the Police of the Czech Republic (only if it is suspected that a crime has been committed in connection with the accident).

In the event of a fatal accident at work, copies of the accident report must be sent to the relevant authorities and institutions within five calendar days of the date on which the employee's supervisor became aware of the accident. The survivors (spouse, parents, etc.) must also receive a copy of the fatal accident record.

In cases where an injury record has already been sent and the employer becomes aware of facts that require a change in the reported data, another form - called an Injury Record - Reporting Changes must be prepared (by an authorised person).

If the situation permits, the employee must be checked at the time of the creation of the UI to ensure that he or she is not under the influence of alcohol or other addictive substances - see Chapter 10 for more details.

## 9.2 Compensation for accidents at work

If an employee of the University suffers an accident at work, the employer with whom the injured person was employed at the time of the accident is liable for the resulting damage. However, the extent of liability for the accident also depends on the facts established during the investigation of the accident.

The employer with whom the employee last worked before the discovery of the occupational disease in the employment relationship under the conditions giving rise to the occupational disease from which the employee was affected shall be liable for the damage caused to the employee by the occupational disease. Occupational diseases are those listed in Government Decree No 290/1995 Coll. establishing the list of occupational diseases, as amended.

The employer is obliged to compensate for the damage even if it has complied with the obligations arising from legal and other regulations to ensure OSH, unless it waives liability in whole or in part (see the relevant provisions of the Labour Code).

The method and extent of compensation must be discussed with the injured employee without undue delay. In order to ensure that compensation for occupational accidents or occupational diseases is carried out properly, it is necessary to cooperate with the contractual adjuster - i.e. the "accident" insurance company (Kooperařiva pojiřt'ovna, a.s., Vienna Insurance Group, or Generali Āeská pojiřt'ovna a.s.).

## 10 DETECTION OF ALCOHOL AND SUBSTANCE ABUSE

An employee of the University is obliged not to consume alcoholic beverages and not to abuse other addictive substances at the workplaces of the University and during working hours and outside these workplaces, not to enter the workplace under their influence and not to bring them into the workplace.

An employee of the University is obliged to submit to a check - a test to check whether he/she is under the influence of alcohol or other addictive substances - on the instruction of an authorised senior employee designated in writing by the employer.

### 10.1 Carrying out controls

In order to determine whether a subordinate employee is under the influence of alcohol or other addictive substances, such checks shall be ordered and carried out in writing by designated senior employees. In the interest of objectivity, a witness to the process and outcome must be present at the check in addition to the checker.

Checks that the employee is not under the influence of alcohol or other addictive substances shall be carried out:

- a) on the occurrence of an accident at work,
- b) when alcohol or other addictive substances are suspected,
- c) in the event of damage to other people's or the University's property,
- d) randomly for all employees.

Before using the relevant type of equipment for the first time, the inspector must familiarise himself in detail with the enclosed manufacturer's instructions and the correct use of the associated accessories.

## 10.2 Procedure for carrying out checks

1. The designated checker shall invite the staff member to be checked for the presence of alcohol or other addictive substances to undergo an orientation check.
2. If it is found that the blood alcohol level of the employee being monitored exceeds 0.2 per millilitre at the orientation check with an analyser, it shall be deemed to be proven that the employee is under the influence of alcohol.
3. In case of doubt about the correctness of the result, the check is repeated after 10 minutes. During this time, the subject is forbidden to eat, drink and smoke.
4. In the event of a positive result of the orientation check and its doubt, the inspected employee has the right to request an urgent professional examination (blood test) by a medical facility that is professionally and operationally (technically) qualified to do so (e.g. the Ostrava University Hospital). If the supervised employee insists on a blood test, then the head of the employee or his/her representative shall arrange for it to be carried out by a doctor without delay.
5. After each orientation check, the authorised employee shall draw up a record of the course and result of the orientation check (according to the model in Annex 2). Before the record is written, the inspector must inform the inspected person of the possibility of repeating the orientation check or of the possibility of a blood test. He must also inform the inspected person that he is obliged to express his opinion on the result of the orientation check in the record and sign the record.
6. If an employee refuses to submit to an orientation check or to sign a record of the conduct and outcome of the orientation check (hereinafter referred to as "refusal"), the designated employee shall write a record of refusal of the orientation check (as per the template in Annex 3).
7. In the case of a positive result of the inspection or rejection, a record of the detected condition is established in the internal documentation of the University for a minimum period of 3 years.

## 10.3 Result of the check

1. If the result of an orientation check or clinical examination confirms the suspicion of alcohol consumption or abuse of another addictive substance by the employee, the employee shall be treated as having been unexcusedly absent from work from the time he/she received the order to undergo the orientation check until the end of the shift and shall be obliged to pay all costs of the medical examination carried out (blood sampling, transport to hospital, laboratory tests, etc.).
2. If the suspected use of alcohol or abuse of another addictive substance is not confirmed, the period of time during which the employee was unable to perform his/her work shall be regarded as an obstacle to work on the part of the employer. The employer shall pay the costs of the medical examination.
3. In the event of a refusal, the employee shall be treated as if he/she were under the influence of alcohol or another addictive substance.
4. In the event of a positive finding or refusal, the employee shall be notified of the violation of the provisions of
5. § Section 301 (a) and (c) of the Labour Code, and thus of the possibility of termination of employment under Section 52 (f) if he/she has been required in writing by the University management to comply with his/her obligations in the last 12 months, or (g) for serious breach of an obligation arising from legal regulations relating to the work performed by the employee, or immediate termination of employment within the meaning of Section 55 (1) (b) of the Labour Code if he/she has breached his/her obligations in a particularly gross manner.

6. The employer is entitled to both conduct an orientation check and to expel the offending employee in the event of a positive finding or refusal to leave the workplace.

#### **10.4 Other competences**

1. Each senior employee has the right to invite a third individual who, with the knowledge of the employer (the University), performs certain activities at his or her workplace to determine whether he or she is under the influence of alcohol or other drugs. If that individual refuses to submit to the ordered determination, he or she will be removed from the premises accompanied by an authorized University employee.
2. State administration authorities (mainly the Police of the Czech Republic, inspectors of the OIP MSK, etc.) are also authorised to carry out or order a check to determine whether an employee is under the influence of alcohol or other addictive substances.

## 11 FINAL PROVISIONS

Rights and obligations not expressly provided for in this Directive shall be governed mutatis mutandis by the provisions of applicable law.

The directive fully repeals the validity of an older internal regulation that dealt with OSH issues and conditions.

This Directive shall enter into force on **1 January 2024**.

In Ostrava, 1. 1. 2024

Approved by:












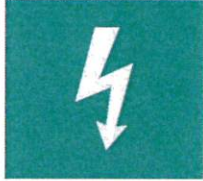
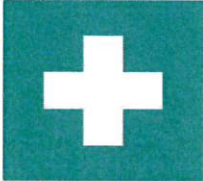




**doc. Mgr. Ing. Zuzana Machová, Ph.D.**  
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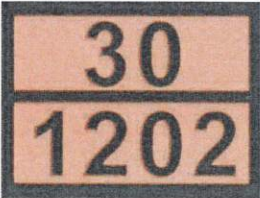
Annex 1

**SAFETY MARKINGS**




Safety signs and markings (or the introduction of signals) should be placed in workplaces where work is carried out that may cause harm to health. The main purpose of safety signs is to inform, warn or mark a place so that an undesirable condition does not occur.

Types of marks and markings			
MARKS OF PROHIBITION	 <p>NEPOVOLANÝM VSTUP ZAKÁZÁN</p>	 <p>ZÁKAZ KOUŘENÍ A MANIPULACE S PLAMENEM !</p>	 <p>NEHAS VODOU ANI PĚNOVÝMI PŘÍSTROJI</p>
Tags WARNINGS	 <p>POZOR POD NAPĚTÍM !</p>	 <p>HOŘLAVÁ KAPALINA I. TRÍDY</p>	 <p>POZOR NA ZAVĚŠENÉ BŘEMENO</p>
MARKS OF COMMAND	 <p>PRACUJ S CHRÁNIČI SLUCHU !</p>	 <p>POUŽÍVEJ OCHRANNÉ PRACOVNÍ POMŮCKY !</p>	 <p>ZÁŘÍZENÍ SMÍ OBSLUHOVAT JEN OSOBA TÍM POVĚŘENÁ</p>
INFORMATIVE brands	 <p>HLAVNÍ VYPÍNAČ</p>	 <p>ZÁCHRANNÉ PROSTŘEDKY</p>	 <p>NOUZOVÝ VÝCHOD</p>
INFORMATIVE fire protection signs	 <p>OHLAŠOVNA POŽÁRU</p>	 <p>HASICÍ PŘÍSTROJ</p>	

Annex 1

Types of marks and markings			
Indication of collision of persons with obstacles or risk of persons and objects falling			
Road markings for vehicles and mobile equipment			
Designation of chemical substances			

Workplaces may have signs informing about other facts, called informative signs, and signs containing two or more pieces of information, called combined signs.

Types of marks and markings			
INFORMATION signs			
Brands ASSOCIATED	