

Training of the 1st year students

Fire Protection, Occupational Safety and Health Protection



**SILESIAN
UNIVERSITY**
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Ing. Dagmar Kloknerová
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September 2021

OSH and FP course is listed in the Faculty courses under the abbreviation **OPFBAOPF**.

According to the Study and Examination Regulations, students are obliged to enroll in the course themselves.

For students, training is provided within the scope of staff training.

According to the applicable laws, newly admitted **students are required to familiarize themselves** with the **regulations** governing **Fire Protection** (abbreviation FP) and **Occupational Safety and Health** (OSH)

Source of information:

Study materials for the course „OPF:OPFBAOPF Initial training course in OSH and FP“ in the form of an [interactive syllabus](#), which contains the text of the basic training, study materials, references to legislation and especially the **TEST – a credit requirement** (min. success rate of 60%, the test can be retaken).

Files and links to the regulations are available:

- OSH and FP Initial Training for students
- Rector’s Directive No. 20/2018 and No. 1/2015

Note.: The interactive syllabus (also for other courses) is accessible after logging into the IS SU using the „Student“ tile.




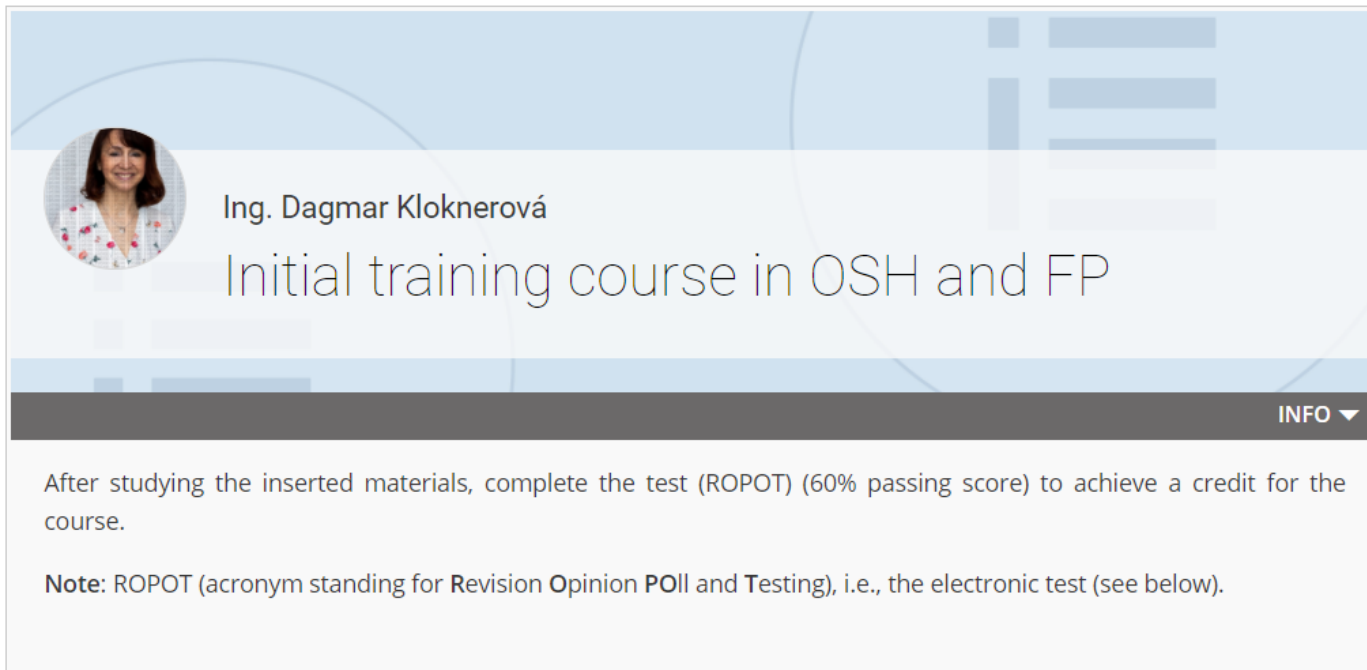
Interactive syllabus



☰ Initial training course in OSH and FP

Operations

 Study Materials



Ing. Dagmar Kloknerová

Initial training course in OSH and FP

INFO ▾

After studying the inserted materials, complete the test (ROPOT) (60% passing score) to achieve a credit for the course.

Note: ROPOT (acronym standing for Revision Opinion POll and Testing), i.e., the electronic test (see below).



OSH and FP presentations (AY 2021/22)

Presentations on Occupational Safety and Health Protection (OSH) and Fire Protection (FP) for students enrolled in the academic year 2021/22 (MS-PowerPoint).

For more detailed safety and security policies please refer to the initial training materials for students:



Initial OSH and FP training for students



STUDENT / MY COURSES

START OF TERM

TEACHING

END OF TERM

DURING STUDIES

END OF STUDIES



search the IS



My courses



OPFBAOPF Initial training course in OSH and FP

TEACHER(S)

D. Kloknerová

0 credit(s)

Z



Study Materials



ROPOT (Revision,
Opinion Poll and
Testing)



Interactive syllabus



Notebooks

• File Vault

• Catalogue

- 1. Everyone is obliged to act in such a way as not to cause a fire and to contribute to the proper performance of tasks in FP, especially by providing the necessary personal and material assistance.**
- 2. Anyone who observes a fire that he or she cannot extinguish on his or her own is required to sound the alarm immediately in accordance with the displayed fire alarm guidelines posted in all SU facilities and to notify the fire brigade so that they can intervene as soon as possible.**



Rector's Directive No. 20/2018 on the Provision of Fire Protection at the SU



Art. 6 – Students' Obligations

- **to conduct** themselves at work and study in such a way that **they do not cause a fire**, particularly **when using** thermal, electrical, gas and other **appliances** and chimneys, when storing, and using flammable or fire-hazardous substances or handling them or open flames or other sources of ignition; **to observe regulations and instructions to ensure fire protection**
- **participate in fire protection training**
- **to report** any defects that could jeopardize fire safety to the nearest University staff member and, to the greatest extent possible, to participate in their elimination
- **to maintain clear access to** electrical, water and gas **distribution facilities** and clear escape routes
- **when observing a fire**, take the necessary measures to rescue endangered persons, **put out the fire or take the necessary measures to prevent its spread**; if this is not possible, immediately report it in the manner specified by the fire alarm directives, or **ensure its notification** and provide personal and material assistance at the request of the intervention commander, the fire brigade commander or the municipality

Students mustn't

- **perform activities that may result in a fire**
- **smoke and handle open fire in the buildings**
- **damage or misuse fire extinguishers or other fire protection equipment**
- **use their own appliances (except for portable audio equipment, an exception may be the provisions of the dormitory regulations)**
- **deliberately call a fire brigade for no reason or use the emergency line inappropriately**





FIRE ALARM DIRECTIVES

for the premises at Univerzitní nám. 1934/3, Karviná

Fire alarm directives are prepared in accordance with the requirements of Act 133/1985 Coll., on fire protection, as amended and § 32 of Regulation No. 246/2001 Coll. on determining the conditions of fire safety and the performance of state fire supervision. Fire alarm directives define the activities of employees or other persons in the event of a fire.

1. Obligations of workers and students who spot a fire

- to extinguish the fire as soon as possible with all available extinguishing agents. If it is not possible to extinguish the fire, make sure that a fire alarm is immediately sounded and that firefighters are summoned.

When calling by phone, indicate the following to the operations center:

- **where there is a fire** (if the event occurred in a location other than the one from which you are calling, specify this)
- **what is on fire and potential danger** (e.g., danger of explosion, hazardous substances etc.)
- **who is calling** (your name and surname)
- **phone number from which he or she is calling**
- **do not hang up until the operator instructs you to do so**
- **wait for callback**
- notify your superior (head of the study group, reception on the 1st floor of building "A") of any fires, as well as those that have been extinguished, who is required to notify the fire department

2. Method of announcing a fire alarm:

Using the Electric Fire Alarm System, the Evacuation Radio for the Large Auditorium and by shouting **FIRE**

3. Duties of all employees, students, and members of fire brigades after the announcement of a fire alarm:

- concentrate in the expected intervention area and follow the instructions and orders of the head of the evacuation, or if he/she is unavailable, the commander of the fire brigade. Following the arrival of the firefighters, the incident commander of the unit of the fire brigade assumes command.

4. Duties of all staff and students after the announcement of the fire alarm:

- follow the incident commander's instructions. The incident commander is in charge of the fire brigade, while the fire chief oversees the firefighters once they arrive.
- wake up sleeping accommodated people by banging on the door and alert them to the fire alarm announcement
- assist in the evacuation of people and material under the command of the incident commander
- continue to perform work tasks at workplace if you are not in immediate danger and the incident commander does not require assistance

5. List of important numbers

Fire Brigade of Moravian-Silesian Region	150
Single EU Emergency Number	112
Police of the Czech Republic	158
Rescue Service	155
Power Plant - emergency helpline	800 850 860
Waterworks – emergency helpline	800 292 300
Innogy - Gasworks – emergency helpline	1239
Fire Protection Officer of the SU	603 520 895
Faculty Secretary	596 398 225
Facility Administrator (Head of Dorms and Catering Services)	603 394 565

Doc. Ing. Pavel Tuleja, Ph. D.

Rector

In Opava, February 2020

Prepared by: Ivo Vrbický, fire protection officer of the Silesian University in Opava, cert. no. Z-255/97 in Opava, cert.no. Z-255/97



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FIRE ALARM DIRECTIVES

for the premises Na Vyhliďce 1079/1, Karviná – Nové Město

Fire alarm directives are prepared in accordance with the requirements of Act 133/1985 Coll., on fire protection, as amended and § 32 of Regulation No. 246/2001 Coll. on determining the conditions of fire safety and the performance of state fire supervision. Fire alarm directives define the activities of employees or other persons in the event of a fire.

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- **who is calling** (your name and surname)
- **phone number from which he or she is calling**
- **do not hang up until the operator instructs you to do so**
- **wait for callback**
- notify your superior (head of the study group, reception on the 1st floor of building "C") of any fires, as well as those that have been extinguished, who is required to notify the fire department

2. Method of announcing a fire alarm:

Using the Electric Fire Alarm System, the Evacuation Radio and by shouting **FIRE**

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Evacuation Plan – Large Auditorium (Velký sál), Univerzitní náměstí



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ÚNIKOVÝ PLÁN

BEZPEČNOSTNÍ POKYNY

POŽÁR

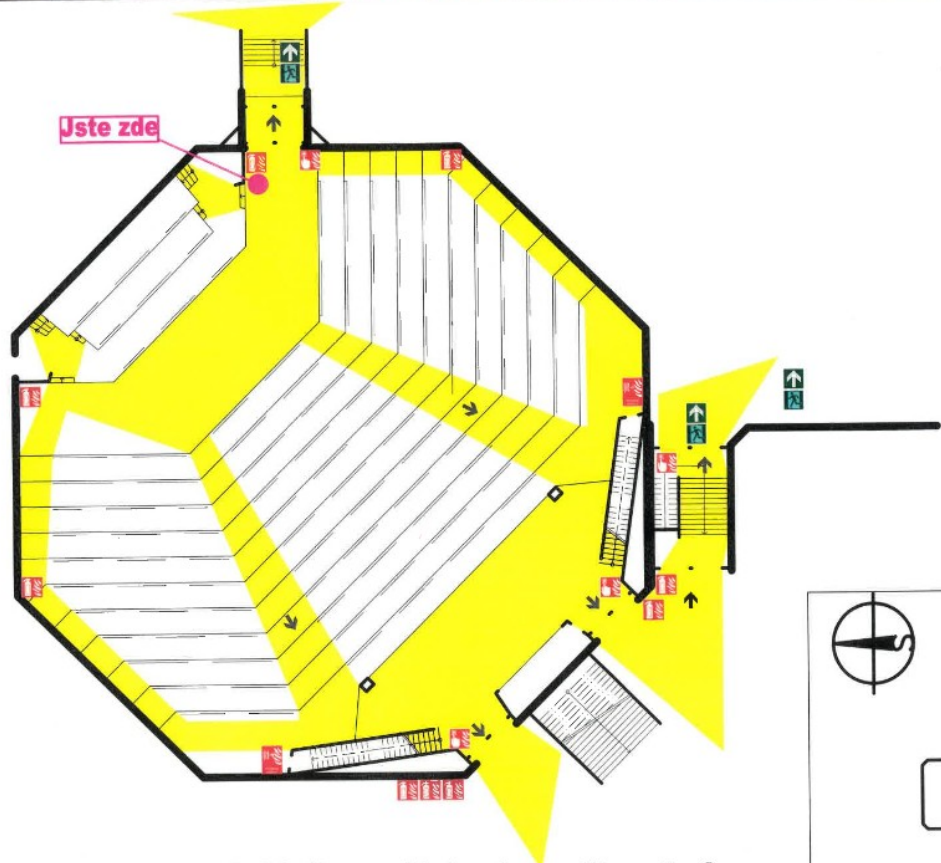
- Stlačte tlačítko požárního poplachu
- Volajte 150 popř. 112
- Sdělte své jméno a místo vstupu
- Zavřete okna a dveře (NEZAMYKÁJTE!)
- Postupujte podle pokynů hasičů

EVAKUACE

- Vypněte elektrické přístroje
- Postupujte podle pokynů hasičů
- Ihned odjížděte, neobtěžujte
- Ohlížte se na skromnější místní mimo budovu
- Oznamte hasičům vyskytující-li se ještě v objektu lidé

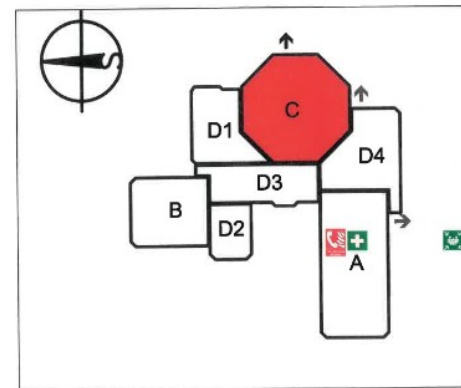
LEGENDA

- Zde se nacházíte
- Úniková cesta
- Nouzový výhled ze směrovou linkou
- Ohlašovač požáru
- První pomoc
- Shromáždění
- Hasičí přístroj
- Požární hadice
- Hlášení požáru poplachu
- Schodiště



**Velký sál, Univerztní nám., Karviná
1. nadzemní podlaží - objekt "C"**

Zhotovitel: Ivo Vrbeký (Z-25597)
Datum vyhotovení: 9/2015
Číslo revize: 1



1. Powder fire extinguisher

It is referred to as universal, as it is suitable for almost all types of fires, even for extinguishing fires of electrical equipment with a voltage of up to 1000 V.

2. Snow extinguisher

It is used for extinguishing electrical equipment of all kinds and liquid substances burning with a flame. It cannot be used to extinguish bulk substances that could be agitated by a gas stream.

3. Water fire extinguisher

Suitable for extinguishing burning solids - wood, paper, plastics, rubber, coal, straw, etc.
Not suitable for flammable liquids, paints, tar, grease. Do not extinguish equipment under electrical voltage.



Rector's Directive No. 1/2015 on the Provision of OSH



A student who violates the provisions of this Directive or the provisions of legal regulations relating to OSH constitutes a serious breach of obligations arising from legal regulations relating to studies in accordance with the relevant provisions of the disciplinary rules.

Art. 7 – Students’ Obligations



- **To be mindful of his/her own safety, his/her health, and the safety and health of individuals directly affected by his/her actions as a student.**
- **Comply with legal and other regulations to ensure occupational safety, safety of technical equipment and occupational health, as well as other regulations and instructions, the principles of safe conduct in the workplace and the established work procedures with which he/she has been duly acquainted.**

- **Not to consume alcoholic beverages or other addictive substances** on University premises and not to study under their influence.
- **Inform** your teacher or another employee of the University about deficiencies and **defects that could endanger** people's **lives** and health, and, to the best of your ability, help to eliminate them.
- **Undergo a screening** conducted by the authorized government authority or senior staff member to assess **whether the student is under the influence of alcohol or other addictive substances**.
- **A student is liable for any damage caused to the University as a result of a culpable breach of his/her obligations** in the performance of his/her study tasks or in direct connection with them.
- **Report any accidents** occurring during the performance of tasks to the relevant Head of Department.



Measures

Measures to protect against damage caused by tobacco, alcohol and other addictive substances

Pursuant to Act No. 379/2005 Coll., on measures to protect against damage caused by tobacco products, alcohol and other addictive substances and on amendments to related acts, as amended, smoking is banned in all buildings and enclosed areas utilized and owned by the University.

If a person does not comply with the smoking ban in the above-mentioned locations, even after the operator (rector, authorized person, building manager, OSH officer or relevant senior employee) has asked him/her not to do so or to leave the premises, the operator has the right to request that the municipal police or the Police of the Czech Republic take action to enforce the ban.

An employee (student) who violates the provisions of this Annex to the Directive or the provisions of legislation relating to OSH fulfils the essence of a serious breach of an obligation arising from the legislation relating to the work (study) performed according to the related provisions of the Labor Code and the relevant disciplinary regulations.

Source: Annex No. 10 RD 1/2015



Knowledge test in IS SU (ROPOT)



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- A student can **be successful** if he/she obtains a **min. of 60%**.
- The test can be **retaken**.
- There is **no time limit** for the test.
- The test is **time-efficient**, taking only a few minutes to complete.



Knowledge test in IS SU (ROPOT)

Compulsory answer sheet (ROPOT) – OSH and FP test



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OPF: OPFBAOPF Initial training course in OSH and FP (Winter 2021) [other courses](#)

ROPOT PARAMETERS

10 SCORED QUESTIONS

+10 correct

0 answers missing

0 wrong

Less ▲

Basic information

number of questions: 10 | Time: no limitation

Start restrictions

you are not authorized to perform the operation |

Scores

can be found in a notebook only the one best result

Browse answers

not allowed

Appearance and layout of the test

active check via the color column

ROPOT description

/el/opf/zima2021/OPFBAOPF/odp/tb/Compulsory_answer_sheet_ROPOT_OSH_and_FP.qdesc

Sessions

questions can be answered repeatedly

RIGHTS AND TIME RESTRICTIONS

1 RESTRICTIONS

More ▼

COURSE-RELATED INSTRUCTIONS

You must pass an occupational health and safety test at the start of the school year. You must correctly answer at least 60% of the questions on the test. The questions pertain to the subject matter for which you will find the necessary legislation, study materials, and references in the course.

At the end of the examination period, students will receive credit for the course collectively.

NEW ROPOT SESSION

Launch a new ROPOT application

Initial training of students – OSH and Fire Protection

1. In case of a fire, an emergency, a natural disaster, the student is REQUIRED to:

- a) provide adequate personal and material assistance, as long as this does not expose it to a serious danger or threat to oneself or a close person
- b) inform the supervisor and take no action
- c) take to his / her heels

2. Students **MUSTN'T**:

- a) carry out activities that could result in a fire
- b) damage or misuse fire extinguishers or other fire protection equipment
- c) use their own appliances (except for portable audio equipment, an exception may be made in the dormitory regulations)

3. Which injuries are considered work-related:

- a) injuries arising out of or in direct connection with performing work tasks
- b) all injuries arising solely in the workplace
- c) all injuries occurring on the premises of the organization

4. Smoking is permitted in the workplace, school or educational establishment:

- a) anywhere
- b) is not allowed in any case
- c) only in designated areas



5. Every workplace injury:

- a) has to be reported
- b) has to be reported immediately and entered in the accident report book
- c) does not have to be reported, it suffices to treat it

6. Own electrical and thermal appliances (e.g., kettles, hairdryers, etc.) are used:

- a) as required
- b) after approval by the State Fire Marshal
- c) only with the permission of the landlord and employer and in designated areas

7. The obligation of a proper initial training applies in OSH to:

- a) employees transferred from another workplace
- b) only employees newly admitted to the organization, apprentices, pupils and students coming to practice and part-time workers
- c) senior staff only

8. Who is responsible for the performance of tasks in the care of OSH and order at the workplace:

- a) university staff members
- b) senior staff at all levels of management
- c) security technician

9. The water extinguisher is suitable for extinguishing:

- a) solid organic substances burning with flame or glow, in enclosed spaces
- b) light and alkali metals
- c) live electrical equipment

10. Escape routes in the workplace:

- a) permanently free
- b) may be temporarily blocked
- c) need not to be free



**We wish you a successful entry into the academic year
2021/2022 in good health, without injuries and
adverse events.**