

ENTRY TRAINING ON SAFETY AND HEALTH PROTECTION AT WORK, FIRE PROTECTION

Article I

Introduction

The care for people belongs to the most important all-society tasks. The scientific and technological revolution has been fundamentally changing conditions and thus the care for the working environment. Safe work is not only ensured by technical and safety devices, but especially by continuous education in safe work which should prevent failure.

Article II

Legal Regulations

Basic legal regulations

Constitution of the Czech Republic, Act No. 1/1993 Coll.

Preamble - All the citizens of the Czech Republic strive for abiding by all proven principles of a state governed by the rule of law.

Charter of Fundamental Rights and Basic Freedoms - Act No. 2/1993 Coll.

Article 28 - Employees have the right to a just remuneration for work and satisfactory working conditions.

Article 29 - Women, young, and health-impaired persons have the right to higher protection at work and special working conditions.

Labour Code, Act No. 262/2006 Coll. as amended

Section 103 - Employer's obligations: (See Article III of the SU¹ Directive)

Section 106 - Employees' rights and obligations (see Article IV of the SU Directive)

Section 15 - Trade unions

Section 149 - Employers shall establish, maintain, and improve hygiene and other facilities for women.

Section 238 - It is prohibited to employ female employees by those types of work which are physically exigent for them or which are harmful to their organism, especially which endanger their motherhood (maternity).

- It is prohibited to employ a pregnant female employee by those types of work for which they are not fit under the relevant medical certificate. This applies accordingly to a female employee-mother until the end of the ninth month after childbirth.

Section 239 - If a pregnant female employee, or a female employee-mother until the end of the ninth month after childbirth and a breast-feeding mother performs the type of work which pregnant women are prohibited from doing or which, under a medical certificate, puts at hazard her pregnancy, the employer shall transfer her temporarily to alternative suitable work where she can attain the same earnings as in her hitherto type of work. If a pregnant female employee who works at night requests to be transferred to day work, the employer must comply with her request.

Section 240 - Pregnant employees, female employees and male employees taking care of children of up to the age of eight years may only be instructed to go on a business trip outside the municipality (locality) of their workplace or home address with their consent; the employer may only transfer them to another location (municipality) at their own request.

Section 241 - In assigning employees to shifts, the employer shall also take into consideration the needs of female employees and male employees taking care of children.

- The employer is prohibited to employ pregnant (female) employees on overtime work as well as female employees taking care of children up to one year.

Section 242 - In addition to usual work breaks, the employer shall grant a female employee who is breastfeeding her child special breaks for breastfeeding.

Section 248 - The employer shall create such working conditions for employees so that they can duly perform their working tasks without hazards to health and property; where the employer ascertains defects, he shall take remedial measures for their removal.

- For the purpose of property protection, the employer is entitled to carry out checks, within the necessary scope, on things which employees bring to and take away from the premises, or body search

¹ The Directive for ensuring the safety at work, safety of technical equipment and health protection at work at the Silesian University in Opava (hereinafter referred to as the "SU Directive").

of employees. In carrying out a check or body search pursuant to the first sentence, the protection of personal rights must be observed. A body search may only be carried out by a natural person of the same sex.

Section 265 - The employer shall be liable to his employee for damage (harm) sustained by the employee in performance of working tasks or in direct connection therewith by the employer's breach of statutory duties (obligations) or intentional conduct against good morals (contra bonos mores).

- The employer shall also be liable to his employee for damage (harm) having been caused to this employee by other employees who breached their statutory obligations in performance of working tasks in the name and on behalf of the employer.

- The employer shall not be liable to his employee for damage to the employee's means of transport which the employee used in performance of working tasks or in direct connection therewith without the employer's consent. The employer shall similarly not be liable for damage to his employee's tools, equipment and other things needed for performance of work if the employee used them without the employer's consent.

Section 366 - The employer shall be liable to his employee for damage arisen from an industrial injury if such damage arose in performance of working tasks or in direct connection therewith.

- The employer shall be liable to his employee for damage arisen from an occupational disease if before its ascertainment the employee was last working at the employer's undertaking under the conditions from which the employee's occupational disease arose.

- A disease which arose before its inclusion in the list of occupational diseases shall be compensated as an occupational disease from the time of its inclusion in the list of occupational diseases and retroactively for a maximum period of three years before the inclusion of such disease in the said list.

- The employer shall be liable to compensate damage even if he fulfilled the duties arising from the statutory provisions and regulations for safeguarding occupational safety and health at work unless the employer relieves himself, fully or partially, from his liability.

Section 367 - Relief from liability

Act No. 20/1966 Coll. on the Care for People's Health as amended and in relation to Act No. 372/2011 Coll. on Health Services and Conditions for Their Provision (Act on Health Services)

Section 9 - For the sake of their health and the health of other citizens, everybody shall:

a) undergo health examination and diagnostic tests, the treatment of socially highly dangerous diseases, decontamination, disinfection and other measures for the protection from contamination in the cases stipulated by generally binding regulations,

b) provide or intermediate necessary help to a person who is endangered with death or shows signs of a serious health impairment,

c) participate in health training sessions and training imposed due to general interest.

Directive of the Ministry of Health of the Czech Republic No. 49/1967 of the Journal of the Ministry of Health on assessing the health capacity to work as amended by Directives of the Ministry of Health of the Czech Socialist Republic No. 4 17 /1970 of the Journal of the Ministry of Health of the Czech Socialist Republic an changes in assessing the health capacity to work

Section 8 - The employer shall ask for a statement on health capacity at all the hired employees.

Government Decree No. 201/2010 Coll. on the manner of recording injuries, reporting and sending a record on injury

- The employer shall keep records on injuries in the Book of Injuries in the electronic or documentary form. The employer shall draw up a record on injury immediately, within 5 business days after the announcement of the industrial injury at the latest, while proceeding according to the sample record of injury which is given in the appendix to this Decree.

- For statistical purposes, a fatal industrial injury is deemed to be such damage to health, for the consequences of which due to the injury the affected employee died within 1 year at the latest.

- The employer shall report an industrial injury forthwith

a) to territorially competent authority of the Police of the Czech Republic, if the found facts suggest that a crime was committed in relation to the industrial injury,

b) to the trade union and a representative for H&S,

c) to the employer who has sent the employee to work at it,

d) to a health insurance company where the employee who has suffered the industrial injury is insured.

- The employer shall report a fatal industrial injury forthwith

a) to territorially competent authority of the Police of the Czech Republic,

b) to the trade union and a representative for H&S,

- c) to the respective territorial labour inspectorate, if the injury occurred at a natural person or legal entity which is subject to its control competence according to another legal regulation,
 - e) to the employer who has sent the employee to work at it or temporarily allocated,
 - f) to a health insurance company where the employee who has suffered the fatal industrial injury is insured.
- The employer shall send records on industrial injuries for the previous calendar month by the fifth day of the following month at the latest
- a) to territorially competent authority of the Police of the Czech Republic, if the found facts suggest that a crime was committed in relation to the industrial injury,
 - b) to the respective territorial labour inspectorate, if the injury occurred at a natural person or legal entity which is subject to its control competence according to another legal regulation,
 - d) to a health insurance company where the employee who has suffered the industrial injury is insured,
 - e) an organisational unit of the respective insurance company, where the employer is insured for liability for damage at an industrial injury or an occupational disease.

International treaties

The Treaty of the International Labour Organisation (ILO) No. 155/ reg. in Coll. under No. 20/1989 - on safety and health of workers and the working environment

Article 16 - Employers shall be required to ensure that, so far as is reasonably practicable, the workplaces, machinery, equipment and processes under their control are safe and without risk to health of workers.

- Employers shall be required to provide, where necessary, adequate protective clothing and protective equipment to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects on health.

Article 19 – Workers co-operate in the fulfilment by their employer of the obligations placed upon him,

- workers are suitably instructed in H&S,
- workers are entitled to inspect all the aspects of H&S related to their work,
- a worker shall immediately forthwith to his immediate supervisor any situation which he/she has reasonable justification to believe presents an imminent and serious danger to his life or health,
- until the employer has taken remedial action, if necessary, the employer cannot require workers to return to a work situation where there is continuing imminent and serious danger to life or health,
- occupational safety and health measures shall not involve any expenditure for the workers,

The Treaty of the International Labour Organisation No. 148/ reg. in Coll. under No. 20/1989/444/1991 - on the protection of employees against occupational dangers caused by air pollution, noise and vibrations at workplaces

Article 17 - Workers shall be required to comply with safety procedures relating to the prevention and control of, and protection against, occupational hazards.

Article 10 - Where to other technical or organisational measures can be taken - the employer shall provide and maintain suitable personal protective equipment.

- The employer shall not require a worker to work without the personal protective equipment.

Article 11 - There shall be supervision at suitable intervals, of the health of workers.

Council Directive of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work - "Framework Directive" No. 89/391/EHS.

Article 5 - The workers' obligations in the field of safety and health at work shall not affect the principle of the responsibility of the employer.

Article 6 - Take appropriate steps to ensure that only workers who have received adequate instructions may have access to areas where there is serious and specific danger.

Measures related to safety, hygiene and health at work may in no circumstances involve the workers in financial cost.

Article 10 - The employer shall take appropriate measures so that employers of workers from any outside undertakings and/or establishments engaged in work in his undertaking and/or establishment receive, in accordance with national laws and/or practices, adequate information concerning the safety and health risks and protective and preventive measures and activities.

Article 12 - The employer shall ensure that each worker receives adequate safety and health training on recruitment, in the event of a transfer or a change of job, in the event of the introduction of new work equipment or a change in equipment, in the event of the introduction of any new technology, in particular in the form of information and instructions specific to his workstation or job.

- The training shall be adapted to take account of new or changed risks, and repeated periodically if necessary.
- The employer shall ensure that workers from outside undertakings and/or establishments engaged in work in his undertaking and/or establishment have in fact received appropriate instructions regarding health and safety risks during their activities in his undertaking and/or establishment.

- The training may not be at the workers' expense. The training must take place during working hours; the training must take place during working hours, possibly within the undertaking and/or the establishment.

Article 13 - It shall be the responsibility of each worker to take care as far as possible of his own safety and health and that of other persons affected by his acts or Commissions at work in accordance with his training and the instructions given by his employer.

- To this end, workers must in particular, in accordance with their training and the instructions given by their employer:

- a) make correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production;
- b) make correct use of the personal protective equipment supplied to them and, after use, return it to its proper place;
- c) refrain from disconnecting, changing or removing arbitrarily safety devices fitted, e.g. to machinery, apparatus, tools, plant and buildings, and use such safety devices correctly;
- d) immediately inform the employer and/or the workers with specific responsibility for the safety and health of workers of any work situation they have reasonable grounds for considering represents a serious and immediate danger to safety and health and of any shortcomings in the protection arrangements;
- e) cooperate, in accordance with national practice, with the employer and/or workers with specific responsibility for the safety and health of workers, for as long as may be necessary to enable any tasks or requirements imposed by the competent authority to protect the safety and health of workers at work to be carried out;

Article III

General principles of safety measures

Before the start of new work, the worker asks the employer for the instructions on safety measures. If the worker does not comprehend the safety measures, the employer must give an explanation immediately as it is his duty. The head of the department shall equip the worker with personal protective equipment before the arrival of the worker at the workplace and further on, before any work which is to be conducted by the worker in the future.

Safety regulations for operating electrical equipment by persons without electro technical qualification. (Persons qualified according to art. 3 Reg. no. 50/1978 Col. following the CSN 34 3108:

The qualified workers familiar with the measurements can operate electrical equipment with small and low voltage within the meaning of implementing regulations and local working and technological procedures. They are obliged to observe the safety instructions, orders, regulations, directives and operating manuals relating to operating the electrical equipment in question. The qualified workers come into contact with the electrical equipment or into its close proximity when:

- a) operating and working with the electrical equipment
- b) conducting different activity or coming into close proximity of the electrical equipment

Qualified workers must not:

- work near exposed energized overhead lines or parts
- touch directly or by means of tools or materials any exposed energized electrical equipment (does not relate to equipment with safe voltage or safe current);
- approach the exposed energized parts of the equipment by any part of the body, clothing or working tool when staying or moving in a close proximity of the electrical equipment
- start operating the electrical equipment before they are handed over the de-energized and secured equipment by a qualified operator representative; the qualified representative should prove the de-energized equipment by touching it by his bare hand

If the parts of el. equipment are de-energized or re-energized but fully covered, the worker in qualification can get into closest proximity without risking an injury; individually workers can serve el. equipment of small voltage – 50 V (hereinafter referred to as V) against the ground or of low voltage only if used securely so that no one can come into close proximity with their energized parts and be injured; this does not apply to the el. equipment using safe el. current (pocket torch, inspection lamp using 24V, battery charger, and the like).

Qualified workers may:

- switch on simple electronic equipment
- if switched off, move or lengthen the movable inputs by using cords with connecting sockets (movable sockets and connecting plugs), to reset a circuit breaker, to change burn-out fuse cartridges of plug casings and protective fuses for new one only of the same value (the burn-out fuse cartridges must not be repaired by workers) and can change electric bulbs;
- perform maintenance in accordance with manufacturers' manuals, cleaning, pasting, routine maintenance without dismantling the el. equipment or usage of tools, etc; but always if the el. equipment is de-energized

Qualified workers must:

- make sure that before moving or shifting the electrical equipment which is still energized, the workers must unplug the el. equipment from the movable sockets or connecting plugs so that the cords are not torn off and damaged; this does not apply to equipment which is designed and constructed to such manipulation, such as light fittings, some domestic appliances, manual electromechanical tools, etc;
- pay attention not to overload the electrical equipment or harm it otherwise
- notify the head of the department or the engineer at the occurrence of static electricity with electrical or non electrical equipment
- immediately switch off the electrical equipment and report the malfunction in case of technical troubles (e.g. tingling from the electricity, smoke, strong humming, jerky starting, smell of something burning)
- report all the technical troubles and malfunction of electrical equipment to senior workers; (the owner or operator is obliged to repair and maintain all electrical equipment)

It is forbidden to use damaged electrical equipment!**First aid: electric shock treatment.**

Though electric power provides great service, it might be equally dangerous. The danger of electric power is often underestimated and there happen to be a lot of fatal accidents. The effect of the current on human organism depends on the current type, current intensity, current frequency, human body resistance, current circuit, duration of the passage of current, physiological and psychological illnesses state of health and the size of touch voltage.

- Generally speaking, the effect of direct current is less dangerous than the effect of alternating current. Both currents cause decomposition of blood and muscle spasms (this leads to inability to oxygenation of the organism and to pulmonary arrest), though at some point the alternating current also causes so called atrial fibrillation which leads to cardiac arrest.
- The effect of current on human organism is directly proportional to the intensity of current passage. The current intensity which is not hazardous to human organism (so called safe current/voltage) is 10 mA. with direct current and 3.5 mA (10-100Hz) with alternating current. The current which is bigger than the above mentioned values could easily harm human organism. The dangerous frequency of oscillation in is the frequency range from 10 – 100 Hz, and 200 – 500 Hz.
- The size of human body resistance ranges from 1000 ohm up to 10.000 Ohms.
- The size of the effect of current is determined by the place of current passage. The most dangerous current passage is through head-hand, head-leg, and the like as the passing current affects besides other parts the brain and the central nervous system.
- The longer the current passes through the organism, the further-reaching consequences it has.

Before put into operation, the electrical device is equipped with safety measures according to strict safety regulations. The accident could be caused by service wear and tear, electrical equipment mishandling or by various neglects of duty when operating such equipment. At the point of electric shock, the struck person seems to be dead and falls unconscious. The rescuer must pay attention to own safety, he/she should not touch the electrical circuit, should stand on the non-conductive pad. He/she must not touch any metal objects, wet walls or the wet clothing of the struck person. The struck person can not release the object he is holding since the electric shock causes spasmodic muscle constriction. If the struck person is in a position when after letting go of the electric circuit, he/she would fall down on the floor (if he/she is not fastened and is holding the heat conductor or is standing on the ladder), the struck person must be secured or fastened so that the rescuers can switch off the electric circuit and he/she does not suffer any further injuries.

With high-voltage electrical devices and very high-voltage devices, it is very dangerous to get close to the struck person if the electrical circuit is not switched off. Be aware of the step voltage! It is advised to move slowly, one foot edging the other. With low-voltage electrical devices, the rescuer can switch off the circuit by unplugging the device from the socket, by the circuit breaker or by unscrewing the electrical fuse. If it is not possible, the rescuer can also remove the electric conductor by means of dry non-conductive material, such as rubber, 30cm

long wooden rod, dry rope or clothing. To remove the electric conductor, the rescuer can also cut it with an axe but only under the condition he/she fully understand what to do.

The struck person must be separated from the current. The rescuer must not touch the struck person's body or wet clothing with bare hands if the current is not switched off. If the struck person or his/her clothing is on fire caused by electric current or other effect, the fire can be extinguished by dry cloth or rather non-flammable cloth only after the device is de-energized. After pulling out the struck person from the circuit, the rescuer is obliged to give first aid until the arrival of medical help. The rescuer does not waste time with treating common injuries such as common bleeding, fractures or burns; he/she only treats severe arterial bleeding by applying temporary pressure bandage to the wound. If the struck person does breathe, the rescuer is obliged to start and continue with artificial respiration until the arrival of the medical help.

Artificial breathing.

Before proceeding to artificial breathing, stretch out casualty on his back, put folded blanket or coat etc. under the casualty's shoulder blades. If he is unconscious, open his mouth and remove foreign objects including removable denture if present from casualty's mouth or throat. Loosen the unconscious his clothes, tie, collar, belt, suspenders etc. to open airway. Lift up chin and tilt head back as far as possible and keep it this way while resuscitating. To keep it, put hand palm up and under the casualty's neck and lift. Place the other hand on his forehead and push slightly backwards. Thus the neck will stretch and the tongue will move away from the back of the throat. The casualty's jaw should open, if it is clenched shut, do not open it forcibly but use mouth-to-nose method. Continue resuscitating until the casualty is revived!

If resuscitation does not work, casualty's face is still pale, pupils dilated and the pulse on blood vessels (carotid and femoral arteries) cannot be located, begin chest compression.

Cardiopulmonary resuscitation.

Put the casualty on the firm surface and stand on his left. Place your right wrist and palm over the centre of the casualty's chest, 3 – 5 cm above the edge of sternum. Fingers should point towards the casualty's right elbow but are not touching his chest. Place the other hand on top of the first one, keep the elbows straight and use your body weight to push straight down on the chest to 4 - 5 cm at a rate of about 60 compressions a minute. The second person should carry out mouth-to-mouth resuscitation at a rate of one breath per five compressions. Continue chest compressions until there are signs of chest movement. Casualty's pale face should become pink, pupils narrow and the pulse on arteries can be located. With all types of resuscitation it is necessary to check regularly the movements of the casualty's chest. The first sight of breathing is a swallowing move followed by the first independent inhale.

Resuscitation can be finished only when emergency medical personnel takes over!

When the resuscitation has finished, burns and fractures are treated. If a limb is broken, it has to be immobilized by splints. Wounds can bleed from veins (blood flow is permanent) or arteries (blood is splashing).

When the casualty is hit by electricity, do not move him unless he is burnt on vast parts of skin or bleeding from arteries.

Do not leave the casualty!

If the casualty is unconscious, but breathing and has a palpable pulse and no signs of serious injuries, he must be kept in a horizontal position on the side with his head tilted back as much as possible. His clothing around the neck, abdomen and chest (collar, belt, suspenders, tie) should be released so that the airway is clear. Do not pour any drink into his mouth or give medicine. The casualty must be constantly watched and his respiratory and cardiac activity must be monitored. If he is breathing slowly, shallowly and irregularly, support his breathing until the doctor arrives. If he is conscious, place him in a horizontal position in a warm room, loosen his clothes and give him a hot drink (tea). He should not be left unattended, and can get up after the doctor's approval.

Even with a light electric shock, the casualty must be taken to the physician. Severely wounded person must be transported to the hospital as soon as possible after regaining consciousness. Before transporting him, it is necessary to attach the card with the exact indication of the time the butterfly bandage was attached. The injured should be accompanied by a guide who should have a hot drink with him. In the hospital, the guide shows accurate report on the injury, the type and voltage of power as well as other accompanying circumstances of the accident.

TYPES OF RESUSCITATION AND SHORT GUIDE:

Mouth-to- mouth, Mouth-to-nose, With babies Mouth-to-nose.

1. Tilt the head of the casualty back as far as possible.

2. Clench his nose and put your wide-opened mouth to his mouth or even nose.
3. Deeply inhale to the casualty's mouth approximately once in a second and then continue at the rate of 12 times to 16 times per minute.
4. Watch the respiratory movements of the chest.

Resuscitation through T-tube.

1. Insert the mouthpiece between wide opened lips as far as possible into one corner of the mouth. Cover the mouthpiece by the casualty's lips and put it in the centre of the mouth.
2. Push the lower jaw to the upper.
3. Press the lips to the mouthpiece by your fingers and press the nose at the same time.
4. Insert the T-tube into the mouthpiece so as the bend would point towards the rescuer.
5. Continue resuscitation similarly to that without aids.

If you cannot use the mouth-to-mouth method because of bleeding, use resuscitation by Sylvestr-Brosch.

1. Put a folded blanket, coat, etc. under the casualty's back .
2. Grab the casualty's by his forearms and press lightly on the chest, move the arms arch-like aside and over his head, and slowly return the same way to the lower part of the chest.

Brief Summary of the rescue procedure.

1. Act quickly, but calmly and purposefully.
2. Free the casualty away from the electricity - power off, push or break the conductor, pull the casualty, at high and very high voltage be careful with step voltage.
3. Immediately apply resuscitation if casualty is not breathing.
4. Immediately initiate cardiopulmonary resuscitation if the pulse is not palpable.
5. Call a doctor immediately.
6. Notify the head of the department as soon as possible.

Article IV FIRE PREVENTION

Fires impoverish our republic of the great material values and often destroy the health and lives of fellow citizens. They are often caused by a man himself with his indifference and ultimately underestimating the risks. It is also necessary during any natural disaster that everyone acted deliberately and was not subject to panic. Knowledge of compliance of fire safety is an integral and permanent part of the education of every employee, regardless of what kind of work is performed.

Basic obligations arising from the Act on FP No. 133/1985, as amended, and Sec. No. 246/2001:

1. Everyone is obliged to act so as not to cause fire, and to contribute their best to the proper performance of the tasks in the fire protection, in particular by providing the necessary personal and other assistance, such as transport equipment for fighting the fire and other natural disasters.
2. Anyone who notices fire which he cannot extinguish himself, should immediately raise the alarm (in buildings of SU fire alarm directive are on the walls) and report it so that fire-fighters could come as soon as possible.

Employees are obliged to follow the rules of the fire safety:

1. Require from your superior the guidance on the fire risk in terms of technology or operations, as well as learning about the properties of substances and materials with which you work.
2. Attend a fire safety training and undergo a prescribed set of exams. Since the very beginning we highlight the fact that if necessary, we count him also as a member of the fire patrol or team.
3. Comply with the regulations and guidelines on fire safety at work, learn about the fire regulations of the workplace, the fire alarm regulations, the fire evacuation plan and positioning and proper use of the fire extinguishers.
4. Report to your supervisor or a competent fire safety worker all defects that could compromise safety, and according to your abilities and opportunities participate actively in their removal.
5. Follow smoking ban at the designated workplace!
6. Do not work with gas cylinders without the necessary training.
7. Save the flammable materials (chemicals, paints, oils, solvents) only in designated places.
8. Follow the strict ban on the use of the private electric, gas or other appliances, particularly with open fire.
9. Do not repair the electrical equipment and appliances, which can be done only by an authorized specialist.
10. Do not prevent a free access to energy switchboard and cabinets with extinguishing agents.

11. Before leaving the workplace, disconnect all electrical appliances from the network, if it is required by the appliance manufacturer instructions or by any other valid prescription.

12. When heating by the stove for solid fuel, oil or gas, extinguish the fire before leaving the workplace.

13. When firing the stove, do not use any highly flammable substances (petrol, paste on the floor, etc.) and do not remove hot ashes from the stove.

Instruction on portable fire extinguishers.

Extinguish every fire immediately by a portable fire extinguisher; the instructions for use are on the device housing. All fire extinguishers are put into operation in the close proximity of the fire residues. Extinguishing has to be always done downwind!

Division of the devices:

1. Water:

extinguishing agent - water solution of potassium carbonate

effect - cooling, secondary effect of active carbon dioxide and formed water vapour

appropriate for - extinguishing of incandescent solids - wood, paper, plastic materials, rubber, coal, straw, etc.

inappropriate for - flammable liquids, paint, tar, oils, fats

never use for - electrical appliances

2. Powder:

extinguishing agent - universal powder

effect - it decreases the energy needed for combustion and isolates the burning object from the ambient air

appropriate for - the glowing solids - wood, paper in bundles, rubber, coal, textiles; the liquids - gasoline, tar, oil, **varnish**; the gaseous substances - acetylene, methane, coal gas, hydrogen, natural gas; the electric equipment under the voltages up to 1000 V

inappropriate for - freely stored organic compounds (containing carbon), e.g. sawdust, various dusts that would be stirred by powder expelled by pressure and thus spread the fire, tiny mechanical devices, food.

Extinguishing to be performed at least 1.5 m from the fire.

3. Snow:

extinguishing agent - carbon dioxide

effect - choking, cools the burning object, displaces the surrounding air

appropriate for - liquids - gasoline, paint, tar, varnish, the gaseous substances - acetylene, methane, coal gas, hydrogen, live electrical equipment, precision instruments, food

never use for - loose bulk materials - wood shavings, flour, dough. Extinguishing to be performed directly on the flames, otherwise the extinguishing agent evaporates and extinguishing is ineffective.

Article V

Work safely! Do not risk!!

General provisions

- Follow the established safety and hygiene regulations, working procedures in connection with work tasks, use the prescribed personal protective equipment

- Report life-threatening malfunctions and defects in the workplace immediately.

- It is your responsibility to submit to medical examinations, especially for those occupations where there is an increased risk at work

- Report to your supervisor any work related injury, no matter how minor they might appear as well as breakdown of machinery and technical equipment. In the event of a co-worker's accident at work, provide first aid

- During working hours, do not use alcohol and other drugs at the employer's workplace and beyond, observe the no smoking ban

- It is your responsibility to submit to examination in connection with the consumption of alcohol or other addictive substances pursuant to the provisions of a special regulation of the employer (Directive SU)

- Observe instructions issued not only by superiors, but also by controlling bodies

Be careful when working with machines

- The machine operator must have the necessary qualifications and appropriate expertise, be at least 18 years of age and thoroughly familiar with the operation of machinery and technical equipment. Additionally, the operator must:

- a) observe the production process, not carry out any prohibited manipulations and handling
- b) inspect the machine before starting work, report possible faults or damage immediately to a supervisor, wear appropriate, undamaged clothes, with close-fitting sleeves and legs. Working blouse always tucked in, appropriate footwear and suitable headwear (where required)
- Adjust, clean and lubricate the machine only when it is idle
- Focus on his/her work, not be distracted and keep the workplace clean
- Stop the machine or technical device and lock the main switch (if required by manufacturer's instructions or prescription) every time he/she leaves work

Work with safe tools

- Use for each procedure the correct hand tools. Do not use knife instead of a crowbar, screwdriver instead of a chisel, etc.
- Each work operation requires proper hand tools, including size, sharpening, and other qualities
- Handles, hatchets and other gripping parts must be in good condition. Cracked, nipped handles and hatchets must be replaced immediately
- Use designated, safe location for storing tools so that a random fall does not cause injury or damage to the machine or equipment
- When using your tools, comply with the workflow, never use cutting tools towards your body, etc.
- when working with mechanized tools observe the relevant safety rules and follow the operating instructions

How to handle objects

- Do not lift objects and excessive weight loads
- Lift and manipulate objects and loads up to maximum permissible weight, as determined by convention
- Always lift objects with knees bent and back straight. Transfer them so that the weight of the object or the load has been spread to the whole body
- Always lift in steady motion with a straight back and torso
- Use appropriate tools such as belts, guide bars, levers, sliding wheels etc. when handling loads
- When handling loads always use personal protective equipment
- When unloading, loading, transporting loads using mechanisms, do not exceed their capacity, choose suitable lifting devices or other means of gripping and follow the safety of transport

Be careful with electricity

- Defects of electrical distribution equipment are never to be repaired alone. Do not touch the power. distribution systems and equipment
- Do not touch live parts or bare parts conducting electrical current fallen to the ground
- The machine or technical device can only be switched on and off
- Repair and maintenance of all electrical parts of machinery and technical equipment is the sole issue of people with electrical skills.

Beware of pollutants

- When working with poisons or harmful chemicals do not eat, smoke or drink
- Before eating, drinking and smoking during breaks while working with harmful substances, thoroughly wash hands, face and sometimes the entire body. Always do the same thing after work
- Consistently comply with technological procedures and safety regulations, use PPE and be careful about personal hygiene
- Do not put food and drinks between chemical pollutants and toxins
- When working at high-risk workplaces with harmful chemicals and toxins, always go to regular medical check-ups

Do not risk when working in heights

- Do not work during adverse weather conditions such as heavy rain, strong wind, frost, etc. Always comply with technological procedures and applicable safety regulations for working at heights and hollows
- Dizziness or intolerance when working at heights or in the trench must be reported to the supervisor
- Never enter into an unsecured trench (danger of caving)
- When working on a ladder ,never step on the last rung (danger of falling from height)
- Never leave tools or materials lying loosely, since their fall can cause injury to another person
- Always use the prescribed personal protective equipment and appropriate footwear

Alcohol does not belong in the workplace

- Drinking before work or during work is prohibited
- Anyone who has been invited to the examination for the detection of alcohol or other intoxicating substances must obey this instruction
- When presence of alcohol is established, then proceed by internal regulations of employer
- The one who causes harm to the health from drunkenness, and the employer could not have prevented it, the employer is exempted from liability for damages

Personal protective equipment

- Use assigned personal protective equipment while working for the employer
- Maintain and save your protective equipment, the damaged one must be returned and replaced with new, never willfully damage it
- Remember that neglect to use the protective equipment is to break your duty. Employees may be fined. If the neglecting of use of protective equipment causes accident at work or occupational disease, it is also reason to exempt the employer's liability for damages

First aid is important

- Injury, which causes the incapacity of less than one day must be written in the Book of injuries found in every workplace
- In the case of an accident where sick leave is longer than one day, the injury report is written together with the injured person within two days after the announcement. The report is written by the closest senior worker to the injured person
- Remember the importance of immediate treatment of the injured, the first aid is required to be given by every one closest to the accident. It is also important to call the doctor.
- It is important to know where there is a first aid kit, know the telephone or other connection to medical facilities
- Immediately after treatment apply claim for compensation (if the employer is not completely relieved of liability for damages)

Beware of fires

- Do not smoke or manipulate with fire where forbidden
- Flammable materials to be stored at designated places, not near a fire. In their proximity do not light matches or a lighter
- Take care to ensure free access to fire extinguishers and extinguishing agents
- Ensure that emergency exits are completely passable
- In case of fire, do not panic, never underestimate the effects of fire
- Learn how to properly operate fire extinguishers, know their proper use

Additional regulations for entry into the organization:

Before you start performing your work, you will be additionally instructed by your work supervisor during the "workplace training" about health and safety at work and fire protection.

I confirm that I have undergone the entry training on health and safety at work and fire protection, and that I have been properly instructed about my duties. I have read the report and understood it. I have received a copy of the report.

Date:

Date of birth:

.....
Instructor's name and surname

.....
Employee's name and surname

.....
Instructor's signature

.....
Employee's signature