

BRNO UNIVERSITY OF TECHNOLOGY

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GUIDELINE No. 9/2022 OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION AT BUT

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PART ONE GENERAL PROVISIONS

Article 1

Purpose

1. This Guideline is issued by Brno University of Technology (hereinafter also referred to as the 'employer') for the Rectorate, faculties, university institutes and other units of BUT in accordance with applicable legislation.
2. Employees who are in an employment relationship with the employer, i.e. in an employment relationship or on the basis of agreements on work performed outside the employment relationship (hereinafter collectively referred to as 'employees;'), are obliged to comply with this Guideline even when they perform work tasks outside the employer's premises.
3. Other persons who perform activities on the employer's premises and have been demonstrably acquainted with the Guideline are also required to comply with the Guideline.
4. Individual units of the Brno University of Technology may issue their own organisational directives regulating the areas of the occupational and health and fire protection in accordance with the applicable legislation.

PART TWO OCCUPATIONAL HEALTH AND SAFETY

Article 2

Definition of Terms

For the purposes of this Guideline, the following definitions apply:

- (a) occupational safety (safety at work), a state of working conditions that prevents persons from being exposed to hazardous and harmful agents of the work process;
- (b) personal protective equipment designed for the individual protection of persons, the use of which prevents or weakens the effects of dangerous or harmful agents of the work process,
- (c) an OHS prevention officer, an employee assigned to perform tasks in the field of OHS.

Article 3

General Provisions

1. The employer is obliged to ensure the occupational safety and health of employees at work (hereinafter referred to as 'OSH') with regard to the risks to their life and health that are related to the performance of their work (hereinafter referred to as 'risks').
2. The rights and obligations of employers and employees are set out in Part 5 of Act No. 262/2006 Coll., the Labour Code.
8. The rights and obligations set out in Article 4 et seq. shall also apply to work performed under agreements on work performed outside the employment relationship.

Article 4

Organisational Structure

1. The Bursar of BUT is responsible for the comprehensive provision of OHS.
2. Responsibility for ensuring OHS lies with the heads of the Rectorate departments at the Rectorate, the chief financial officers at faculties and the directors of university institutes and other units of BUT.
3. The above-mentioned leading personnel in their respective departments are responsible for ensuring the fulfilment of tasks arising from this Guideline.
4. Methodological management in the field of OHS within BUT is ensured by a person professionally qualified to perform tasks in risk prevention (hereinafter referred to as 'risk prevention officer of the Rectorate'). Compliance with this Guideline is monitored at all workplaces by the Operations Department of the Rectorate.
5. At the workplaces of: The Faculty of Mechanical Engineering, the Faculty of Electrical Engineering and Communication Technologies, the Faculty of Civil Engineering, Halls of Residence and Dining Services, the Faculty of Chemistry and the Faculty of Information Technology, CEITEC, the tasks specified in Article 5, paragraph 5 of this Guideline shall be performed by persons qualified in risk prevention working at these workplaces. At workplaces other than those mentioned above, the person qualified in risk prevention of the Rectorate shall be responsible for performing the tasks referred to in Article 5, paragraph 5 of this Guideline.
6. The leading personnel referred to in point 2 may delegate partial tasks arising from this Guideline to OHS prevention officers.

Article 5

Obligations of Individual Employees

1. Bursar, Head of the Rectorate Department, Chief Financial Officer of the Faculty, Director of the University Institute and other units of BUT
 - (a) shall be responsible for ensuring occupational safety and health of employees at the assigned workplaces,
 - (b) shall approve internal directives, local operational safety regulations and issue orders, prohibitions and instructions in relation to OHS,
 - (c) shall participate in the OHS training and undergoes verification of knowledge in this area,
 - (d) shall participate in the discussion of the results of inspections conducted by the regional labour inspectorate,
 - (e) shall ensure the creation of conditions for the performance of inspections by the regional labour inspectorate, shall ensure
 - (f) the provision of assistance corresponding to the inspector's powers under the applicable legislation. They shall provide material and technical support for the performance of the inspection to the extent necessary,
 - (g) shall ensure the conditions for the exercise of control by trade union bodies over the state of occupational safety and health within the scope laid down by the applicable legislation.
2. Other leading personnel
 - (a) shall participate in the training of leading personnel in legal and other regulations related to OHS and have their knowledge verified;
 - (b) shall ensure that all OHS deficiencies at the workplaces under their management are consistently corrected within the time limits specified;
 - (c) shall ensure proper compliance with their obligations under the legislation governing the recording of accidents at work, ensure that investigations of accidents at work are conducted, and take measures to prevent recurrence of accidents at work;

- (d) shall be responsible for ensuring the health and safety of persons who, with their knowledge, are present at workplaces under their management;
- (e) shall ensure that information on risks is communicated in writing where two or more employers perform work tasks at the assigned workplaces;
- (f) shall ensure the cooperation of persons at one workplace so that, in addition to the employees assigned to them, the employees of other persons performing activities at the workplace are also protected;
- (g) shall ensure that the necessary measures are taken to prevent risks;
- (h) shall provide personal protective equipment to the workers assigned to them, to the extent and under the conditions laid down in this Guideline, and continuously monitor its use by the workers; provide washing, cleaning and disinfecting agents where necessary;
- (i) shall ensure that personal protective equipment is maintained in a serviceable condition and, where it no longer protects employees from hazards, ensure that it is replaced;
- (j) shall be responsible for the provision of safety signs and signals at the assigned workplaces in accordance with the applicable legislation;
- (k) shall ensure the elimination of working conditions that create a risk of occupational diseases;
- (l) shall ensure compliance with the obligations relating to the workplace and the working environment laid down by the applicable legislation and resulting from the assessment of occupational risks;
- (m) shall ensure the proper condition of the production and working means and equipment used in accordance with the applicable legislation;
- (n) shall ensure compliance with obligations relating to the organisation of work and working procedures in accordance with the applicable legislation;
- (o) shall ensure that underage employees do not perform work which exposes them to increased risk of injury or in the performance of which they could seriously endanger the health and safety of other employees or other natural persons;
- (p) shall ensure that employees are able to exercise their right to address issues related to occupational health and safety;
- (q) where specified in writing, they shall monitor compliance with the prohibition on the consumption of alcoholic beverages and other addictive substances in the assigned workplaces; monitor compliance with the prohibition on smoking in the assigned workplaces;
- (r) shall participate in the performance of inspections by the regional labour inspectorate in the assigned workplaces within the scope of the activities performed;
- (s) in the event that the e-learning form is not used, they shall conduct initial and periodic training of assigned employees according to the methodological instruction issued by the person qualified in risk prevention of the Rectorate, at the workplaces of the Halls of Residence and Dining Services, Faculty of Chemistry and Faculty of Information Technology, issued by the person qualified in risk prevention at these workplaces. They check the validity of the work authorisation of employees with the prescribed special competence,
- (t) shall ensure proper fulfilment of the obligations arising from the legal regulations governing the recording of work accidents at workplaces where the function of OHS prevention officer is not organisationally ensured;

3. Person qualified in risk prevention of the Rectorate

- (a) at least once a year, shall conduct an inspection of compliance with regulations, orders and instructions concerning OHS (OHS inspection) in all workplaces except for CEITEC, Faculty of Electrical Engineering and Communication Technology, Faculty of Civil Engineering, Halls of Residence and Dining Services, Faculty of Chemistry and Faculty of Information Technology; the results of each inspection are recorded separately and submitted to the managerial employees at individual workplaces and to the union organisation representative;
- (b) shall provide methodological assistance to OHS prevention officers;
- (c) shall propose measures and give incentives to reduce work accidents and improve OHS;
- (d) shall investigate the causes of work accidents in cooperation with the immediate supervisor

- of the affected employee. They shall check the record of each accident;
 - (e) shall monitor the employer's compliance with the employer's obligations in the case of occupational accidents and diseases, shall provide methodological assistance;
 - (f) shall draw up and update occupational risk assessments on the basis of information provided by managerial employees;
 - (g) shall monitor the validity and effectiveness of internal regulations and measures in the field of OHS, and update them if necessary;
 - (h) shall check that OHS documentation is maintained in each workplace;
 - (i) shall verify compliance with the deadlines for inspections and revisions of technical equipment;
 - (j) shall submit proposals for drawing up and supplementing the list of personal protective equipment, work clothing and footwear and washing, cleaning and disinfecting agents, according to the risk assessment; and shall check the records of the personal protective equipment provided;
 - (k) shall submit proposals for equipping workplaces with safety signs and signals in accordance with the applicable legislation,
 - (l) shall prepare documents for e-learning form of initial and periodic training of employees,
 - (m) shall conduct initial training of managerial employees of the Rectorate,
 - (n) shall conduct periodic training of managerial employees.
4. The above-mentioned obligations are performed at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and the Faculty of Information Technology by persons qualified in risk prevention working at these workplaces.
5. Unit Personnel Department:
- (a) ensures that the validity of the work authorisation of employees with the prescribed special competence is checked;
 - (b) ensures, in terms of organisation, the compliance with the time limits and scope of initial and preventive medical examinations of employees;
 - (c) informs newly recruited employees which medical facility is the provider of occupational health care and which medical examinations they are required to undergo in connection with their employment,
 - (d) in the event that e-learning form is not used, it provides training on OHS for newly recruited employees through the relevant managerial employee, it provides training for newly recruited managerial employees through the person qualified in risk prevention of the Rector's Office and at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, through a person qualified working at these workplaces,
6. OHS prevention Officers
- (a) as part of the OHS inspection, they check compliance with regulations, orders and instructions relating to OHS at all workplaces at least once a year. The results of each inspection are recorded in a separate report, which is submitted to managerial employees of the inspected workplaces, the representative of the union organisation and the person qualified in risk prevention of the Rectorate, and at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, to the person qualified in risk prevention working at these workplaces;
 - (b) make proposals for providing workplaces with safety signs and signals;
 - (c) participate in inspections by the regional labour inspectorate;
 - (d) are responsible for the timely distribution of the Accident Report forms to the prescribed institutions;

- (e) ensure proper fulfilment of the obligations arising from the legislation governing the recording of accidents at work, ensure that investigations into accidents at work are conducted;

Article 6

Rights and Obligations of Other Employees

Obligations of Academic Employees

1. Obligations of employees:

Each employee is obliged to take care, to the best of their ability, for their own safety and health and for the safety and health of all those affected by their actions. Knowledge of the basic obligations arising from legal and other regulations and employer requirements to ensure OHS is an integral and permanent part of the employee's qualification requirements.

The employee's obligations are set out in the Labour Code and other legal and other regulations governing occupational safety and health (especially in terms of the provisions of Section 349 of the Labour Code).

The employee is obliged:

- (a) to attend all training courses ordered by the employer. The training must include verification of the employee's knowledge;
- (b) to follow the rules of safe conduct at the workplace and the employer's instructions;
- (c) to follow the prescribed work procedures, use the prescribed work and transport equipment, PPE and protective equipment and not wilfully alter and put them out of operation;
- (d) not to consume alcoholic beverages or other addictive substances at the employer's workplaces and during working hours and outside these workplaces, and not to enter the employer's workplace under their influence;
- (e) be tested for alcohol or other addictive substances at the direction of an authorised managerial employee designated by the employer;
- (f) to observe the prohibition of smoking on the BUT premises;
- (g) to inform their supervising senior employee of deficiencies and defects at the workplace which endanger or could immediately and seriously endanger the safety or health of employees at work, in particular the imminent occurrence of an emergency or deficiencies in organisational measures, defects or malfunctions of technical equipment and protective systems designed to prevent such breakdowns;
- (h) to notify without delay their supervising senior employee of any change in their state of health if such a change would affect their fitness for work;
- (i) provide first aid to any injured person and, if necessary, summon a paramedic or doctor to the injured person.

Employees may operate technical equipment only if they have been authorised to operate it by a senior employee and have been trained in its use. Employees must familiarise themselves with the operating instructions and safety instructions for the equipment.

Employees are required to keep the workplace tidy. Corridors and door areas must be kept clear and tidy. Materials or equipment may not be stored or temporarily left in corridors or doorways. Pathways at all workplaces shall be permanently clear and left clear ~~for a minimum width of 1 metre.~~

All objects at workplaces must be stored in such a way as to ensure their stability and to prevent them from becoming the cause of injury or damage.

When storing materials in racks, cabinets, etc., shelves or entire assemblies must not be overloaded and materials must be stored in such a way that they do not collapse or tip over the storage assembly.

The obligations under this Article shall also apply mutatis mutandis to students.

2. Obligations of Academic Employees

Academic employees (Section 70 of the Higher Education Act) in connection with their teaching activities (hereinafter referred to as academic employees) ensure the OHS of students and other persons in accordance with Section 101(5) of the Labour Code during teaching, practice and other activities organised by BUT.

Academic employees are required to instruct the students who operate tools and technical equipment on the correct working procedure and instructions for the safe handling of the tool or technical equipment. Instructions on the working procedure may be written or oral. Instructions on the safe handling of the tool or technical equipment must be made available to students in written form before the activity begins.

The obligations under this Article shall apply mutatis mutandis to non-academic employees in their teaching activities.

PART THREE RISK PREVENTION

Article 7

Obligations of the Employer in Risk Prevention

The employer's obligations in risk prevention are set out in the provisions of Section 102 of Act No. 262/2006 Coll., the Labour Code. The employer's risk prevention obligations are the direct responsibility of senior employees.

Article 8

Ensuring the Fulfilment of Risk Prevention Tasks

1. Risk prevention tasks are performed by a risk prevention officer of the Rectorate. The heads of the departments of the Rectorate at the Rectorate, the chief financial officers of the faculties at the faculties, and the directors of the university institutes and other units of the BUT are responsible for providing the information necessary for risk assessment to the risk prevention officer of the Rectorate.
2. Risk prevention tasks at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology are performed by persons qualified in risk prevention working at these workplaces.
3. Risk prevention tasks within the research activities are carried out by the project leader.

Article 9

Assessment of Occupational Risks

1. The assessment of occupational risks for activities performed by employees shall be drawn up in a separate document – Occupational Risk Assessment. Updates shall be made after each change in the activities performed. Occupational risk assessment and updates shall be conducted by the risk prevention officer of the Rectorate; at the workplaces of CEITEC, Faculty of Mechanical Engineering, Halls of Residence and Dining Services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, the occupational risk assessment shall be conducted by persons qualified in risk prevention working at these workplaces.
2. In order to conduct the occupational risk assessment and its updating, managerial employees are obliged to immediately inform the person professionally qualified in risk prevention about changes in the activities performed at the workplaces under their management.
3. All employees are obliged to make themselves demonstrably familiar with the Occupational Risk Assessment for the activities they perform. Employee familiarisation shall be provided by individual senior employees and OHS prevention officers.
4. Occupational risk assessments are stored electronically at individual workplaces.
5. Risk assessment for research activities shall be conducted by the relevant project leader prior to the commencement of work on the project. The form attached as Annex 9 to this Guideline is used to document the assessed risks. The project leader is obliged to inform all persons who will cooperate in the project about the assessed risks.

Article 10

Instructions in Risk Prevention

1. Appropriate instructions in risk prevention are provided through the Local Operational Safety Regulations, Operating Instructions, Safe Operation Policy, Local and Operational Regulations issued for individual areas of work activities within the departments of the Rectorate, faculties and other units of Brno University of Technology. Basic instructions in risk prevention are given in Annex 1 to this Guideline.
2. All employees must be demonstrably familiar with the risk prevention instructions in the context of their activities, both before and during the activities they perform. The risk prevention instructions shall be communicated to the employees by their supervising senior employees and OHS prevention officers.
3. Issued instructions for ensuring OHS are permanently kept with the managerial employees whose work is directly related to them and in the OHS documentation kept by the OHS prevention officers.

Article 11

Communication of Risk Assessments to Other Bodies

In the case of legal entities and natural persons performing work activities for BUT, the responsible senior employee shall hand over the Occupational Risk Assessment document to the supplier's representative who shall acquaint the assigned employees with the risks. Proof of information transfer is provided by the Occupational Risk Assessment Familiarisation Reports, which are permanently stored in the OHS documentation.

PART FOUR

TRAINING OF EMPLOYEES IN LEGAL AND OTHER REGULATIONS ENSURING OHS

Article 12 **Initial Training**

1. Initial training shall be provided when a new employee starts employment. All newly recruited employees with an employment contract (employment relationship, agreements on work performed outside the employment relationship) shall undergo the training. It also applies to employees after their long-term absence from the workplace.
2. Initial training for employees with access to the BUT IS conducted in the form of e-learning. For employees without access to the BUT IS (maintenance and cleaning staff, etc.), initial training is conducted by the relevant senior employee. Initial training for employees is provided by the unit's personnel department. The training is documented by a Training Record, the original Training Record is kept in the employee's personnel file. The initial training of a senior employee is conducted by a person professionally qualified in risk prevention. The initial training of the senior employee must always be conducted in person.
3. Verification of knowledge from the initial training shall be in the form of follow-up questions or, in the case of e-learning, in the form of a test.
4. **Training of students** must be provided within a reasonable time span prior to the commencement of the study and/or professional training.

Article 13 **Periodic Training**

1. Periodic training of leading personnel is conducted once every 3 years by the person qualified in risk prevention of the Rectorate; at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, the periodic training of leading personnel is conducted at the same time by persons qualified in risk prevention working at these workplaces. The original record of the training is kept in the OHS documentation at the workplace, i.e. with the OHS prevention officer, or a person authorised by the faculty chief financial officer, the director of the institute, at the Rectorate departments at the relevant head of the building management. For the periodic training of leading personnel, the face-to-face form of training is preferred, in justified cases the form of e-learning can be used. In the case of e-learning training, the training materials shall be prepared by a person qualified in risk prevention.
2. Periodic training of employees is conducted at intervals of one training every 2 years. Periodic training of employees with access to the BUT IS is provided in the form of e-learning. For employees without access to the BUT IS (maintenance and cleaning staff, etc.), the periodic training is conducted by the relevant senior employee. The training is documented by a Training Record, the original Training Record is kept in the OHS documentation maintained by the OHS prevention officer. In the case of e-learning training, the training materials shall be prepared by a person qualified in risk prevention.
3. Employee training shall also be provided in the cases specified in the provisions of Section 103(2) of Act No. 262/2006 Coll., the Labour Code.
4. Verification of knowledge from periodic training of senior employees is in the form of written tests, verification of knowledge of other employees is in the form of follow-up questions, in the case of e-learning in the form of a test.

5. Training of professional occupations is conducted by experts of the contracted organisations (institutions) according to their specialisation. The training is attended by employees of selected professions, e.g. gas and pressure equipment operators, electrical equipment operators, etc. The content and timing of such training are laid down in the relevant legislation. The authorised person (institution) shall issue written certificates (certificates to be kept in the employee's personnel file) certifying that the training has been completed or that the necessary knowledge has been demonstrated.

Article 14
Record of Training

1. In the case of training conducted in person, the training record shall serve as proof of the training provided, which shall include the outline of the training, the results of tests to verify knowledge in the case of training of senior employees and the attendance list with handwritten signatures of the trained employees.
2. In the case of training conducted in the form of e-learning, it shall serve as proof of the training provided:
 - login to the course under the BUT employee login name
 - extract from the specific course content
 - declaration of completion of the course
 - assignment and result of the verification test

PART FIVE
PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

Article 15

Further Conditions for the Provision of Personal Protective Equipment

More detailed conditions for the provision of personal protective equipment (hereinafter referred to as 'PPE') are set out in Government Regulation No. 390/2021 Coll.

Article 16

Obligations of the Employer

The employer's obligations in providing PPE are set out in the provisions of Section 104 of Act No. 262/2006 Coll., the Labour Code, as amended.

Article 17

Obligations of Employees

Employees are obliged to use the PPE assigned to them, to take proper care of it and to return it to the employer in a state of reasonable wear and tear at the end of its useful life.

Article 18

Basic Requirements for Personal Protective Equipment

Personal protective equipment must

- (a) be effective against the hazards encountered during the period of use and its use shall not constitute an additional risk,
- (b) correspond to the conditions at the workplace,
- (c) be adapted to the physical capabilities of the employee; and
- (d) respect ergonomic requirements and the health of the employee.

Article 19

Allocation and Lifespan of Personal Protective Equipment

1. The range of PPE for employees by profession is drawn up in accordance with Annex 1 to Government Regulation No. 390/2021 Coll. The list of PPE provided for basic professions at Brno University of Technology is given in Annex 2 of this Guideline.
2. The prescribed PPE shall be allocated to employees before the commencement of their work activity for the period of time strictly necessary for the work requiring the use of PPE. PPE is allocated at each workplace by the relevant senior employee.
3. The provision of PPE according to the Annex to this Guideline may be adjusted according to the local operating conditions at individual workplaces, provided that employees are protected against risks arising from work activities and any safety breaks in the use of PPE are observed. Any such change or modification in the provision of PPE shall be discussed by the relevant senior employee or the OHS prevention officer with the person qualified in risk prevention of the Rectorate; at the workplaces of CEITEC, Faculty of Mechanical Engineering, Halls of Residence and Dining Services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, it shall be discussed with the person qualified in risk prevention working at these workplaces; the change shall be recorded on the relevant sheet of the annex to the workplace directive.

Article 20

Record Keeping and Disposal of Personal Protective Equipment

1. Leading personnel of individual workplaces shall be responsible for keeping records of PPE provided.
2. Records of the PPE provided shall be kept on personal cards for each employee separately. A model record card is given in Annex 3 to this Guideline.
3. The receipt of PPE shall be confirmed by the employee's signature on the personal card. The return of PPE shall be confirmed by the relevant senior employee.
4. Returned PPE that has lost its effectiveness against the hazards present and its use would pose an additional risk shall be removed from the record.

Article 21

Maintenance and Cleaning of PPE

Cleaning, disinfection and any repairs shall be carried out by the employer.

PART SIX

OBLIGATIONS OF EMPLOYER IN THE EVENT OF ACCIDENTS AT WORK

Article 22

Investigation of the Causes and Circumstances of an Accident

1. The employer is obliged to investigate the causes and circumstances of a work accident in the presence of the employee, if the employee's state of health permits it and if without serious reasons, in the case of a request by the regional labour inspector, not to change the condition at the place of the accident.

Article 23
Definition of Work Accident

1. The definition of an accident at work is set out in the provisions of Section 271k of Act No. 262/2006 Coll., the Labour Code, as amended.

Article 24
Records of Work Accidents

1. The following work accidents shall be subject to record keeping:
 - (a) accidents to employees in an employment relationship,
 - (b) accidents to employees of other employers who have been seconded to work for the employer.
2. The employer shall keep a record of all work accidents, even if they have not caused incapacity for work or have caused incapacity for work not exceeding three calendar days.
3. Records of accidents at work shall be kept in the **Accident Book** in electronic or paper form, a model of the Accident Book is given in Annex 4 to this Guideline. The determination of the type of injury and the injured body part shall be made in accordance with Annex 5 to this Guideline. The accident book shall serve as a basis for the preparation of an accident report, if necessary.
4. Accident books are kept at each workplace as follows:
 - (a) at each department of the Rectorate,
 - (b) at each faculty or institute and at the CEITEC, 1 accident book for recording accidents within the relevant faculty (institute), the accident book is kept with a person qualified in risk prevention or an OHS prevention officer, or with the faculty chief financial officer (at the secretariat of the institute director),
 - (c) at the Centre of Sports Activities (CESA), 1 accident book for recording accidents within CESA, the accident book is kept by the CESA director,
 - (d) at the Halls of Residence and Dining Services, 1 accident book for the recording of accidents within the workplace, the accident book is kept with the OSH prevention officer,
 - (e) at the Central Archives of BUT, 1 accident book for recording accidents within the Central Archives, the accident book is kept by the Head of the Central Archives,
 - (f) at the Ramzová recreation centre, 1 accident book for the recording accidents within the Ramzová recreation centre, the accident book is stored with the centre manager.
5. The supervising senior employee of the injured employee is responsible for making an entry in the Accident Book.
6. The central record of work accidents is kept in electronic form by a person qualified in risk prevention of the Rectorate.

Article 25
Reporting of Work Accidents

1. The injured employee, if he or she is able to do so, or any other employee who witnesses or becomes aware of an accident at work, shall report the work accident without undue delay to the immediate senior employee of the injured employee, who shall keep a record of the accident in the accident book.
2. In the event of a work accident resulting in an employee being unable to work for more than 3 calendar days, the OHS prevention officer or the relevant senior employee shall immediately report the accident to the person qualified in risk prevention of the Rectorate and to the following entities:
 - (a) the competent territorial unit of the Police of the Czech Republic if the facts established indicate that a criminal offence has been committed in connection with the work accident,
 - (b) a union organisation,
 - (c) the Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, if the

hospitalisation of the injured employee lasts for more than 5 days, or if such a period of hospitalisation can be expected due to the nature of the injury, (phone 545 321 285, fax 545 211 303, data mailbox: a9heffd, e-mail: brno@oip.cz)

- (d) the employer who has seconded or temporarily assigned the employee to work for them,
3. In the event of a fatal accident at work, the OHS prevention officer or the relevant senior employee shall immediately report the accident to the person qualified in risk prevention of the Rectorate and to the following entities without undue delay:
- (a) to the competent territorial unit of the Police of the Czech Republic,
 - (b) a union organisation,
 - (c) the Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, based in Brno, (phone 545 321 285, fax 545 211 303, data mailbox: a9heffd, e-mail: brno@oip.cz)
 - (d) the employer who has seconded or temporarily assigned the employee to work for them,
 - (e) the health insurance company with which the employee who has suffered an accident is insured.

Article 26

Work Accident Report and its Sending

1. The OSH prevention officer or the supervising senior employee of the affected employee fills in the Accident Report form in electronic form and sends it by e-mail to the person qualified in risk prevention of the Rectorate, who performs a formal check of the data and assigns a number to the report according to the BUT records. Once the Accident Report has been approved by a person qualified in risk prevention of the Rectorate, the occupational safety and health prevention officer or the supervising employee of the affected employee shall ensure that the Accident Report is discussed with the affected employee and witnesses to the accident and sent to the institutions listed below. The Accident Report form is available at www.suip.cz.
2. The Work Accident Report must be drawn up in five original copies within five working days of its reporting.
3. The OHS prevention officer or the relevant senior employee shall ensure that the reports of work accidents for the previous calendar month are sent no later than the fifth day of the following month to:
 - (a) the competent territorial unit of the Police of the Czech Republic if the facts established indicate that a criminal offence has been committed in connection with the work accident,
 - (b) the Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, based in Brno, (address: Milady Horákové 3, 658 60 Brno, data mailbox: a9heffd, e-mail: brno@oip.cz)
 - (c) the health insurance company with which the employee affected by the work accident is insured,
 - (d) the organisational unit of the relevant insurance company with which the employer is insured in the event of the liability for damages in the event of a work accident or occupational disease,
 - (e) the affected employee.
4. In the event of a fatal work accident, the OHS prevention officer or, where applicable, the relevant senior employee shall ensure that the accident report is sent out within 5 working days of the date on which they became aware of the accident:
 - (a) to the competent territorial unit of the Police of the Czech Republic,
 - (b) the Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, based in Brno, (address: Milady Horákové 3, 658 60 Brno, data mailbox: a9heffd, e-mail: brno@oip.cz)
 - (c) the health insurer with which the employee who was injured at work was insured,
 - (d) the organisational unit of the relevant insurance company with which the employer is

insured in case of the liability for damages in the event of a work accident or occupational disease,
(e) family members.

5. Distribution list of accident report:

- 1 x injured employee
- 1 x health insurance company with which the employee is insured
- 1 x Regional Labour Inspectorate
- 1 x Kooperativa pojišť'ovna a.s., insurance company
- 1 x employer – faculty, unit, etc.
- 1 x employer – payroll department of the Rectorate

6. Distribution list of fatal accident report:

- 1 x Police of the Czech Republic
- 1 x family members
- 1 x health insurance company with which the employee is insured
- 1 x Regional Labour Inspectorate
- 1 x Kooperativa pojišť'ovna a.s., insurance company
- 1 x employer – faculty, unit, etc.
- 1 x employer – payroll department of the Rectorate

7. Reporting of changes

If an accident report has been sent by the employer and the employer subsequently becomes aware of facts that lead to a change in the information contained therein, the employer shall prepare an Accident Report - Reporting of Changes for the injured employee. The Accident Report – Reporting of Changes form is available at www.suip.cz.

Accident Report – Reporting of Changes shall be completed by a person qualified in risk prevention based on information from the OHS prevention officer or the supervising employee of the injured employee if

- (a) the injured employee's hospitalisation exceeded 5 consecutive days and was terminated after the accident report was sent,
- (b) the temporary incapacity for work of the injured employee as a result of the accident has been terminated after the accident report has been sent,
- (c) the injured employee has died of the consequences of the injury within 1 year at the latest,
- (d) there has been a change in the assessment of the source or cause of the accident, the nature of the accident, or other facts affecting the processing and content of the Accident Report – Reporting of Changes,
- (e) further incapacity for work has arisen and been terminated as a result of the same accident.

The OHS prevention officer, or the injured employee's supervisor, sends the Accident Report – Reporting of Changes for the previous calendar month no later than the fifth day of the following month to:

- (a) the Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, based in Brno, (address: Milady Horákové 3, 658 60 Brno, data mailbox: a9heffd, e-mail: brno@oip.cz),
- (b) the health insurance company with which the employee affected by the work accident is insured,
- (c) the competent territorial unit of the Police of the Czech Republic, if the established facts indicate that
- (d) a criminal offence has been committed in connection with the work accident, or in the case of a fatal work accident,

- (e) the organisational unit of the relevant insurance company with which the employer is insured in case of the liability for damages in the event of a work accident or occupational disease,
 - (f) a union organisation.
8. In the event that there is a change in the assessment of the source or cause of the accident, the nature of the accident, or other facts affecting the processing and content of the Accident Report – Reporting of Changes,
 9. the employer shall forward one copy of the Accident Report – Reporting of Changes to the injured employee and, in the case of a fatal work accident, to the employee's family members.

Article 27 Occupational Diseases

Details of the assessment of occupational diseases are regulated by Decree No. 104/2012 Coll.

Article 28 Compensation for Injury

1. The method and extent of compensation shall be discussed by the relevant senior employee with the affected employee and the union organisation, and the discussion shall be documented by a separate record. The Report of the Work Injury Compensation Investigation is attached as Annex 6 to this Guideline. The completed and signed form shall be sent to the payroll department by the OHS prevention officer or the employee's supervisor. The Bursar shall comment on the accident compensation hearing record, after formal review by a person qualified in risk prevention of the Rectorate.
2. The employer shall be liable to the employee for the damages suffered in the performance of work pursuant to or in direct connection with an agreement on work performed outside the employment relationship, just as he or she is liable to employees in the employment relationship; the employer shall be liable to family members in accordance with the Civil Code.
3. The employer shall be liable for damages incurred by an employee in connection with a work accident and occupational disease, unless liability is waived under applicable law.
4. The employee who has suffered an accident at work or has been diagnosed with an occupational disease shall, to the extent that the employer is liable for the damage, be compensated for:
 - (a) loss of earnings,
 - (b) pain and difficulty in making a living,
 - (c) expenses reasonably incurred in connection with the treatment,
 - (d) material damage.

Ad (a) The calculation of the loss of earnings during the period of incapacity for work shall be performed immediately after the end of the employee's incapacity for work by the payroll department on the form of the insurance company Kooperativa pojišť'ovna, a.s., Vienna Insurance Group.

Ad (b) A medical assessment concerning the compensation for pain and difficulty in making a living shall be provided by the affected employee after the end of the incapacity for work by the attending physician on the form of the insurance company Kooperativa pojišť'ovna, a.s., Vienna Insurance Group.

Ad (c) Evidence of expenses reasonably incurred for treatment shall be submitted by the affected employee after the end of the incapacity for work period.

Ad (d) Evidence of liability for material damage shall be submitted by the affected employee after the end of the incapacity for work period.

The above-mentioned forms of the insurance company – Kooperativa pojišť'ovna, a.s., Vienna

Insurance Group are available on the website of the insurance company (www.koop.cz).

The relevant employees shall forward the documents to the payroll department for further processing.

Compensation under (a) is paid to the injured employee by the employer on a regular basis once a month, unless the employer and the injured employee agree otherwise in writing, compensation under (b)–(d) is paid to the injured employee through the insurance company in one lump sum after the end of the incapacity for work period related to the work accident, upon presentation of relevant documents.

PART SEVEN WORKPLACE AND WORKING ENVIRONMENT

Article 29

Workplace and Work Environment Requirements

The requirements for the workplace and the working environment are laid down in Act No. 309/2006 Coll., on ensuring other OHS conditions, as amended.

Article 30

Operating Documentation

The operating documentation shall include operating and maintenance manuals for each piece of equipment, initial and operating inspections, evidence of repairs, operating records, logbooks, local operating safety regulations, and all documents relating to the operation of the equipment.

Operating documentation is kept at individual workplaces. Records of workplace equipment are the responsibility of senior employees or employees appointed by them.

Article 31

Inspections and Revisions of Technical Equipment

Reports on the inspections and revisions conducted are kept at the individual workplaces by the persons responsible for conducting inspections and revisions of technical equipment.

The heads of building and premises management shall be responsible for conducting revisions and inspections of technical equipment in buildings. The directors of the institutes where the equipment is operated shall be responsible for conducting inspections and revisions of technical equipment used in teaching and research.

The safety of reserved technical equipment is governed by Act No. 250/2021 Coll., on occupational safety in connection with the operation of reserved technical equipment, and delegated legislation.

A Schedule of Inspections and Revisions must be drawn up for each reserved technical equipment, observing the scope and intervals specified in the applicable legislation.

The preparation of the Schedule of Inspections and Revisions of Technical Equipment of Buildings shall be the responsibility of the heads of building and premises management. The directors of the institutes at which the equipment is operated shall be responsible for drawing up the Schedule of Inspections and Revisions of Technical Equipment used in teaching and research.

Article 32

Maintenance, Repair and Reconstruction of Technical Equipment

Responsibility for determining the timing, scope and provision of maintenance, repair and reconstruction of the technical equipment of each workplace shall rest with the senior employees or employees appointed by them.

Article 33

Provision of Occupational Health Care for Employees

1. Occupational health care for employees of the Brno University of Technology is provided by a contracted medical facility – general practitioner MUDr. Jana Hajnová, office in Údolní 33, 602 00 Brno.
2. All employees are obliged to undergo preventive medical examinations within the time limits and to the extent prescribed by the applicable legislation.
3. Employees shall be sent to undergo a preventive medical examination by a member of the unit's personnel department. Each employee is obliged to present an up-to-date extract from the medical record kept by a general practitioner to the occupational health care provider at the time of the medical examination; in the case of a repeated examination, the extract may be replaced by a "certificate of unchanged health", also issued by the general practitioner. This obligation does not apply to passing the exit examination.

4. Pre-Employment Medical Examination

The purpose of the pre-employment examination is to ensure that a person applying for employment whose medical fitness is not appropriate for the work envisaged is not assigned to work in conditions of anticipated medical difficulty.

The pre-employment examination shall also be conducted before a change in the type of work or before the employee is transferred to another job if the work is performed under conditions different from those for which the employee's medical fitness has been assessed. Different conditions shall be understood as an increase in risk factors by at least one or a change in them, or assignment to work involving risk.

The unit's personnel department shall ensure that job applicants are sent to an occupational health care provider for a pre-employment medical examination. The applicant shall be sent for a pre-employment medical examination before the starting date or before signing an agreement on work performed outside the employment relationship.

The applicant shall be deemed medically unfit to perform the work to which they are to be assigned if they fail to undergo a pre-employment medical examination. The date of issue of the medical report must not be the same or later than the date of the employment relationship starts.

Applicants for an agreement on work performed outside the employment relationship need not be sent for a pre-employment examination unless the work in question is work classified in category two with risk or other higher categories or involves activities for the performance of which the medical fitness conditions are laid down by other legislation. However, a senior employee may also require a pre-employment examination if they have doubts about the medical fitness of the job applicant under the agreement on work performed outside the employment relationship, which is not hazardous work.

A job applicant does not have to be sent for a pre-employment examination if they have a valid medical assessment from a previous employment relationship with BUT and no more than 3 months have passed since the end of that relationship and the applicant is starting the same or a comparable job.

The pre-employment occupational health assessment is conducted by the occupational health

care provider. Only in the case of work classified as category one, the employee may undergo a pre-employment occupational health assessment by their general practitioner.

The application form for an occupational health assessment is set out in Annex 14 to this Guideline, and the form of proof of a pre-employment – periodic – extraordinary medical examination is set out in Annex 10 to this Directive.

The applicant is obliged to forward a copy of the medical report to the unit's personnel department immediately after it has been issued.

The applicant shall pay in cash for the preparation of a medical record by the general practitioner and for the pre-employment medical examination and medical report by the contracted occupational health care provider. The receipt must be submitted to BUT with the employee's name on it. The receipt shall be paid out to the applicant at the cash desk of the relevant BUT unit after the employment relationship has been established. In the case of reimbursement for a medical examination of a person applying for employment for night work, the employer shall reimburse the costs of the medical examination even if the employment relationship does not arise.

5. Periodic Medical Examination

The periodic examination is conducted in order to detect early changes in the state of health resulting from the demands of the work performed or from ageing, where the continued performance of work could lead to damage to the health of the employee under consideration or to the health of other persons.

The employee shall undergo a periodic occupational health assessment with an occupational health care provider. Only in the case of work classified as category one, the employee may undergo a pre-employment occupational health assessment by their general practitioner. The periodic examination shall be conducted at the intervals specified in paragraph 9.

Periodic examinations shall also be conducted in the case of recurring agreements on work performed outside the employment relationship where the same type of work is performed and the sum of the periods for which the work is repeatedly performed is longer than the period for the periodic examination.

The date for determining the date of the periodic examination shall be the date of

- (a) the issue of a medical assessment following a pre-employment examination or an extraordinary examination or a periodic examination where the previous medical assessment has expired; or
- (b) the commencement of the performance of work of the same type first agreed in the agreement on work performed outside the employment relationship.

The unit's personnel department shall ensure that the notice and request for periodic medical examination are printed and submitted to the responsible senior employee for signature no later than 4 weeks before the expiry of the previous medical examination. The senior employee shall ensure that the notice and request are given to the employee and that the employee is given the opportunity to undergo a periodic examination.

The employee is obliged to:

- (a) undergo a periodic medical examination by an occupational health care provider designated by the employer, at a time individually agreed with the provider, no later than the expiry date of the previous medical examination,
- (b) forward to that provider the request for examination and, after the examination, receive two copies of the medical assessment issued on the basis of the request for examination,
- (c) disclose to the contracted occupational health care provider the name and address of their general practitioner and any other medical providers who have received them for care,

- (d) disclose to the provider any known or suspected occupational health issues,
- (e) at the request of the contracted occupational health care provider, provide an extract from their medical record kept by the general practitioner and, where applicable, by other providers who have received them for care,
- (f) immediately after the examination, forward a copy of the medical assessment to the unit's personnel department.

The payment for the periodic examination and the issue of a health assessment is charged to the employer by the contracted occupational health care provider or is reimbursed to the employee at the cash desk of the relevant BUT unit.

6. Extraordinary Medical Examination

An extraordinary examination shall be conducted to determine the health status of the employee being assessed in the event of a reasonable assumption that there has been a loss or change in fitness for work or if there is an increase in the level of risk of a previously considered risk factor of working conditions.

An extraordinary examination shall be conducted if

- (a) ordered by a public health authority under the Public Health Protection Act,
- (b) the health requirements of the particular working conditions at the time so require,
- (c) there has been a deterioration in the working conditions in terms of an increase in the level of risk for a risk factor for which the employee's medical fitness has already been assessed,
- (d) the limit value has been repeatedly found to be exceeded on the basis of the findings of other examinations conducted to monitor the body's exposure to risk factors in the working conditions,
- (e) a change in the employee's state of health has been detected during the occupational health assessment which implies a change in the employee's fitness for work within a shorter period than the period for the periodic examination; or
- (f) the work has been interrupted
 - on account of sickness for more than eight weeks, except where the work is in category one and does not involve work or activity involving a risk to health, or unless otherwise provided for in other legislation,
 - as a result of an accident with serious consequences, an illness involving unconsciousness or other serious injury, or
 - for other reasons exceeding the period of 6 months.

An extraordinary examination after the interruption of work shall be conducted within a maximum of 5 working days from the date of the resumption of the previous work. In addition, an extraordinary examination shall be conducted on the basis of a request submitted by the employer on their own initiative or on the initiative of the employee, or on the basis of information provided by the attending physician about a reasonable suspicion that a change in the employee's state of health has led to a change in their medical fitness.

The supervising senior employee shall send the employee for an extraordinary medical examination in accordance with the above.

7. Exit Examination

The exit examination shall be conducted to determine the employee's state of health at the time of termination of employment, with an emphasis on detecting such changes in health as may be

presumed to be related to the medical demands of the work performed. An extract from the medical record kept by the general practitioner is not required to establish the employee's state of health.

The exit examination is conducted

- (a) on termination of the employment or similar relationship, whenever
- the employee has performed work classified under the Public Health Protection Act in the second, third or fourth risk category,
 - the employee has been recognised as suffering from an occupational disease or threatened with an occupational disease, if any, while working for the current employer; or
 - the employee has suffered a work accident while working for the current employer and has been recognised as having a recurrent temporary incapacity for work in connection with it, or a new assessment of pain or impairment has been made under the legislation governing compensation for occupational injury or disease,
- (b) before the employee is transferred to another job or before the type of work is changed, if the work to be terminated is hazardous.

On completion of the exit examination, a certificate of the examination shall be given to the person assessed and to the person who requested the examination. The form of application for an occupational health assessment is set out in Annex 11 to this Guideline and the form certifying the completion of an exit medical examination is set out in Annex 12 to this Guideline.

In addition, an exit examination at the end of an employment or similar relationship shall be conducted if the employer or, through the employer, the employee so requests.

8. Medical Fitness

The legal effects of a medical assessment with a conclusion of incapacity or long-term disability shall take effect for the person to whom it is delivered on the date of its proven delivery.

If the employee or the senior employee who sent them for the examination disagrees with the conclusion of the medical assessment, they may, within 10 days of receipt of the assessment, submit a request for its review through the provider who issued it. An application for a review of a medical assessment shall not have suspensive effect if its conclusion shows that the person assessed is medically unfit for the purpose for which he or she was assessed, is medically fit with a condition or has lost long-term fitness.

If the medical report is invalid or the employee refused or failed to attend the prescribed medical examination by the date specified, the employee being assessed shall be deemed medically unfit for the purpose for which they were be medically assessed.

When assigning employees to work, the senior employee shall be obliged to follow the conclusions of medical assessments on their medical fitness. A senior employee may not assign an employee to work for which they are not medically fit.

9. **Time Periods for Periodic Medical Examinations of Employees** according to Decree No. 79/2013 Coll., on the implementation of certain provisions of Act No. 373/2011 Coll., on specific health services (decree on occupational health care services and certain types of post-accident care), as amended:

work classified in category 1 – interval 1 x every 6 years, over 50 years of age 1 x every 4 years

work classified in category 2 – interval 1 x every 4 years, over 50 years of age 1 x every 2 years

work classified in risk category 2 and 3 – interval 1 x every 2 years

work classified in category 4 – interval 1 x per year

work involving a risk to health (also applies to drivers of clerks in category II and above) – interval 1 x every 4 years, over 50 years of age 1 x every 2 years

night work – interval 1 x every 2 years

Article 34 Provision of First Aid

1. First aid kits shall be available at the workplaces and first aid instructions are provided in the trauma plan. First aid, if necessary, shall be provided by authorised medical personnel, the number of whom shall be appropriate to the risks present at the workplace.
2. Minimum contents of the first aid kit according to type of workplace:

(the text was taken from the document Minimum Contents of the CEITEC First Aid Kit and was approved by the provider of occupational health care of the Brno University of Technology)

Workplace: non-chemical plants		
Responsible person: head of the workplace		
Basic description of the workplace:		
Administrative activities		
Working with technology and electrical equipment		
Working with computer technology		
Movement around the premises		
Manipulation with light loads		
Medical supplies	Quantity	Usage
desinfection	1 pc	Disinfection of superficial wounds
adhesive bandage	1 pc	Treatment of minor injuries
bandage	2 pcs	Treatment of minor injuries
dressing (absorbent dressing pads, lint, gauze, etc.)	2 pcs	Wound dressing
bandage with 1 or 2 lint (compression layers)	2 pcs	Wound dressing, stopping heavy bleeding – compression layer
rubber roller bandage	1 pc	Stopping arterial bleeding
scissors	1 pc	Cutting bandages, adhesive bandages, clothes during rescue
isothermal foil	1 pc	Metallised isothermal foil
triangular scarf (bandage)	1 pc	Upper limb immobilisation

Workplace: chemical plants (laboratories)		
Responsible person: Head of the workplace		
Basic description of the workplace:		
Working with technology and electrical equipment		
Working with computer technology		
Movement around the premises		
Manipulation with light loads		
Manipulation with chemicals and mixtures		
Working with hot surfaces (some laboratories only)		
Medical supplies	Quantity	Usage
desinfection (disinfectant wipes, Jodisol, etc.)	1 pc	Desinfection of superficial wounds
adhesive bandage	1 pc	Treatment of minor injuries
bandage	2 pcs	Treatment of minor injuries
dressing (absorbent dressing pads, lint, gauze, etc.)	2 pcs	Wound dressing
bandage with 1 or 2 lint (compression layers)	2 pcs	Wound dressing, stopping heavy bleeding – compression layer
rubber roller bandage	1 pc	Stopping arterial bleeding
scissors	1 pc	Cutting bandages, adhesive bandages, clothes during rescue
isothermal foil	1 pc	Metallised isothermal foil
triangular scarf (bandage)	1 pc	Upper limb immobilisation
eye wash solution	1 pc	Eye wash after eye burn or to remove foreign bodies from conjunctival sac, to remove burning, cutting and itching caused by external influences (smoke, dust, etc.)
oily tulle or gel for burns	1 pc	Skin treatment for minor burns

3. The contents of the first aid kit may vary according to the specifics of individual workplaces (e.g. work with hazardous chemicals, poisons, etc.). Leading personnel at workplaces with chemical substances and preparations are obliged to equip their workplaces with first aid equipment in the minimum range according to the safety data sheets of hazardous chemical substances and preparations, poisons, etc.
4. All authorised medical personnel must undergo first aid training (medical minimum). Training is conducted in cooperation with an occupational health care provider or a Red Cross worker.
5. In the event of an accident, every employee is obliged to provide first aid to the injured person or to call for emergency medical assistance if necessary. The injured person or a witness to the accident is then obliged to report the accident immediately to the head of the workplace.

Article 35

OHS Inspections, Breath Tests for Alcohol and Substance Abuse

1. BUT organises, in cooperation with the union organisation, occupational safety and health checks at all its workplaces at least once a year.

After the OHS checks are completed, the person qualified in risk prevention of the Rectorate, and at the workplaces of CEITEC, Faculty of Mechanical Engineering, Halls of Residence and Dining services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology sites, the person qualified in risk prevention working at these workplaces shall prepare a report evaluating the check and its results. The report shall include a timetable containing the method, deadlines and personal responsibility for remedying the deficiencies identified. A copy of the report shall be sent by the person who prepared the it to the Operations Department of the Rectorate.

2. For the purpose of conducting breath tests to detect alcohol consumption, all designated senior employees shall have the right to order such checks at the employer's workplaces.

Rules for the use of the 'Alkotest', a digital device for measuring alcohol levels:

Only persons authorised to measure alcohol or their representatives in the presence of another person (at least one witness) may handle the alcohol measuring device. A detailed record shall be made of each use of the alcohol measuring device by the authorised person ordering the test, see Annex 13.

In the event that the ALKOTEST is not available (or is defective), the relevant senior employee shall arrange for a test by a doctor or a member of the Police of the Czech Republic.

Conducting breath tests:

Random checks of employees shall be conducted by the employee's immediate supervisor responsible for the activities being performed where the employee or other persons may, by their actions, pose an immediate risk to their own life, the life of other employees or other persons, or cause damage to property.

According to the provisions of Section 106(4)(i) of Act No. 262/2006 Coll., the Labour Code, as amended, every employee is obliged to take the test. In the event of refusal to take the breath test, the employee is obliged to undergo a professional medical examination for blood alcohol. In the event of refusal of even a medical examination, the employee shall be regarded as being under the influence of alcohol with all the consequences arising therefrom.

In the event of a positive result or refusal to take the test, the senior employee shall inform the immediate supervisor of the person who was tested and shall remove the person who was found to be under the influence of alcohol or refused the test from the premises.

A witness shall be invited to each breath test conducted and shall confirm the result of the test by signing a report (see Annex 13).

3. Testing for narcotic drugs and psychotropic substances can be conducted by the Police or a doctor. The assessment of whether these substances impair the employee's ability to perform the agreed work must be made solely by a doctor in the individual case.

PART EIGHT

WORK PROHIBITED TO WOMEN AND TEENAGERS

Article 36

Work Prohibited to Women

Work prohibited to women is defined by Decree No. 180/2015 Coll., on prohibited work and workplaces.

Article 37

Work Prohibited to Teenagers

Work prohibited to minors is defined by Decree No. 180/2015 Coll., on prohibited work and workplaces.

PART NINE

CONTROL ACTIVITIES IN THE FIELD OF OSH

Article 38

Internal and External Control Activities

1. Internal control activities within the scope of Article 35(1) are conducted once a year by the person qualified in risk prevention of the Rectorate, and at the workplaces of CEITEC, Halls of Residence Halls and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, by persons qualified in risk prevention working at these workplaces, OHS prevention officers. Leading personnel shall ensure continuous inspection of OHS and inform the OHS prevention officer and the person qualified in risk prevention in writing about the identified deficiencies. Internal control activities are also performed by the Operations Department of the Rectorate.
2. External control activities are performed by:
 - (a) The Regional Labour Inspectorate for the South Moravian Region and the Zlín Region, based in Brno, as the territorial competent authority of the State Labour Office,
 - (b) public health authorities,
 - (c) other public authorities.
3. A separate record must be made of the result of each inspection. Records of the inspections are filed in the OHS documentation at the relevant workplaces and at the Operations Department of the Rectorate.
4. Obligations of the heads of the inspected departments:
 - (a) create appropriate conditions for the performance of the inspection,
 - (b) attend the discussion of the results of the inspection,
 - (c) ensure that the identified deficiencies and their causes are eliminated,
 - (d) submit a written report on the manner in which the deficiencies identified have been eliminated to the body conducting the external control activity within a specified time limit.

PART TEN OCCUPATIONAL HEALTH AND SAFETY

Article 39 Workplace Lighting

Further requirements for workplace lighting are specified in Government Regulation No. 361/2007 Coll., laying down the conditions for occupational safety and health, as amended.

Article 40 Spatial Requirements for Workplaces

The workplace must have a free floor area of at least 2 m² per employee (excluding fixed operating equipment and connecting pathways). The width of the free area for movement must not be narrowed below 1 m at any point by a fixed piece of equipment.

Article 41 Ventilation of Workplaces

More detailed requirements for ventilation of workplaces are specified in Government Regulation No. 361/2007 Coll., laying down the conditions for occupational safety and health, as amended.

Article 42 Heat Load, Cold Load

1. At workplaces where permanent work is performed, the permissible microclimatic conditions must be ensured, with the exception of exceptionally cold (below -15°C) and exceptionally warm (above +30°C) days.
2. **Permissible values of microclimatic conditions for individual work activities:**
(valid for the whole year)
 - Work in a seated position with minimal whole-body physical activity, office administrative work, supervisory work in guardrooms and control rooms, PC work, laboratory work, assembling or sorting small light objects: 20–27°C (not required if the outside air temperature exceeds 30°C, in which case a protective drink is provided).
 - Work mainly in a seated position involving light manual work with hands and arms, driving a car, moving light loads or overcoming small resistances: 18–26°C (not required if the outside air temperature exceeds 30°C, in which case a protective drink is provided).
 - Work related to driving a bus, work of drivers related to unloading and loading. Predominantly standing work with continuous use of both hands, arms and legs – mechanics, machining and assembly of medium-heavy parts, work on a hand press. Standing work involving the continuous use of both hands, arms and legs and carrying loads up to 10 kg – welding, turning, machine drilling, pulling or pushing light carts: 14–32°C
 - Standing work with permanent involvement of both upper limbs sometimes in bending or kneeling position, walking – machines maintenance, mechanics, warehouse workers with occasional carrying of loads up to 15 kg, cleaning windows, manual cleaning of large areas: 10–30°C.
3. On exceptionally warm days, working hours must be adjusted so that the long-term and short-term tolerable heat load values are not exceeded.

Article 43
Protective Drinks

The conditions for the provision of protective drinks are set out in the provisions of Section 8 of Government Regulation No. 361/2007 Coll., laying down the conditions for occupational safety and health, as amended.

Article 44
Manual Handling of Loads

1. The hygienic limit for the weight of a manually handled load carried by a man is 50 kg for occasional lifting and carrying and 30 kg for frequent lifting and carrying.
2. The hygienic limit for the weight of a manually handled load carried by a woman is 20 kg for occasional lifting and carrying and 15 kg for frequent lifting and carrying.

Article 45
Work on Equipment with Displays

Work on equipment with displays (computer work) performed as a regular part of their normal work activity must be interrupted during working hours by safety breaks of 5 to 10 minutes after every 2 hours of continuous work or by rotation of activities or employees.

Article 46
Protection of Health against the Adverse Effects of Noise and Vibration

1. The limit values for noise and vibration and the method of measurement are laid down in the Decree on the protection of health against the adverse effects of noise and vibration – noise = 85 dB, hand vibrations = 123 dB; for noise, the possibility of assessing the average weekly exposure shall be considered for unevenly distributed shifts during the week. When 85 dB is exceeded, the employer is obliged to provide personal hearing protection, and when 90 dB is exceeded, employees are obliged to use personal hearing protection.
2. Supervisors of individual workplaces where hearing protection is required are responsible for monitoring the use of personal protective equipment by employees.

Article 47
Categorisation of Works

1. The conditions for the categorising works are laid down in Decree No. 432/2003 Coll., laying down the conditions for the categorisation of works, as amended.
2. The classification of works in the third or fourth category shall be decided by the competent public health authority. The proposal shall be submitted by the employer within 30 calendar days from the date of commencement of work.
3. The OHS technician shall be responsible for submitting a proposal for the categorisation of works for existing and newly performed activities, and at the workplaces of the Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Civil Engineering and Faculty of Information Technology, persons professionally qualified in risk prevention working at these workplaces. It is the responsibility of the managers of the individual workplaces to provide the OHS technician or persons qualified in risk prevention with the documents relating to the categorisation of works.
4. The employer shall inform the employee of the category in which the work they perform has been

classified. Informing employees shall be part of the initial and periodic OHS training.

5. The employer is obliged to keep records of hazardous work. A model record card is given in Annex 8 to this Guideline.

Article 48

Protection of Health when Using Personal Protective Equipment

1. If the employee is exposed at work to noise and vibration exceeding the exposure limit or the hygiene limit, the following safety breaks shall be included during the shift:

Vibration:

The first break of at least 15 minutes shall be taken no later than 2 hours after the start of work. Subsequent breaks of at least 10 minutes shall be taken no later than 2 hours after the end of the previous break. The last break of at least 10 minutes shall be taken no later than 1 hour before the end of the shift. During the safety break, the employee shall not be exposed to vibration exceeding the permissible exposure or hygiene limit.

Noise:

The first break of at least 15 minutes shall be taken no later than 2 hours after the start of work. Subsequent breaks of at least 10 minutes shall be taken no later than 2 hours after the end of the previous break. The last break of at least 10 minutes shall be taken no later than 1 hour before the end of the shift. During safety breaks, the employee shall not be exposed to noise exceeding the permissible exposure limit.

2. During safety breaks, the employee shall not be exposed to risk factors exceeding the hygiene limits. At individual workplaces, these safety breaks shall be determined and monitored by supervisors in the light of the above requirements.

PART ELEVEN FIRE PROTECTION

For the purposes of this Directive, the following definitions apply:

- (a) material means of fire protection – fire extinguishers;
- (b) fire safety equipment systems technical equipment and products for buildings that condition the fire safety of a building or other facility;
- (c) combustible substance a substance in solid, liquid or gaseous state which is capable of burning under foreseeable conditions or of producing products capable of combustion by a change of substance or phase;
- (d) fire hazard the likelihood of a fire or explosion resulting in a fire;
- (e) fire any unwanted combustion in which death or injury to persons or animals, damage to material values or the environment has occurred and any unwanted combustion in which persons, animals, material values or the environment have been immediately endangered;
- (f) fire call centre a permanently manned place equipped with the necessary means of communication, which is intended to receive reports of the occurrence of a fire or other emergency and to declare a fire alarm, as well as to perform other tasks in accordance with the relevant fire protection documentation;
- (g) activities with increased fire hazard activities defined in Section 4(2) of Act No. 133/1985 Coll., on fire protection, as amended;
- (h) activities with a high fire hazard activity defined in Section 4(3) of Act No. 133/1985 Coll., on fire protection, as amended.
- (i) person professionally qualified to perform risk prevention tasks a person with the

- appropriate qualifications to perform risk prevention tasks, in accordance with applicable legislation,
- (j) fire prevention officer an employee responsible for the performance of tasks in the field of fire protection,
 - (k) person qualified in the field of fire protection a person with the appropriate qualification according to the Fire Protection Act.

Article 50 General Provisions

1. Everyone shall act in such a way as not to cause a fire, not to endanger the life and health of persons, animals and property, and when dealing with fires, natural disasters and other emergencies, shall provide adequate personal assistance, unless this would put themselves or persons close to them in serious danger or unless an important circumstance prevents them from doing so, and provide the necessary material assistance.
2. BUT fulfils its fire protection (hereinafter referred to as 'FP') obligations in all premises used for its activities.
3. If more than one legal entity or natural person conducts its activities in the premises, BUT shall perform its obligations in the field of fire protection in the places used jointly by the owner of the premises, unless otherwise agreed by contract between them. The contract shall also include the designation of the person responsible for the performance of FP obligations. The drafting of the contractual provision of fire protection is ensured by the relevant legal department of the BUT unit, in cooperation with a person qualified in the field of fire protection of the Rectorate.

Article 51 Organisational Structure

1. The Bursar is responsible for the fulfilment of fire protection obligations.
2. The heads of departments of the Rectorate are responsible for ensuring the fulfilment of tasks related to fire protection at the Rectorate departments, faculty secretaries at faculties, and directors of university institutes and other units of BUT in matters related to the departments they manage.
3. Methodological management in the field of FP is ensured within BUT by a person qualified in the field of FP of the Rectorate. Compliance with this Directive is monitored at all workplaces by the Operations Department of the Rectorate.
4. At the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology – these tasks are performed by persons qualified in FP working at these workplaces. At workplaces not listed above, a person qualified in fire protection at the Rectorate is responsible for the performance of tasks.
5. The FP documentation is approved by the Bursar within the Rectorate departments, at the faculties by the secretaries of the faculties and at the university institutes and other units of BUT by the directors of these units.

Article 52 Obligations of BUT in the field of Fire Protection

1. The obligations of BUT are specified in the provisions of Section 5 of Act No. 133/1985 Coll., on Fire Protection, as amended.
2. It is forbidden to burn vegetation within the scope of activities. When burning flammable substances in the open air, it is obligatory, considering the scope of the activity, to provide for

measures against the occurrence and spread of fire. The burning of combustible substances in the open air, including proposed measures, must be notified in advance to the regional fire brigade, which may set additional conditions for such activity or prohibit it.

Article 53 **Obligations of the Rectorate**

The obligations of the Rectorate of BUT are:

- (a) to determine the management of fire protection provision,
- (b) to ensure the preparation of technical solutions for the provision of FP in newly constructed buildings and during changes in technology,
- (c) to contractually ensure the fulfilment of the obligations in the field of FP in the premises used jointly with other entities,
- (d) to methodically assist faculties and other units of Brno University of Technology in the performance of tasks in the field of fire protection,
- (e) to ensure training of the managers of all departments within the Brno University of Technology by a fire protection technician within the scope set out in the Thematic Plan and the schedule for training and professional preparation of employees,
- (f) to provide training for fire prevention officers and employees assigned to preventive fire watch,
- (g) to ensure that employees are trained by senior employees trained by the FP technician to the extent specified in the Thematic Plan and the schedule for training and professional preparation of employees
- (h) to provide training for persons providing FP during non-working hours,
- (i) to ensure that fire protection documentation for the workplace is drawn up and updated,
- (j) to ensure maintenance, inspection and repair of technical and technological equipment in the manner and within the time limits specified by the fire safety conditions or by the equipment manufacturer in a demonstrable manner to establish the fire safety conditions of the activities, technological procedures and equipment operated,
- (k) to ensure that preventive fire inspections of workplaces are conducted,
- (l) to establish, from the point of view of fire safety, requirements for the professional qualifications of persons responsible for the operation, inspection, maintenance and repair of technical and technological equipment, unless this is provided for by special legal regulations,
- (m) to establish preventive fire watch in premises with at least three employees where activities with increased or high fire hazard are performed.
- (n) to comply with the fire safety conditions of the activities, technological procedures and equipment,
- (o) to have available the fire safety characteristics of the substances and materials used and stored,
- (p) to monitor compliance with the obligations arising from this Guideline at BUT workplaces.

Article 54
Obligations of Faculties and Other Units of BUT

The obligations of the faculties and other units of BUT are similar to the obligations of the Rectorate referred to in Article 52(g) to (p).

Article 55
Obligations of Employees in the Field of Fire Protection

1. Financial chief officers of faculties and directors of higher education institutes and other units of BUT, Head of the Operations Department of the Rectorate
 - (a) are responsible for the performance of fire protection tasks at the assigned workplaces;
 - (b) regulate the conditions for the performance of obligations of persons responsible for the provision of FP during non-working hours;
 - (c) sign the fire safety log book at each detected defect, at least once every 12 months, and undertake measures to eliminate the defects in the field of fire protection; within the Rectorate departments, the fire safety log book is signed by the Bursar,
 - (d) create conditions to ensure training of employees on fire protection, training of fire prevention officers, fire prevention watch and persons providing fire protection during non-working hours;
 - (e) participate in management training once every 3 years and undergo knowledge verification;
 - (f) create conditions for fire-fighting and rescue work at the assigned workplaces according to the provisions of Sections 5 and 6 of Act No. 133/1985 Coll., on fire protection as amended and Decree No. 246/2001 Coll., on fire prevention as amended.
2. Head of the Investment and Assets Department of the Rectorate
 - (a) ensures the elaboration of technical solutions for the provision of FP in newly constructed buildings and during changes in technology;
 - (b) is responsible for compliance with the minimum requirements of the applicable ČSN standards and legal regulations in the field of fire protection when determining technological procedures and the use of materials;
 - (c) participates in management training once every 3 years and undergo knowledge verification.
3. Other leading personnel
 - (a) are responsible for the performance of their obligations in the field of FP within the scope of their functions;
 - (b) ensure and monitor compliance with the regulations on FP, established work procedures, orders, prohibitions and instructions concerning FP (e.g. prohibition of smoking, handling of open flames, etc.) at the assigned workplaces;
 - (c) ensure that the workplace is in a fire-safe condition at the end of working hours (switching off work equipment, electrical appliances, etc.);
 - (d) ensure the implementation of specified measures resulting from FP inspections;
 - (e) participate in the training of senior employees. Training is conducted on taking office and then once every 3 years;
 - (f) ensure that external personnel performing activities with increased fire hazards are demonstrably familiar with the conditions of FP at the workplace;
 - (g) ensure that defects at the assigned section are promptly eliminated. They shall promptly report defects which exceed their authority to their immediate superior;
 - (h) submit to their supervisor, if they are not authorised to do so themselves, proposals for the penalties of those employees who have violated the regulations on FP, established work or technological procedures, or prohibitions, orders and instructions concerning FP;
 - (i) conduct initial and periodic (1 x every 2 years) training of subordinate employees on fire

protection;

- (j) notify the relevant operational centre of the regional fire brigade, the bursar, the secretary of the faculty or the director of the BUT unit, the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, the relevant person qualified in fire protection of the occurrence of a fire at their assigned workplaces.

4. Other employees are required to

- (a) act at work in such a way that their actions, negligence or omissions do not create conditions for the occurrence of a fire, comply with the regulations on fire protection, established technological and work procedures, orders, prohibitions and instructions concerning fire safety, demonstrably familiarise themselves with the fire regulations of the workplace with increased fire hazard, fire alarm directives, fire evacuation plan, or other documentation on fire protection;
- (b) immediately extinguish the observed fire with available extinguishing means, if possible, or take necessary measures to prevent its spread, immediately report a fire alarm and call for assistance according to fire alarm directives;
- (c) know how to report a fire alarm and call for assistance in the event of a fire;
- (d) report the occurrence of any fire to a senior employee, to the fire call centre, if one is not established, to the operations centre of the regional fire brigade in accordance with the fire alarm directives;
- (e) participate in fire-fighting at the call of the intervention commander and to follow the instructions in this activity;
- (f) participate in the required initial training and periodic training (1 x every 2 years), in case of assignment to a preventive fire watch, participate in its training and undergo the specified verification of knowledge (1 x per year);
- (g) be familiar with the location of fire protection equipment and know how to use it;
- (h) ensure that the workplace is in a fire-safe condition at the end of the activity or working time (switch off all electrical appliances, remove kettles from their bases and switch off chargers, e.g. when charging mobile phones, cordless drills, etc.);
- (i) report any identified defects in the field of FP to their supervisor without delay;

The provisions on the obligations of employees shall apply mutatis mutandis to persons who are present at the workplaces concerned with the knowledge of the employer.

Article 56

Persons in Charge of Fire Protection Tasks

1. Person qualified in the field of fire protection at the Rectorate

- (a) methodically manages the fire prevention officers;
- (b) performs preventive fire inspections at all workplaces where the function of a person qualified in fire protection is not ensured, at the following intervals: activities without increased fire hazard 1 x per year, activities with increased fire hazard 1 x every 6 months, activities with high fire hazard 1 x every 3 months; the performance of preventive fire inspections is documented by a record in the fire safety log book kept at the relevant workplace, to the extent specified in Section 12(7) of Regulation No. 246/2001 Coll. on Fire Prevention: date of performance, identification of the building and workplace, facts found, proposed measures, determination of the method and date of their fulfilment, name and signature of the head employee of the inspected workplace or other designated person, record of fulfilment of the proposed measures; the performance of the preventive fire inspection shall also be documented by a separate record submitted to the Operations

Department of the Rectorate,

- (c) cooperates with managers and other authorised employees in the implementation of measures resulting from preventive fire inspections, and proposes deadlines for the elimination of identified deficiencies;
 - (d) prepares and updates the FP documentation at all workplaces where the function of a person qualified in FP is not ensured;
 - (e) within the framework of preventive fire inspections, checks the documentation on the fire protection and makes a record of each inspection in the fire safety log book,
 - (f) at workplaces where the function of a person qualified in fire protection or a fire prevention officer is not provided, ensures that copies of the fire protection documentation are stored in such a way that in the event of a fire it is possible to prove the fulfilment of the obligations set out in the Fire Protection Act – maintains the fire protection documentation in electronic form;
 - (g) conducts training of senior employees on fire protection, training of fire prevention officers, employees assigned to preventive fire watch and training of persons providing fire protection during non-working hours at workplaces where the post of a person qualified in fire safety protection is not provided, within the time limits laid down by the decree on fire prevention;
 - (h) upon discovering defects in the state of fire protection of a more serious nature, immediately informs the Head of the Operations Department of the Rectorate and makes proposals for action;
 - (i) prepares and maintains the FP documentation for the Rectorate;
 - (j) represents BUT during inspections conducted by the state fire supervision authorities,
 - (k) prepares documents for the e-learning form of training.
2. The above-mentioned obligations are performed by persons qualified in FP working at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology.
3. Fire Prevention Officer
- (a) is methodically supervised by the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Civil Engineering and Faculty of Information Technology, by persons qualified in fire protection working at these workplaces;
 - (b) regularly 1 x per year participates in the training of fire prevention officers, which is conducted by the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, it is conducted by persons qualified in fire prevention working at these workplaces;
 - (c) ensures that all relevant facts relating to fire protection and records of inspection, maintenance or repair of fire safety equipment are recorded in the fire safety log book;
 - (d) maintains documentation on fire protection at the workplace and store it in such a way that it is accessible to all employees concerned and to the state fire supervision authorities;
 - (e) ensures that employees and managers at workplaces receive training in fire protection at the intervals specified in the decree on fire prevention.
1. Preventive Fire Watch
- (a) are established in premises with at least three employees where activities with increased or high fire hazards are performed;
 - (b) supervise compliance with fire protection regulations and, in the event of a fire, take the necessary measures to rescue persons at risk, summon the fire brigade and take part in the

- fire-fighting;
- (c) are professionally trained prior to the commencement of activities with increased or high fire hazard by the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, by persons qualified in fire protection working at these workplaces; for recurrent activities with increased or high fire hazard, training of preventive fire watch is conducted at least once a year.

Article 57

Material Means of Fire Protection and Fire Safety Equipment

1. The quantity, types and method of equipping premises and facilities with fire protection equipment and fire safety equipment results from the fire safety design of the building or from similar documentation. Unless otherwise specified, one fire extinguisher shall be placed for every 200 m² of floor area of a separate space or fire compartment. Fire extinguishers shall be positioned so that they are easily visible and freely accessible. Inspections of fire extinguishers are conducted once a year by the building management.
2. Equipment of workplaces with material means of fire protection: water, powder, CO₂ fire extinguishers.

Water extinguishers are mainly used to extinguish solid organic substances burning by flame or smouldering and in confined spaces. The main extinguishing effect of water is its cooling and dilution effect. Water extinguishers and water as such must not be used to extinguish light and alkali metals, live electrical equipment and substances where temperatures greater than 1800°C are generated or expected (danger of decomposition into hydrogen and subsequent explosion).

Powder extinguishers isolate, dilute the combustion atmosphere and slow down the chemical reaction in the burning zone. They are suitable for gas fires, flammable liquids, for extinguishing wood, rubber and other solid flammable substances. They are not suitable for extinguishing loose combustible materials. Their disadvantage is the contamination of fine mechanical equipment and sensitive electronic equipment.

Inert gases – CO₂ extinguishes on the principle of dilution of the combustion atmosphere. They are used to extinguish live electrical equipment with limitations that are always indicated on the extinguisher label. They are not recommended for extinguishing loose materials, area fires and smouldering fires.

Halogen hydrocarbons slow down the chemical reaction in the burning zone. These are very effective extinguishing agents that decompose due to the temperature of the fire and very effectively slow down the chemical reaction in the burning zone until it stops. They are mainly used to extinguish fine mechanical equipment and computer technology.

3. Places where fire protection equipment is stored shall be permanently and visibly marked with signs at all workplaces. In case the premises are not equipped with emergency lighting, the location of fire protection equipment shall be marked with fire signs made of photoluminescent material.

Article 58

Fire Safety during Welding

1. Welding may be carried out only on the basis of a written permit (the form is given in Annex 7 to this Guideline) from the senior employee and after the additional safety conditions prescribed therein have been implemented.

2. Welding conditions are stipulated by Decree No. 87/2000 Coll.
4. At the end of welding, the welder shall check the fire safety of the welding workplace and adjacent areas and ensure fire supervision at specified intervals. The shortest period of fire supervision is 8 hours. Fire supervision shall be conducted by a person designated in advance with written rights and obligations for such supervision or by means of a preventive fire watch. Fire supervision must be conducted continuously during the welding process. Welding operators are also required to provide from their own resources a sufficient number of fire extinguishers, which shall be available during welding.

Article 59

Provision of Fire Protection during Heating Season

1. The obligations to be fulfilled before the heating season starts by the fire prevention officers or senior employees are as follows:
 - (a) to conduct a comprehensive inspection of the premises, focusing on the condition of heating systems and individual heaters, which must meet the requirements of safe heating;
 - (b) to ensure the permanent supervision of electrical and other heaters and appliances that have been authorised for use in accordance with the specified environment (written authorisation for use with indication of the person responsible);
 - (c) to disable heaters and heating equipment that are damaged or otherwise do not comply with fire safety regulations (e.g., unlicensed heaters and cookers);
 - (d) to ensure that the boiler room, gas equipment, chimneys, flues, heaters and their installation are regularly inspected and tested and that any defects found are rectified within the specified time limits.

Article 60

Provision of Fire Protection during Non-Working Hours

1. Where tasks in this area are performed by external entities involved in the security of premises, the rights and obligations in the field of fire protection must be specified in the relevant contracts.
2. Only employees or persons who are mentally, physically and professionally qualified for this activity may be designated to perform tasks related to fire protection during non-working hours.
3. The main tasks of employees who provide fire protection during non-working hours are:
 - (a) to follow the instructions for conducting checks and inspections and to record the findings,
 - (b) to be familiar with the premises and fire hazardous areas and workplaces,
 - (c) to know the location and conditions of use of material means of protective equipment and the location of main energy shut-offs,
 - (d) to immediately report the occurrence of any fire at the workplace to the regional fire brigade in accordance with the Fire Alarm Regulations,
 - (e) to extinguish the fire if possible,
 - (f) to create conditions for the fire brigade to act,
 - (g) to eliminate or report the detected defects according to their extent and nature to the relevant head of the workplace; if there is a risk of delay, take immediate action,
 - (h) to participate in training on fire protection conducted by the person qualified in fire protection of the Rectorate and at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Civil Engineering and Faculty of Information Technology conducted by persons qualified in fire protection operating at these workplaces at intervals of 1 x per year and undergo verification of knowledge.

4. At all workplaces, every employee who is the last to leave the workplace is obliged to switch off all electrical appliances at the end of working hours, to remove kettles from their bases and unplug chargers (e.g. when charging mobile phones, cordless drills).
5. At BUT, fire protection during non-working hours is ensured as follows:
 - Rectorate at Antonínská 1 street – round-the-clock guard duty at the reception (control room)
 - Rectorate workplace at Kounicova street – round-the-clock guard duty at the reception
 - Campus at Kraví hora street – round-the-clock guard duty at the reception
 - Campus at Údolní street – round-the-clock guard duty at the reception
 - Central Archives – connection of the fire detection and fire alarm systems to the alarm receiving centre
 - Parking house at Technická street – connection to the reception at Antonínská 1 street
 - Faculty of Chemistry – round-the-clock guard duty at the reception
 - Faculty of Business and Management – round-the-clock guard duty at the reception
 - Faculty of Mechanical Engineering – round-the-clock guard duty at the reception
 - Faculty of Information Technology – round-the-clock guard duty at the reception
 - Faculty of Electrical Engineering and Communication Technologies – round-the-clock guard duty at the receptions of buildings at Technická 10 and Technická 12 streets, remote connection of the fire detection and fire alarm systems to the receptions of buildings at Technická 8 and Technická 14 streets
 - Faculty of Civil Engineering – round-the-clock guard duty at the receptions of buildings Žižkova, Veverí and Purkyňova streets, remote connection of the fire detection and fire alarm systems from the building at Rybkova street to the reception in the building at Veverí street
 - Faculty of Fine Arts – round-the-clock security duty at the U4 building's reception
 - Faculty of Architecture – round-the-clock guard duty at the reception
 - Halls of Residence and Dining Services – round-the-clock guard duty at the receptions
 - CESA – fire protection not secured during non-operating hours
 - CEITEC – round-the-clock guard duty at the reception

Article 61

Specification of Requirements for Professional Qualifications of Persons

1. Only persons with the appropriate qualifications shall be required to perform work that could lead to fire.
2. The requirements for the professional qualifications of persons responsible for the operation, inspection, maintenance and repair of technical and technological equipment are as follows:

leading personnel	training of leading personnel in FP
employees	training of employees in FP
person qualified in the field of fire protection	professional qualification according to Section 11(1) of Act No. 133/1985 Coll., on fire protection fire prevention fire prevention officer professional training of fire prevention officer
fire prevention officer	professional training of fire prevention officer
prevention fire watch	training of preventive fire watch
welder	welding licence

activities of persons operating and working on non-voltage electrical equipment, in the vicinity of live electrical equipment and on live electrical equipment professional qualification according to Act No. 250/2021 Coll.	professional qualification according to Act No. 250/2021 Coll.
Person conducting inspections of fire extinguishers	recommended training by the equipment manufacturer
Person conducting operational checks of fire safety equipment	recommended training by the equipment manufacturer professional qualification according to Section 11 of Act No. 133/1985 Coll., on fire protection

Article 62

Specification of Requirements for Maintenance, Inspections and Repairs of Technical and Technological Equipment

Leading personnel is obliged to maintain, inspect and repair technical and technological equipment in the manner and within the time limits specified by the fire safety conditions or the equipment manufacturer.

Article 63

Fire Protection Documentation

1. The FP documentation establishes the conditions for fire safety of the activities performed and demonstrates the fulfilment of certain obligations set out in the fire protection regulations.
2. The FP documentation at BUT consists of:
 - (a) documentation of inclusion in the category of activities with increased or high fire hazard,
 - (b) specification of the provision of the fire protection (included in this Guideline),
 - (c) fire regulations for workplaces with increased fire hazard,
 - (d) fire alarm directives for workplaces with increased fire hazard,
 - (e) fire evacuation plan (text, graphic part) for workplaces with increased fire hazard where conditions for intervention are difficult,
 - (f) fire alarm regulations for workplaces with increased fire hazard,
 - (g) fire-fighting documentation for workplaces with increased or high fire hazard where conditions for intervention are difficult,
 - (h) fire hazard assessment for high fire hazard workplaces,
 - (i) thematic plan and timetable for the training of employees and training of fire prevention watch and fire prevention officers,
 - (j) documentation on the training of employees, training of fire prevention watches and fire prevention officers,
 - (k) fire safety log book
 - (l) fire technical characteristics of the substances used
3. The FP documentation also includes other documentation containing fire safety conditions, incorporated and approved, or maintained in accordance with special regulations, e.g. fire safety solutions, documents proving compliance with technical conditions and instructions relating to fire safety of products or activities, decisions and opinions of administrative authorities concerning fire safety in the activities performed.
4. The FP documentation is drawn up separately for each department of BUT within the scope of Decree No. 246/2001 Coll., on fire prevention.

Article 64
Content and Location of Fire Protection Documentation

1. The documentation on classification in the category of activities with an increased fire hazard or the category of activities with high fire hazard shall be prepared by a person qualified in FP and kept in the FP documentation.

The fire hazard classification documentation shall be prepared for each workplace with an increased or high fire hazard.

The documentation on classification in the category of activities with increased fire hazard shall be prepared for the following faculties and units: Rectorate at Antonínská 1 street, Central Archives, Faculty of Chemistry, Faculty of Civil Engineering, Faculty of Electrical Engineering and Communication Technologies, Faculty of Fine Arts, Faculty of Architecture, Faculty of Information Technology, Faculty of Business and Management, Faculty of Mechanical Engineering, Halls of Residence and Dining Services, selected workplaces in the Campus at Údolní street, CEITEC, Central Library, operations building at Rybářská street, CESA athletic stadiums.

2. A fire hazard assessment shall be prepared for activities with high fire hazard and, after approval by the regional fire brigade, shall be included in the FP documentation.

The fire hazard assessment shall be prepared for the Faculty of Mechanical Engineering, Building A1.

3. Fire regulations specify the basic rules of ensuring fire safety in places where activities with increased or high fire hazard are performed. The fire regulations include instructions for the activities of the preventive fire watch and an overview of the location of warning and safety signs, material means of fire protection and fire safety equipment. The fire regulations shall be made available in such a way that they are clearly visible and permanently accessible to all persons present at the place of activity. A copy of the fire regulations shall be included in the FP documentation.

Fire regulations shall be drawn up for all activities with an increased fire hazard which are performed at the faculties or units referred to in paragraph 1.

4. Fire alarm directives define the actions of employees or other persons in the event of a fire. They shall be made available in such a way that they are clearly visible and permanently accessible to all persons present at the place of activity. The effectiveness of the measures set out in the fire alarm directives shall be verified at least once a year by means of a fire drill, where an approved fire risk assessment so provides. A copy of the Fire Alarm Directives shall be included in the FP documentation. A fire drill shall be conducted once a year in Building A1 of the Faculty of Mechanical Engineering.

Fire alarm directives shall be drawn up for all BUT workplaces.

5. The fire evacuation plan regulates the procedure for evacuation of persons, animals and material from premises affected or threatened by fire. The fire evacuation plan shall be prepared for buildings and premises where conditions for intervention are difficult or where activities with high fire hazards are performed. The fire evacuation plan is kept in the FP documentation and at the fire call centre (if established). A graphic representation of the direction of escape routes shall be placed in a clearly visible and permanently accessible place on each floor of the building and, in accommodation buildings, also inside the accommodation units, usually at the entrance to the escape routes.

The completeness and correctness of the fire evacuation plan shall be verified in Building A1 of the Faculty of Mechanical Engineering once a year in the form of a fire drill.

The fire evacuation plan shall be prepared for the following faculties and units: the Rectorate at Antonínská 1 street, Central Archives, Faculty of Chemistry, Faculty of Civil Engineering, Faculty of

Electrical Engineering and Communication Technologies, Faculty of Fine Arts, Faculty of Architecture, Faculty of Information Technology, Faculty of Business and Management, Faculty of Mechanical Engineering, Halls of Residence and Dining Services, campus at Údolní street, CEITEC, operations building at Rybářská street, CESA athletic stadiums.

6. Fire-fighting documentation shall be prepared for buildings and premises where conditions for intervention are difficult or where activities with high fire hazard are performed. The operational card consists of a text part which contains basic characteristics of fire safety of the building and technologies, structural peculiarities of the building, description of escape routes, location and method of control of other fire safety equipment, locations of water and gas shut-offs, method of switching off the electric current, and, if necessary, requirements for special extinguishing agents and procedures. The graphic part of the operational card contains a plan of the building and, if necessary, the location of surrounding buildings, water sources for fire-fighting, access roads and entry areas for fire-fighting equipment. The operational card shall be kept in the PO documentation, at the fire call centre (if established) and at the unit of the regional fire brigade predetermined by the regional alarm plan.

Fire-fighting documentation shall be prepared for the following faculties and units: the Rectorate at Antonínská 1 street, Central Archives, Faculty of Chemistry, Faculty of Civil Engineering, Faculty of Electrical Engineering and Communication Technologies, Faculty of Fine Arts, Faculty of Architecture, Faculty of Information Technology, the Faculty of Business and Management, the Faculty of Mechanical Engineering, Halls of Residence and Dining Services, CEITEC, operations building at Rybářská street, CESA athletic stadiums.

7. The Fire Alarm Regulations regulate the method of receiving reports of the occurrence of a fire, the report of a fire alarm for employees and other persons present at workplaces, and the notification of a fire to the operations centre of the regional fire brigade. The Fire Alarm Regulations are kept at the fire call centre and their content is part of the training of persons providing fire protection during non-working hours. A copy is kept in the FP documentation.

Fire call centres are established at the following faculties and units: Rectorate at Antonínská 1 street (reception – control room), Faculty of Chemistry (reception), Faculty of Civil Engineering (reception of buildings at Žižkova, Veveří and Purkyňova streets), Faculty of Electrical Engineering and Communication Technologies (receptions of buildings at Technická 10 and Technická 12 streets), Faculty of Fine Arts (reception of the campus at Údolní street), Faculty of Architecture (reception), Faculty of Information Technology (reception), Faculty of Business and Management (reception), Faculty of Mechanical Engineering (reception of building A1), Halls of Residence and Dining Services (reception), campus at Údolní street (reception), Kounicova 67a street (reception), campus at Kraví hora street (reception), CEITEC (reception).

8. The documentation on training of employees and professional preparation of employees on the fire protection consists of a thematic plan and timetable of training and a record of the training (professional preparation) conducted.

Documentation on training and professional preparation of employees on fire protection is kept at each workplace with the fire prevention officer; at the workplaces of CEITEC, Rectorate, Faculty of Civil Engineering, Faculty of Mechanical Engineering, it is kept with the person qualified in FP.

9. The fire safety log book is used to keep records of all-important facts concerning the fire safety, e.g. preventive fire inspections conducted, training of employees, training of preventive fire watch and fire prevention officers, fires that have occurred, fire drills conducted and checks of fire safety documentation. The fire safety log book is also used to record the inspection, maintenance or repair of fire safety equipment.

The fire safety log books are kept at the individual workplaces as follows:

- (a) at the Rectorate, one fire safety log book for all departments of the Rectorate, the Institute of Lifelong Learning and the Sports Activities Centre. The fire safety log book is kept in the FP

- documentation of the Rectorate,
- (b) at the Faculty of Civil Engineering, one fire safety log book at the Žižkov building reception, one fire safety log book at the Veveří building reception, one fire safety log book at the Purkyňova building reception, at other faculties always one fire safety log book for the respective faculty. The fire book is kept with the fire prevention officer or the person qualified in the fire protection,
 - (c) at the Institute of Forensic Engineering, one fire safety log book, which is kept at the secretariat of the Director,
 - (d) in the Central Archives, one fire safety log book, which is kept with the Head of the Archives,
 - (e) at the workplaces of the Halls of Residence and Dining Services, the fire safety log books are kept as follows:
1x in the List Residence Hall, 1x in the Mánes Residence Hall, 2x in the Pod Palackého Vrchem Residence Hall (1x in the A02 block shared with the A04 block and 1x in the A03 block shared with the A05 block), 2x in the Purkyňova Residence Hall (1x in the B03 block and 1x in the B06 block), 1x in the Purkyňova Canteen and 1x in the Rybkova Canteen. Fire safety log books are kept at the reception of each Residence Hall, entries are made 1 x per month by the fire prevention officers.
 - (f) one fire safety log book at the CEITEC centre.
10. The following shall be considered as documents proving compliance with technical conditions:
- (a) a revision report or inspection report provided within a specified time or period by a person authorised to perform those activities,
 - (b) records of maintenance or repairs performed,
 - (c) instructions and technical conditions relating to fire safety,
 - (d) documents proving compliance with special requirements for parts of the facilities or equipment of the premises,
 - (e) documents proving compliance with the fire safety conditions laid down by special legislation,
 - (f) fire-technical characteristics of the materials, or, where applicable, the technical safety parameters.
11. The fire protection documentation is processed, updated and maintained by the person qualified in fire protection of the Rectorate, while at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, the fire protection documentation is processed, updated and maintained by persons qualified in fire protection working at these workplaces. The Head of the Operations Department at the Rectorate, secretaries of faculties and unit directors are responsible for providing information and documents for the preparation of the FP documentation and its updating.
12. The FP documentation is approved by the Bursar or the Head of the Operations Department at the Rectorate departments, the secretary of the faculty, or the director of the unit of the Brno University of Technology at the relevant department, before the commencement of the activity to which the documentation relates and after each change.
13. The documentation shall be checked during preventive fire inspections or after each fire or after each change affecting its content.
14. The documentation shall be kept in such a way that it is accessible to all employees as well as to the state fire supervision authorities.
15. The documentation must be kept, or copies thereof, in such a way that in the event of a fire it is possible to prove the fulfillment of the obligations laid down in the Fire Protection Act.

Article 65
Practice Fire Alarm

1. A practice fire alarm shall be conducted once a year in Building A1 of the Faculty of Mechanical Engineering.
2. Relevant operations centre of the regional fire brigade shall be notified about the practice fire alarm in advance, the notification shall be made by the person announcing the practice fire alarm.
3. The practice fire alarm is announced for persons who are in employment or another similar relationship with Brno University of Technology.
4. In cases where it is appropriate to verify the effectiveness of the Fire Alarm Directives and the Fire Evacuation Plan, a practice fire alarm may also be announced at other workplaces.

Article 66 **Training of Employees on Fire Protection**

1. The obligation to participate in the training of employees on FP applies to all-natural persons who are in employment or another similar relationship with BUT, or perform work on the basis of agreements on work performed outside the employment relationship.
2. The training is conducted separately for senior employees and for other employees.
3. For natural persons who occasionally stay at BUT workplaces, training on fire protection is provided if these persons perform activities with increased fire hazard or come into contact with such activities.
4. The training of leading personnel is conducted by a person qualified in the field of fire protection, see also Articles 12, 13.
6. Professional preparation of fire prevention officers is conducted by the person qualified in fire protection of the Rectorate, and at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Civil Engineering and Faculty of Information Technology, by persons qualified in fire protection working at these workplaces.
7. Professional preparation of fire prevention officers is conducted prior to the start of their activity and is repeated once a year. Professional preparation of fire prevention officers is preferably conducted in person, in justified cases, e-learning can be used. In the case of e-learning, the training materials shall be prepared by the person qualified in fire protection.
8. Professional preparation of fire prevention watch is conducted by the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemistry, Faculty of Civil Engineering and Faculty of Information Technology, by persons qualified in fire protection working at these workplaces. Professional preparation of preventive fire watch is conducted before the start of their activity and is repeated once a year. Professional preparation of fire prevention watch is preferably conducted in person, in justified cases, e-learning can be used. In the case of e-learning, the training materials shall be prepared by the person qualified in fire protection.
9. Training of other employees – see Articles 12, 13.
10. Training on fire protection for persons responsible for fire protection during reduced operation and non-working hours is conducted by a trained senior employee or the person qualified in fire protection of the Rectorate, at the workplaces of CEITEC, Halls of Residence and Dining Services, Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Civil Engineering and Faculty of Information Technology, it is conducted by persons qualified in fire protection working at these workplaces before the commencement of their activities and is repeated at least once a year.
11. The scope and content of training for senior employees, other employees, persons providing fire protection during non-working hours, professional preparation of fire prevention officers and fire

prevention watch is determined by the thematic plan and timetable for training and professional preparation of employees on fire protection. The knowledge gained during the training is verified by follow-up questions or written tests (the method of verifying knowledge is determined by the thematic plan and timetable of training and professional preparation of employees on fire protection a specific unit of BUT). Records of any training conducted in person is kept in the FP documentation with the fire prevention officer. The scope of the records of the training is specified in Article 14 of this Guideline.

Article 67 **Prevention Fire Inspections**

1. Preventive fire inspections are conducted at individual workplaces at the following intervals:
 - Rectorate at Antonínská 1 street – 1 x every 6 months
 - Rectorate workplace at Kounicova street – 1 x every 6 months
 - Campus at Kraví hora street – 1 x per year
 - Campus at Údolní street (workplace of the Operations Department and Transport Department of BUT) – 1 x every 6 months
 - Operations building at Rybářská street – 1 x every 6 months
 - Central Archives – 1 x every 6 months
 - Parking house at Technická street – 1 x every 6 months
 - CESA parking house – 1 x per year
 - Faculty of Chemistry – 1 x every 6 months
 - Faculty of Business and Management – 1 x every 6 months
 - Faculty of Mechanical Engineering – 1 x every 6 months, building A1 1 x every 3 months, activities without increased fire hazard 1 x per year,
 - Faculty of Information Technology – 1 x every 6 months
 - Faculty of Electrical Engineering and Communication – 1 x every 6 months
 - Faculty of Civil Engineering – 1 x every 6 months
 - Faculty of Fine Arts – 1 x every 6 months
 - Faculty of Architecture – 1 x every 6 months
 - Halls of Residence and Dining Services – 1 x per month
 - CESA – 1 x per year, athletic stadiums 1 x every 6 months
 - CEITEC – 1 x every 6 months
2. The preventive fire inspection is conducted by a fire prevention officer or a qualified person working at the relevant workplace, within the scope of the fire prevention regulation.
3. A record of each preventive fire inspection shall be made in the fire safety log book as well as a separate report, a copy of which must be sent by the person who conducted the inspection to the Operations Department of the Rectorate. A separate report shall be drawn up once every 6 months at the Halls of Residence and Dining Services.

PART TWELVE FINAL PROVISIONS

Article 68 Final Provisions

1. The annexes to this Guideline are:
 - (a) Annex 1 – Basic Instructions on Risk Prevention
 - Safety instructions for performing work related to the use of ladders
 - Safety instructions for the operation of gas equipment
 - Rules for the safe handling of bench grinders
 - Fire safety rules for the operation of premises with flammable liquids
 - Rules for the safe handling of drills
 - Instructions for the operation of expansion tanks
 - Safety regulations for electrical equipment intended for use by persons without electrical qualifications
 - (b) Annex 2 – List of PPE Provided
 - (c) Annex 3 – Personal Card for Entrusted Items
 - (d) Annex 4 – Accident Book
 - (e) Annex 5 – Classification of Type of Injury and Injured Body Part
 - (f) Annex 6 – Report of the Work Injury Compensation Investigation
 - (g) Annex 7 – Order – Welding Permit
 - (h) Annex 8 – Record of Hazardous Work
 - (i) Annex 9 – Risk Assessment of Research Activities
 - (j) Annex 10 – Request for Occupational Medical Assessment
 - (k) Annex 11 – Medical assessment – Initial – Periodic Emergency Occupational Medical Assessment
 - (l) Annex 12 – Certificate of Exit Examination
 - (m) Annex 13 – Record of an Alcohol Breath Test
 - (n) Annex 14 – Basic Rules of Operation and Work on Electrical Equipment according to ČSN EN 50110-1

Article 69 Final Provisions

1. This internal standard shall take effect on the date indicated in its heading.
2. This standard supersedes Directive No. 18/2017 – Provision of occupational medical assessments.
3. Updates to Annexes of this internal standard shall be made after the approval of the submitted change by the issuer of the standard. An updated Annex shall be made available on a specific effective date.

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rector BUT in Brno