**employee authorisation**

To perform the role of

**Head of laboratory**

**Number of laboratory of laboratory unit**

The University of Chemistry and Technology, Prague, registered address Technická 5, 166 28 Prague 6, as the employer within the meaning of Section 166, Para 1 of Act No. 89/2012 Coll., the Civil Code, and Section 4a, Para 2 of Act No. 262/2006 Coll., the Labour Code, to fulfil the obligation pursuant to Article 3.11. of CSN 01 8003 hereby authorises the employee:

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| --- | --- |
| Academic title, first name, last name: |  |
| Personal number: |  |
| Organisational unit: |  |

**Scope of Authorisation:**

The authorised employee is authorised to perform selected tasks of the employer arising from legal and other regulations on OHS/FP and internal regulations of UCT Prague to ensure safety at the above workplaces. In this connection, they are obliged to:

* Ensure a safe operation of the abovementioned workplace in compliance with the Rules of Operation for Laboratories (see Directive A/S/961/2/2025).
* Acquire from the suppliers of hazardous chemical substances or mixtures used in the laboratory safety data sheets and make them available to persons working in the laboratory.
* Monitor compliance with safety rules, orders and bans, incl. the proper use of personal protective equipment by persons performing laboratory work.
* Regularly inspect the equipment at the workplace and ensure its workability and functionality.
* Perform regular inspections of the integrity of the packaging of the stored chemical substances, monitor potential deformations, wetness on the surface and leaking gases/vapours.
* Ensure regular maintenance, repairs, cleaning, inspections, functional testing and revisions of the used technical equipment in compliance with the instructions of the manufacturer given in the accompanying documents (eg instructions for use).
* Keep operating documents of the technical equipment used at the workplace, and possibly also supplement and update them.
* Give instructions to persons entering the workplace on safe work in the laboratory and monitor compliance with these instructions.
* Participate in removal of detected malfunctions and defects.
* Inform the head of the relevant organisational unit about all important matters.
* Collaborate with the head of the relevant organisational unit and other authorised persons (eg the OHP Officer, FP Preventionist, HSM Officer, Gas Equipment Officer etc) and the employees at the Department of Safety and Risk Prevention on resolving specialised tasks in the given field.
* Ensure proper continuous record keeping of highly toxic chemical substances used in the given laboratory.

**Validity of Authorisation:**

This Authorisation has been granted for an indefinite period of time; however, it shall not exceed the period when the employment contract of the authorised person expires.

This Authorisation may be terminated based on a written request of the authorised employee or based on the decision of the person who has granted the Authorisation, or their successor.

In case of non-compliance with the obligations stated in the scope of Authorisation, or in case of a severe or repeated less severe violation thereof, the head of the Department of Safety and Risk Prevention may submit a proposal to terminate the Authorisation of the above employee.

**Final provisions:**

This Authorisation expands/specifies the obligations of the employee arising from their employment contract.

The authorised employee is responsible for fulfilling the tasks and obligations within the scope of this Authorisation.

Delegation of obligations to the authorised employee does not release the manager who has approved and granted the Authorisation from their responsibility to ensure and fulfil the tasks of the employer in the field of OHS/FP at the workplaces within the organisational unit that they manage.

This Authorisation comes to force on the day it is signed.

This Authorisation has been prepared in two original copies that will be given to:

* the authorised employee,
* the head of the relevant organisational unit at UCT Prague.

This Authorisation has been approved and granted by the head of the above organisational unit:

|  |  |
| --- | --- |
| Academic title, first name, last name | Date, signature |
|  |  |

The above employee hereby accepts this Authorisation and pledges to perform the tasks arising from it.

|  |  |
| --- | --- |
| Academic title, first name, last name | Date, signature |
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