**Occupational Safety and Health and Fire Protection Training for Onboarding Employees**

Pursuant to Section 103 of the Act No. 262/2006 Coll., the Labour Code, as amended, the newly hired employee was provided with training in the areas of occupational safety and health (OSH) and fire protection (FP) and training at the workplace lasting at least 2.5 hours, the outline of which is provided below.

**GENERAL OSH RULES AND OBLIGATIONS**

* When walking on the premises and in the premises, the employee shall act with care, use exclusively the appropriate paths, stairs, entrances and exits, keep off workplaces which are not related to his/her work activities.
* The employee is allowed to perform only the work assigned by a supervisor or the work related to the performance of the employee´s tasks.
* The employee shall keep the workplace tidy and immediately inform the supervisor of any possible
defects.
* Unless having proper qualification, the employee is not allowed to perform any interventions to or repairs of technical devices (wiring, gas, hoisting mechanisms, pressure facilities, etc.).
* The employee shall use the electrical apparatuses and facilities in compliance with Act No. 250/2021 Coll., as amended, upon getting acquainted with the accompanying documentation of the particular device, internal regulations regarding safe use of electrical devices and following the instructions of the employee in charge. In case of administrative work, this includes namely office equipment (PC, copy
machines etc.), but also kettles, coffee machines, microwaves, etc. In case of technical and laboratory operations this includes electrical tools, machines and other electrical devices.

**EMPLOYEE´S BASIC OSH OBLIGATIONS STIPULATED BY THE LABOUR CODE**

Every employee is required, according to his or her possibilities, to care for their own health and safety as well as for the safety and health of natural persons directly affected by his/her conduct or omission at work. The knowledge of fundamental obligations resulting from legal and other regulations and the employer´s requirements in order to secure OSH form an integral and permanent part of the required employee´s qualification.

In addition, the employee has the right and obligation to take part in the creation of a safe and health non-endangering work environment, namely by applying the stipulated rules and the measures adopted by the employer and by participating in the solution of OSH issues.

The employee is also obliged to:

* Participate in OSH training and undergo testing of his/her knowledge thereof,
* Undergo defined medical examinations and tests,
* Comply with the regulations and principles of safe conduct in the workplace,
* Follow the defined work procedures and use the required personal protective equipment and protective devices for his/her work,
* Refrain from the consumption of alcohol and from other substance abuse at the employer´s workplaces and not to enter the workplace while being under the influence of such substances. Upon the instruction by a supervisor authorized in writing by the employer to give such instruction, the employee is obliged to take a drug test to show if the employee is under the influence of alcohol or other substance abuse,
* Follow the no smoking rule, which applies to all premises of UCT Prague,
* Promptly inform his/her supervisor about his/her injury at work, if in condition to do so, and about any injury at work of any other employee or any injury of any natural person witnessed by the employee, and to collaborate in the investigation of the causes of such injury.
* Inform the supervisor of any flaws or defects at the workplace which pose or may pose an immediate and serious threat to the safety or health of employees at work (potential emergency, malfunction or defect of technical facilities, etc.)

**FIRE PROTECTION**

The FP training for onboarding employees was carried out in compliance with Section 16 of the Act No. 133/1985 Coll., on Fire Protection and Section 23 of the Decree No. 246/2001 Coll., on Fire Prevention, as amended.

The employee is obliged to:

* Follow the fire protection rules and measures, namely the **ban on smoking and manipulation
with open fire** and other bans and orders stipulated by warning signs, as well as direct instructions given by the employee’s supervisor,
* Follow the safety rules for handling chemical substances (i.e. storage and manipulation), in particular flammable substances, highly flammable substances, extremely flammable substances, oxidising and explosive substances,
* Operate only authorised thermal and electrical appliances and follow the safety rules set out in the accompanying documents of the given appliances,
* Become acquainted with the fire danger in the workplace and not to enter premises unrelated to the performance of job tasks and not to make any alterations to technical and operating devices,
* Become acquainted with special operating requirements and, in case of fire or discovery of any fire prevention and protection flaws, to promptly inform the supervisor,
* Attend defined training,
* Report all defects or flaws, in particular in electrical, thermal and gas appliances to the supervisor without delay, and refrain from performing any repairs without the necessary skills and authorisation,
* Perform jobs with increased fire hazard only with sufficient organisational and technical backing.

**TRAINING AT THE WORKPLACE AND SPECIFIC WORK PROCEDURES**

The employee has been acquainted with:

* Specific risks at the given workplace,
* fire documentation: The fire rules, fire alarm directives and fire evacuation scheme for the workplace, …
* How FP is ensured during reduced operation or outside the working hours.
* The location and use of physical devices of fire protection at the workplace, the location of the relevant evacuation assembly point and the location of the means for raising the alarm,
* The category in which their work is listed according to Act No. 258/2000 Coll., as amended,
* How to give first aid, where the first aid kit and other first aid tools (AED, emergency shower, eye shower etc.) are located,
* The provision of personal protective equipment, its specification, use, how to care for it and the obligation to use it at the workplace and during work procedures,
* The conditions of environmental protection, the location of emergency sets/equipment for emergency first response and how to use it properly, the location of waste collection bins, the system of waste separation, liquidation of hazardous waste etc.

Employee’s declaration: By attaching my signature, I hereby confirm that I have been properly, demonstrably and comprehensibly trained in FP and OSH, and in particular familiarised with legal and other regulations that concern my work and with regulations and instructions of the employer. At the same time I hereby declare that I am not aware of any health limitations that would prevent me from fulfilling the assigned work tasks. Consequently, I also declare that I will inform the employer about any change in my health status that might significantly affect the quality and safety of work (e.g. internal injury, health limitations, pregnancy etc.), as well as any wound/injury that I suffered at work or in connection with work.

|  |  |  |  |
| --- | --- | --- | --- |
| Dated in Prague: |  | Workplace/department |  |
| **Employee’s** name, surname, title: |  |
| **Trainer’s** name, surname, title: |  |