



Guarantee: Department of occupational safety,
and health protection, fire protection,
and civil protection at UPJŠ

Košice, 05.10.2015
č. j.: 4008/2015

DECISION No. 13
for undergraduates of Pavol Jozef Šafárik University in Košice
upon regulations concerning work health and safety and fire
protection

A. WORK HEALTH AND SAFETY

1. Accident at school, reporting the accident, investigation and drawing up a written report

1.1 A registered school accident is an injury to a student's health upon:

- a) Pedagogical-educational work at P.J. Šafarik University, or optional activity organized directly by P.J. Šafarik University, or in direct relation with it,
- b) Activities not covered in letter a), as long as the undergraduate carried them out at an order given by, or with an approval of, a pedagogical employee or a commissioned employee of P.J. Šafarik University.

A registered school accident is one that results in absence of undergraduate from educational process, following an official statement of the medical doctor in charge, lasting for more than three days, or the one resulting in the undergraduate's death.

1.2 A registered school accident is not any accident to the undergraduate that happened during practical teaching, professional practice carried out under supervision of a sole proprietor or legal entity based on contract for, work part-time work or other activity. Such accident is considered a registered accident-at-work. Investigation and writing a report is the responsibility of the sole proprietor or legal entity in whose premises, under whose supervision, the accident-at-work happened.

1.3 An unregistered school accident is any accident that results in absence of undergraduate from educational process, following an official statement of the medical doctor in charge, lasting for less than four days, or, even if it does not

cause absence of the undergraduate from the educational process, but his/her health suffers owing to the accident.

- 1.4 Investigation of an accident includes finding out all circumstances and causes of the accident, its place, witnesses, documenting the scene of accident in case of a serious issue, recording the full name of pedagogical employee present at the time of accident, or the full name of employee that instructed the undergraduate to carry out the activity leading to the accident.
- 1.5 Every student is obliged to immediately report occurrence of any school accident to the responsible pedagogical staff present at the time of such accident.
- 1.6 Any witness of a school accident is equally obliged to report such issue.
- 1.7 A written record of accident at school has to be produce within no longer than four days after reporting such accident. The employee in charge, in presence of employee responsible for safety and a safety technician, shall find out the cause and all circumstances of the accident, produces a record and takes all necessary measures to prevent occurrence of similar accidents in the future.
- 1.8 Undergraduates taking part in excursions are briefed by their teachers in advance about the entire program and organizational measures of the excursion and the restrictions upon behaviour in the premises of the excursion. Undergraduates are obliged to unconditionally respect directions by the head of excursion. They can not make off, spread out or otherwise break the program without previous approval to do so. It is strictly forbidden to drink any alcoholic drinks or take any other intoxicants during excursions.
- 1.9 **A dangerous event is** one that endangers safety or health of any employee or student without harming his/her health.
- 1.10 Every student is obliged to immediately report occurrence of any dangerous event to the responsible pedagogical staff present at the time of such event.

2. Responsibilities of P.J. Šafarik University undergraduates in KEEPING health and work safety measures

- 2.1 **Keep the ban on drinking alcohol, taking intoxicants or psychotropics** at one's workplace and in the premises of P.J. Šafarik University and its parts. Drinking alcohol, taking intoxicants or psychotropics during lessons, or entering lessons under influence of such substances as well as refusal to undergo a test on alcohol, intoxicants or psychotropics carried out by P.J. Šafarik University or a state authority will be considered a disciplinary offence as in accordance with Article 4 of Disciplinary Code of P.J. Šafarik University. Any test positive on the above substances will be handled the course of Disciplinary Code of P.J. Šafarik University.
- 2.2 **Keep the ban on smoking** in all internal and external premises of P.J. Šafarik University and its parts. Violation of such prohibition will be considered a disciplinary offence.

2.3 Respect and keep safety and health markings, related to a particular subject, activity or situation and provide instructions or information upon securing health and work safety in the form of a sign, pictogram, symbol and particular colour. Signs are used for marking emergency exits and escape routes and for placement and distinguishing first aid and fire extinguishing equipment. It is strictly forbidden to anyhow damage or abuse such marking.

2.4 Keep the principles of work safety while working with electric machines and appliances:

A. Undergraduates are forbidden to:

- a) enter into internal parts of any electric appliances while switched on,
- b) carry out work on uncovered parts of electric appliances under power, touch those parts directly or indirectly with the use of any third object,
- c) use and repair broken or damaged electric appliances.

B. Undergraduates are obliged to:

- a) keep the instructions for use of electrical appliances given by the producer and the instructions given by the teacher in charge,
- b) make sure that electrical appliances are not overloaded or otherwise damaged and that appliances and power points are freely accessible all the time; remove all inflammable materials and objects from their near surrounding as well as objects endangering electrical appliances and power points by their possible mechanical, thermal, chemical or other damage.
- c) Immediately switch off faulty electric appliances and report such breakdown to the teacher in charge (a device shall be considered faulty when: e.g., its isolation is damaged, it smells after burn, it is smoking, unusually noisy, working intermittently, producing a strong hum, with an intermittent run-up, sparking, droning, jolting etc.)
- d) safely unplug electric device after use, either using a switch or pulling by its cable out of the wall socket or other power point,
- e) make sure that electric appliances, tools, equipment, machines and other devices are not plugged in a polluted, wet or damaged socket or a socket without a safety plug-pin,
- f) prior to commencing work with any tool, device or machine, make sure that those are not wet, including their moveable electric cable, extension cable, or sprinkled with water or other liquid, and they were previously not dipped into water or any other liquid.

B. FIRE PROTECTION

3. Getting acquainted with general fire protection requirements in the premises and buildings of P.J. Safarik University

3.1 Fire is any unwanted burning causing damage to one's possessions, environment or as a result of which a human suffers injury or dies. Such fire shall be reported to the fire registration office, either on the phone or in person.

3.2 The Fire Registration Office is indicated with the words **OHLASOVŇA POŽIAROV** and it can be found at the reception of every particular building of P.J. Šafarik University. The service is secured by the receptionists - information clerks.

3.3 The responsibilities of employees and undergraduates in case of fire are ruled by **Fire Alarm Regulations**. Evacuation of persons from the objects hit by or in danger of fire is conducted according the **Fire Evacuation Plan**. The above documents and the up-to-date list of members of antifire patrol are displayed at a visible and all-times easily accessible place in every object.

3.4 Employees, undergraduates, as well as other persons legally staying in the premises of P.J. Šafarik University **are obliged to:**

- a) act in a way so as to avoid causing fire at storing, piling and working with inflammable material and at manipulating with open fire,
- b) keep all displayed prohibitions, follow orders and instructions regarding fire protection,
- c) immediately report any fire to the employee in charge and to the Fire Registration Office,
- d) allow employees in charge and state authorities for fire protection to carry out any necessary steps at investigating the causes of fire,

3.5 It is strictly forbidden to:

- a) smoke and set open fire in all premises of P.J. Šafarik University, as stated in article 2.2 above,
- b) burn out vegetation of herbs, bushes and trees,
- c) damage, abuse or disallow access to fire protection devices, such as portable fire extinguishers, fire hydrants, fire valves or electric fire alarm,
- d) cause an unjustified fire alarm, call a fire brigade with no legitimate reason or make an unjustified emergency phone call.

4. Interpretation of terms related to danger of setting fire, fire protection measures and securing fire protection

4.1 The term burning defines a chemical, oxidation-reduction reaction at which the burning substance reacts with an oxidizer and such reaction is followed by heat release and radiating light. To start and continue burning, the presence of inflammable substance, oxidizer (oxygen from air) and an efficient source of heat (spark, flame, a red-hot item, high surrounding temperature, friction or pressure). By disposing of at least one of the above conditions for burning, extinguishing of fire can be achieved. The sooner it is stopped, the greater the chance for minimizing the damage caused and the risk of spreading fire decreases.

4.2 The categories of fire are as follows:

- A – fire of solid inflammable substances burning with a flame or smouldering (e.g. wood, paper, straw, coal or textile)
- B – fire of liquid inflammable substances burning with a flame (e.g. petrol, oil, lacquer or alcohol),
- C – fire of gaseous inflammable substances burning with a flame (methane, propane, lighting gas or hydrogen),

D – fire of light inflammable metals (especially aluminium and magnesium).

4.3 Fast extinguishing of emerging fire is achieved by the use of antifire devices – portable fire extinguishers, fire hydrants, fire valves or electric fire alarm.

4.4 Fire extinguisher is a device containing extinguishing substance that is forced out of the container thanks to overpressure. The user's manual and fire category (category A, B, C, D) are displayed on the surface of the extinguisher. The fire extinguisher is positioned at its stand, marked with a red label containing a white pictogram of a fire extinguisher. The stand is made visible and accessible at all times.

4.5 Main switches of electric devices and water stops and gas seals are marked with a safety label: HLAVNÝ VYPÍNAČ (Main Switch), POZOR ELEKTRICKÉ ZARIADENIE (Warning! Electric device), HLAVNÝ UZÁVER VODY (Main water stop), HLAVNÝ UZÁVER PLYNU (Main gas seal).

5. The way fire alarm is announced

5.1 The employee or undergraduate that notices fire, is obligated to:

- a) take any necessary action to rescue persons,
- b) announce fire alarm for persons in endangered premises by a loud call

H O R Í (fire!),

- c) switch off electric devices,
- d) remove inflammable materials to a safe distance,
- e) report fire to the fire registration office to enable calling the antifire patrol or the fire and rescue unit,
- f) keep extinguishing fire by the use of portable fire extinguishers or fire hydrants all the time before the arrival of additional help,
- g) leave the workplace the soonest possible in case it contains materials that can cause a blast and they are impossible to dispose of,
- h) at the arrival of the fire protection and rescue unit report the following:
 - the telephone number used to report fire,
 - the name of person reporting fire,
 - the name and address of object where fire broke out,
 - the category of fire,stay at the spot where the phone call is made from and wait for the dispatcher's inquiry aimed at verifying authenticity of the notification.

5.2 Important telephone numbers, such as to the integrated rescue system, fire brigade, the police, ambulance and employees in charge, are listed in the FIRE ALARM REGULATIONS document.

prof. RNDr. Pavol Sovák, CSc. v.r
rector UPJŠ

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



Faculty:

ATTENDANCE SHEET

of work health and safety and fire protection training organized for students studying
for a bachelor's (Bc.) and graduate (Magister) degree.

Date of training:

First name and surname

Signature