



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

Košice, 20.10.2015  
File No.: 4051/2015

## DECISION No. 14

on undertaking the Tasks and Responsibilities of Visiting Staff and Other Persons,  
Observing the Principles of Safe Work, Health and Fire Protection, Accident and Damage  
Prevention in Performing the Work at UPJŠ

Part A

### OCCUPATIONAL SAFETY AND HEALTH PROTECTION

1. **Occupational Safety (OS) and Health Protection (HP)** (Law Act No. 124/2006 Book of Statutes,)

1.1 Definitions:

- a) **occupational safety** is a state of working conditions which prevent or minimize the effects of hazardous and harmful agents of the working process and working environment on the health of people at work; its basis consists in a set of precautionary measures taken to prevent accidents at work and school,
- b) **prevention** is a system of measures planned and carried out in all the areas of the employer's activity, which are intended to exclude or reduce the risk and emergence of factors facilitating the occurrence of work accidents, occupational diseases, and other health damage,
- c) **danger** is a condition or characteristic of the working process and the working environment factors that may damage the health of an employee,
- d) **threat** is a situation in which one cannot exclude that employee's health will be damaged.
- e) **risk** is a likelihood of damage to health at work and the degree of potential consequences to health.

1.2 Responsibilities of the person/employee:

- a) **observe legal regulations** and other regulations for ensuring OS and HP, instructions for ensuring OS, safe work principles, principles of occupational health, and principles of safe behaviour in the workplace and the determined work processes, of which that person has been properly and demonstrably notified in the workplace,
- b) **carry out the works, attend and use the work equipment, materials, and hazardous substances** in accordance with the instructions for use, of which that person has been properly and demonstrably acquainted in the workplace,
- c) when working in hazardous workplaces **use personal protective equipment** intended to protect the safety and health of the person/employee in a designated manner over the entire duration of the hazard,
- d) **observe ban on entry** in the premises, stay in the premises and carry out activities that could directly endanger their life or health,

- e) **to abstain from alcohol, narcotic drugs and psychotropic substances** in the workplace and the UPJŠ premises, not to enter in the UPJŠ premises under their influence,
- f) observe the ordered **ban on smoking** in the UPJŠ workplaces and premises (Law Act No. 406/2009 Book of Statutes).  
Any violation of the above prohibitions constitutes misconduct.

1.3 Occupational injury, another injury, dangerous event

- a) **Occupational injury:** means the injury to the person/employee which has resulted from the performance of work tasks or in direct relation to the same independently of their own volition by the operation of short, sudden and forceful effects of external influences.
- b) **Another injury** means impairment of health which does not occur as a result of occupational accident, but still originated in the UPJŠ workplace or premises.
- c) **Dangerous event** means the event in which safety or health of the person/employee is jeopardized, but no damage to health is done.

1.4 Reporting: The person/employee is obliged to immediately notify the executive employee of the workplace of the emergence of occupational or service injury, other than an occupational injury, death, and/or dangerous event.

1.5 Procedures for information reporting and processing:

- a) in case of injury, it is necessary to apply the first paramedic aid measures and eventually, according to the severity of injury, also medical treatment in the hospital.
- b) the manager is to determine the cause and all the circumstances of the injury involving the person/employee who has suffered the injury, if possible with regard to their health and with the participation of employees' representatives and the safety technician,
- c) the manager shall prepare a record of the injury within four days after its reporting at the latest,
- d) the manager shall adopt and implement the necessary measures to prevent the recurrence of a similar injury,
- e) if severe work injury occurs (death or grievous bodily harm), one may not alter the scene of the workplace until the arrival of the investigative bodies. If the status of the workplace alters as a result of the implementation of measures leading to rescuing the injured persons, the manager shall make sure that appropriate documentation for the investigation of the event (sketch, photo documentation, etc.) is prepared.

1.6 Damage prevention (within the meaning of the *Labour Code*)

- a) The person/employee shall perform their activities so as not to endanger the life, health and property damage, or destroy or lead to unjust enrichment.
- b) If there is damage threatening, the person/employee shall notify the workplace superior manager.

2. Work prohibited to women, pregnant women and nursing mothers (*NV No. 272/2004 Book of Statutes*)

- a) Women shall not be assigned any work that is physically inappropriate or harmful to their organism, particularly work that endangers their role as mothers.
- b) A pregnant woman may not be assigned to work which, according to medical opinion, jeopardizes her pregnancy due to health reasons related to her person. This applies equally to mother until the ninth month after delivery and to nursing woman.
- c) If a pregnant woman performs work that is prohibited to pregnant women, or which poses a threat to her pregnancy according to medical opinion, the employer shall make temporary adjustments to her working conditions.

- d) Pregnant women, nursing mothers and mothers until the ninth month after childbirth are prohibited to work with biological agents, chemical agents (lead, mercury, compounds), carcinogens, with sources of ionizing and non-ionizing radiation, Class I flammable liquids, in the heights exceeding 1.5 m and over free depths, load handling (lifting, carrying, storing the loads), the source of electromagnetic radiation, physically demanding work (deep bending, squatting, kneeling, proning, standing on tip toest).

**3. Safety at work with technical devices (Decree No. 508/2009 Book of Statutes)**

The instructed person/employee without electrical-engineering education, who in their work come into contact with technical electrical device which it operates or attends:

**3.1 is prohibited to do the following:**

- a) interfere with the device internal parts,
- b) work on the uncovered parts of the device and touch those parts directly or with any object,
- c) use the defective or damaged devices, or repair them.

**3.2 is allowed to do the following::**

- a) independently operate the device according to the operating instructions, turn it on and off,
- c) move it in an off-state.








**3.3 is obliged to observe the following:**

- a) when operating the electrical device, to follow the directions and instructions issued by the manufacturer and follow the instructions of the workplace manager,
- b) to see to it that the electrical installation is not overloaded or damaged,
- c) to immediately disconnect any faulty electrical device and report the failure at the workplace; a device shall be regarded defective, e.g., one with damaged insulation, smelling after being burnt, steaming, one unusually noisy, with impact travel, strong humming sound, jolting startup, excessive heating of some parts, sparks, tingling, shivering, and the like,
- d) to see to it that the electrical device and wiring are always open to access and not blocked (the area in front of and below the wiring shall be available to a depth of 1 m) so that any easily and hardly burnt flammable substances and articles are removed as those imperilling the electrical devices and wiring by mechanical, thermal, chemical and other damage,
- e) to make sure that the device is switched off the electric supply after work or disconnected from the network by a switch, removing the plug from the socket, and in special plants equipped with a separate hub or a distribution network (laboratories, workshops, warehouses, boiler) the electrical device is also disconnected by turning off the electrical supply main switch,
- f) to report to the managing employee the occurrence of static electricity in hazardous easily flammable substances,
- g) to make sure that power tools, machinery and devices are not connected to a polluted, wet or damaged socket or a socket without the earthing contact (pin),
- h) to check before working with the device whether these, including the inlet and extension cords, are not wet, sprayed with water or other liquid, or whether these have not previously been immersed in water or other liquid. Such tools, machinery, devices, including mobile connections and the extension lead, shall not be used, and shall be returned to examination by the authorized employee with technical competence,
- i) if power tools, appliances, machines show mechanical problems at work (heating, excessive noise, rattling, etc.) or electrical faults (faulty switch, damaged supply, cover, fork, shaking when touched, local overheating, abnormal odour, smoke, uneven run, strong sparking, etc.) shall immediately be handed over to the authorized employee with technical competence for a thorough examination,

4. Security and safety labels at work and in the workplace (NV No. 387/2006 Book of Statutes)

This concerns a label which refers to a specific object, activity or situation and contains guidance and information necessary to ensure safety at work instructions as needed through signs, colours, illuminated signs, or even acoustic signals. The label is a sign which provides specific information by a combination of a geometric shape, colours, and a symbol or a pictogram.

Each person/employee is obliged to respect the labelling and shall not damage it in any way.

Colour	Meaning or purpose	Guidance and information	Symbol - pictogram
<i>red</i>	ban sign	dangerous behaviour	
	signalling the danger	stand, emergency stop device, evacuation	
	equipment for protection against fire	labelling and placing	
<i>yellow or yellow-orange</i>	warning sign	caution, warning, control	
<i>blue</i>	command sign	specific behavior or action, wearing personal protective equipment required	
<i>green</i>	emergency exit signs, escape, first aid	doors, exits, communications, equipment, furniture	
	no danger	return to normal	

Part B  
**FIRE PROTECTION**

**1. General fire protection requirements in the UPJŠ buildings and premises (Law Act No. 314/2001 Book of Statutes)**

1.1 **Fire** means any unwanted burning, in which the damage to property or the environment arise, resulting in the death or injury of an individual or perished animal.

1.2 The fire-alarm place is a place – a porter's labelled by a safety sign bearing the inscription, "**OHLASOVŇA POŽIAROV**". The fire-alarm place receives the notices of the emerged fire by telephone or in person. The contact is also included in the Fire Alarm Regulations.



1.3 **Obligations** of persons and employees who are staying in the UPJŠ premises with the cognizance of UPJŠ include the following:

- a) to act in such a way as to prevent the fire hazard in the operation of electrothermal appliances, in the storage, disposal and use of flammable substances and in handling the open fire,
- b) to observe the bans, fulfill orders and instructions regarding fire protection,
- c) to report the fire at the "Ohlasovňa požiarov" fire-alarm place.

1.4 **Activities banned:**

- a) to smoke or use an open flame in all of the UPJŠ interior and exterior premises and areas,
- b) to set up a fire in the premises or places where this might lead to its spreading,
- c) to damage, misuse or impede access to fire-fighting equipment and fire water,
- d) to unreasonably raise fire alarm or unreasonably call the fire brigade or misuse the telephone hotline,
- e) to use damaged or incorrectly repaired appliances and accessories,
- f) to cover electrical appliances or to place various flammable objects and materials on them,
- g) to leave electrical appliances switched on permanently without supervision,
- h) to use the appliances for other purposes than those for which they are intended,
- i) to use decorative candles and mood lighting, and other open flames (aromatic oil candles, wax candles, etc.).

**2. Interpretation of the risk of burning, fire extinguishers, labelling the main power switches and the water stops and gas**

2.1 The notion of burning may be defined as chemical, oxidation-reduction reaction, in which the combustible substance reacts with the oxidant, and which is accompanied by the generation of heat and emanation of light. For the fire to start and continue, the presence of a flammable substance, an oxidizing agent (oxygen in the air) and an adequate heat source (sparks, flames, red-hot body, ambient temperature, friction, squeezing) is necessary. Removing at least one of the above conditions of burning will result in extinguishing the fire. The sooner it is reached, the smaller the damage caused, as well as the risk of a large fire.

2.2 The following fire-fighting devices serve for rapid liquidation of the emerging fire:

- a) fire mains - hydrants (device and its pictogram)
- b) portable fire extinguishers (device and its pictogram).



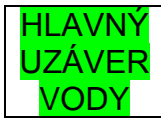
a)



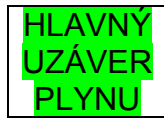
b)



The main circuit breakers of electrical devices and water and gas stops are signposted as follows:



MAIN  
WATER  
STOP



MAIN  
GAS  
STOP



### **3. The way of raising the fire alarm in the UPJŠ workplaces**

3.1 The person/employee or student who observes a fire shall:

- a) raise a fire alarm by calling out loud "FIRE!" and report the rise of fire by phone or in person at "Ohlasovňa požiarov" fire alarm place in the premises,
- b) take the necessary measures to rescue people at risk,
- c) remove combustible materials to a safe distance,
- d) ensure turning-off the mains circuit-breakers and the supply of flammable substances,
- e) start extinguishing the fire by any means available (portable fire extinguishers, fire water supply systems), not extinguish electrical devices under power by water, water or foam fire extinguishers (by snow ones only),
- f) promptly leave the workplace, if the materials are situated therein, from which an explosion may arise, and which materials cannot be removed,
- g) where there are major threats, ensure calling the Fire and Rescue Service squad and, if necessary, the emergency medical service.

3.2 In the event of fire or any other dangerous event and raising the fire alarm, the bystanders shall follow the instructions of the fire patrol or, where applicable, the Fire and Rescue Service commander.

3.3 After the fire alarm is raised, the persons most at risk of fire shall be evacuated along the marked escape routes leading into an open area. The direction of escape routes is plotted in the graphic part of the Fire Evacuation Plan visibly positioned and available in the hallways of the UPJŠ buildings.

#### **Annexes:**

Annex No. 1 Record of training and instruction

Annex No. 2 List of attendants in the training and instruction session

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



### RECORD

of Instructing Other Persons and Visiting Staff at UPJŠ in Occupational Safety Regulations

**Workplace:** .....  
(Faculty, name of Department and APU)

**Date of implementation:** .....

#### Content of instruction:

1. General information on the principles of safe work, protection of health at work, safe behaviour in the workplace, safe working Procedures
2. The list of workplaces, the list of departments declared risky, familiarization with the existing and foreseeable dangers and threats and protection against them.
3. Ban on entry in the premises, staying there and carrying out activities that might directly endanger the life or health of employees.
4. Information on the dangers and hazards that may occur at work and in connection with it, and of the results of the risk assessment.
5. Preventive measures and safeguards to ensuring the safety and health at work, measures and procedures in case of damage to health, including the first aid, measures and procedures in case of fire fighting, rescue and evacuation work in the workplace.

Regulations employed:

- a) The National Council of Slovak Republic Law Act No. 124/2006 Book of Statutes on safety and health at work and on amendments to certain laws, as amended.
- b) Occupational injury, another injury, dangerous occurrence (Law Act No. 124/2006 Book of Statutes, as amended, the Rector's Directive No. 4/2008, the Rector's Directive No. 5/2007).
- c) The Labour Code No. 311/2001 Book of Statutes as amended (obligations of the employer and the employee, liability for occupational injury).
- d) Law Act No. 355/2007 Book of Statutes on the protection, support and development of public health and on amending and supplementing certain law acts as amended.
- e) The Ministry of Education Methodological Guidance No. 4/2009-R, Rector's Decree No. 5/2007 on the conditions of reporting and the procedure in case of the emergence of occupational injury, another injury, occupational diseases and dangerous occurrences at UPJŠ and its units.
- f) The Government of the Slovak Republic Ordinance No. 395/2006 Book of Statutes on minimum requirements for the provision and use of personal protective equipment.
- g) The National Council of the Slovak Republic Law Act No. 406/2009 Book of Statutes on the protection of non-smokers and on amendments to certain laws.
- h) Government Regulation No. 272/2004 Book of Statutes laying down a list of works and workplaces that are prohibited for pregnant women, mothers until the ninth month after the childbirth and nursing women, the list of works and workplaces associated with specific risks for pregnant women, mothers until the ninth month after childbirth and nursing women and establishing certain obligations for employers in employing these women (Rector's Directive No. 2/2009).
- i) Ministry of Labour, Social Welfare, and Family of the Slovak Republic Decree No. 508/2009 Book of Statutes laying down details for safety and health at work with technical pressure, lifting, electrical and gas devices and laying down the technical devices which are considered as classified technical devices.
- j) Government Ordinance No. 391/2006 Book of Statutes on the minimum safety and health requirements for the workplace.
- k) Government Regulation No. 392/2006 Book of Statutes on the minimum safety and health requirements in the use of work tools and means.
- l) Basic medical aid - Directive No. 2/2010 on the procedure of UPJŠ employees and its units in case of rescue works, evacuation and emergence of health injury, including first aid, Rector's Decree No. 3/2010.
- m) Information on decree and decisions issued by the UPJŠ Rector.

The instruction session was attended by the persons signed in the List of Attendants which is annexed to this Record.

Instruction performed by:

.....  
(employee's name and surname)

.....  
signature

.....  
Name and surname of the senior manager



**RECORD**

of Instructing Other Persons and Visiting Staff at UPJŠ in Fire Protection Regulations

**Workplace:** .....

(Faculty, name of the department and APU)

**Date of implementation:** .....

**Extent of instruction:** 20 minutes

**Content of instruction:**

1. General requirements in fire protection in buildings and premises of the legal entity - UPJŠ.
2. Interpretation of the risk of the emergence of fire characteristic for the relevant workplaces, fire safety measures in the workplace when storing flammable materials and on labour discipline in relation to fire protection.
3. Getting informed of the deployment of fire-fighting equipment, fire extinguishers, communication devices and other material means of fire protection in the workplace and of the ways of their employment, and of the layout of the main power switches and water and gas stops.
4. Way of raising the fire alarm in the legal entity and at workplaces, employees' responsibilities at the emergence of fire resulting from the fire alarm directives and the fire evacuation plan.

The instruction session was attended by the persons signed in this List of Attendants which is annexed to this Record.

Instruction performed by:

.....  
(employee's name and surname)

.....  
signature

.....  
Name and surname of the senior manager





## LIST OF ATTENDANTS

in the Training and Instruction Session of Other Persons and Visiting Staff at UPJŠ in  
Occupational Safety and Health and Fire Protection Regulations  
of (date) .....

I certify by attaching my signature below that I have been properly and clearly informed of, trained and instructed in the guidelines and principles for ensuring occupational safety and fire-fighting within the meaning of the Instruction for the Implementation of the Tasks and Responsibilities of Other Persons and Visiting Staff at UPJŠ, adherence to the safe labour, health and fire protection, accident prevention and indemnity in performing work activities. I understand that any violation of the principles of safe work, health and fire protection, as well as fire-fighting discipline will be classified by UPJŠ as misconduct, and in case of damage caused by me I will bear the consequences.

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Ser. No.	Name, surname, academic degree of the person/employee	Signature
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