



Guarantor:  
Department of BOZP, PO and CO UPJŠ  
(Department of Occupational Safety and  
Protection of Health, Fire Protection, and Civil  
Protection at the UPJŠ Rector's Office)

Košice on 11/07/2017  
Ref. No. REK001554/2017-UPA/8813

**Rector's Decree No. 11/2017  
on the implementation of introductory training and informing the  
Pavol Jozef Šafárik University in Košice students of the regulations  
on occupational safety and health protection, fire protection, and  
civil protection**

**Article I  
INTRODUCTION**

1. Occupational safety and health protection at work is a condition of the working conditions that excludes or minimizes the impact of harmful and hazardous factors in the work process or the work environment on human health.
2. A set of occupational safety and health protection measures ("OSHP") according to a special regulation<sup>1</sup>, fire protection (hereinafter "FP") according to a special regulation<sup>2</sup>, and civil protection of the population (hereinafter "CP") according to a special regulation<sup>3</sup>, of which prevention is part, is aimed at creating the working conditions that exclude or limit the possible risks that cause accidents at work, school injuries, occupational diseases and other health hazards from work, ensure the occupational safety and protection of health at the workplace.
3. Every student is required to adhere to the basic principles of safe work, the principles of health protection at work, the principles of safe behaviour at workplaces and in all of the premises of UPJŠ and its units with which the student has been duly and demonstrably acquainted. The basic principles of occupational safety are laid down in particular by legal regulations and other regulations detailed in this Rector's Decree.

**Article II  
OCCUPATIONAL SAFETY AND PROTECTION OF HEALTH**

**1. School injury, reporting its occurrence, investigation**

- 1.1 A registered school injury is a student's health injury that has occurred:
  - (a) During educational or training activity at UPJŠ or during an optional activity organized by UPJŠ or in direct connection with the same;

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<sup>1</sup> Law Act No. 124/2006 Book of Statutes on Occupational Safety and Protection of Health and on amendments and supplements to certain law acts as amended

<sup>2</sup> Law Act No. 314/2001 Book of Statutes On Fire Protection as amended

<sup>3</sup> Law Act No. 42/1994 Book of Statutes on Civil Protection of the Population as amended

- (b) In the case of activities not covered by point (a) above, if the student has performed them on the instruction or with the consent of a teaching staff member - a UPJŠ teacher or tutor.

The registered school injury is an injury that is a reason for the student's absence from the classes, the absence being based on an attending physician's opinion as lasting for longer than three days or resulting in the death of the student.<sup>4</sup>

- 1.2 An injury of a student suffered during practitioner teaching, field training performed with a natural person - entrepreneur or legal entity under an agreement, training or any other activity shall not be considered a registered school injury. Such an injury shall be considered a registered occupational injury. The investigation and the record of the same shall be taken by the physical entity – an entrepreneur or a legal entity in whose premises the occupational injury of an UPJŠ student has occurred.
- 1.3 An unregistered school injury is an injury that is the reason for the absence of a student at training based on the opinion of the attending physician and lasting for less than four days, or, eventually, if the student fails to attend the classes, but his/her health is impaired due to the injury.
- 1.4 Grave occupational injury shall mean a grave health damage, namely:
  - (a) Death resulting from an injury; or
  - (b) Grave injury to health, which is a grave health disorder or grave illness<sup>5</sup>
- 1.5 A dangerous event is an event in which safety or health of an employee or a student is compromised, but no harm to his or her health has been done.
- 1.6 Investigation of an injury shall mean the detection of all of the circumstances and causes of the occurrence of an injury, the site of injury, witnesses of the injury, the injury site documentation in the event of a grave injury, giving the name and surname of the teacher present at the time of the injury, or the name and surname of the employee who instructed the student to perform the activity that had led to the injury. The investigation shall involve adoption and implementation of the necessary measures to prevent the recurrence of such an injury in the future.
- 1.7 Every student is obliged to report the occurrence of a school injury and the emergence of a dangerous event to the relevant teacher present at the time of the event, or a head of the department without delay. In the absence of such employees, the person concerned shall report the event to Porter's - the Fire Reporting Office.
- 1.8 The obligation to report the occurrence of a school injury and of a dangerous occurrence shall also be vested on a person who was witness to the occurrence of the event.
- 1.9 Records of a registered school injury and of an unregistered school injury shall be taken immediately upon the receipt of the notification of its occurrence, but no later than within four days of the day of the receipt of the notification of its emergence. The record shall be taken by a competent teacher who, in cooperation with the senior staff

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<sup>4</sup> Methodological Guideline of the Ministry of Education, Science, Research, and Sport of the Slovak Republic No. 4/2009-R of 11<sup>th</sup> February 2009 on the introduction of a uniform approach of schools, educational establishments and higher education establishments in the event of a registered school injury and registration of dangerous events.

<sup>5</sup> Section 17(4) of Law Act No. 124/2006 Book of Statutes.

member, finds the cause and any other circumstances required for determining the necessary measures to prevent the injury recurrence<sup>6</sup>.

- 1.10 Students taking part in field trips shall be demonstrably instructed and familiarized in advance by their teachers with the entire schedule, with the safety and organizational measures and on how to follow the rules of behaviour at the field trip site. While staying on their field trips, the students shall be required to unconditionally follow the instructions of their field trip instructors. They shall not be permitted to leave, break free, and violate the agenda without permission. During the field trips, it is strictly forbidden to use any alcoholic beverages, narcotics, and/or psychotropic substances.

## **2. Basic principles in the field of occupational safety and protection of health**

- 2.1 ***Follow the instructions, guidelines and instructions*** of the teacher or any other employee on ensuring the OSPH and FP rules, designated work procedures, principles of safe behaviour in the workplace; move around the workplace safely, step on the stairs properly, if necessary hold the handrails/rails, use the elevator safely, and so on.
- 2.2 ***Observe the ban on the use of alcoholic beverages, narcotics, and psychotropic substances*** at the workplaces and in the premises of UPJŠ and its units according to a special regulation<sup>7</sup>. Ingestion of these substances during teaching or appearing for the classes under the influence of these substances, as well as the refusal to undergo a check on the use of these substances carried out or provided by the UPJŠ or the State Inspection authority shall be considered a disciplinary offense. Any positive finding of the abuse of these substances will be resolved according to the UPJŠ Disciplinary Rules of Procedure.
- 2.3 ***Abide by the ban on smoking*** according to a special regulation<sup>8</sup> in all of the indoor and outdoor premises of UPJŠ and its units, on external roads, as well as at the place of entry into the premises or buildings. Breach of this prohibition shall be considered a disciplinary offense. The ban on smoking is indicated by the safety warning label whose picture is listed in Annex No. 1.
- 2.4 ***Obey and comply with the applicable safety and health protection labels*** relating to a specific object, activity or situation and providing instructions or information necessary to ensure OSPH or FP, where appropriate, by a label, pictogram, symbol, and colour. Labels are used to indicate the ban, alert, instruction, to identify emergency exits and escape routes and for placing and identification of the first aid tools aid devices, as well as the location of fire extinguishing agents.<sup>9</sup> It is forbidden to damage or misrepresent those signs in any way. The sample label is given in Annex No. 1.
- 2.5 ***Observe the principles of safe work in the equipment*** (e.g. electrical machinery and equipment, tools, appliances, etc.) that are set out in accordance with special regulations<sup>10</sup>:

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<sup>6</sup> Directive No. 12/2015 on the conditions of reporting and other procedures in the event of the occurrence of injuries, occupational diseases, a dangerous event at UPJŠ in Košice and its units, ref. No. 4093/2015 of 22/10/2015

<sup>7</sup> Section 12(2) of Law Act No. 124/2006 Book of Statutes.

<sup>8</sup> Law Act No. 377/2004 Book of Statutes on the Protection of Non-Smokers and on Amendments to Some of the Law Acts as amended by subsequent regulations, Section 6 (5) of Law Act No. 124/2006 Book of Statutes

<sup>9</sup> Government of the SR Regulation No. 387/2006 Book of Statutes on the requirements for providing the safety and health-protection signs at work.

<sup>10</sup> Decree of the Ministry of Labour, Social Welfare Affairs and Family of the SR No. 508/2009 Book of Statutes, laying down the details to ensure the occupational safety and health protection when working with pressure, lifting, electrical, and gas technical installations and

**A. Obligations**, in particular the following:

- (a) Follow the instructions and guidelines when operating the work equipment as issued by the manufacturer and as instructed by the teacher;
- (b) Ensure that work equipment is not overloaded or damaged, that electrical equipment and wiring are always freely accessible and unladen, to remove from their vicinity any easily and heavily flammable substances and objects that are harmful to the working medium and electrical wiring by mechanical, thermal, chemical, and any other damage;
- (c) Appropriately use the safety and protective components of the work equipment, not to disable them from operation and not replace them arbitrarily,
- (d) immediately disconnect the faulty working tool and report the fault to the teacher (the faulty device is considered, for example, the one with damaged insulation, smelling after burning, smoking, unusually noisy, with impact operation, strong groping, jerky start, sparkling, grinding, shaking, etc.);
- (e) After the work has finished, reliably disconnect the power supply from the mains by means of a switch, and on the instruction of the teacher also by pulling out the fork of the electric power supply socket;
- (f) Ensure that the work device is not plugged into an electrical outlet, which is dirty, wet, damaged or without a protective pin;
- (g) Before starting the work with the operating equipment, make sure that the equipment including the leads and extension cords and cables are not wet, sprayed with water or other liquid;

**B. Banned activities, in particular:**

- (a) interfering with the internal parts of any working means both on and off,
- (b) working on uncovered live parts of the work equipment and touching these parts directly or by any object,
- (c) using and repairing faulty and damaged work equipment,
- (d) covering the work equipment with a flammable article or material,
- (e) placing flammable, easily flammable or otherwise hazardous substances or articles on or near the work equipment,
- (f) leaving the work equipment switched on permanently without supervision,
- (g) using the work equipment for purposes other than those for which it is intended.

2.6 ***Report without undue delay to the relevant teacher or staff supervisor any shortages in the workplace***, especially those that could endanger occupational safety or protection of health in the performance of work or school activities, particularly any immediate and grave threat to life and health and to their ability to participate in their removal.

**Article III**  
**FIRE PROTECTION**

**1. Acquaintance with general fire protection requirements in UPJŠ buildings and premises.**

1.1 **Fire is** any undesired burning that causes damage to property, life, the Environment or the result of which is a killed or injured individual.<sup>11</sup>

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which designates the technical equipment which are considered special technical equipment as amended; Rector's Decree No. 3/2014 issuing an operating code to safe operation, inspection, maintenance, and servicing of electrical equipment valid for Pavol Jozef Šafárik University in Košice and its units, ref. No. 1789/2014 dated 30th April 2014.

<sup>11</sup> Law Act No. 314/2001 Book of Statutes

- 1.2 Fire or smoke occurring shall be reported by telephone or in person at the Fire Reporting Office - the Porter's marked with the sign "**OHLASOVŇA POŽIAROV**"<sup>12</sup> and the safety label whose picture is shown in Annex No. 1.
- 1.3 Obligations of students in case of fire are defined in the Fire Alarm Directives. Organization of the evacuation of persons from objects hit or threatened by fire is regulated by the Fire Evacuation Plan. These documents, as well as the current list of the fire fighting patrol members, are located at suitable locations of the buildings so as to be visible and permanently accessible to all the persons.
- 1.4 **Obligations** shall in particular include the following:
- (a) acting in such a way as not to create a fire;
  - (b) adhering to the indicated prohibitions, executing the orders and instructions regarding protection against fires;
  - (c) notifying without undue delay the occurrence of a smoke abatement or fire at the Porter's - Fire Reporting Office, in the event of a fire during the training, reporting the accident to the relevant teacher;
  - (d) taking part in the evacuation and, to the extent of one's possibility and ability, assisting in extinguishing the fire.
- 1.5 The following shall specifically be **prohibited**:
- (a) smoking and using an open flame in all of the indoor and outdoor areas of UPJŠ;
  - (b) burning the herbs, bushes and trees in the UPJŠ premises;
  - (c) harming, abusing or obstructing the access to fire extinguishers, fire hydrants, other fire equipment;
  - (d) inducing an unreasonable fire alarm, unreasonably calling a fire brigade unit, or abusing the emergency call line.

## **2. Fire hazard, fire precautions**

- 2.1 The term combustion is a chemical oxidation-reduction reaction in which a combustible substance reacts with an oxidizer, it is accompanied by the release of heat and the emission of light.
- 2.2 In order for the burning to begin and continue, the presence of a combustible substance, an oxidizing agent (e.g., air oxygen) and a sufficient heat source (e.g. spark, flame, glowing body, etc.) is inevitable. Removing at least one of these conditions for burning will result in extinguishing the fire. The sooner it is achieved, the smaller the damage caused, and the risk of a major fire will significantly drop.
- 2.3 Types of fire are listed in Annex No. 1. Fire class designation and the fire pictogram are listed on any fire extinguisher.
- 2.4 Fire-fighting devices, especially portable fire extinguishers and fire hydrants, are used for rapid extinguishing of the emerging fire.

## **3. Becoming familiarized with the location of fire extinguishers and the way they are used, as well as the location of the main power switches, water or gas closures**

- 3.1 Fire extinguisher is a pressure vessel containing an extinguishing agent which, when set into operation, is pressed out by internal overpressure. Instructions for use and the

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<sup>12</sup> Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Book of Statutes on Fire Prevention, as amended.

fire class for which it is intended are printed on fire extinguisher (Class A, B, C), the picture is given in Annex No. 1.

- 3.2 Fire extinguishers are located on the sites and are marked with safety red labels with a white pictogram of the fire extinguisher, the figure of which is shown in Annex No. 1. The site shall be visible and permanently accessible, never barred or obstructed.
- 3.3 Hydrant water shall not be used to extinguish electrical equipment under voltage of the electric current, nor for extinguishing flammable liquids and gases.
- 3.4 The main switches of electrical appliances and water and gas closures are marked by security labels with a green background and the inscription: HLAVNÝ VYPÍNAČ, HLAVNÝ UZÁVER VODY, HLAVNÝ UZÁVER PLYNU (MAIN SWITCH, MAIN WATER CONNECTION, MAIN GAS CONNECTION). The location of the closures is also shown in the graphic part of the Evacuation Plan (see the building corridor).

#### **4. Fire alarm announcement and evacuation in case of an emergency**

- 4.1 A student who observes a fire is obliged to take the necessary rescue measures:
  - (a) Report the occurrence of a fire to the relevant teacher or to the Fire Reporting Office for the purpose of calling the help of the fire-fighting patrol;
  - (b) Assist in the removal of flammable materials to a safe distance;
  - (c) After the arrival of the assistance called in and following the instructions of the staff, proceed with liquidation of the fire with portable fire extinguishers or fire hydrants;
  - (d) Leave the premises without delay if materials are available, which may explode and cannot be removed;
  - (e) If a student is called upon by an employee to call fire-fighting assistance, then they will do so on emergency line number 150 or 112 by indicating the following: the number of the telephone from which he/she is reporting the fire, their name and surname, the name and address of the object in which the fire occurred, what type of fire it is.
- 4.2 Fire alarm shall be announced by a voice call HORÍ (FIRE!), this shall be declared by the fire brigade patrol.
- 4.3 Evacuation of persons shall be directed by the head of the fire fighting guard from the nearest safe place. Evacuation of the students shall be ensured by the appropriate teachers along the marked escape routes leading to the open air in front of the building. The direction of escape routes is shown in the graphical section of the Fire Evacuation Plan (see the building corridor).
- 4.4 After leaving the object, all the persons shall be assembled in such a way that they are not threatened by fire and do not interfere with fire-fighters' intervention. Checking the number of evacuees shall be made for the students by their appropriate teachers.
- 4.5 The way of providing first aid to affected persons: Treatment of the wounded persons shall always be provided by the serving porter by calling the Medical Rescue Service squad. Until the arrival of a physician, the first aid shall be provided by the person present on the site, where the first aid is required by using a first aid kit located on the OHLASOVŇA POŽIAROV (FIRE REPORTING OFFICE).
- 4.6 Important telephone numbers of the Integrated Rescue System (112), Fire Fighting and Rescue Corps (150), the Police (158), the Emergency Health Service (155) and the

Heads of the Staff are listed on the OHLASOVŇA POŽIAROV (FIRE REPORTING OFFICE) and in the Fire Alarm Directives on the building corridors.

## **Article IV**

### **CIVIL PROTECTION, GENERAL INFORMATION**

#### **1. Definitions of some of the Civil Protection terms**<sup>13</sup>

- (a) Endangerment is the period during which the danger of occurrence or extension of the consequences of an emergency event is assumed.
- (b) An emergency event shall mean a natural disaster, an accident, a disaster, a terrorist attack or endangering public health of the 2<sup>nd</sup> degree.
- (c) Hiding shall mean the protection of persons in protective structures from possible consequences of emergency events.
- (d) Evacuation shall mean the removal of endangered persons, animals or things from a particular space.

#### **2. Protection in the event of leakage of dangerous substances**

2.1 Hazardous substances (chemical, biological, radioactive) escaped into the environment cause grave damage to the health of persons, such as the central nervous system, respiratory system organs, digestive tract, skin damage or metabolic disturbance. In case of an accident associated with the leakage of hazardous substances, these act on the environment in the form of gas or vapours, in the case of a terrorist attack, these may be used in the form of aerosols or gas. After the occurrence of an emergency event, an emergency situation shall be declared by the Municipality Crisis Management Department.

2.2 General instructions:

- (a) Hide as quickly as possible in the building;
- (b) Improvise in protecting your airways, eyes, and uncovered parts of the body; to this end use water-soaked cloth and attach it to your mouth, nose, cover your eyes and breathe through it; use your clothing on the uncovered parts of the body;
- (c) Track the information from official sources (e.g. RTVS, municipality radio);
- (d) Follow the instructions of the UPJŠ employees who will take the necessary measures, such as closing the windows, doors, ventilation, air conditioning in the building;
- (e) Do not occupy telephone lines unnecessarily by your making phone calls;
- (f) Provide assistance to the sick, elderly, and paralysed persons in the neighbourhood;
- (g) Comply with the ban on smoking.

#### **3. Protection against terrorist attack**

3.1 In the case of terrorist attacks and the use of firearms, the following are recommended:

- (a) If the event is taking place outside the building, it is imperative to immediately

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<sup>13</sup> Law Act No. 42/1994 Book of Statutes

- leave the threatened place, retreat into a safe place;
- (b) If the incident is taking place inside the building, do not stay near the windows;
- (c) Do not draw the attention of the attacker;
- (d) As soon as reasonably practicable, leave the building or hide appropriately in the room behind a suitable piece of furniture, wait for the rescue to arrive;
- (e) Do not use office telephone lines at the time of hiding, turn off the ringtones on your mobile phone;
- (f) Try to keep calm and balanced;

#### **4. Protection of life and health by hiding, evacuation**

- 4.1 When declaring an emergency, the following steps shall be necessary to take:
- (a) If possible, hide in the building;
  - (b) As soon as possible get some drinking water from the central water supply in the building;
  - (c) close all the windows, doors, disconnect the air conditioning;
  - (d) Act responsibly, assist each other;
  - (e) Do not smoke, do not use open fire and electric appliances.
- 4.2 If the building is not suitable for hiding, it is imperative to leave the building as soon as possible by organized evacuation, move to the safety of your home and act as described in paragraph 4.1 above.
- 4.3 In any case, it is essential to respect and follow the instructions issued by the UPJŠ employees or security services, depending on where hiding or evacuation are being performed.

#### **5. Warning, warning signals**

- 5.1 Warning is one of the most important civil protection measures carried out by warning signals through sirens. When the siren sounds:
- (a) There is an imminent emergency, or has just arisen;
  - (b) According to the tone of the signal and the length of its duration, it is obvious what it warns against;
  - (c) Listen to the subsequent spoken information broadcast by radio, television or by the general (municipal) radio broadcasting.
- 5.2 Warning signals:
- (a) **GENERAL THREAT: a 2-minute fluctuating siren tone** is a warning signal to alert the population to the threat or a threatening emergence of an emergency, as well as a threatening chance of spreading the consequences of an emergency event. The fluctuating tone of the sirens lasting for 2 minutes during the war condition and during the war also declares the threat of a possible air attack on the territory of the country. Verbal information on such a threat shall include the definitions of the territory for which the emergency is declared and the notion of "AIR RAID ALARM".
  - (b) **WATER THREAT: a 6-minute long steady siren tone** provides a warning to the population against the detrimental effects of water.
  - (c) **END OF THREAT: a 2-minute long, steady non-repeatable tone** announces the end of the threat or the end of the consequences of an emergency event.



- 5.3. Testing the operational capability of the warning systems shall be carried out by a 2-minute long steady tone of sirens after the population had been previously informed of the test time through the mass media.

**Article V**  
**CONCLUDING PROVISIONS**

1. This Rector's Decree shall be binding on all the students of Pavol Jozef Šafárik University in Košice.
2. Annex No. 1 is an integral part of the this Decree

Annexes:  
Annex No. 1: Pictures

Prof. RNDr. Pavol Sovák, CSc.  
UPJŠ Rector

## PICTURES

1. "NO SMOKING" and "FIRE REPORTING OFFICE" labels:



2. Model of the health protection and safety signs:

Colour	Meaning or purpose	Instructions and information	Model labelling
Red	Prohibition sign	dangerous behaviour, stay,	
	Signalling the danger	stop, emergency shut-off device	
Yellow	Warning sign	Warning, alert, check	
Blue	Instruction sign	Special behaviour or activity Obligation to wear personal Protection tools	
Green	Signs for emergency exit, escape routes	Doors, exits, roads, equipment furnishing	
	No danger, First aid	Return to normal condition	

3. Types of fire

Fire class	Pictogram	Description
A		fires of solid flammable substances burning in flames or by glowing (e.g. wood, paper, straw, coal, textile)
B		fires of liquid flammable substances burning in flames (e.g. petrol, oil, spirits)
C		fires of gas flammable substances (Methane, propane, light gas, hydrogen)

4. Fire extinguisher and its labelling on the site:

