

**Charles University, Faculty of Medicine in Hradec Králové**

**Dean's Directive No. 22/2024**

Ref. No.: UKLFHK/559039/2024

Title: **Occupational Health and Safety Management**

Force and effect: on the date of execution by the Dean

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**Article 1**

**INTRODUCTORY PROVISION**

The present Dean's Directive is published in accordance with Act No. 262/2006 Sb., the Labour Code, as amended, and stipulates the rules for managing and ensuring occupational health and safety ("OHS") at the workplaces of the Faculty of Medicine of Charles University in Hradec Králové ("LF HK").

**Article 2**

**SCOPE AND APPLICATION**

1. The present directive is binding on all employees and students of LF HK and other persons who perform activities for LF HK under a contract and activities within the competence and defined purpose of LF HK who are present at the LF HK workplaces with the knowledge of LF HK.
2. The directive applies to all buildings and premises operated and used by LF HK.

**Article 3**

**LEGISLATION AND RELEVANT LEGAL REGULATIONS**

Act No. 262/2006 Sb., the Labour Code, as amended;  
Act No. 373/2011 Sb., the Specific Healthcare Services Act, as amended;  
Act No. 258/2000 Sb., the Public Health Protection Act, as amended;  
Act No. 309/2006 Sb., the Further Requirements for OHS Act, as amended;  
Act No. 251/2005 Sb., the Labour Inspection Act, as amended;  
Regulation of the Ministry of Health No. 180/2015 Sb., to provide for work and workplaces prohibited to all women, pregnant women, mothers until the end of the ninth month after childbirth, and to minors, as amended;  
Regulation No. 79/2013 Sb., to provide for occupational health services and certain forms of medical assessment services, as amended;  
Regulation No. 432/2003 Sb., to provide conditions for the classification of work into categories, limit values for indicators in biological exposure tests, conditions for collection of biological material for the performance of biological exposure tests, and requirements for reporting work which involves asbestos and biological agents, as amended;  
Regulation of the Czech Occupational Safety Authority No. 48/1982 Sb., basic requirements for occupational safety and technical equipment safety, as amended;  
Government Decree No. 194/2022 Sb., to provide professional qualification in electrical

engineering;

Government Decree No. 101/2005 Sb., to provide detailed requirements for workplaces and the working environment

Government Decree No. 201/2010 Sb., to provide for the recording of injuries, reporting, and the delivery of injury report, as amended;

Government Decree No. 361/2007 Sb., requirements prescribed for the occupational health of employees

Government Decree No. 362/2005 Sb., to provide for further requirements for occupational health and safety at workplaces with a hazard of falling from heights or into depths;

Government Decree No. 378/2001 Sb., requirements for the safe operation and use of machines;

Government Decree No. 390/2021 Sb., definition and further requirements for the provision of PPE for work;

Government Decree No. 375/2017 Sb., design and placement of safety signs.

#### **Article 4**

#### **TERMS, DEFINITIONS, AND ABBREVIATIONS**

**LF HK** – Faculty of Medicine of Charles University in Hradec Králové

**UH** – University Hospital Hradec Králové

**OTD** – Operational Technical Department

**OHS** – Occupational health and safety

**FS** – Fire safety

**PPE** – Personal protective equipment

**OHSs** – Occupational health services

**W&W** – Work and Wages Department

**LOSR** – Local operation safety regulation

**WRI** – Work-related injury

**RI** – Register of injuries

**SI** – Student injury

**RSI** – Register of student injuries

**Work-related injury** – employee's injury or death caused irrespective of the employee's will by a short-term, sudden, and violent effect of external factors while performing work tasks or in direct relation thereto.

**Fatal work-related injury** – work-related injury which results in the employee's death immediately or at a later time if the employee dies due to the injury within one year according to a medical assessment.

**University student injury** – injury caused to a university student in relation to the student's study in a programme of study, within educational, scholarly, research and development, and other activities at a higher education institution.

**Fatal student injury** – injury which results in the death of the student concerned no later than within one year of the injury.

**Accompanying documents** – documents with instructions from the manufacturer for the assembly, handling, repair, maintenance, initial and regular follow-up check-ups, and inspection of equipment.

#### **Article 5**

#### **OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT**

##### **5.1. RESPONSIBILITY FOR OHS**

The employer is responsible for the OHS of its employees. It must ensure OHS with regard to any potential risks to life and health.

The duty to ensure OHS applies to all natural persons who are present at the workplace with the employer's knowledge.

The **Dean of LF HK** is responsible for ensuring OHS at LF HK.

**Managing employees** are responsible for carrying out tasks in the area of OHS; ensuring a safe working environment; ensuring that the technical equipment is safe and operable and that inspections, check-ups, maintenance, and repairs thereof are performed; for the management of occupational safety; for the training of employees in non-managerial positions; for carrying out regular inspections at their workplaces and managing work-related injuries; and for training newly hired employees in non-managerial positions.

The **Human Resources Office** is responsible for recording and organising the introductory OHS training for employees.

The **OHS officer** is responsible for risk assessment and risk prevention; proposing protective measures against the risks; proposing measures (types of PPE for work and technical measures); carrying out and recording introductory and regular OHS training courses; OHS inspections and annual audits; managing work-related injuries (delivery of injury reports to the relevant bodies and institutions); and for drafting and updating OHS documents.

A **building manager** is responsible for the maintenance, repair, and inspection of hazardous and non-hazardous technical equipment and buildings.

## 5.2. DUTIES OF THE EMPLOYER AND MANAGING EMPLOYEES

The employer and managing employees have the following duties:

- Create a safe working environment which does not pose risks to health through the proper management of OHS;
- Assess risks in cooperation with the OHS officer, eliminate the risks or minimise the effect of ineliminable risks, and take measures to mitigate their effect;
- Check compliance with OHS rules at the workplaces on a regular basis;
- Ensure that employees do not perform prohibited work and work for which they lack professional qualification or medical fitness;
- Inform employees of the category in which the work performed by them is classified;
- Protect employees primarily by means of collective protection (technical measures) rather than personal protective equipment (PPE) for work;
- Provide PPE for work and check their use if the risk assessment reveals that it is not possible to remove the risks or mitigate them sufficiently through OHS measures or means of collective protection;
- Organise trainings for employees in the legal and other regulations related to OHS in the frequency required;
- In case of a work-related injury, investigate the causes and circumstances of the injury, take measures to prevent such injuries from occurring repeatedly, record all work-related injuries in the RI, and report work-related injuries to the OHS officer;
- Ensure the provision of first aid to employees;
- Ensure safe operation, regular repairs, check-ups, maintenance, and inspections of all hazardous and other technical equipment, machines, devices, and tools in accordance with the applicable legal and other regulations and standards;
- Ensure that the defects found are removed.

### 5.3. DUTIES OF THE EMPLOYEES

- All employees are obliged to ensure, to the best of their ability, their own safety, health, and the safety and health of natural persons who are directly affected by their conduct;
- Attend OHS training courses organised by the employer, including testing of their knowledge;
- Undergo occupational health checks and examinations on a regular basis;
- Comply with the legal and other regulations, internal OHS documents, principles of safe conduct in the workplace, and the employer's instructions;
- Use the prescribed work procedures, work equipment, means of transport, personal protective equipment for work, and protective devices while working and not change them or take them out of service without a justified reason;
- Not consume alcohol and other addictive substances in the employer's workplaces or outside its workplaces during the employee's working hours and not enter the workplaces or perform work under the influence thereof;
- If requested by a managing employee, undergo an alcohol or drug test;
- Comply with the ban on smoking and manipulation with open fire in the premises concerned;
- Notify their superordinate managing employee of any deficiencies or defects at the workplace which pose or may pose a risk to OHS, in particular, imminent emergencies or deficiencies in organisational measures, and defects or malfunctions of technical equipment or systems of protection; and
- Notify their superordinate managing employee of their work-related injury if the employee's health condition allows the notification or a work-related injury of another employee, or other natural person, which the employee witnesses, and cooperate in the investigation of the cause of such injury.

### 5.4. TRAINING OF EMPLOYEES AND STUDENTS

#### 5.4.1. Introductory training for managing employees and employees

Newly-hired managing employees and employees in non-managerial positions must attend the training course in the scope defined in Appendix 1 hereto.

The introductory training course for managing employees is delivered by the OHS officer.

The introductory training course for employees in non-managerial positions is delivered by the OHS officer and the employee managing the given workplace. A record of the training course is made and archived at the Human Resources Office.

#### 5.4.2. Regular training for managing employees

The training courses are held regularly; they are also held if the employee's work position or type of work change, or in other cases where work safety might be significantly affected.

Training courses for managing employees who are also employed by the University Hospital Hradec Králové ("UH") are delivered by the UH OHS officer, who determines their frequency. After the training course is held, the UH OHS officer provides a copy of the record of the training course to the OHS officer.

Training for other managing employees is provided by the OHS officer in the scope defined in Appendix 2.

Frequency of training: **once every 3 years.**

A record of the training course is made and archived by the OHS officer.

#### **5.4.3. Regular training for employees in non-managerial positions**

The training courses are held regularly; they are also held if the employee's work position or type of work change, or in other cases where work safety might be significantly affected. All employees in non-managerial positions are trained in the scope of the structure of the training course in Appendix 2.

Employees of the Dean's Office in non-managerial positions are trained by the OHS officer. A record of the training course is archived by the OHS officer.

Other employees in non-managerial positions are trained by the managing employees. Records of the training courses are archived by the managing employees.

Frequency of training for all employees in non-managerial positions: **once every 2 years.**

#### **5.4.4. First aid training**

The provision of first aid training for employees is not required since the employees present in the workplaces have a medical education.

#### **5.4.5. Specialised training**

- **Working at heights training:** Is included in the regular OHS training courses.

- **Training for drivers**

- Training courses for drivers of pool cars (personal drivers + drivers using pool cars) are outsourced to a driving school instructor.

Frequency of training: **once a year.**

- Training courses for drivers who use their private vehicle for business purposes are outsourced to a driving school instructor.

Frequency of training: **once every 2 years.**

A written record of the training course is archived in the Operational Technical Department (OTD).

- **Training for employees in handling hazardous chemical substances and compounds**

- Training courses are delivered by an internal or external specialist.

Frequency of training: **once every 2 years.**

A written record of the training course is archived by the OHS officer.

#### **5.4.6. Introductory training for students**

Students are informed of the basic OHS and FS rules during their enrolment in study. The rules are included in the information provided to students who are starting their studies at LF HK.

Students are notified of specific OHS and FS requirements for a given workplace before the beginning of classes.

### **5.5. RISK PREVENTION AND RISK ASSESSMENT**

Risk prevention means all measures following from the legal and other OHS regulations for OHS and the employer's regulations with the aim to prevent risks, remove existing risks, or minimise the effect of irremovable risks.

The following principles are respected in risk assessment management:

- Mitigate risks;
- Remove the sources of risks;
- Adapt the employees' working conditions with the aim of reducing the effect of the negative factors of the working conditions and the working environment on their health;
- Replace physically demanding work and work in difficult working conditions with new technological and work processes;
- Replace hazardous technologies and manufacturing and work tools with less dangerous or hazardous technologies and tools;
- Reduce the number of employees exposed to harmful factors to the maximum extent while ensuring the operation of the workplace;
- Take measures to reduce leaks of harmful substances from machines, devices, and equipment;
- Perform regular OHS inspections of the workplaces and remove the deficiencies found.

#### **5.5.1. Risk assessment**

A risk assessment is performed when a new workplace is created, a new technology is introduced or changed, and when new devices or machines are purchased or installed.

A risk assessment is carried out in the following phases:

5.5.1.1. Selection of the objects to be assessed and the parts thereof;

5.5.1.2. Identification of the hazards and risks;

5.5.1.3. Assessment of the seriousness of the hazard and the degree of the risk;

5.5.1.4. Definition of the measures to eliminate or mitigate the risks.

The risks are assessed by the OHS officer in cooperation with the employees managing the workplaces. The managing employees must inform the OHS officer of new technologies and equipment at the workplace.

The identified and assessed risks, including the measures taken, are recorded in the Register of Risks and the Classification of Work archived by the OHS officer.

#### **5.5.2. OHS inspections**

Risk prevention includes regular OHS inspections to check compliance with OHS rules in the LF HK workplaces. Regular inspections are performed by the OHS officer in cooperation with the managing employees.

Frequency of inspections: at least **once every 6 months**.

The OHS officer drafts a written record of the inspection, which contains the defects found, the measures proposed to remedy the situation, identification of the persons responsible for the remedy, and the deadline for removing the deficiencies.

The managing employees are responsible for removing the defects and deficiencies found. All employees concerned are informed of the risks found and the measures proposed.

#### **5.5.3. OHS audits**

Under Act No. 262/2006 Sb., the Labour Code, as amended, OHS audits are performed **at least once a year**.

OHS audits are carried out by the managing employees and other authorised employees in their workplaces. Records of the audits are sent to the OHS officer who evaluates them and drafts a final record.

## **5.6. WORK-RELATED INJURIES**

A work-related injury is an injury which occurred while performing work tasks or in direct relation thereto.

The performance of work tasks means the performance of work activities agreed in the employment contract or agreements to work outside the scope of regular employment and activities carried out on a business trip.

Activities performed in direct relation to the performance of work tasks mean activities required for the performance of work, activities normally carried out while working, activities which must be carried out before or after work, and activities normally carried out during breaks at work for meals and rest in the employer's premises.

Injuries which occur, for example, on the way to or from work, while eating, during an examination or a treatment by a healthcare services provider or on the way to or from the examination or treatment, unless it is performed in the employer's premises, are not work-related injuries.

### **5.6.1. Work-related injury procedure**

In case of a WRI, the following steps must be taken:

- The employee reports the injury to the managing employee;
- The managing employee ensures that first aid and treatment is provided;
- Under Section 2 (1) of Government Decree No. 201/2010 Sb., the managing employee records the injury in the RI (the form available on the LF HK website may be used) with the employee concerned (if the employee's condition allows recording the injury) no later than on the day following the injury, where the report contains the identification of the witness of the injury, if any, or the description of the circumstances of the injury;
- The work-related injury report is signed by the managing employee, the employee concerned (if the employee's condition allows signing the record), and the witness, if any.
- The work-related injury report is sent by the managing employee to the OHS officer in electronic form without delay;
- The managing employee delivers the original counterpart of the work-related injury report to the OHS officer and, if requested, an official copy to the employee concerned (or the employee's family members in the case of a fatal injury);
- If the work-related injury results in an incapacity to work exceeding 3 calendar days, the managing employee notifies the OHS officer of this fact no later than on the following day in electronic form or by phone and they draft an Injury Report together;
- The employer notifies the competent bodies and institutions under Section 4 of Government Decree No. 201/2010 Sb. of the work-related injury without delay;
- After the employee concerned recovers, he or she submits medical assessments from the healthcare services provider to the employer for the purposes of claiming compensation for the injury.

### **5.6.2. Recording – register of injuries**

All work-related injuries are recorded in the register of injuries kept by the OHS officer.

The WRI reports are archived for a **period of 5 years**.

### **5.6.3. Reporting of serious work-related injuries**

If the employee concerned is hospitalised for more than 5 days or if such hospitalisation may be expected given the nature of the injury, the OHS officer must report the WRI without delay to the competent local department of the Police of the Czech Republic if the facts established suggest that a crime might have been committed in relation to the work-related injury, to the trade union and the representative responsible for occupational health and safety, and the Regional Labour Inspection Authority for the Hradec Králové and Pardubice Regions seated in Hradec Králové.

A fatal WRI must be reported by the OHS officer without delay to the competent local department of the Police of the Czech Republic, the trade union and the representative responsible for occupational health and safety, the Regional Labour Inspection Authority for the Hradec Králové and Pardubice Regions seated in Hradec Králové, and the health insurance company of the employee who suffered the fatal work-related injury. Injuries are reported by phone, email, data box, or in person.

#### **5.6.4. Injury report and delivery of reports of work-related injuries**

The employer must draft an injury report if the employee's injury resulted in an incapacity to work (IW) **exceeding 3 calendar days** or in the employee's death. The report is drafted by the OHS officer in cooperation with the managing employee and the employee concerned (if the employee's condition allows drafting the report) without delay, no later than within **5 working days** of the date on which LF HK was notified of the injury.

The OHS officer delivers the WRI report as follows:

- One original counterpart to the employee concerned (or the survivors in the case of a fatal work-related injury);
- One original counterpart is archived by the OHS officer.
- The OHS officer sends the injury report as follows:
  - a) Injury reports from the past calendar month no later than on the 5<sup>th</sup> day of the following month as follows:
    - To the competent local department of the Police of the Czech Republic if the facts established suggest that a crime might have been committed in relation to the work-related injury;
    - To the Regional Labour Inspection Authority for the Hradec Králové and Pardubice Regions seated in Hradec Králové;
    - To the health insurance company of the employee who suffered the work-related injury;
    - In the case of a fatal work-related injury, the injury report is sent no later than within 5 days of the date on which LF HK was notified of the injury as follows:
      - To the competent local department of the Police of the Czech Republic;
      - To the Regional Labour Inspection Authority for the Hradec Králové and Pardubice Regions seated in Hradec Králové;
      - To the health insurance company of the employee who suffered the fatal work-related injury.
  - b) The injury report is also sent to the competent department of the employer's insurance company for the purposes of the settlement of insurance claims within the employer's statutory liability insurance covering damage incurred in relation to a work-related injury or occupational disease.

#### **5.6.5. Registration of work-related injuries of another employer's employees**

If an employee of another employer (external company) suffers a WRI, the WRI must be recorded



in the register of injuries of LF HK, reported to the external company, and recorded in the register of injuries of the external company. The employee of an external company must notify the person responsible for commissioning the employee's work of the WRI.

#### **5.6.6. Reconstruction of work-related injuries**

In the case of a WRI, the employer must launch an inquiry into the causes and circumstances of the WRI. The inquiry into the circumstances of the work-related injury is held in the presence of the employee concerned, if the employee's condition allows his or her presence, the witnesses, superordinate managing employee, OHS officer, and the representative responsible for OHS, or a trade union representative. Unless there are serious reasons not to do so, the integrity of the place where the WRI occurred must be maintained until the causes and circumstances of the WRI are clarified.

On the basis of the facts established during the reconstruction of the WRI, the employer takes measures to prevent the WRI from occurring repeatedly (for example, technical adjustment, repetition of a training course, etc.).

### **5.7. STUDENT INJURIES**

#### **5.7.1. Student injury procedure**

In case of a student injury, the following steps must be taken:

- The student reports the injury to the teacher or the Student Registry (SR) if it occurs outside classes;
- The teacher or the SR ensures that first aid and treatment is provided;
- Under Section 2 (1) of Government Decree No. 201/2010 Sb., the teacher records the injury in the RSI (the form available on the LF HK website may be used) with the student concerned (if the student's condition allows recording the injury) no later than on the day following the injury, where the report contains the identification of the witness of the injury, if any, or the description of the circumstances of the injury;
- The completed injury report is signed by the teacher, the student concerned, and the witness, if any;
- The injury report is sent by the teacher to the OHS officer and the LF HK Secretary in electronic form;
- The teacher delivers the original counterpart of the injury report to the OHS officer;
- Within one month of the student's recovery, he or she submits medical assessments from the healthcare services provider to the Dean's Office of LF HK or directly to the OHS officer for the purposes of claiming compensation for the injury.

#### **5.7.2. Recording – register of student injuries**

All student injuries are recorded in the register of injuries kept by the OHS officer.

The WRI reports are archived for a **period of 5 years**.

#### **5.7.3. Reporting of injuries**

The OHS officer processes the information on all student injuries in the given academic year and provides it to the head of the OTD, who sends it in electronic form to the Rectorate of Charles University.

## **5.8. FIRST AID**

First-aid kits located in the individual workplaces and defibrillators located in the at receptions of the LF HK Šimkova building and the Teaching and Research Centre are available for the provision of first aid preceding proper medical care.

The provision of first aid is regulated in Dean's Directive No. 16/2019 First-Aid Plan of 5 December 2019 ("**Trauma Management Plan**"), which is available in each first-aid kit and the defibrillator user manual.

The employees managing the workplaces are responsible for the content of the first-aid kits according to the specificities of the workplace and for the regular restocking of the medical material used.

## **5.9. ALCOHOL AND OTHER ADDICTIVE SUBSTANCES**

Employees may not consume alcohol and other addictive substances in the employer's workplaces or outside its workplaces during the employee's working hours and not enter the workplaces under the influence thereof.

All managing employees authorised in writing by the Dean of the Faculty may instruct an employee to take an alcohol or drug test if there are justified reasons to suspect that the employee is under the influence of alcohol or other addictive substances. If an employee refuses to undergo the test, he or she is presumed to be under the influence of alcohol, which may be considered a serious breach of the employee's duties which follow from the legal regulations. If the employee has serious reasons why he or she cannot take a breath alcohol test, for example, due to the employee's health condition, the employer may request the employee to undergo a medical examination and a blood or urine test. If the employee refuses the above, he or she may be sanctioned by the employer, and even by the Police of the Czech Republic.

The test must be always performed in the presence of a managing employee and a witness. The Dean of LF HK must be notified of the results of the test.

Alcohol and drug testers are available at the Secretary to the Dean of LF HK.

## **5.10. CLASSIFICATION OF WORK**

The employer is bound by law to classify work into categories.

Work activities are classified into four categories according to the presence of risk factors in the working conditions which could have a negative effect on the employees' health in the case of long-term exposure. The criteria, factors, and limits for the classification of work into the individual categories are set by Regulation No. 432/2003 Sb., as amended.

The employer decides to classify work into the first or second category, while the classification of work into the third, fourth, or the second hazardous category (2R) is decided by the Regional Health Office (RHO) of the Hradec Králové Region.

If the conditions of the performance of the work which affect the classification of work into the second hazardous, third, or fourth category change, the employer must submit a request to change the classification of work into categories to the RHO of the Hradec Králové Region without delay.

The risk factors for the purposes of classifying work into categories are measured by the Institute of Public Health, an accredited organisation authorised to perform such measurements.

The Classification of Work is kept by the OHS officer.

All employees are informed of the category in which their work is classified as part of their introductory and regular follow-up OHS training courses.

#### **5.10.1. Recording of hazardous work (categories 2R, 3, and 4)**

If hazardous work is performed at the employer's workplaces, the employer must record the following information on each employee as of the date on which the employee is assigned to perform hazardous work:

- Name, surname, and birth number;
- Number of completed shifts involving hazardous work (with the exception of the risk of contracting an infectious disease);
- Dates and types of completed occupational health checks and the conclusions thereof;
- Information on the results of monitoring the burden on employees' organism caused by the factors in the working conditions and the results of the measurements of the intensity and concentration of the factors in the working conditions.

The register of employees performing hazardous work is kept by the Human Resources Office, and the number of completed shifts involving hazardous work is recorded by the designated employee of the Work and Wages Department of the Finance Office on the basis of documents provided by the head of the workplace for the accounting of wages.

#### **5.11. OCCUPATIONAL HEALTH SERVICES**

Occupational health services are provided by the Department of Occupational Medicine of the University Hospital Hradec Králové as the contractual occupational health services provider.

The employees are informed of the OHSs provider before the commencement of their employment. The system of occupational health checks and the responsibility in this area are regulated in Dean's Directive No. 8/2018 Occupational Health Services of 10 May 2018.

#### **5.12. PERSONAL PROTECTIVE EQUIPMENT FOR WORK**

The rules for the provision of PPE for work are regulated in Dean's Directive No. 19/2020 Provision of Personal Protective Equipment for Work, Detergents, Cleaners, and Disinfectants of 13 January 2021.

#### **5.13. USE OF MACHINES, DEVICES, AND TOOLS**

In accordance with the legal requirements for the safe operation and use of machines, all machines, technical equipment, devices, and tools ("equipment") must be equipped with "accompanying documents" (documents with the instructions from the manufacturer for the assembly, handling, repair, maintenance, initial and regular follow-up check-ups, and inspection of the equipment).

Managing employees are responsible for the safe operation of equipment used in their workplaces by ensuring the regular check-up, inspection, maintenance, or repair thereof according to the instructions from the manufacturer. If the instructions from the manufacturer are not available, the scope of the check-ups and maintenance is set out by the employer in a local operation safety regulation (LOSR) drafted by the OHS officer in accordance with the legal and other regulations and standards.

The instruction manuals for the equipment in the individual workplaces are stored by the heads of the departments. The accompanying documents for hazardous and non-hazardous technical equipment (pressure, lifting, electric, and gas equipment) are stored by the power engineer in the LF HK Šimkova theoretical institutes building and by the building managers for other buildings.

All equipment must be checked **at least once a year** unless the instructions from the manufacturer or the standards require a different frequency of check-ups.

The accompanying documents, or the LOSR, must be kept for the entire period of operation of the equipment.

#### **5.14. MANUAL HANDLING OF LOADS**

All employees must respect the prescribed weight limits for the manual handling of loads (see the table below).

The manual handling of loads means transferring or carrying loads by one or more employees at a time, including lifting, putting down, pushing, pulling, shifting, or moving, during which the employee could suffer a back injury or an injury caused by repetitive excessive strain due to the properties of the load or poor ergonomics. The manual handling of loads also includes lifting and carrying animate loads.

<b>Safe weight limits for manual handling of loads</b>		
	<b>Men</b>	<b>Women</b>
Occasional lifting and carrying (interrupted lifting and carrying of loads which does not exceed a total of 30 minutes in an 8-hour shift)	<b>50 kg</b>	<b>20 kg</b>
Frequent lifting and carrying (interrupted lifting and carrying of loads which exceeds a total of 30 minutes in an 8-hour shift)	<b>30 kg</b>	<b>15 kg</b>
For work in a sitting position	<b>5 kg</b>	<b>3 kg</b>

#### **5.15. EMERGENCY MANAGEMENT**

The employer must implement measures for responding to emergencies and ensure the evacuation of employees from the affected premises.

The procedures for responding to emergencies are available in the fire safety documentation and the Crisis Preparedness Plan.

##### **5.15.1. Prevention of emergencies**

- Regular OHS and FS inspections of the workplaces once every 6 months by the OHS officer;
- Regular inspections of the workplaces by employees assigned to fire watch patrols;
- Performance of regular check-ups, inspections, and maintenance of technical equipment (hazardous technical equipment – gas, pressure, electric, lifting, and other technical equipment);
- Checks performed by security in the form of ad hoc inspections of the premises;
- Fire detection by a fire alarm system;
- Fire and evacuation drills, which test the efficiency of the fire regulation and the evacuation plan;
- Notification of employees and transfer of information on imminent dangers from state administration bodies and self-governing bodies.

**Article 6**  
**RELATED DOCUMENTS**

Trauma Management Plan – Dean’s Directive No. 16/2019 First-Aid Plan of 5 December 2019  
Register of Hazards  
Classification of Work  
Dean’s Directive No. 8/2018 Occupational Health Services of 10 May 2018  
Dean’s Directive No. 19/2020 Provision of Personal Protective Equipment for Work,  
Detergents, Cleaners, and Disinfectants of 13 January 2021  
Crisis Preparedness Plan  
Fire safety documentation  
Local operation safety regulations

**Article 7**  
**FINAL PROVISIONS**

1. This Directive comes into force and effect on the date of the execution thereof by the Dean.
2. Dean’s Directive No. S 2016-3 Occupational Health and Safety Management IPTO\_S\_03 of 1 February 2016 is hereby repealed.

In Hradec Králové on 11 October 2024

prof. MUDr. Jiří Mand’ák, Ph.D.  
Dean

Appendix 1 – Structure of the OHS Introductory Training Course for Managing Employees and Employees in Non-managerial Positions

Appendix 2 – Structure of the Regular OHS Training Course for Managing Employees and Employees in Non-managerial Positions

## **Structure of the Introductory OHS Training Course for Managing Employees and Employees in Non-managerial Positions**

- 1/ Responsibility for OHS;
- 2/ Main duties of the employer, managing employees, and employees;
- 3/ Organisation of OHS training courses for all employees;
- 4/ Risk prevention, risk assessment, and the measures implemented;
- 5/ Management of work-related injuries and compensation thereof;
- 6/ Management of student injuries and compensation thereof;
- 7/ Alcohol and other addictive substances;
- 8/ Provision of occupational health services, dates for occupational health checks;
- 9/ Classification of work – introduction to the classification of work into categories;
- 10/ Provision of personal protective equipment for work, detergents, cleaners, and disinfectants;
- 11/ Requirements for the workplace and the working environment;
- 12/ Safety signs;
- 13/ Safe use of machines, devices, and tools;
- 14/ Safe manual handling of loads;
- 15/ Introduction to the use of electric appliances;
- 16/ Prohibited work and workplaces;
- 17/ Working at heights;
- 18/ Use of pool cars;
- 19/ Internal regulations;
- 20/ Basic explanation of the response in case of an armed attack in closed premises according to the methodology of the Police of the Czech Republic

## **Structure of the Periodic OHS Training Course for Managing Employees and Employees in Non-managerial Positions**

- 1/ Responsibility for OHS;
- 2/ Main duties of the employer, managing employees, and employees;
- 3/ Organisation of OHS training courses for all employees;
- 4/ Risk prevention, risk assessment, and the measures implemented;
- 5/ Management of work-related injuries and compensation thereof;
- 6/ Management of student injuries and compensation thereof;
- 7/ Alcohol and other addictive substances;
- 8/ Provision of occupational health services, dates for occupational health checks;
- 9/ Classification of work – classification into categories;
- 10/ Provision of personal protective equipment for work, detergents, cleaners, and disinfectants;
- 11/ Safety signs;
- 12/ Safe use of machines, devices, and tools;
- 13/ Prohibited work and workplaces
- 14/ Working at heights;
- 15/ Internal regulations;
- 16/ Basic explanation of the response in case of an armed attack in closed premises according to the methodology of the Police of the Czech Republic