

Dean's measure No 3/2018

Title: **Local Operating Safety Regulations to Ensure Safe Work at the Chlorination Facility with a Waste Water Collector**

Validity and effectiveness: on the day of the Dean's signature

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**Article 1  
Initial Provisions**

1. This Measure lays down the rules and procedures for working at the premises of a chlorination facility with a waste water collector at the Faculty of Medicine in Hradec Králové (hereinafter ‘the Faculty’) and regulates the conditions of safety of work on the basis of risk assessments in accordance with Government Regulation No. 378/2001 Coll., on the establishment of more detailed requirements for the safe operation and use of machinery, technical installations, appliances and tools, as amended.
2. The chlorination facility with a waste water collector is established for the purpose of collecting and disinfecting specific waste water from the Department of Anatomy (hereinafter referred to as ‘the chlorination facility’).

**Article 2  
Scope of Validity**

This Measure is binding on all employees of the Faculty and on all other persons present at the chlorination facility with the knowledge of the employees of the Faculty.

**Article 3  
Responsibility**

The Head of the Investment and Operational and Technical Department (hereinafter ‘the IPTO’ and ‘the person responsible’) shall be the person responsible for the operation of the chlorination facility.

**Article 4  
Ensuring the Operation of the Chlorination Facility**

The person responsible shall ensure that a sufficient number of employees are employed to operate the chlorination facility safely (min. 2 persons, hereinafter ‘the chlorination facility operators’) and their demonstrable training in the course of specified intervals.

## **Article 5 Training**

1. Employees who operate the chlorination facility must be demonstrably familiar with the operating documentation of the chlorination facility, i.e., this Dean's measure, the operating and maintenance instructions of the equipment installed in the chlorination facility, the sodium hypochlorite (NaOCl) safety data sheet and the first aid instructions (hereinafter 'the training').
2. The training must be carried out before the operation of the chlorination facility begins and then periodically repeated every two years in accordance with Act No. 262/2006 Coll., Labour Code, as amended, regulations on occupational health and safety and the Faculty's Internal Regulations.
3. The training will be provided by the person responsible who is also responsible for the content of the training. A record must be made of the training carried out, indicating the course outline(s), the date of completion of the training, the duration of the training, the way in which knowledge is tested, the names and signatures of the trainees, the name and signature of the person who carried out the training (hereinafter 'the training documentation').

## **Article 6 Inspection, Maintenance and Revision of the Equipment at the Chlorination Facility**

1. It is the responsibility of the chlorination facility operators to regularly check the operation of the metering pump in the chlorination facility and the submersible pump located in the waste water collector once a week.
2. The periodic maintenance of the metering pump and the submersible pump referred to in paragraph 1 shall be carried out in accordance with the instructions for use and maintenance.
3. Revisions of electrical equipment located at the chlorination facility are carried out through an external supplier. Responsibility for ensuring revisions lies with the person responsible.
4. The chlorination facility operators check the condition of the permanent connection of the water supply hose and the condition of the non-closable openings of the chlorination facility ventilation system (sodium hypochlorite solution is not stable, releases chlorine gas and decomposes into chlorate and chloride; oxygen is released at temperatures above 27 °C and with direct sunlight).
5. The operations to be carried out (checks, replenishment of solution, maintenance, electrical equipment revision, etc.) will be recorded by the operators of the chlorination facility in the logbook, which is kept at the chlorination facility.

## **Article 7**

### **Health and Safety at Work**

1. When the waste water collector is uncovered, the protection against an accidental fall needs to be used.
2. Only the person responsible, the chlorination facility operators and the energy specialist and the IPTO officer may enter the chlorination facility. Other persons may enter the chlorination facility only if accompanied by one of the persons referred to in the first sentence of this paragraph.
3. The exhaust fan must be switched on before entering the chlorination facility.
4. When handling the sodium hypochlorite solution and maintaining the chlorination facility regularly, the chlorination facility operators must observe the safety instructions and use the prescribed personal protective equipment according to the relevant safety data sheet.
5. The following personal protective equipment must be provided to the chlorination facility operators:
  - face shield,
  - exhalation valve respirator
  - five-finger rubber gloves,
  - rubber apron,
  - rubber boots.
6. If sodium hypochlorite leaks on the floor, rinse the floor with plenty of water.

## **Article 8**

### **Documentation of the Chlorination Facility**

1. The documentation relating to the operation of the chlorination facility shall consist in particular of:
  - a. Safety data sheet for sodium hypochlorite (NaOCl) – available at [www.chemax.cz](http://www.chemax.cz),
  - b. The operating rules of the chlorination facility with the waste water collector,
  - c. Instructions for operation and maintenance of the metering pump,
  - d. Instructions for operation and maintenance of the submersible pump,
  - e. First aid guidelines,
  - f. Fire alarm guidelines,
  - g. The operating logbook,
  - h. Documentation of the training carried out.  
(hereinafter ‘the documentation’)
2. The documentation must be accessible to all persons authorized to enter the chlorination facility.
3. The energy specialist and the IPTO officer shall be responsible for the proper storage and maintenance of the documentation and for the ongoing updating thereof.

**Article 9**  
**Final Provision**

1. SOP 2007-3 Local Operating and Safety Code to Ensure Safe Work at the Waste Water Chlorination Facility of the Department of Forensic Medicine of 1<sup>st</sup> March 2007 is hereby repealed.
2. This Dean's measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 7<sup>th</sup> March 2018

prof. MUDr. RNDr. Miroslav Červinka, CSc.  
Dean of the Faculty