

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

**Dean's measure No 15/2016-2017**

Title: **Operation of Electrical Equipment and Electrical Appliances**

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

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**Article 1**

**Initial Provisions**

This measure regulates the rules for the operation of electrical equipment and electrical appliances pursuant to Regulation No. 73/2010 Coll. on dedicated electrical technical equipment, its classification into classes and groups and on detailed conditions of its safety (Regulation on Dedicated Electrical Technical Equipment), as amended, and ČSN 33 1600 ed. 2., Revision and Inspection of Electrical Appliances during Use.

**Article 2**

**The Purpose of the Measure**

The purpose of this Measure is to set the conditions for the use of electrical equipment and electrical appliances at the Faculty of Medicine in Hradec Králové (hereinafter also 'the LF HK').

**Article 3**

**Scope of Validity**

This Measure is binding on all LF HK employees and applies to all buildings and premises used by the LF HK.

## Article 4

### Definition of Terms

1. Electrical appliance = an electrical device that is ready for operation after a simple connection to the source or when a source is inserted.
2. Mounted appliance = an appliance which is intended to be used when it is attached to a support or otherwise permanently secured in a specific place.
3. Unmounted appliance = an appliance that is not attached.
4. Hand-held appliance = an unmounted appliance designed to be held in the hand during normal use, where the engine or electric drive is an integral part of the appliance.
5. Electric hand tools = tools held in the hand during operation and using electrical power to operate.
6. Dedicated electrical equipment = equipment for the production, transformation, transmission, distribution and consumption of electricity and electrical installations; equipment designed to protect against the effects of atmospheric or static electricity.

## Article 5

### Allocation of Dedicated Electrical Equipment

1. Equipment designed for the **production and conversion** of electricity (replacement source of electricity – engine-generator, main transformer station).
2. Equipment designed for the **transmission and distribution** of electricity (power distribution for LF HK buildings which ends with a socket, connection switchboard or box).
3. Machinery and equipment for the **consumption** of electrical energy.
  - 3.1. Electrical (machinery) equipment (machine tools, welders, compressors, air-conditioning units, etc.)
  - 3.2. Electrical appliances (laboratory appliances – ovens, centrifuges, autoclaves, scales, shakers, microscopes, cooling equipment of ultrasonic washing machines, etc., portable electric tools, extension cables, office equipment including computers and monitors, alternate sources – UPS, kitchen appliances, heating appliances, refrigerators, portable fans, consumer electronics, etc.).
    - a. Group A – Electrical appliances provided by renting to another operator.
    - b. Group B – Electrical appliances used at the LF HK outdoors.
    - c. Group C – Electrical appliances used at the LF HK indoors.

- d. Group D – Electrical appliances used in generally accessible areas (in classrooms, changing rooms and sanitary facilities, in dining rooms and daily rooms, etc.).
  - e. Group E – Electrical appliances used during administrative activities.
4. Equipment designed to protect against the effects of atmospheric or static electricity – lightning conductors (masonry, residential and office buildings, teaching facilities, building made of other structural materials such as metal containers, sheet metal garages, etc.).

## **Article 6**

### **Responsibility**

1. The head of the Investment and Operational and Technical Department (hereinafter ‘the IPTO’) shall be responsible for the operation, maintenance, repair, inspection, testing and revision of the electrical equipment referred to in Article 5(3.1).
2. The operation, maintenance, repair, inspection, testing and revision of electrical equipment referred to in Article 5(1), (2) and (4) of this Measure shall be the responsibility of the head of the IPTO.
3. The head of the department, to the use of which the electrical appliance has been assigned or lent, shall be responsible for the operation, maintenance, repair, inspection, testing and revision of the electrical equipment referred to in Article 5(3.2). The exception to this rule is the Dean's office. The head of the department (Dean's office) is responsible, within the meaning of the previous sentence, for equipment that has been assigned or lent for use at all departments of the Dean's office, except for the Medical Library and the IPTO. The equipment referred to in this paragraph that is assigned or lent to the use of the Medical Library shall be the responsibility of the head of the Medical Library, and the equipment assigned or lent to the use of the IPTO shall be the responsibility of the head of the IPTO.
4. The operation, maintenance, repair, inspection, testing and revision of the electrical equipment referred to in Article 5(3.2) shall be the responsibility of the head of the IPTO if the electrical equipment is not assigned or lent to any of the departments.
5. The persons referred to in paragraphs 1, 2, 3 and 4 of this Article shall be persons responsible for electrical installation within the meaning of Article 4.3 of ČSN EN 50110-1 ed. 3 – Operation of Electrical Installations. Each head of the department may designate the employees to be responsible for the operation, maintenance, repair, inspection, testing and revision of electrical equipment as specified in this paragraph (hereinafter ‘the persons responsible’). The name of the person responsible and any subsequent change of the person responsible shall be reported by the head of the department to the head of the IPTO. The list of these persons responsible is kept at the IPTO and the head of the IPTO is responsible for the regular updating of the list.

## Article 7

### Obligations of the Persons Responsible

1. The person responsible shall:
  - a. ensure that the manufacturer's accompanying documentation containing the manufacturer's instructions for installation, handling, repair and maintenance of the equipment, all in the Czech language, is available for all electrical equipment throughout its operation,
  - b. ensure that, in line with preventive maintenance, the prescribed checks are carried out on the equipment (revisions, tests, inspections, etc.), taking into account the conditions under which the equipment is operated,
  - c. ensure that the defects detected during checks and inspections of electrical equipment are rectified,
  - d. ensure that records and documents of the operation, revision, defects found, repairs and reconstructions of the equipment are kept until the defects are rectified, at least until the next revision or inspection of the equipment,
  - e. ensure that no electrical equipment is operated at a workplace where the conditions laid down in this Article are not met,
  - f. ensure that electrical equipment is reviewed (hereinafter 'the revision'). The revision shall be ensured by each workplace separately, or after consultation with the energy specialist or the IPTO officer, with the exception applicable to the Dean's Office referred to in Article 6(3) of this Measure.

## Article 8

### Procedures for Carrying out Certain Duties When Operating Electrical Appliances

#### 1. Procurement of an Electrical Appliance:

The procurement of an electric appliance shall be carried out in accordance with the procedure laid down in the current regulations of the LF HK.

#### 2. Electrical Appliances before Commissioning

Before commissioning, the responsible person shall:

- a. ensure that the appliance is included in the list of electrical appliances used, i.e. the introduction and the issue of the appliance registration card for the records of revisions, checks, and repairs to the appliance,
- b. ensure that the appliance is inspected before it is put into operation (and the inspection is carried out according to ČSN 33 1600 ed. 2 by a technically competent person qualified at least according to Article 6 of the Regulation of the Czech Occupational

Safety Office and the Czech Mining Authority No. 50/1978 Coll. on competence electrical engineering, as amended, i.e. an electrician),

- c. demonstrably inform the operator of the proper use of an electrical appliance,
- d. ensure that the first periodic revision has been carried out since entry into operation, at the latest within the time limit set in the table with Time Limits for Periodic Revisions of Unmounted Appliances,
- e. ensure that no electrical appliances are operated at a workplace where the conditions laid down in this Article would not be met.

### 3. Operated Electrical Appliances

- 3.1. The person responsible, in cooperation with the electrical equipment inspection technician, shall carry out an evaluation of the risks of using electrical appliances, depending on the environment and the conditions under which the appliances are operated, and determines the time limit for carrying out regular revisions, in accordance with the following table. This time limit shall be indicated on the registration card of the appliance.
- 3.2. The person responsible shall monitor the time limits for regular revisions and shall accordingly ensure that a revision is carried out.
- 3.3. Table – Time Limits for Periodic Revisions of Unmounted Appliances

Group of electrical appliances – see Article 5(3.2)	Unmounted hand-held appliances	Other unmounted appliances	
<b>A</b>	Not present at the LF HK		
<b>B</b>	Protection class I.	<b>1x in 3 months</b>	<b>1x in 6 months</b>
	Protection class II. and III.	<b>1x in 6 months</b>	
<b>C</b>	Protection class I.	<b>1x in 6 months</b>	<b>1x in 24 months</b>
	Protection class II. and III.	<b>1x in 12 months</b>	
<b>D</b>	Protection class I.	<b>1x in 12 months</b>	<b>1x in 24 months</b>
	Protection class II. and III.		

<b>E</b>	Protection class I.	<b>1x in 12 months</b>	<b>1x in 24 months</b>
	Protection class II. and III.		

NOTE: Protection classes I to III are listed in the electrical appliance documentation.

3.4. Additional (irregular) revisions shall be ensured by the person responsible whenever a defect is suspected or detected in order to verify the condition in terms of protection against electric shock (e.g. suspected damage to the appliance by electrical shock, impact, liquid spill, etc.) and also after any repairs to the appliance have been carried out.

#### 4. **Eliminated Electrical Appliances**

4.1. Electrical appliances which have ceased to function properly or have reached the end of their life cycle shall be removed from operation, pursuant to the following conditions:

- a. the person responsible will remove the electrical appliance from the list of electrical appliances in use, i.e. they will remove the appliance registration cards from records. Eliminated cards must be archived for a minimum of 1 year. Where the use of an appliance has resulted in an injury or fire, the archiving period shall be 10 years,
- b. the physical disposal of the appliance will be carried out on the basis of a Long-Term Asset Disposal Report approved by the Secretary of the LF HK following a recommendation from the Inventory and Disposal Commission.

### **Article 9**

#### **Common Provision**

When a change of the conditions for the use of electrical equipment occurs which could affect its safety or safe operation, the person responsible for the electrical equipment shall proceed in accordance with Article 8(3.1).

### **Article 10**

#### **Final Provisions**

1. Directive S 2005-7 Safety Rules for the Provision of Electrical Hand Tools Revisions and Inspections of Electrical Hand Tools during Use and for the Revision and Inspection of Electrical Appliances during Their Use of 1<sup>st</sup> January 2005 is hereby repealed.

2. The Dean's Order PD 1999-4 Purchase and Commissioning of Equipment of 1<sup>st</sup> July 1999 is hereby repealed.
3. This Measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 15<sup>th</sup> December 2017

prof. MUDr. RNDr. Miroslav Červinka, CSc.

Dean of the Faculty