

Safety Instructions for the Incoming Students

Safety and Health Protection during Work
Occupational Hygiene
Fire Protection

Jiří Hiesl
Safety Officer
and Fire Protection Technician

Prof. MUDr. RNDr. Miroslav Červinka, CSc.
Dean of the Faculty of Medicine in Hradec Králove

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BASIC PROVISION

- 1.1. Charles University Faculty of Medicine in Hradec Králove (the faculty) is obliged to ensure the safety and health of employees and students working and studying with regard to the possible risk to their life and health, which relate to the performance of their work and studies. For fulfilling the tasks of the faculty in the care of health and safety, responsibility lies with the heads of faculty staff at all levels of management within the scope of their functions.
- 1.2. These guidelines provide an overview of the basic requirements to ensure the safe movement and activities of students at the faculty.
- 1.3. Faculty responsibility for health and safety is based on the provisions of the Universities Act, the provisions of the Labour Code and the Fire Protection Act.

2. SAFETY AND HEALTH PROTECTION - BASIC RESPONSIBILITIES OF THE STUDENT

- 2.1. **The student is obliged to observe the internal rules and regulations of the faculty.**
- 2.2. **Students are required to comply with legal and other regulations to ensure health and safety at work and study.**
- 2.3. Legal and other regulations for ensuring occupational safety and health are: regulations for the protection of life and health regulations, hygienic and anti-epidemic, technical regulations, technical documents and standards, fire protection regulations and the regulations on handling flammable liquids with chemical substances and mixtures with other substances harmful to health.

3. ADDITIONAL RESPONSIBILITIES OF THE STUDENT

STUDENTS ARE REQUIRED TO:

- 3.1. Take care of their own safety, their health and the safety and health of individuals who are directly affected by their actions.
- 3.2. Follow the principles of safe conduct for activities in classrooms, workrooms, laboratories and other areas of faculty and follow the information that are related to health and safety.
- 3.3. When on the faculty premises, use established routes, entrances and exits intended for them. Students should avoid hazardous areas or areas where academic or student-related activities and work do not take place.
- 3.4. Not disturb other students while studying or working. Teasing, harassment, inappropriate jokes, games and quarrels in the faculty premises are prohibited. Injury resulting from such actions can be classified as a criminal offense.
- 3.5. Not drink alcoholic beverages or use other addictive substances in the area of the faculty. Students are not allowed to enter the areas of the faculty under the influence.
- 3.6. Announce to the teacher or other employees of the faculty shortcomings and defects in the premises for teaching and learning which endanger or which are directly and seriously detrimental to the safety or health of persons, in particular the imminent outbreak of an emergency.
- 3.7. Promptly notify the teacher or relevant other employees of the faculty about any injury to oneself if the health condition allows or any injury to another individual which he/she witnessed and cooperate in clarifying its causes.
- 3.8. When necessary, to undergo scrutiny by an authorized senior employee of the faculty to determine whether the student is under the influence of alcohol or other addictive substances.
- 3.9. Provide the necessary first aid for persons whose life or health is in danger and use all available means to do so, particularly by providing basic life functions and calling emergency medical personnel.

4. RESPONSIBILITIES OF THE STUDENT WHILE OPERATING ELECTRICAL EQUIPMENT:

Students are also required to:

- 4.1. Use electric devices for the purpose for which they are intended according to the manufacturer's instructions.
- 4.2. Know how to use remote control of electrical equipment, primarily for switching devices on and off.
- 4.3. Use flexible extension leads for connecting parts with the permanent source (the socket and plug) and move electrical appliances into the off-position.
- 4.4. Clean and maintain electrical appliances only when they are switched off and without the use of tools for disassembly (knives, screwdrivers, pliers, other similar hand tools).
- 4.5. To report to the teacher any fault in the electrical appliances. For example, the insulation is damaged, a burning smell, smoke, unusually noisy equipment, a powerful hum, the electric current is exposed, the occurrence of static electricity manifested by electrical sparks or electric discharge between the device and the individual.

In such cases, the device must be switched off immediately, work must be stopped, and any repairs should be halted.

The student is prohibited:

- 4.6. To use electrical equipment which expose the student to electrically charged components of equipment which could pose dangers or health risks.

5. STUDENT DUTIES DURING LABORATORY WORK

Students are also required to:

- 5.1. Enter the lab only with the consent of the teacher or the laboratory staff.
- 5.2. Perform only laboratory work ordered by the teacher or laboratory worker.
- 5.3. Use the required personal protective equipment and gear at work.
- 5.4. Become familiar with the properties of the chemicals and mixtures (safety data sheets, teacher instructions), especially with instructions for their storage, fire prevention and first aid instructions.
- 5.5. When working with chemical substances and mixtures that can endanger human health, exclude direct contact of chemicals with unprotected skin or other body parts.
- 5.6. Not use and put into operation laboratory instruments and equipment with which one has not been made demonstrably familiar.
- 5.7. Store used glassware, other laboratory dishes and utensils only on a placeholder, and after spilling any liquids, put broken glass in a container designed for this purpose.
- 5.8. Not make any repairs to laboratory devices or other equipment in the laboratory.
- 5.9. Not use laboratory dishes and utensils for storing food or beverages.
- 5.10. Not keep beverages and foods intended for consumption in refrigerators intended for the storage of chemical or biological materials.
- 5.11. Maintain a clean and tidy workplace.

6. FIRE PROTECTION - GENERAL OBLIGATIONS OF STUDENT

- 6.1. **Students are obliged to behave in such a way so as to not cause fires and endanger the life and health of people, animals and property. When fighting a fire, natural disasters and other emergencies, students are obliged to provide the necessary material assistance and adequate personal assistance unless they themselves are**

exposed to serious risk or threat or unless in some way they are prevented from doing so.

7. OTHER OBLIGATIONS OF THE STUDENT

Students are required to:

- 7.1. Behave in such a way as to prevent a fire hazard, especially when using thermal, electrical and gas appliances, storing and using flammable liquids or fire hazardous substances, handling them or using an open flame or other ignition source.
- 7.2. Maintain fire shutter access to the distribution systems of electricity, to the gas, water and heating shutters.
- 7.3. Fulfill orders and comply with prohibitions concerning fire protection at the designated places.
- 7.4. Maintain free access both to fire safety equipment (e.g. fire alarm button) and to the material means of fire protection (fire extinguishers, hydrants) so that they may be used in a timely manner.
- 7.5. Maintain free and open communication and escape routes.
- 7.6. Abide by the terms or instructions related to fire safety products, equipment or activities.
- 7.7. Not smoke in places where it is prohibited.
- 7.8. Get acquainted with the placement of fire hydrants and fire extinguishers in places of teaching and learning and know how to use them (be familiar with the information on the label extinguisher).

In relation to the control of fire, the student must:

- 7.9. Take the necessary measures to rescue endangered persons.
- 7.10. Extinguish the fire, if possible, or to carry out the necessary measures to prevent its spread.
- 7.11. Promptly report a fire at a location (gatehouse - Registration Office Fire) or secure its announcement (in terms of fire alarm instructions).
- 7.12. In the case of compulsory evacuation of the building, follow instructions provided by teachers or other faculty staff.
- 7.13. Know emergency numbers:

150 firefighters
155 emergency service
158 police

or 112 emergency calls

Students are prohibited from:

- 7.14. Willfully and unreasonably calling the fire brigade or abusing the emergency number.
- 7.15. Damaging, misusing, or otherwise preventing the use of fire extinguishers or other fire safety equipment.

8. CONCLUSION

- 8.1. Given that the faculty takes very seriously dangerous agents and processes in the working and study environment and explores their causes and sources, the faculty identifies and assesses the risks and takes action to eliminate them. Every student studying at the Charles University the Faculty of Medicine in Hradec Králove shall be continuously acquainted with the conditions required to ensure safety and health protection.