

**Instruction of students/interns of the Faculty of Civil Engineering,
CTU in Prague about H&S and FS**

Obligatory regulations for enforcing Health and Safety and Fire Safety

Act No. 111/1998 Coll. on Universities, § 62 para. 2,

Act No. 262/2006 Coll. Labour Code, § 391 para. 1 and 4,

Act No. 133/1985 Coll. on Fire Protection, § 1 para. 2 and §§18 and 19,

Decree of the Ministry of the Interior No. 246/2001 Coll. on Fire Prevention, § 23 para. 6

Rector's Decree No. 10/2009 on the Organisation and Enforcement of H&S pursuant to provisions of Act No. 262/2006 Coll. and related legal regulations

The enforcement of H&S and FS is one of the preconditions for the proper performance of formative and educational functions of school. One of the fundamental duties of the University and its leading staff members is to create adequate conditions for safe work free of health hazards. This duty involves not only staff members, but also the protection of the health of students/interns during instruction and in direct relation to it at all workplaces and in all university premises.

With respect to different needs for professional knowledge, students/interns will be informed about health and safety and fire regulations according to specific conditions existing at individual workplaces.

Students/interns are, above all, obliged to:

- take care - as far as possible - of their own safety and the health of persons affected immediately by their acts, prevent and reduce any potential risks to health, injury, damage to property and equipment,
- observe the principles of safe behaviour in public Faculty premises, in classrooms, laboratories, gymnasiums, workshops, in corridors and staircases, in the refectory, etc.,
- observe the ban on smoking and using alcoholic beverages and intoxicating substances in Faculty premises, at lectures or in practical instruction,
- respect instructions of teaching lecturers during professional practice in technical laboratories and halls, use personal protective equipment (hard hats, goggles, boots, gloves, etc.) and act so that they do not cause a fire during instruction or a fire hazard by their acts,
- observe all health and safety regulations and fire regulations about which they have been instructed by the teacher (of the head of a workplace),
- notify the teacher (or the head of a workplace) of all defects and faults identified which could endanger safe work,
- immediately notify the teacher (or the head of a workplace) of any injury arising during instruction, professional practice or in direct relation to it, have it attended to at the nearest site equipped with the first aid kit (such sites are marked by signs), enter this fact in the Book of Injuries (Department Secretariat). In the case of an injury requiring medical treatment or assumed therapy, fill in the forms "Record of Student's Injury" and "Report of an Injury" see <https://www.fsv.cvut.cz/hlavni/bozp/formbozp.php>. If the student/intern is unable to fill in the form in person, they should ask the teacher. The properly filled in forms (signed by the teacher) shall be sent by the student/intern by email at: bozp@fsv.cvut.cz or the printed copy is filed in the box in the filing room

– Section H&S and FS (Úsek BOZP a PO). The H&S Department is situated in Building A, room A-128.

Fire Safety principles:

- everybody is obliged to act accordingly not to cause a fire
- not carry out any work or activities for which they are not authorised and which could lead to a fire (unprofessional repairs of electrical installations, devices, etc.)
- not use electrical appliances unauthorised for use and un-reviewed
- not handle on one’s own fire protection equipment, abuse and damage, or otherwise preclude its use
- **keep escape routes clear**, not put any objects in them
- **not park in boarding areas for Fire and Rescue Service equipment and machines.**

Duties in the case of a fire

Anyone who notices a fire is obliged to extinguish it according to their abilities. In the event that their abilities do not suffice to extinguish the fire, they are obliged to immediately report the fire to the Fire Reporting Site (at the reception desk of Building “C” tel.: 224354318, or 224355469). An electrical fire alarm system is installed in all buildings, in the case of noticing a fire, push button fire alarms installed in the corridors of all FCE buildings can be used.

If an alarm has been raised, everybody is obliged to leave the building using escape routes and get to the meeting point in front of Building “C”. Fire alarm regulations and evacuation plans are put up in the corridors of individual floors of all buildings.

Until the arrival of Fire and Rescue Service units, the evacuation is managed by fire wardens (visibly marked Faculty staff members). Upon the arrival of Fire and Rescue Service units, all activity is managed by the incident commander. All persons are legally obliged to obey the instructions of the incident commander.

Students/Interns are not allowed to do any activity they were not assigned during instruction or professional practice and, furthermore, were not asked to do by the head of a workplace and have not been instructed. They are not allowed to handle, switch on, switch off or operate any machines, devices and equipment, which were not assigned to them during instruction or professional practice and whose operation they have not been instructed about.

I confirm that I have been instructed about the principles of health and safety, I understand them and will abide by them.

In Prague on:

.....
Name and surname (block capitals)

.....
Signature