

Record of Student Entry Training on Occupational Health and Safety and Fire Protection

Record

of the orientation of students of Palacký University in Olomouc (hereinafter referred to as UP) with the basic obligations regarding compliance with occupational health and safety regulations and fire protection.

Introduction

UP is obliged to ensure occupational health and safety for all persons who are present at its workplaces with its consent.

This introductory orientation is intended to provide you with basic information on occupational health and safety and fire protection at UP.

Basic Rules

During studies, students are required to observe the principles of occupational health and safety and fire protection. Therefore, the student agrees to:

- Comply with:
 - all occupational health and safety and fire protection rules with which I have been duly acquainted,
 - orderliness in classrooms and at specialized workplaces,
 - established working procedures,
 - rules for safe conduct in buildings and spaces where teaching and practical training take place, including all related activities.
- Take care of my own health and safety and the safety of others.
- Use prescribed personal protective equipment.
- Participate in additional mandatory training at UP departments and workplaces, and at any other sites where I undertake practical training, as organized by the relevant teacher (workplace supervisor), and follow their instructions.
- Obey no-entry signs, warning notices, and other safety and fire signage.
- Observe the operating rules at applicable workplaces.
- Comply with the ban on smoking and use of open flames.
- Familiarize myself with fire alarm guidelines and fire regulations in all areas related to teaching, and comply with them.
- Learn the procedures for announcing a fire alarm, the location of fire reporting points, escape routes, and the placement and proper use of fire extinguishers and other firefighting equipment.
- In case of fire detection, attempt to extinguish it using available means (if my safety is not endangered), sound the fire alarm, immediately inform the teacher (workplace supervisor), and report the fire by calling 150 (Fire Rescue Service) or the EU emergency number 112.

- Immediately report to the teacher (workplace supervisor) any identified deficiencies or defects that could cause injury, health damage, or fire, including all other observed safety/fire risks.
- Immediately report any injury to myself or others to the teacher (workplace supervisor), get proper medical treatment, and, if possible, request the injury be officially recorded using the “University Student Injury Report.” After recovery, submit a completed and doctor-confirmed “Pain Compensation Report” and, if applicable, receipts for treatment-related expenses to the relevant department.
- Acknowledge that accident insurance covers only my activities during educational sessions and practical training according to the study program, and only within Europe. It does not cover personal free time before or after lectures, practical training, or other official activities.
- Abstain from alcohol or other addictive substances during classes or related activities. Participation in university activities under the influence of such substances is prohibited. In case of suspected use, I will undergo testing for alcohol or drugs upon request. Refusal will be treated as a positive result.
- Inform the teacher (workplace supervisor) of any significant changes in my health condition (e.g., asthma, epilepsy, pregnancy, sudden illness) that could pose a safety risk.
- Acknowledge that I am responsible for any damage I cause through violation of rules or intentional misconduct during theoretical or practical classes or other university-related activities. The same applies if I knowingly fail to report imminent danger.
- Not enter workplaces or spaces during practical training unless directed by a teacher or supervisor.
- Not perform tasks for which I am not trained, instructed, or qualified.

Work on Electrical Equipment

Students who are not professionally qualified in electrical engineering must not come into contact with live parts. They may only operate low- or extra-low-voltage equipment and must follow all operational and safety instructions.

Obligations for unqualified students:

- Before moving equipment connected via flexible cords and plugs, disconnect it safely to prevent cord damage—except for devices specifically designed to be moved while connected.
- Before use, visually inspect electrical devices for signs of electric shock risk.
- In case of any fault (e.g., tingling, buzzing, overheating, smoke, burning smell), switch off the device, prevent further use, and report the issue to the teacher or supervisor.

Prohibited:

- Opening electrical cabinets or switching circuit breakers and fuses.
- Using damaged or loose sockets/switches.
- Operating devices with wet hands or when wet.
- Using appliances without protective covers.
- Pulling on flexible cords or routing them over sharp edges.
- Using devices for purposes other than intended.
- Overloading devices beyond technical specifications.

Damaged electrical devices must not be used!

First Aid in Case of Electric Shock

- Remove the victim from the electric source (disconnect power, move cable, pull the person away).
- Check for consciousness. If unresponsive, call for help.
- If the person is not breathing normally, call emergency services (155 or 112).
- Start chest compressions and artificial respiration immediately.
- Notify the workplace supervisor as soon as possible.

Fire Protection

General duties:

Everyone must act to prevent fire. Anyone who detects a fire must try to extinguish it using available tools (if safe) and report it to the Fire Rescue Service (150 or 112) or the building's fire reporting point and inform their superior.

Students must:

- Follow fire safety regulations, evacuation plans, and fire alarm guidelines.
- Report any deficiencies that may compromise fire safety.
- Store flammable substances only in designated areas.
- Not use personal appliances, especially open-flame or radiant heat sources.
- Unplug kettles and cookers when not in use or leaving the area.
- Refrain from repairing or tampering with electrical equipment.
- Keep access to control panels, shutoff valves, firefighting equipment, and gas cylinders clear.
- Keep escape routes and exits unobstructed at all times.

Fire Extinguishers

1. Water extinguisher:

- Agent: Water with potassium carbonate
- Effect: Cooling
- Suitable for: Glowing solid materials (wood, paper, fabric)
- Not suitable for: Flammable liquids
- **DO NOT USE on energized electrical equipment!**

2. Powder extinguisher:

- Agent: Universal extinguishing powder
- Effect: Disrupts combustion and isolates air
- Suitable for: Solid (wood, coal, fabric), liquid (oil, petrol), gas (acetylene, methane), and electrical equipment up to 1000V
- Not suitable for: Loose organic materials (sawdust, powders, food)

3. CO₂ extinguisher:

- Agent: Carbon dioxide
- Effect: Smothers and cools, displaces air
- Suitable for: Liquid and gaseous fuels, electrical equipment
- **DO NOT USE on loose materials (dust, shavings)**

Important Emergency Numbers

- Fire Rescue Service: **150**
- Police of the Czech Republic: **158**
- Medical Emergency Service: **155**

By signing below, I confirm that I have been instructed on the basic obligations regarding occupational health and safety and fire protection and that I understand the information presented.

This record is issued in two copies—one is stored in the student's file in the study department, and the other is given to the student.

Date:

Orientation provided by:

Name, signature: Jitka Melcrová

Student's name, signature: