

Prague, 25 June 2021

## **PO<sup>1</sup> and BOZP<sup>2</sup> training manual**

One of the fundamental duties of an employer, to ensure the safety and protection of health at work, applies not only to employees, but to all persons whose presence at the workplace the employer is aware of. This implies an obligation to acquaint the students with the risks of the ČVUT workplace at the Faculty of Transportation Sciences (hereinafter referred to as "FD") and to carry out training in PO and BOZP.

The university is liable to students for damage caused to them by a breach of legal regulations and the obligations of PO and BOZP from the side of the organization.

### **1. General principles and obligations**

- exercise caution when walking in buildings and workplaces, using only designated paths, stairs, entrances and exits. Do not enter unauthorized areas.
  
- perform only activities that are directly related to the fulfillment of study obligations or have been assigned by teachers.
  
- follow laboratory rules (keep order in the laboratory, use appropriate clothing, do not manipulate with laboratory equipment unless the teacher has specified otherwise). Report any deficiencies to the appropriate teacher immediately.
  
- Do not tamper with technical installations (electrical, gas, pressure equipment) or use them without proper training.
  
- Use electrical devices and equipment in accordance with the Dean's Directive No. 10/2019 Operational safety regulations for the operation of electrical equipment and with § 3 of Decree No. 50/1978 Col. - based on familiarity with the manipulation of el. equipment and the possible risks.

### **2. Fundamental obligations of students in BOZP**

Each student is obliged to take care of their own safety, their health and the safety and health of those directly affected by their actions.

Students are obliged in particular:

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<sup>1</sup> Stands for Fire Protection (Požární ochrana)

<sup>2</sup> From the Czech Bezpečnost a ochrana zdraví při práci and refers to Occupational Health Safety and Protection



- to get acquainted with all applicable BOZP regulations, obligations and instructions in place at FD, and follow them.

- to not consume alcoholic beverages and other addictive substances on the FD premises and to not enter the FD premises under influence.

- to immediately notify the teachers of any injury or accident, if their state of health allows it, and to take part in the investigation of the cause and circumstances of the accident.

-to report any deficiencies in the realm of BOZP or any defect endangering health and safety to a teacher or other responsible employee of FD (e.g., janitor).

- when working in laboratories, gym rooms and outdoor areas, to follow FD regulations.

Smoking is prohibited in all buildings and adjacent areas of FD !!!!

### **3. Outdoor spaces**

Entry and stay is possible only in designated areas. Students are prohibited from entering areas that are marked with a no entry sign or otherwise secured.

Access to the courtyard and other recreational outdoor areas belonging to FD will be allowed only under suitable climatic conditions. In the case of icing and icy surfaces, access to the outdoor courtyard will not be allowed.

When staying in outdoor recreation zones, it is possible to use only the designated equipment, i.e. benches, etc. It is strictly forbidden to use rooftop windows, etc. for sitting.

Students are required to maintain order. Do not contaminate or damage plumbing fixtures.

Access to the outdoor courtyard is prohibited during service and maintenance.

Smoking and manipulation with open fire is **STRICTLY PROHIBITED** in the whole building, also bringing flammable substances, explosives, weapons, ammunition, gas cylinders or other potentially dangerous things into the building is **PROHIBITED**.

#### **4. Principles of working in the laboratory**

When working in the laboratory, the student must be acquainted with the potential dangers posed by the chemicals and devices used. In this context, the student is reminded of the need to use protective equipment that is determined for the laboratory. Without it, he/she will not be allowed into the laboratories.

When operating laboratory equipment and instruments, it is allowed to only touch the parts that are intended for operation. It is necessary to keep a safe distance from high-voltage parts according to ČSN EN 50110-1 ed. 2. and not to decommission protective elements.

Students take to the laboratory only the things needed for their work. Students are required to come to the laboratory on time and adequately prepared for the lesson and to get acquainted with the laboratory rules.

The nature of the work in the laboratory must match the student's clothing and appearance (adjustment of hair length so that there is no contact with chemicals, etc.).

It is strictly forbidden to eat, drink, smoke or use mobile phones in the laboratories. It is also forbidden to use laboratory equipment to eat, drink or store food.

Waste chemicals and products must not be discharged into the drain, especially if they are corrosive or toxic substances, etc.

Working with pressurized equipment, including cylinders for technical gases, can be performed after instruction and in the presence of a teacher. When leaving the laboratory, it is necessary to organize the workplace, close all energy and water supplies and make sure that the laboratory is in a safe and fire-safe condition.

#### **5. Electrical equipment**

Students may only operate electrical equipment  
for which it is considered appropriate with regards to their purpose, or  
for which, due to the purpose of their stay on the school premises, their  
handling by these persons is taken for granted.

This means in particular parts of electrical installations (on / off switches of e.g. lighting), PC operation, their accessories and other office equipment and some others.

The operation of electrical equipment beyond the scope specified in the regulations above must be authorized by the relevant teacher. This means, in particular, the

operation of specific electrical appliances and equipment, such as laboratory equipment, fixed electrical machines, electrical equipment, etc.

As part of the permit, the teacher is required to acquaint the student, who is being authorized with the operation of electrical equipment, with the operating documentation of this equipment, and to instruct him/her on its safe operation, as well as to make a written record of this.

## **6. First aid**

First aid kits are located at the reception and on designated floors of the building. The student is obliged to get acquainted with the basics of providing first aid within the Traumatology Plan of FD.

## **7. Fire protection**

1) Obligations of students when securing fire protection:

- Follow the established fire regulations and measures (no smoking and handling of open flames).
- Get acquainted with the fire regulations of the workplace, fire alarm guidelines and the fire evacuation plan.
- Get acquainted with the location and use of material fire protection equipment in the workplace and potentially eliminate any fire with available extinguishing agents.

2) Portable fire extinguishers

**Water** - the extinguishing agent is a solution of water with potassium carbonate, cooling effect, suitable for extinguishing solids, unsuitable for flammable liquids, paints, tar, oils, fats. Never extinguish high-voltage equipment.

**Foam** – the extinguishing agent is a solution of water with a foaming agent concentrate, preventing the access of air, suitable for flammable liquids. Never extinguish high-voltage equipment and light metals.

**Powder** - the extinguishing agent is a universal powder that lowers the combustion energy. Suitable for solids, flammable liquids, gases, high-voltage equipment. Not suitable for sawdust, coal dust, food, fine equipment.

**Snow** – the extinguishing agent is carbon dioxide, which cools and suffocates the fire, expels air, suitable for flammable liquids, gases, food, fine mechanics, high-voltage

equipment. Do not extinguish loose, bulk materials. There is a risk of frostbite if the skin comes into contact with it.

**The use of a portable fire extinguisher:**

- use when extinguishing flames at a distance of up to 1.5 - 2 m,
- pull the lock pin out of the handle of the device,
- aim the nozzle at the fire,
- press the handle of the fire extinguisher (turn the control wheel),
- direct the extinguishing agent stream at the lower part of the flame and gradually eliminate the flame from the front or sides.



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