

**OCCUPATIONAL SAFETY AND HEALTH
AND FIRE PROTECTION PRINCIPLES
OF THE UNIVERSITY OF ECONOMICS AND MANAGEMENT**

Occupational Safety and Health and Fire Protection Principles are an internal regulation of the University of Economics and Management.

1. Purpose

The purpose of this directive is to familiarize the students and external lecturers with basic obligations and prohibitions on OSH and fire protection, and thus to prevent the occurrence of extraordinary events and any harm to health of students and external lecturers.

2. Area of validity

This directive is binding on all students and external lecturers of the University of Economics and Management (VŠEM).

3. Responsibility

The Rectorate of VŠEM is responsible for the implementation of trainings in OSH and fire protection for students and external lecturers and for keeping records of these trainings.

The PCP is responsible for regular updates on documentation of work safety and fire protection, searching for dangerous agents, detecting their causes and sources.

4. Symbols, abbreviations, and terms used

Term	Brief Definition
VŠEM	The University of Economics and Management
Risk prevention	All precautions arising from legislative and other regulations on securing the OSH and from the employer acts aiming at preventing the risks, removing them, or at minimizing the effects of risks that cannot be removed.
Fire protection	All precautions arising from legislative and other regulations on securing the fire safety and from employer acts aiming at preventing fire
Means of fire protection	Fire extinguishers, internal offtake sites (hydrants), sprinklers, electronic fire system
Professionally Competent Person (PCP)	A person meeting the requirements of professional competence in the area of fire safety under legislative and other regulations on securing fire protection.

5. Implementing provisions

Safety and health protection

Students and external lecturers are required:

- not to turn equipment on unless they made sure that this does not endanger the health or life of themselves or of anyone else;
- to refrain from operating equipment for which they lack training;
- to maintain tidiness on the internal communication paths (staircases, corridors);
- to follow the safety diagrams placed in the building, to heed the warning signals and agreed signs;
- to have each injury properly treated and to ask a member of the school staff, immediately if possible, to write a "Record of an injury";
- in case of health issues or nausea, to report their condition to the lecturer on site or to the staff of the Information and Advisory Centre;
- to report immediately any shortcomings and faults that could endanger the safety and/or health of students and external lecturers, and to participate in removal of these shortcomings and faults according to their abilities and capabilities.

Students and external lecturers are forbidden:

- to bring in and consume alcoholic drinks and narcotic substances on the school premises;
- to remove or damage safety equipment, covers and/or marks;
- to work with electric or other equipment, with which they are not familiar, without authorization;
- to repair and/or clean devices during operation.

Safety prescription for persons without electrotechnical education who are professionally designated as acquainted persons ("seznámeni pracovníci" according to ČÚBP directive No. 50/1978 Sb.)

- Acquainted persons can only operate electric devices of low and extra low voltage as referred to in implementing regulations and local operating and technological procedures. They are obliged to observe the operational and safety instructions, orders, information, directives, and manuals related to the operation of an electric device of given kind and voltage.

Acquainted persons must not:

- work on uncovered live parts of electric devices;
- touch, directly or by any object, uncovered live parts of electric devices (except electric devices with safe voltage or safe current);
- when present or moving in the vicinity of an electric device, to approach it by any body part (e.g. by arm raised forward or above), nor by any garment or other object.
- remove covers form and/or perform modifications or repairs of an electric device

Acquainted persons may:

- switch on simple electric devices (appliances);
- when switched off, move and extend movable drop lines by cable connections fitted with connecting parts (movable sockets and plugs)

Acquainted persons are obliged:

- before moving appliances connected to the grid by movable drop line with plug, to disconnect these machines safely from the grid by unplugging the plug from the socket in order to avoid interruption or rupture of the connected conductors;
- to ensure that the electric device is not being overloaded or damaged in any other way;
- in case of occurrence of static electricity at both electric and nonelectric devices, manifesting itself e.g. by electric sparks, sparkling, or discharges between parts of the device or between the workers and the device, to draw attention of school employees to this phenomenon;

- in case of discovery of a malfunction of the device when operating it (e.g. tingling caused by electric current, rattling noise, excessive warming of some part of the device, unusually noisy or gusty operation, damaged insulation, smoke, strong humming, disruptive start, burnt smell), to switch the electric device off immediately and report the malfunction;
- **Damaged electric devices must not be used!**

Fire protection

- Everyone is obliged to behave in such a way as not to provide causes for fire and to contribute, as much as one's capabilities allow, to orderly fulfillment of tasks in fire protection, especially by providing the necessary personal and material help.
- Anyone who notices a fire that (s)he cannot extinguish by herself/himself is required to immediately raise the alarm (by the EPS alarm device) and to report it in a way that allows the firefighters to act as soon as possible.

In the interest of ensuring fire safety, students and external lecturers are required:

- to participate in fire protection trainings;
- to follow regulations and instructions on securing fire safety at work, to familiarize themselves with the workplace fire regulations, with fire alarm directives and with the deployment and proper usage of fire apparatus;
- to notify to a school employee all malfunctions that could endanger safety, and to participate actively in their redressing, as much as one's abilities and capabilities allow;
- **to respect the prohibition of smoking on VŠEM premises;**
- not to carry out repairs of electrical installations and appliances that only an expert is authorized to perform;
- not to hamper the access to energy switch-gears and fire apparatus by any material.

Instructions on mobile fire extinguishers.

Any fire can be successfully extinguished at its outset by a mobile fire extinguisher; the instructions for use are on the surface of the unit. All fire extinguishers are to be only put into operation in immediate vicinity of the seat of fire. They serve the purpose of extinguishing small and emerging fires. They contain limited amounts of extinguishing agents. For these reasons, it is necessary to bring the mobile fire extinguisher as close to the source of the fire as possible and put it in operation there. To enhance the fire-fighting power it is necessary to know in advance the characteristics of each type of mobile fire extinguishers, as well as to know how to put them in operation, their most suitable application and where they must not be used.

The burst of the extinguishing agent should aim at the center of the fire and not on the flames and smoke. We actively follow the retreating fire in the direction of wind (wind blowing in one's back) so that we are not threatened by the flames and smoke, thus also acquiring a safe overview of the fire and its condition. At the outbreak of a fire we must discern its dangerousness and fire-up speed, and we must estimate in time whether we can overcome the fire by ourselves with the fire apparatus at our hands. In case our abilities and apparatus are insufficient to extinguish the fire, we must call for help according to the fire alarm directives immediately, not only when we no longer have the apparatus and power to fight it. Mobile fire extinguishers are hung at visible and readily available places.

TYPES OF FIRE EXTINGUISHERS

<i>Powder</i>	<i>Snow (carbon dioxide)</i>
extinguishing agent universal powder	extinguishing agent carbon dioxide

effect decreases the energy needed for fire to burn and isolates the burning object from the ambient air	effect suffocating, cools the burning object down, expels ambient air
suitable - for burning solids: wood, paper in bundles, rubber, coal, textiles - for liquid substances: acetylene, methane, coal gas, hydrogen, natural gas - for equipment under electrical voltage of up to 1000 V	suitable - for liquid substances: petrol, paints, tar, varnishes - for gaseous substances: acetylene, methane, coal gas, hydrogen - for devices under electrical voltage, fine mechanical devices, foodstuffs
unsuitable for loosely stored organic substances (containing carbon), e.g. wood shavings or various dusts which would be agitated by pressure-ejected powder and the fire would spread, for fine mechanical devices,	

6. General emergency instructions

Code of conduct in case of an emergency

General:




- keep calm, act advisedly and avoid panic,
- inform emergency services at emergency phone numbers, unless they are already intervening,
- in all cases respect instructions given by members of intervening units,
- protect yourself and provide help to other persons,
- warn other endangered persons immediately,
- leave the endangered area if you are unable to help,
- do not spread unconfirmed information and startling news.

In case of fire:

- report the situation at the phone line 150, at the fire alarm site,
- warn and bring out endangered persons,
- turn off electric devices (current), take the necessary things such as personal documents, money, medicaments,
- do not ventilate,
- leave the endangered area,
- avoid panic and assist with the fire evacuation.

Fire alarm directives are located on each floor in the areas near elevators.

7. Important telephone numbers

AMBULANCE	 155 or 112
POLICE	 158 or 112
FIREFIGHTERS	 150 or 112