**Appendix no. 1**

**Training in fire safety and occupational safety for visiting artistic groups**

**at Národní divadlo Brno, příspěvková organizace, Dvořákova 11, 602 00 Brno**

**A.**

**In the interests of fire safety, all visiting artistic workers at the ORGANIZER are obliged:**

1. To conduct themselves during work and other activities in such a way as not to cause a fire, and to comply with fire safety regulations and related orders, prohibitions and instructions issued to them. To familiarize themselves with the fire safety code of the workplace, the ORGANIZER’s fire-alarm procedures and the evacuation plan.
2. When a fire is sighted, to extinguish it without delay using available extinguishing agents, or if this is not possible to raise the fire alarm as a matter of urgency and summon help in accordance with the fire-alarm procedures. In the ORGANIZER’s buildings a fire should be reported at the porter’s lodge of the theatre, the fire-registration office. In preventing and fighting fire and other natural disasters or accidents, everyone is obliged to provide the necessary personal and material assistance when directed to do so by the person in charge of the fire-fighting effort (see Act 67/2001 Coll. § 18 and 19).
3. Every worker is obliged to report the outbreak of any fire in the workplace to a senior employee or to the fire-registration office.
4. To ensure that after the completion of work the workplace was in a fire-safe condition and to announce faults which could cause an outbreak of fire to a senior employee as a matter of urgency.

Smoking is strictly prohibited in the ORGANIZER’s buildings. One exception is the smoking room in the Mahen Theatre. Buildings are clearly marked with the safety notice “Zákaz kouření” (“No Smoking”). It is forbidden to use cookers or other appliances which are not the property of the ORGANIZER in the ORGANIZER’s buildings.

**B.**

**In the interests of OSH, all visiting artistic workers at the ORGANIZER are obliged:**

1. To comply with legal regulations for ensuring occuptional safety and health (OSH) with which they have been duly familiarized.
2. To conduct themselves in such a way as not to endanger their own health or the health of their fellow workers.
3. To treat any injury correctly (first-aid kits are located in the theatre) and report it immediately to the nearest senior employee (stage manager), who will make an entry in the “Performance Report”.
4. Not to consume alcoholic beverages and not to use other intoxicating substances in the ORGANIZER’s workplaces, not to report for work under their influence, and to comply with the ban on smoking.
5. Not to carry out any work on electrical equipment unless the worker has the prescribed qualification for this (Decree No. 50/1978 Coll.), to strictly confine themselves to operating only machinery and equipment for which the worker has the relevant authorization and training. Not to remove covers and interfere with live parts of their own accord – in case of malfunction immediately switch off the machine or equipment and report the fault to a senior employee.

**Only competent persons can carry out work on electrical systems.**

1. To notify their superior of any deficiencies or faults which could pose a risk to OSH and take reasonable steps to eliminate them.
2. To submit to examinations carried out by senior employees of the ORGANIZER, safety technicians or government bodies in order to ascertain whether workers are under the influence of alcohol or other intoxicating substances.

 A designed worker from the guest theatre is responsible for carrying out training.