

# **Binding Conditions**

**for activities realized by external personnel in  
terms of occupational health and safety and fire  
protection at CEITEC MU**

**Written Consent on Risks  
pursuant to Section 101 of Labour Code  
No. 262/2006 Coll., as amended**

## **I. Introductory Provisions**

1. These binding conditions apply to performance of all contracted activities of external companies and personnel at the premises of CEITEC MU, [REDACTED] Brno, (hereinafter the “CEITEC MU”).
2. The external entities who will perform the contracted activity at CEITEC MU premises shall not start such activity unless they are demonstrably acquainted with these Binding Conditions and other policies, hereinafter referred to as “OHS & FP”
3. The external entities shall be responsible for proper (up-to-date and corresponding) state of professional authorizations, vocational trainings, professional health competences, etc. The external entities shall also be responsible for their employees’ behaviour, particularly within the scope of compliance of the OHS & FP policy, including observance of work-related and other risks of which these people were informed (by oral form by authorized persons or by safety signs, notice boards, etc.)
4. The external personnel shall be obliged to proceed in a manner not endangering health or life of CEITEC MU employees, their equipment and other persons present at the CEITEC MU premises.
5. The external personnel shall be obliged to maintain all CEITEC MU premises in order and tidy.
6. When entering each of the laboratories, the employees of external personnel shall be obliged to acquaint themselves with operating rules of each laboratory, risks within it and measures taken against such risks.

## **II. Obligations of external personnel in terms of occupational health and safety protection**

1. Before the activity commencement at the CEITEC MU premises, the external person shall be obliged to check in at the reception, sign in the guest book and get acquainted with these Binding Conditions and follow them.
2. The external entities shall be obliged to accept all measures taken in order to prevent risks in relation to their own employees, other parties’ employees and other persons. Risk prevention means all measures resulting from legal and other regulations related to the assurance of occupational health and safety (OHS) and measures which aim to prevent and eliminate risks or minimize impacts of risks that cannot be eliminated.
3. The external personnel shall only be allowed to enter the CEITEC MU pavilions subject to notification of an authorized person (a receptionist, Masaryk University employees, hereinafter referred to as the “MU”)
4. The external personnel shall be obliged to access only the premises designated for their work performance.

5. The employees of external entities shall be obliged to notify the MU employees about all circumstances which might, during their work performance, lead to endangerment of life and health of people or circumstances which might lead to endangerment of operation or safe state of technical equipment.
6. If the external person sees any danger which might endanger health or life of other persons, they shall be obliged to immediately interrupt work and without undue delay notify the reception and if possible, notify all persons who could be endangered by this risk.
7. Records of occupational injuries shall be governed by generally binding legal regulations. If any occupational injury occurs, it is necessary to notify the reception and the OHS & FP manager (tel.: [REDACTED] about the injury.
8. It is prohibited to consume alcoholic beverages and other addictive substances at all CEITEC MU premises as well as entering workplace under their influence.
9. During the work performance, it is necessary to comply with established occupational procedures, use work equipment, personal protective aids and other protective equipment, not change them arbitrarily and not decommission them.
10. Abide by the safety signs, symbols, pictograms and signals.
11. Report to the reception all malfunctions and deficiencies found at the workplace.
12. Comply with all local operating rules and regulations applicable to the premises.

### **III. Obligations of external personnel in terms of fire protection**

1. The external personnel shall be obliged to act at the CEITEC MU premises in a manner in which they do not cause any risk of fire, explosion, life endangering or damage to property by their actions.
2. The external personnel shall be obliged to permanently maintain the escape routes free and unobstructed, as well as the access to portable fire extinguishers, hydrants and electrical switchboards. Installed safety labels cannot be removed, damaged or covered.
3. The external personnel shall be obliged to get acquainted with the site, workplace and all dangers which can be related to work performance and they shall undertake to accept all fire safety measures in relation to the give type of work activities, taking into account the workplace location.
4. Smoking is prohibited at the CEITEC MU premises as well as all over the university campus Bohunice.
5. The employees of external entities shall be obliged to acquaint themselves with fire alarm directives, evacuation plans and location of fire extinguishers.

### **IV. Risks overview**

The risks overview was designed for acquainting and information on risks of the CEITEC MU activities. The document is destined for subjects which might be endangered by the CEITEC MU activities, pursuant to Section 101 (3) of Act No. 262/2006 Coll., Labour Code, as amended.

*Section 101 (3) If there are tasks performed by employees from two and more employers at one workplace, the employers shall be obliged to inform each other in writing on risks and measures taken to protect against their effects which are related to the work performance and the workplace and cooperate in ensuring occupational health and safety for all employees at the workplace. Based on a written agreement of employers involved, the employer authorized by this agreement coordinates the realization of employee health and safety protection measures and procedures ensuring them.*

Information on risks is prepared with consideration of the fact that employees of other employers (external personnel) who work simultaneously at the same workplace with the CEITEC MU employees must be informed by their employer with applicable regulations related to occupational health and safety and fire protection to the necessary extent.

The fundamental prerequisite for the cooperation is a provable training of other employer's employees, particularly on the following regulations on ensuring work and technical equipment safety (as amended):

- Act No. 262/2006 Coll., Labour Code,
- Act. No. 309/2006 Coll., regulating other requirements on occupational health and safety within employment relationships and on ensuring occupational health protection for activities or service provision outside of employment relationships (Act on provision of other conditions for occupational health and safety)
- Act No. 133/1985 Coll., on fire protection,
- Government decree No. 378/2001 Coll., regulating more detailed requirements on safe operation and use of machines, technical equipment, instruments and tools,
- Government decree No. 101/2005 Coll., on more detailed requirements on workplace and work environment,
- Government decree No. 361/2007 Coll., establishing conditions for occupational health protection of employees,
- Regulation No. 246/2001 Coll., establishing conditions for fire protection and the realization of state fire surveillance (Regulation on fire prevention)

## Risks overview at the CEITEC MU workplaces

which cannot be completely eliminated or reduced only by compliance with the above regulations in order to ensure the occupational safety

WORKSITES AND WORK ENVIRONMENTS	
Risk description	Risk elimination/reduction
Accident, injury (generally)	<ul style="list-style-type: none"> <li>▪ Comply with all safety signs including the transport signs within the CEITEC MU premises and at premises used by this organization.</li> <li>▪ Follow the supervisor's instructions.</li> <li>▪ Exclude presence of persons in any dangerous area of work. If this cannot be avoided, it shall be agreed on a safe workplace with the worker performing this task or with the supervisor.</li> <li>▪ Entry of persons under influence of alcohol and other intoxicants is prohibited. Carrying these substances around the CEITEC MU area is prohibited.</li> </ul>
Slipping, tripping, falling	<ul style="list-style-type: none"> <li>▪ Maintain order at the workplaces.</li> <li>▪ Do not create obstacles at communications.</li> <li>▪ Use comfortable footwear.</li> </ul>
Accident caused by electric current	<ul style="list-style-type: none"> <li>▪ Notice and abide by safety signs.</li> <li>▪ Do not perform any unprofessional interference with electrical installations and equipment.</li> <li>▪ Do not touch any electrical devices and equipment with wet hands.</li> <li>▪ Do not damage any electrical leads, extension cables, i.e. do not place any objects or material above them, prevent their placing over sharp edges.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>▪ Comply with safety signs.</li> <li>▪ Comply with prohibition of smoking and manipulation with flame at all premises, above all within 5 m from gas cylinders.</li> <li>▪ Do not place any flammable or combustible materials within 5 m from gas cylinders.</li> <li>▪ If fire occurs, immediately notify a senior worker, the receptionist, the OHP &amp; FP manager and the alarm response services.</li> <li>▪ Maintain communications and escape routes free and permanently clear.</li> <li>▪ Maintain the access to fire extinguishers and fire hydrant permanently clear, i.e. do not place any objects in front of them, not even for a short time.</li> </ul>
Biological hazards	<ul style="list-style-type: none"> <li>▪ Comply with the safety signs.</li> <li>▪ Do not enter laboratories which are not subject to the work permit of the external company.</li> <li>▪ Comply with applicable technical safety level 1(2,3). The higher number means higher danger. Enter laboratories of technical safety level 2 and technical safety level 3 only in</li> </ul>

	<p>the company of an internal employee.</p> <ul style="list-style-type: none"> <li>▪ Report every accident to the OHS &amp; FP manager.</li> <li>▪ Do not manipulate with samples.</li> </ul>
Chemicals	<ul style="list-style-type: none"> <li>▪ Do not manipulate with containers with CHL, do not touch them or pour them to different containers.</li> <li>▪ Use suitable personal protective work equipment.</li> <li>▪ If the chemicals spill at somebody, notify the OHS &amp; FP manager and a senior worker.</li> </ul>

## V. Emergencies

If an accident, fire or other emergency happens, the OHS& FP manager shall be notified without undue delay.

Important telephone numbers:

OHS& FP manager	██████████
Pavilion A35 reception	██████████
Alarm response services	██████████
Fire brigade	150
Czech police dept.	158
Municipal police dept.	156
Integrated emergency system	112

Every employer shall be obliged to:

- ensure that its activities and its employees' work are organized, coordinated and performed in a manner in which the other employer's employees are also protected,
- without undue delay notify the trade union or employee representative for occupational health and safety or, if there is no such union or representative, inform its employees directly on the risks and implemented measures, as notified by other employers.

The employer whose workers perform work simultaneously with the MU workers is within the meaning of Section 101 (3) of Act No. 262/2006 Coll., Labour Code, as amended, also obliged to hand over to the OHS & FP manager a written information on risks and implemented measures resulting from the activities performed by such entity.