



INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS of the
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Internal Directive No 1 OHS

Guidelines for ensuring health and safety at work

1.00. Validity

1.01. The Directive applies to all workplaces, facilities and employees of the ICHP (employer).

1.02. Employees who are in an employment or similar relationship with the ICHP are obliged to comply with this Directive even when performing work tasks outside the workplace.

1.03. Employees of other employers working at the ICHP or its facilities are also required to comply with this Directive to the extent that they have been demonstrably informed of the Directive by the responsible employee.

2.00. Responsibility for ensuring OSH

2.01. Senior employees are responsible for the performance of occupational health and safety tasks. Occupational health and safety is an integral and equal part of their job duties within the scope of the positions they hold.

2.02. Senior staff means staff who, at the various levels of management, are authorised to determine and assign work tasks to subordinate staff, to organise, direct and control their work and to give them binding instructions to that end.

3.00. Basic tasks of managers in ensuring OSH

Senior employees at all levels of management are responsible for the following tasks in particular:

- ensure compliance with legal and other regulations to ensure health and safety at work
- they must not allow the employee to perform work that is not compatible with his or her ability and medical fitness
- identify risks, determine their causes and sources, propose or ensure measures to eliminate or minimise them
- regularly check the level of health and safety at work, in particular the state of technical prevention and the level of risk factors in working conditions
- provide employees with training on legal and other regulations to ensure occupational safety and health, which complements their qualifications and requirements for the performance of their work
- regularly verify the knowledge of employees and systematically require and check compliance with legal and other regulations to ensure occupational safety and health
- provide first aid facilities for employees
- ensure compliance with the prohibitions on smoking in workplaces laid down by specific legal or internal regulations
- ensure the provision of personal protective equipment, washing, cleaning and disinfecting agents according to risk assessment and specific working conditions, and control their use

- investigate the causes and circumstances of work accidents, take measures to prevent recurrence of work accidents
- ensuring that records are kept, injuries are reported and records of injuries are sent to institutions in accordance with the relevant legislation
- ensure that production and work equipment and technical installations which present a higher level of risk to the life and health of workers are operated only by medically and specially qualified personnel
- ensure that machinery, technical equipment, means of transport, apparatus and tools are equipped with protective devices and are regularly and properly maintained, inspected and revised

4.00. Basic tasks of employees in ensuring OSH

4.01. Knowledge of regulations and requirements to ensure occupational health and safety is an integral and permanent part of the qualifications of all employees.

4.02. Every employee is obliged to take care, to the best of his/her ability, for his/her own safety, health and the safety and health of persons directly affected by his/her actions or omissions at work.

4.03. Employees perform the following tasks in particular in the care of health and safety:

- participate in training provided by the employer and have their knowledge tested
- undergo the medical examinations, vaccinations, examinations and diagnostic tests provided for by law or requirements
- comply with legal and other regulations and instructions to ensure health and safety at work
- follow the principles of safe behaviour in the workplace and information on health and safety at work
- they follow specified work procedures, use specified work equipment, means of transport, personal protective equipment and protective devices
- report to their supervisor deficiencies and defects in the workplace that could endanger safety or health at work and participate in their remediation to the best of their ability
- report without delay to their supervisor their work accident, if their health permits, and the work accident of another person which they have witnessed, and cooperate in the investigation of its causes

5.00. Occupational health and safety training

5.01. In order to improve the qualification of employees in the field of occupational safety and health, training is provided on legal and other regulations to ensure occupational safety and health, familiarisation with risks, results of risk assessment and measures to protect against the effects of these risks.

5.02. Newly recruited staff will receive initial training within the scope of the thematic plan. The general training is carried out by the HR manager or an authorised person. On-the-job training and drills are conducted by the head of the workplace. A written record of the training shall be kept.

5.03. Periodic training shall be provided to all staff within the scope of the thematic plan. Training shall be carried out on an ongoing basis whenever there is a change in working conditions, work assignment, legislation or internal regulations, but at least once every 3 years for senior staff and administrative staff, once every 2 years for other staff. Employee training shall be carried out by the manager in cooperation with a person competent in risk prevention. Training of managers shall be carried out by a person competent in risk prevention or by another person with the appropriate competence according to the focus of the workplace. A written record of the training shall be kept.

5.04. Specialised training shall be provided to employees to acquire special competence to carry out work activities specified by laws and regulations. The training shall be carried out by a person qualified and authorised to carry out the training within the time limits laid down by legal and technical regulations. A written record of the training shall be kept with all the particulars required by the legal and technical regulations.

5.05. The thematic plan and record of initial and periodic OSH training is given in Annex 2.

6.00. Work accidents

6.01. All employees are required to report immediately to their supervisor, if their health permits, an accident at work to another person which they have witnessed or become aware of and to cooperate in the investigation of its cause.

6.02. A record of all accidents at work is kept in the "Accident Book". Entries are made by the manager of the employee at whose workplace the accident occurred. The accident book is kept in the reception.

6.03. Records shall be made by the employee's supervisor and documentation shall be kept in accordance with the relevant legislation in cooperation with a person professionally qualified in the field of risk prevention in respect of accidents at work resulting in injury to an employee who is unable to work for more than three calendar days or in the death of an employee.

6.04. Measures to prevent recurrence of the accident, preparation of a record, keeping documentation, reporting of work accidents and other duties as required by law and other regulations shall be carried out by the head of the workplace where the accident occurred.

6.05. The procedure for reporting, recording and keeping records of the occurrence of an accident is set out in Annex 3.

7.00. Conditions for first aid

7.01. Managers shall ensure the conditions for first aid at their workplaces.

7.02. Workplace paramedics are appointed to provide first aid and ensure that emergency services are called.

7.03. There are first aid kits at the workplaces, with first aid equipment, which are replenished by the workplace health workers.

7.04. First aid procedures for selected types of injuries are contained in the internal regulation "Trauma Plan".

8.00. Medical eligibility

8.01. Supervisors shall not permit an employee to perform work that is not consistent with the employee's ability and medical fitness.

8.02. Managers shall assign employees to jobs and workplaces with consideration for their medical condition.

8.03. All new employees will undergo an initial medical examination before signing an employment contract.

8.04. Employees who are required by law and other regulations to undergo regular medical examinations at the times and to the extent prescribed by law.

8.05. Doctors' certificates are issued on the "Medical Certificate" form.

8.06. The time limits for verifying fitness for work are set out in Annex 5

9.00. OSH documentation

9.01. In order to ensure OSH, documentation is kept in accordance with the requirements of legal and other regulations.

9.02. This documentation is binding on all employees and all persons present at the company's workplaces to the extent that they have been familiarized with the documentation.

9.03. OHS documentation is approved and issued by the statutory representative.

9.04. An overview of the OHS documentation is given in Annex 1

10.00. Risk prevention

10.01. Managers seek out risks, identify their causes and sources, and take action to eliminate them.

10.02. They regularly check the level of safety and health protection at work, especially the state of technical prevention and the level of risk factors of working conditions.

10.03. In ensuring risk prevention, adhere to the following principles:

- reduce the risks
- eliminate risks at their source
- adapt working conditions to the needs of workers in order to reduce the negative effects of work on their health
- replacing physically demanding work and work in difficult working conditions with new technological and working practices
- replace hazardous technologies, work equipment, raw materials and materials with less hazardous or less risky ones, in accordance with the latest findings of science and technology
- limit the number of employees exposed to harmful factors to the lowest number necessary to ensure operation
- prefer collective risk protection equipment to individual protection equipment
- implement measures to limit the escape of pollutants from machinery and equipment

10.04. All employees are required to report all OHS defects and deficiencies or even suspected defects to their supervisor.

10.05. Managers also make arrangements for dealing with emergencies (accidents, fires, other serious hazards) and evacuation of employees.

10.06. In order to ensure risk prevention, hazard identification and risk assessment is continuously carried out in the company. Changes in workplaces and new facts are reported to a person competent in risk prevention for assessment.

10.07. More detailed conditions are laid down in the internal regulation BP_S_04 "Organisation and risk management".

11.00. Production and working means and equipment

11.01. Managers shall ensure that machinery, technical equipment, means of transport, apparatus and tools are suitable from the point of view of occupational safety and health for the work in which they are to be used.

11.02. Managers also ensure that machinery, technical equipment, transport equipment, instruments and tools are:

- equipped with protective devices that protect the life and health of employees
- equipped or arranged in such a way that workers are not exposed, in particular, to an uncomfortable working position and to the undesirable effects of noise and vibration
- regularly and properly maintained, inspected and revised

11.03. All employees are required to immediately report any defects or even suspected defects in machinery, technical equipment, means of transport, apparatus and tools which they have discovered or become aware of to their superior employee.

11.04 Maintenance, inspections, revisions and repairs must be carried out within the time limits set by the law and other regulations to ensure OSH, by persons qualified and authorized to do so.

11.05. Further requirements are set out in the local operating safety regulations in Annex 1

12.00. Personal protective equipment

12.01. Where hazards cannot be eliminated or sufficiently reduced by technical means or measures, personal protective equipment shall be provided to protect employees against such hazards.

12.02. All employees who are assigned personal protective equipment to protect against hazards are required to use and maintain it in proper condition.

12.03 Activities for which the use of personal protective equipment is prescribed shall not be performed by employees without the use of such equipment.

12.04. In the event of loss of protective function, new PPE is provided to employees.

12.05. In the event of loss of personal protective equipment or loss of its protective function, employees are required to report this fact to their supervisor immediately.

12.06. Personal protective equipment is provided to employees according to an internal list, which is prepared on the basis of a risk assessment. The risks for the provision of protective equipment are assessed in an annex to the internal regulation.

12.07. The allocation of protective equipment to employees is recorded on the "List of PPE provided" form.

12.08. More detailed conditions for the provision of PPE are set out in internal regulation BP_S_02.

13.00. Instruction to detect the consumption of alcohol or drugs

All senior staff members have the authority to instruct an employee to undergo an examination for alcohol or other intoxicants in relation to their subordinates.

14.00. Final provisions

14.01. This Directive supersedes all previous versions of the related internal regulations.

14.02. The HSE OHO is responsible for the update.

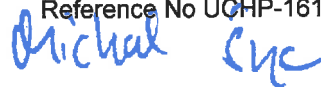
14.03. Senior staff at all levels of management shall ensure that staff working under them are familiar with the contents of this Regulation within the scope of their activities.

14.04. Compliance with the provisions of this Regulation shall be the responsibility of senior staff at all levels of management within the scope of the posts they hold.

14.05. This Directive shall enter into force on 1 January 2023.

Prague, 01. 01. 2023

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Annexes to the OHS directive

- 1) Overview of OHS documentation
- 2) Thematic plan and record of OSH training
- 3) Procedure for reporting, recording and keeping records of the occurrence of an accident
- 4) Traumatology plan
- 5) Time limits for verifying fitness for work

