

**Annex No. 4 MP-K002-03-4****Information on risks and measures taken to protect against hazards,  
on ensuring occupational safety and fire protection for short-term interns, foreign students  
and volunteers****-Characteristics of activities at Olomouc University Hospital (hereinafter FNOL)**

FNOL is a health care facility that provides basic to highly specialised inpatient and outpatient care, including chronic care, rehabilitation and post-acute care for children and adults in the fields listed in the statutes. It also provides a pharmacy service, transfusion service and processing of other biological material.

To the extent necessary to provide health care, it also carries out other patient services.

**Occupational hazards at FNOL:**

1. Infections may occur as a result of the action of a biological agent such as a virus, fungus, bacteria or parasite, often when contaminated with biological material.

The source of infections at FNOL is most often the patient, (droplet infections or direct contact with an injection needle, biological material or surfaces, devices and objects contaminated by the patient).

*Precautions and instructions:*

- when entering a medical department, respect established principles of the hygienic and anti-epidemic routine of that department and follow the instructions of medical staff (e.g. use personal protective work equipment /PPE/, wash and disinfect your hands),
- do not handle medical waste, biological material and laundry from healthcare departments,
- observe the prohibition of eating and drinking in medical departments outside of designated areas,
- follow the instructions (prohibitions, warnings, commands) of safety signs, boards and signals.

2. Hazardous chemicals and mixtures - scalding, flammability, explosions, improper handling of chemicals/mixtures, preparation of cleaning agents and disinfectants, inhalation or ingestion of vapours

*Precautions and instructions:*

- do not handle hazardous chemicals and mixtures unless authorised to do so and familiar with the principles of safe handling,
- use assigned PPE,
- keep out of prohibited areas,
- adhere to the prohibition of smoking and handling open flames except in designated areas,
- do not damage packaging and containers intended for storing or handling hazardous chemicals/mixtures,
- follow the instructions of safety signs, boards and signals.

3. Ionising radiation, X-ray equipment, work with radiopharmaceuticals, sealed emitters, handling contaminated laundry

*Precautions and instructions:*

- examination rooms, X-ray centres, mammography examination rooms, radiotherapy simulator examination rooms, irradiation rooms, including cubicles, designated laboratory areas and inpatient and outpatient parts of the Nuclear Medicine Clinic where sources of ionising radiation are used are considered to be areas with a special arrangements (controlled zones, monitored zones),
- respect controlled or monitored zones in departments with sources of ionising radiation - if the warning lights are on, it is strict prohibited to enter these zones; do not eat or drink and use proper PPE,
- do not damage safety features for the protection of persons - door switches, warning lights and safety switches,

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- accessing workplaces with sources of ionising radiation is only allowed with a permit and under the supervision of radiation officers or staff of the Medical Physics and Radiation Protection Department,
- it is prohibited to enter MRI departments with metal objects of any kind, electronic devices, data carriers such as credit cards, magnetic stripe cards, mechanical watches, open flames, fire extinguishers, etc.

4. Electrical hazards - from contact or proximity, use of electrical appliances and equipment contrary to the instructions for their use, malfunctions of electrical appliances or equipment during operation, damage to protective conductor insulation

*Precautions and instructions:*

- respect the division of electrical wiring in medical departments:
  - LIC - less important circuits - electrical wiring designed to supply power to appliances that do not need to be supplied from emergency sources - white and brown sockets,
  - IC - important circuits - electrical wiring designed to supply power to appliances that must be supplied from a main emergency source - green sockets,
  - VIC - very important circuits - electrical wiring designed to supply appliances that must have uninterrupted power - medical devices - orange sockets,
- IMS - isolated medical systems - electrical wiring whose source is a protective separator,
  - transformers which are powered from important circuits - medical devices - yellow sockets,
- damaged electrical appliances must not be used,
- connecting and using private electrical appliances and equipment is prohibited,
- electrical appliances and equipment installed at FNOL departments may only be operated by persons who are properly and demonstrably familiar with the instructions for their use and who have professional qualifications in electrical engineering,
- before using electrical appliances and equipment, make sure that they are in working order and that conditions for their operation set out in the manufacturer's manual or instructions are met,
- electrical appliances or equipment may only be used for their intended purposes,
- when moving electrical appliances or equipment, disconnect them safely from the mains,

5. Medical devices and technical equipment - equipment, machines, devices, instruments, tools and work aids

*Precautions and instructions:*

- only operate medical devices and technical equipment that comply with applicable regulations,
- only persons who are medically qualified and have proven that they are familiar with the operating instructions may operate medical devices and technical equipment,
- equipment and devices that endanger the safety of work, life and health of persons must be put out of use,
- maintenance, operational repairs of equipment and facilities may only be carried out by persons authorised to do so,
- do not damage, disconnect or remove safety features and protective covers of equipment and devices,
- where required by generally binding legislation, operating rules are drawn up to regulate working and technological procedures for the use of equipment and facilities,
- use installed collective protection equipment and personal protective equipment when operating or using equipment and facilities.

6. Mechanical hazards - pressure, impact, blows, cuts, stings, pricks and falls of persons on a level or from a height; handling and transporting loads

*Precautions and instructions:*

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- observe the principles of safe handling of loads and compliance with weight limits,
- observe the principles of safe storage of materials and loads (methods of storage, use of appropriate handling units, width of handling aisles and weight limits of shelves),
- use prescribed PPE and protective work equipment,
- take extra care when walking on outdoor roads, especially in bad weather, as well as when walking indoors on wet floors.

7. Traffic (hazards - running over, impacts, crushing - irresponsible behaviour of drivers and pedestrians, excessive speed, inattention, walking and crossing outside of pavements and crossings).

*Precautions and instructions:*

- the entire FNOL premises are subject to the rule “Zone with Traffic Restrictions”,
- pedestrians must use pavements; where there are no pavements they must walk on the left-hand side and use marked pedestrian crossings and places to cross,
- when driving a motor vehicle, observe the speed limit of 30 km/h; park and stop in designated areas only,
- use eye protection and a safety helmet when riding single-track vehicles.

**General principles for the safe conduct***Precautions and instructions:*

- mind your own safety and health as far as possible and respect the safety and health of individuals who are immediately affected by your actions,
- comply with work procedures and use established personal protective equipment, means of transport and work equipment and do not arbitrarily change them or put them out of operation,
- in the event of an accident, report it to your supervisor immediately, mentor etc.,
- do not enter the premises under the influence of alcohol or other drugs,
- do not use medical devices and technical equipment without the required professional competences,
- keep areas clean and tidy,
- only enter departments of FNOL other than your own with the consent of the department head,
- if you observe a hazard that could endanger the health or lives of persons, report this fact to the head of the FNOL department or to your supervisor, mentor etc.,
- only use designated entrances and exits,
- pay increased attention when working at heights and above open depths.

**Providing first aid**

For the purpose of providing first aid and basic treatment of accidents or other injuries to employees and other individuals, first aid kits are located in the hospital's departments. The provision of medical first aid depending on the type of injury, is provided by the Traumatology Department or the casualty ward FNOL.

**Fire safety**

As a provider of a wide range of healthcare services, FNOL carries out activities with varying degrees of fire hazards.

FNOL operates in the following categories: without increased fire hazards and with increased fire hazards.

Requirements and principles for ensuring fire safety, including conditions for the effective protection of life and health of persons and property against fires:

- a fire alarm station is established at FNOL,
- smoking is prohibited in indoor areas of FNOL; smoking is only allowed in designated outdoor areas,

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- fire protection documents (fire regulations, fire evacuation plan, fire alarm directive) are publicly available in medical departments,
- in non-medical departments a fire alarm directive is publicly available.

**Fire reporting at FNOL**

- use the FNOL fire alarm station number **1150** (telephone number +420 588 441 150), or the Olomouc Region Fire Brigade alarm station telephone number **150**.

To prevent fires at FNOL, must natural persons be aware of and comply with the following precautions:

- refrain from any actions that could start a fire, particularly while using thermal, electrical, gas or other appliances, during the storage and use of flammable or fire-hazardous substances and when handling open flames or other sources of ignition,
- do not carry out work which may lead to a fire or an explosion with a subsequent fire without professional competences required for such work by special regulations; do not handle open flames unless demonstrably authorised to do so,
- use equipment, devices, tools and work aids for the purposes and under the conditions for which they are intended and in accordance with documentation for their use; observe the principles and instructions specified in the manual for their installation or use and do not leave them unattended while they are switched on or in operation,
- when using hazardous substances and mixtures (flammable or otherwise fire-hazardous substances) that may cause or spread fire, observe safe handling and storage principles specified in the instructions of their manufacturer or distributor (safety data sheets, technological or work instructions, etc.),
- create suitable conditions for firefighting and rescue work, in particular by ensuring that internal roads, escape routes, fire protection and fire safety equipment, switchboards, main power switches and main shut-off valves of water, gas and other pipelines are freely accessible and unobstructed,
- refrain from damaging and maintain in usable condition all material supplies relating to fire safety and fire safety equipment,
- keep your workplace and other areas or facilities that you use at FNOL clean and tidy,
- if you observe a fire, try to extinguish it by all available means,

Department at FNOL: .....

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The information was provided by the authorised representative of FNOL, name and surname, job title

.....  
Date, signature

Informed by his signature confirms that he has been informed and understood the above instructions and information and will comply with them.

.....  
Name, surname (trainee, volunteers, etc.)

.....  
Date, signature