

## NUCLEAR PHYSICS INSTITUTE OCCUPATIONAL HEALTH & SAFETY POLICY (for external foreign staff)

### 1. GENERAL OCCUPATIONAL HEALTH & SAFETY REGULATIONS

- You must comply with legal regulations and other occupational health & safety instructions of the employer that you were informed of, and comply with the principles of safe behaviour in the workplace.
- Perform only such work for which you have medical and professional competence and qualifications.
- You may refuse to perform work which you reasonably believe may threaten your life or health, or the life or health of other persons.
- You must notify your supervisor of any deficiencies and defects in the workplace that could affect occupational health & safety.
- Immediately notify your supervisor of any accident that occurs in the course of work activity.
- Use the required personal protective equipment and resources.
- Follow and adhere to the signs in the workplace.
- You may not drink alcohol or consume any other addictive substances in the workplace, and during working hours also outside the workplace.
- The employer may test the staff for alcohol or other addictive substances.
- Smoking is only permitted in designated areas; all other workplaces are non-smoking areas.
- Keep your workplace in perfect condition with respect to occupational health & safety.
- When you leave the workplace, make sure it is in perfect condition with respect to occupational health & safety.
- Cranes, manipulators, machine tools and other equipment may only be operated by qualified persons.
- Beware of danger when working with chemicals; follow the warning symbols (risk of serious injury).
- Work at height may only be performed up to 1.5 m above the ground – use steps or ladders, not chairs, etc.
- Each employee must give (pre-medical) first aid if necessary.
- Telephone numbers of doctors on the premises:        **3322** or (+420 266 173 322)  
  **3351** or (+420 266 173 351)
- Telephone number of the Emergency Medical Service of the Czech Republic: **155**

## **2. WORKING WITH ELECTRICAL DEVICES**

- Any electrical devices may only be operated, i.e. switched on or off using the appropriate switches or control panels; operated in accordance with the manual; when switched off, bulbs or fuses may be replaced; power lines may be extended using extension cords.
- You may not perform any other work related to electrical devices (such as repair, maintenance, installation, etc.).
- Use only devices in perfect condition (with respect to occupational health & safety).
- First aid in the event of an electric shock:
  - Move the injured person out of the reach of electricity.
  - Determine the current health status of the injured person.
  - If necessary, initiate resuscitation.
  - Perform basic treatment of the injured person.
  - Seek medical help.
  - Report the accident to your supervisor.

## **3. FIRE PROTECTION**

- Perform work so as to avoid the risk of fire.
- After work, leave the workplace in perfect condition with respect to fire protection.
- In the event of fire, immediately call **3333**; then try to extinguish the fire using the specified means.
- When extinguishing fire, do not risk your life and health or the lives and health of other persons.
- To extinguish a fire, use only fire extinguishers suitable for this purpose (for example, do not use water to extinguish electrical devices).
- During evacuation, follow the instructions of authorized personnel and safety symbols.

## **4. RADIATION PROTECTION**

- Work with ionizing radiation sources may only be performed by professionally and medically qualified persons (radiation specialists of category A and B), the qualification of whom must be proved by appropriate documents.
- You may only enter the controlled area after you have informed the responsible person, and you must follow this person's instructions.
- The controlled zone may not be entered by pregnant women and persons below 18 years of age.
- Do not drink, eat or smoke in the controlled zone.

- Use the assigned personal monitoring devices (personal dosimeter).
- After finishing work with ionizing radiation sources, perform a check of personal contamination; in the event of contamination, it is necessary to report it to the responsible employee and to perform decontamination.
- To dispose of radioactive waste, use containers designated for this purpose.
- In case of emergency and its removal or evacuation associated with it, follow the instructions of an authorized employee.
- A radiological check for possible contamination must be performed by a responsible person with any material and devices taken out of the controlled area.

**Every employee will be trained and instructed with respect to occupational health & safety rules for work with the used devices prior to starting work in the specific workplace.**

## **5. FINAL TEST**

1. I am obliged to inform the supervisor:

- a) every time I go home
- b) of any deficiencies and defects in the workplace that could affect occupational health & safety
- c) when I go for lunch

2. When should I report an accident at work?

- a) the following week
- b) at the end of the month
- c) immediately

3. Alcoholic beverages and other addictive substances:

- a) may be consumed in the workplace without any restrictions
- b) may not be consumed in the workplace, and during working hours also outside the workplace
- c) may be consumed once a day

4. How high above the ground can I work?

- a) up to 5 m
- b) up to 1.5 m
- c) not at all

5. Am I obliged to give first aid?
- a) yes
  - b) no
  - c) depending on my mood
6. To contact a doctor I call:
- a) 3322, 3351, 155
  - b) 0000, 5555, 555
  - c) 8822, 5555, 666
7. Can I perform maintenance, installation and repair of electrical devices?
- a) yes
  - b) only with goggles
  - c) not in any event
8. Do I have to call for medical help in the event of an electric shock?
- a) no
  - b) only if the affected persons asks me to do so
  - c) yes, always
9. Fire is extinguished:
- a) using water only
  - b) it is not extinguished
  - c) using fire extinguishers suitable for the purpose
10. The controlled zone may be entered:
- a) by anybody
  - b) by pregnant women
  - c) only after the responsible person has been informed
11. In the controlled zone:
- a) I may eat, but not smoke
  - b) I may smoke, but not eat
  - c) I may not eat, drink or smoke