



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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Rector's Ordinance on occupational health examinations

Article 1 Introductory provisions

1. The employer is obliged to create working conditions for employees that enable them to perform their work safely. To this end, the employer shall, among other things, provide occupational health services. Furthermore, the employer is obliged to classify work into appropriate categories according to the extent to which factors that may affect the health of employees are present, and according to their risk to health.
2. This ordinance of the Rector applies to all workplaces of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB' or 'employer').
3. The area of occupational health examinations is governed in particular by the following legal regulations (as amended):
 - a) Act No. 262/2006, Labour Code (hereinafter referred to as the 'Labour Code');
 - b) Act No. 373/2011, on Specific Health Services (hereinafter referred to as the 'Act on Specific Health Services');
 - c) Act No. 258/2000, on the Protection of Public Health and on Amendments to Certain Related Acts (hereinafter referred to as the 'Act on the Protection of Public Health');
 - d) Act No. 309/2006, regulating further requirements for occupational health and safety in labour relations and ensuring occupational health and safety in activities or the provision of services outside labour relations;
 - e) Decree No. 79/2013, on the implementation of certain provisions of Act No. 373/2011, on specific health services (Decree on occupational health services and certain types of assessment care) (hereinafter referred to as the 'Decree on Specific Health Services');
 - f) Decree No. 432/2003, laying down conditions for the classification of work into categories, limit values for biological exposure test indicators, conditions for the collection of biological material for biological exposure tests and requirements for reporting work with asbestos and biological agents (hereinafter referred to as the 'Decree laying down conditions for the classification of work into categories').



Article 2

Occupational health services

1. Occupational health services are preventive health services that include assessing the impact of work activities, the work environment and working conditions on health, conducting occupational health examinations, which are preventive examinations, and assessing health status for the purpose of assessing fitness for work, providing advice on occupational health and safety and protection against occupational accidents, occupational diseases and work-related illnesses, training in first aid and regular supervision of workplaces and work performance in accordance with the Act on Specific Health Services.
2. The provider of occupational health services is, on the basis of a valid contract for the provision of these services, an entity that meets the conditions set out in the Act on Specific Health Services.

Article 3

Contract for the provision of occupational health services

In the case of work classified under the Public Health Protection Act as category one, two, two risk, three or four, or work that includes activities for which conditions are set by other legal regulations, the employer is obliged to conclude a written contract for the provision of occupational health services with a provider in accordance with the Act on Specific Health Services.

Article 4

Obligations of the employer and employee

The obligations of employers and employees in the field of occupational health services are governed by the Labour Code, the Act on Specific Medical Services (specifically the provisions of Title IV of this Act) and its implementing regulations.

Article 5

Initial medical examination according to job categorisation

1. The human resources office of the relevant USB unit shall ensure that job applicants undergo an occupational health examination (initial examination) in accordance with the requirements of the legal regulations.



Work category	Obligation of initial examination
1	NO (performed if required by the employer or employee)
2	YES
3	YES
4	YES
Professional risk	YES

2. The employer shall always arrange for an initial medical examination if the job applicant is to be assigned to work classified in category two, second risk, third or fourth category according to the Public Health Protection Act, or if this work includes activities for which health requirements are set by implementing legislation pursuant to Section 60 of the Specific Health Services Act or other legislation, prior to the commencement of
 - a) an employment relationship;
 - b) a legal relationship based on an agreement on work performed outside of an employment relationship.
3. Occupational risk is defined in Part II of the Annexe to the Decree on Specific Health Services and is assigned to employees when they are classified into a category of work in accordance with the decree, which sets out the conditions for classifying work into categories.
4. A job applicant is considered medically unfit for the job to which they are to be assigned if they do not undergo an initial medical examination, if they are referred for one.
5. The employer has the right to require an initial medical examination for a job applicant who is classified in category 1 under the Public Health Protection Act and whose job does not include activities for which health requirements are set by implementing legislation under Section 60 of the Specific Health Services Act or other legislation. If the employer does not require an initial medical examination, the job applicant is considered medically fit to perform the work for which they are to be assigned until an examination proves otherwise. If the employee requests an initial examination, the employer shall issue a request for such an examination.
6. The initial medical examination shall be paid for by the job applicant. The employer shall reimburse the job applicant for the initial medical examination if the employer enters into an employment or similar relationship with the applicant. The first and second sentences shall not apply if the job applicant agrees with the prospective employer on the payment of the initial medical examination, even if no employment or similar relationship is established, or if the law provides otherwise. The initial medical examination, if it concerns the assessment of the health





suitability of a job applicant for night work, shall always be paid for by the prospective employer in accordance with the Act on Specific Health Services.

Article 6 Periodic examination according to work categorisation

1. The human resources office of the relevant USB unit shall ensure that employees are sent for periodic occupational medical examinations in accordance with the requirements of legal regulations.

Work category	Periodic examination obligation
1	NO (performed if required by the employer or employee)
2	YES
3	YES
4	YES
Professional risk	YES

2. Periodic examinations are carried out to detect early changes in health status arising in connection with the physical demands of the work performed or the ageing of the body, where continued work could lead to damage to the health of the employee being assessed or to the health of other persons.
3. Periodic examinations for employees performing work classified under the Public Health Protection Act are carried out:
 - a) Category one – If required by the employer or employee:
 - once every 6 years, or;
 - once every 4 years for employees who have reached the age of 50; the first examination is carried out in connection with the periodic examination referred to in the previous point.
 - b) Category two – If required by the employer or employee:
 - once every 4 years, or;
 - once every two years for employees who have reached the age of 50; the first examination shall be carried out in connection with the periodic examination referred to in the previous point.
 - c) Once every two years for the second and third risk categories.
 - d) Once a year for category four.





4. In order to protect the health of its employees, USB requires all employees classified in work category 2 to undergo periodic medical examinations in accordance with the decree on specific health services.

Article 7 **Medical examinations of young people**

1. The employer is obliged to ensure, at its own expense, that juvenile employees (aged 14–18) are examined by an occupational health service provider:
 - a) before the commencement of employment or a legal relationship based on an agreement to perform work or an agreement on work activity, and before transfer to another job;
 - b) regularly as necessary, but at least once a year.
2. Juvenile employees are obliged to undergo the specified medical examinations.

Article 8 **Extraordinary examination**

1. An extraordinary examination is carried out to determine the state of health of the employee in question in the event of a reasonable assumption that there has been a loss or change in fitness for work or if there is an increase in the level of risk of a previously considered risk factor in working conditions.
2. The human resources office of the relevant USB unit shall send the employee for an extraordinary occupational medical examination:
 - a) if the employee requests it;
 - b) if the employer has doubts about the employee's fitness for work;
 - c) in other cases specified in Section 12 of the Decree on Specific Health Services.

Article 9 **Exit examination**

1. The exit examination is performed to determine the employee's state of health at the time of termination of employment, with an emphasis on identifying changes in health that can be assumed to be related to the physical demands of the work performed.
2. This examination is mandatory in the cases specified in Section 13 of the Decree on Specific Health Services.

Article 10



Follow-up examination

A follow-up examination is carried out in accordance with the Decree on Specific Health Services for the purpose of early detection of changes in health arising in connection with work in such working conditions, the consequences of which may manifest themselves even after the termination of work, for the purpose of timely provision of necessary health services or compensation. No medical report is issued on the basis of the follow-up examination.

Article 11 Arranging medical examinations

The human resources office of the relevant USB unit is responsible for the administrative arrangements for ordering examinations and keeping records. The employee's immediate superior provides information on their job category and other information relevant to the assessment of their medical fitness.

Article 12 Final provisions

1. All USB employees must be familiarised with this ordinance as part of their training. Senior managers are responsible for ensuring that this requirement is met.
2. The employer or the relevant manager is responsible for ensuring that every employee is medically fit for the work they perform.
3. This ordinance repeals Rector's Ordinance R 262 of 4 November 2013.
4. This ordinance shall enter into force and effect on the date of its publication in the collection of decisions and ordinances of the Rector in the public section of the USB website.

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