



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

Number: R 636

Date: 17 April 2026

Rector's Ordinance on Occupational Health and Safety Management at the University of South Bohemia in České Budějovice

Article 1

Purpose of the ordinance

This ordinance establishes a uniform system for the management of occupational health and safety (hereinafter referred to as 'OHS') at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB'). Its aim is to ensure compliance with the legal obligations of all employees and students in accordance with the following regulations (always in their current version):

- a) Act No. 262/2006, the Labour Code;
- b) Act No. 258/2000, on the protection of public health and amending certain related acts;
- c) Act No. 309/2006, regulating further requirements for occupational health and safety in employment relationships and on ensuring occupational health and safety during activities or the provision of services outside employment relationships;
- d) Decree No. 432/2003, stipulating conditions for the classification of work into categories, limit values for biological exposure test indicators, conditions for the collection of biological material for the performance of biological exposure tests, and requirements for the reporting of work involving asbestos and biological agents;
- e) Act No. 373/2011, on specific health services;
- f) Decree No. 79/2013, implementing certain provisions of Act No. 373/2011, on specific health services, (Decree on occupational health services and certain types of assessment care);
- g) Government Regulation No. 378/2001, stipulating detailed requirements for the safe operation and use of machinery, technical equipment, instruments, and tools;
- h) Government Regulation No. 390/2021, on detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents;
- i) Decree No. 64/2005, on the recording of injuries involving children, pupils, and students;
- j) Government Regulation No. 322/2025, on the obligations of employers in the event of injuries at work;
- k) CTS 26 9030, Storage, principles of safe handling;



- l) Government Regulation No. 362/2005, on detailed requirements for health and safety at work in workplaces with a risk of falling from a height or into a depth;
- m) Act No. 350/2011, on chemical substances and chemical mixtures and amending certain acts (Chemicals Act);
- n) Act No. 65/2017, on the protection of health against the harmful effects of addictive substances.

Article 2

Responsibility in the OHS division

Under **Act No. 262/2006, the Labour Code**, the employer is responsible for ensuring the health and safety of employees at work. USB as a whole is responsible for ensuring the health and safety of employees and students through its bodies and managing staff, with their duties and responsibilities defined as follows:

- a) The Rector is responsible for the OHS policy; the Rector issues measures and monitors their implementation.
- b) Deans are responsible for implementing OHS within their faculties on the basis of the Rector's current ordinances and statutory requirements.
- c) Directors of the other constituent parts of USB are responsible for the implementation of health and safety within the scope of their remit.
- d) Heads of individual units (e.g. departments, institutes, laboratories, refectories, dormitories, operational units) bear direct responsibility for OHS regarding their staff and students and organise work in such a way as to ensure the OHS of subordinate staff and students,
- e) At extracurricular events, responsibility lies with the event leader or, where applicable, the instructor.

Managers carry out individual OHS activities either personally or through support units, such as the human resources office, the building management and maintenance unit, the OHS and FS unit, the OHS technician or other authorised persons.

Article 3

Scope of application

The ordinance applies to all constituent parts of USB and to:

- a) USB staff;
- b) USB students during instruction, R&D activities and other study-related activities (e.g. excursions, work placements, laboratory experiments) and other persons in a similar position (e.g. participants in lifelong learning courses or international students);





- c) persons who, with the knowledge of USB, are present on its premises (e.g. contractors, visitors).

Article 4

Obligations of all staff and students

Every employee and student is obliged, to the best of their ability, to ensure their own health and safety, as well as the health and safety of individuals directly affected by their actions. Knowledge of the basic obligations arising from legal and other regulations and the employer's (USB's) requirements for ensuring health and safety at work is an integral and permanent part of the qualification requirements for employees (students).

Obligations of employees and students in the field of health and safety at work are to:

- a) take care of their own safety to the best of their ability;
- b) participate in training provided by the employer (USB) focused on OHS, including verification of their knowledge;
- c) undergo mandatory occupational health examinations and check-ups (applies to employees only);
- d) comply with legal and other regulations on health and safety at work with which they have been duly familiarised, and follow the principles of safe conduct in the workplace (at USB) and the employer's instructions (USB management);
- e) comply with established work procedures whilst working;
- f) use the prescribed work equipment and personal protective equipment (hereinafter also referred to as 'PPE') and not to take them out of service without authorisation;
- g) not consume alcoholic beverages or abuse other addictive substances at the employer's workplaces and not to enter the workplace under their influence during working hours (during studies or practical training), and to submit to a test, at the instruction of an authorised managing employee designated in writing by the employer, to determine whether they are under the influence of alcohol or other addictive substances;
- h) report to their superior (the relevant USB staff member) any shortcomings or defects in the workplace (place of instruction) that endanger or could immediately and seriously endanger the safety or health of persons, in particular the imminent occurrence of an emergency or shortcomings in organisational measures, defects or malfunctions in technical equipment and protective systems designed to prevent such incidents,
- i) report immediately to their superior (the relevant USB staff member) any injury they have sustained, provided their state of health permits, and any work-related injury to another employee (student), or any injury to another individual that they have witnessed, and to cooperate in investigating the causes thereof;
- j) comply with the ban on smoking and the handling of open flames within the premises and smoke only in designated smoking areas.



Article 5

Duties of a senior employee

The responsibility for health and safety at work imposed on USB as an employer is an integral and equal part of the work duties of managerial staff at all levels of management within the scope of the positions they hold.

The employer's managerial staff are defined as employees who, at the various levels of the employer's management, are authorised to set and assign work tasks to subordinate employees, to organise, manage and supervise their work, and to issue binding instructions to them for this purpose.

Managing employees are obliged, in particular, to:

- a) ensure compliance with legal and other regulations in the field of OHS at work,
- b) systematically identify and assess risks in the area for which they are responsible,
- c) classify employees into the appropriate category based on the assessment of risk factors,
- d) ensure that employees undergo mandatory occupational health examinations,
- e) ensure conditions for the provision of first aid,
- f) provide staff with training on safety requirements and regulations in accordance with the demands of their work, and to consistently enforce and monitor compliance.
- g) Establish work procedures and guidelines with regard to OHS at work,
- h) provide employees with PPE in accordance with the risk assessment,
- i) keep the required documentation in order,
- j) carry out checks on the level of OHS.

Article 6

Competent person in risk management

Competent persons in risk prevention perform the tasks set out in Act No. 309/2006, and this ordinance; in particular, they are obliged to:

- a) identify risks in USB workplaces and propose measures to minimise them,
- b) plan and organise the performance of tasks in the field of OHS at work,
- c) methodically manage and coordinate activities from an OHS perspective,
- d) cooperate with senior staff in the performance of their OHS duties,
- e) keep records of workplace injuries,
- f) participate in OHS inspections,
- g) assist in organising annual OHS audits.

Article 7





Risk identification, assessment and prevention

Risk prevention refers to all measures arising from legal and other regulations to ensure health and safety at work, and from the employer's measures aimed at preventing the emergence of risks, eliminating risks that have already arisen, or minimising the impact of unavoidable risks. In fulfilling their duties in this area, the manager of the relevant workplace cooperates with the Health and Safety and Fire Protection Unit of the USB Rectorate.

The following principles are observed when ensuring risk prevention:

- a) limiting the occurrence of risks,
- b) eliminating risks at their source,
- c) adapting working conditions to the needs of employees with the aim of limiting the impact of negative factors in working conditions and the working environment on their health,
- d) replacing physically demanding work and work in difficult conditions with new technological and working procedures,
- e) replacing hazardous technologies, production and work equipment with less hazardous or lower-risk alternatives,
- f) limiting the number of employees exposed to harmful factors to the minimum necessary to ensure operations,
- g) implement measures aimed at limiting the release of harmful substances from machinery, instruments and equipment.

Risk assessment is always carried out when a new workplace is established, in the event of new technology or a change to existing technology, and when purchasing and installing new equipment or machinery. The risk assessment is carried out in the following steps:

- a) selection of the objects to be assessed and their components,
- b) identification of hazards and risks,
- c) assessment of the severity of the hazard and the level of risk,
- d) determination of measures to eliminate risks or, where appropriate, to reduce them.

The key document for risk assessment at USB is the USB Rector's Ordinance: 'Overview of identified potential risks in the field of occupational health and safety at the University of South Bohemia in České Budějovice', which serves as the basis for monitoring basic and organisational OHS requirements.

Article 8 Classification of work

Under Act No. 258/2000, on the protection of public health and amending certain related acts, as amended, the employer is obliged to classify work into individual categories. Work is classified into





four categories according to the prevalence of risk factors in working conditions which, through their long-term effects, may adversely affect the health of employees. The criteria, factors and limits for classifying work into individual categories are set out in Decree No. 432/2003, as amended. The employer decides on the classification of work into the first or second category; the classification of work into the third, fourth or, where applicable, second risk (2R) category is decided by the competent public health authority – the Regional Public Health Authority (RPHA) within the jurisdiction of the relevant region – or is determined by a specific implementing regulation. In the event of a change in working conditions that affects the classification of work into the third or fourth category, the employer is obliged to submit a proposal for ‘changes to the classification of work into individual categories’ to the competent public health authority without delay. The employer carries out the assessment of risk factors for the purposes of classifying work into individual categories or changes to the classification of work into these categories through an accredited organisation authorised to carry out the relevant assessments (National Institute of Public Health). All employees are informed of the category into which their work is classified as part of initial and periodic health and safety training.

The document assessing risk factors and the subsequent categorisation of employees is available to all managers.

An employer at whose workplace hazardous work (2R, 3R, 4R) is carried out is also obliged, for each employee from the date of assignment to hazardous work, to keep a record of:

- a) first name, surname and national identification number;
- b) the number of shifts worked in high-risk work, with the exception of the risk of infectious diseases;
- c) the dates and types of preventive medical examinations carried out and their conclusions;
- d) data on the results of monitoring the impact of working conditions on employees’ health and the measured values of the intensity and concentrations of working condition factors.

In fulfilling obligations in this area, the managing employees of the relevant workplace shall cooperate with the Occupational Health and Safety and Fire Protection Unit of the USB Rectorate.

Article 9

Occupational health examinations

Occupational health services are provided in accordance with the aforementioned Act and the Rector’s ordinance on occupational health examinations.

Article 10

Employee training in the field of health and safety

- a) Initial training for employees:





All USB employees employed under an employment contract or an agreement on work performed outside an employment must attend the training. It is conducted in accordance with the syllabus set out on the attendance register form or in the introduction to the training materials.

Initial training takes the form of self-study of training materials on the website: elearnin.g.jcu.cz or in-person with the CP in OHS, a managing employee or a person authorised in writing. Knowledge is assessed by a test or an oral interview. A written record of the training is kept in the form of an attendance register, which is stored at the human resources office. Where possible, training is conducted online and a certificate is issued to successful employees.

b) Periodic training:

Training is carried out regularly; the recommended frequency is once every two years. The employer may adjust this frequency based on the risk level of the work. Training is conducted in accordance with the syllabus set out on the attendance register form or in the introduction to the training materials.

Periodic training takes the form of self-study on the websites: [elearn and ng.jcu.cz](http://elearn.and.ng.jcu.cz); knowledge is assessed via an online test and a certificate is issued to successful employees. If some employees are unable to complete the training online, they are trained in person by the CP in OHS, a superior, or a person authorised in writing. Knowledge is assessed via a written test or an oral interview, and a record of the training is kept in the form of an attendance register (see annexes).

c) Training for managing staff:

Training is carried out regularly; the recommended frequency is once every three years. The employer may adjust this frequency.

Training for senior staff takes the form of self-study on the website: elearning.jcu.cz; knowledge is assessed by an online test and a certificate is issued to successful employees. If some employees are unable to complete the training online, they are trained in person; their knowledge is assessed by a written test and a record of the training is kept in the form of an attendance register (see annexes).

d) Simplified training

Employees working under an agreement on completing a job (ACJ) or an agreement on performing work (APW) must, prior to commencing work, receive OHS training to the extent necessary for the safe performance of their specific duties, in accordance with the aforementioned legislation. If they perform work on a limited scale and at a single specific location (e.g. a one-off lecture), the head of the workplace may decide, based on a risk assessment, that this employee will be trained using a simplified version (see annexes) and that their knowledge will be verified by the attached test or orally by the managing employee.

Article 11





Student training

All USB students complete basic OHS training before the start of their first semester, usually via e-learning. Upon successfully passing the test, the student receives an electronic certificate. Responsibility for ensuring students complete the training lies with the individual faculties, which may, at their discretion, supplement its content to include their specific risks.

Furthermore, before commencing practical teaching in laboratories, sports facilities, specialised workplaces or on work placements, students are demonstrably familiarised with local operational safety regulations and the specific risks associated with these activities. The head of the workplace is responsible for this training.

During instruction activities held outside the University of South Bohemia, students are trained in accordance with the USB Rector's ordinance on ensuring health and safety during instruction activities held outside the University of South Bohemia.

Records are kept of students' completion of training (e.g. via the study information system, attendance registers, entries in laboratory logs, etc.).

Article 12

Workplace training

The managing staff is responsible for familiarising a new employee with their workplace, work procedures, operating instructions for technical equipment and instruments, and other specific conditions at the workplace in accordance with the workplace initial training form (see annexes).

An employee must undergo training in the event of a change in job classification or type of work, the introduction of new technology, or a change in production and work equipment.

Furthermore, an employee must be trained if they are to work wholly or partly outside the USB workplace, i.e. remote working (see annexes).

Article 13

Specialist training

Employees who use machinery, technical equipment, instruments, and tools to carry out their work must be made aware of the risks arising from the operation of such equipment and of its safe use. At USB, this includes, for example, kitchen staff and technicians who operate hand-held power tools, workshop machinery, chainsaws, garden equipment, and mobile machinery. Furthermore, it is necessary to train laboratory staff authorised to work with electrical laboratory equipment and chemical substances. Training is mandatory for designated drivers, for working with designated technical equipment, and for working at heights. All such employees must have demonstrable training and their knowledge verified. Training may take place in person or online. In fulfilling their duties in this area, the head of the relevant workplace cooperates with the Health and Safety and Fire Protection Unit of the USB Rectorate.



Article 14

Internal OHS regulations

Internal OHS regulations (e.g. operating rules, operational safety regulations, work procedures, instructions) are internal documents of the organisation that set out the rules, procedures and measures to ensure OHS in the workplace. Internal regulations specify the requirements of legal regulations in accordance with the specific conditions of the workplace, technologies, equipment used and risks. They set out clear rules and procedures for the safe performance of activities at a specific location, thereby preventing injuries, damage to health and emergencies. They help to organise work in such a way that it is safe and efficient. They enable the employer to monitor compliance with safety rules. Internal regulations must be drawn up in particular for workplaces where there is an increased risk to health: laboratories, workshops, warehouses, kitchens, canteens, sports facilities, technical rooms, etc.

When drawing up these regulations, managing staff shall base their work primarily on:

- a) this Rector's ordinance,
- b) the risk assessment based on the applicable Rector's ordinance: 'Overview of identified potential risks in the field of occupational health and safety at the University of South Bohemia in České Budějovice',
- c) the legal regulations referred to in Article 1,
- d) technical standards relating to the specific type of workplace or facility.

Operating regulations and safety and operational regulations shall include, in particular:

- a) identification of the workplace and the responsible managing staff,
- b) a description of the activities carried out at the workplace,
- c) an overview of the main risks and the measures taken,
- d) requirements for the professional competence of personnel,
- e) safe working procedures, including the use of protective equipment,
- f) rules governing access to and movement within the workplace,
- g) rules for cleaning, maintenance, operation of equipment and waste management,
- h) procedures for emergencies and the provision of first aid,
- i) methods of record-keeping (records of training, inspections, maintenance, audits, etc.).

The head of the workplace is responsible for drawing up internal regulations. Methodological support is provided by the Health and Safety and Fire Protection Unit of the USB Rectorate.



Article 15

Technical equipment, machinery, instruments, and tools

Every machine, piece of technical equipment, instrument, and tool (hereinafter referred to as 'equipment') must be accompanied by 'Operating Documentation'. Operating Documentation is a set of documents containing the manufacturer's instructions for assembly, handling, repairs, maintenance, initial and subsequent regular inspections and overhauls of the equipment.

The employer must ensure that all equipment is technically fit for safe operation. This is to be achieved by carrying out regular inspections, checks, maintenance and, where necessary, repairs in accordance with the manufacturer's instructions (accompanying documentation). If the manufacturer's instructions are not available, the employer shall specify the scope of inspections and maintenance in local operational safety regulations (hereinafter 'LOSR'), drawn up in accordance with the requirements of legal and other regulations and standard requirements. The LOSR or operating instructions for individual equipment shall be kept by the managing staff at whose workplace the equipment is located. Inspections of the equipment must be carried out at least once a year, unless the frequency of inspections is specified otherwise in the manufacturer's instructions or in standard requirements. The equipment documentation must be retained for the entire duration of its operation.

Responsibility for ensuring the safe operation of the equipment lies with the head of the relevant workplace, who is responsible for ensuring the maintenance, inspections, checks, and repairs of equipment used for instruction and research.

Article 16

Personal protective equipment

Managing employees are required, based on a risk assessment, to determine the scope and type of PPE for individual work activities and to ensure its allocation to employees.

Employees are obliged to use PPE, maintain it in the prescribed condition and not take it out of service without the consent of a manager.

The provision of PPE is governed by the USB Rector's ordinance on the provision of personal protective equipment and washing, cleaning and disinfecting agents.

Article 17

Health and Safety Audit

The employer is obliged to organize an OHS audit at least once a year. This audit is carried out on the basis of the current USB Rector's ordinance issued in the calendar year in which the audit takes place.



Article 18

Workplace injuries

An injury at work is an injury or death caused to an employee, independently of their will, by the short-term, sudden and violent action of external factors whilst performing work tasks or in direct connection with them.

Deans of faculties or directors of other constituent parts of USB shall appoint an employee or office to provide and check the contents of first-aid kits in accordance with the USB Rector's ordinance 'First Aid Provision Plan', where their contents are specified by the occupational health service provider. They shall also ensure the appointment of persons designated to provide first aid, in a number commensurate with the risks in the workplace.

Every workplace injury must be recorded in the Injury Register (see annexes). Managing employees are responsible for recording workplace injuries involving their staff. A copy of the injury report must always be sent to the Health and Safety and Fire Protection Unit at the USB Rectorate.

In the case of a workplace injury resulting in incapacity for work exceeding 3 working days, a record must be made via the portal www.SUIP.cz no later than 15 working days after the employer became aware of the injury. This record and other related obligations are handled by the Occupational Health and Safety and Fire Protection Unit of the USB Rectorate, in particular:

- a) reporting the workplace injury to the injured employee's health insurance provider,
- b) reporting the injury at work to the insurance company with which USB holds statutory employer's liability insurance,
- c) reporting any changes regarding the injury at work.

Article 19

Student injuries

An injury to a student is defined as an injury sustained by a student in connection with their studies within a degree programme and within the framework of educational, scientific, research, development, artistic, or other activities organised by USB.

Students are required to report any injury immediately to their lecturer, the head of the practical training course, or a supervising member of staff, who will then record it in the injury register without delay. If a student is unable to report the injury, this must be done by a person who witnessed the injury or became aware of it.

The administrative procedures relating to the injury and any compensation are handled by the constituent parts of USB at which the student is enrolled, in cooperation with the Health and Safety and Fire Protection Unit of the USB Rectorate. When dealing with student injuries, the procedure set out in the current USB Rector's ordinance is followed.



Article 20

Working with chemical substances and mixtures

The entire area of working with chemical substances and mixtures involves not only their physical handling and use, but also the correct categorisation of work and regular medical examinations of employees.

The employer's fundamental duty is to familiarise employees with the safety data sheet for every hazardous substance they handle.

The employee's familiarisation must be confirmed in writing for the sake of verifiability, e.g. in the event of an injury at work.

The safety data sheet must subsequently be made available to employees, e.g. displayed in the workplace, stored on the intranet, etc. It must be accessible in this way to all employees concerned.

By law, employees must be trained by a competent person in the handling of chemical substances and mixtures or chemical mixtures classified as acute toxicity category 1 or 2 (standard hazard statements H300, H310, H330), once every two years.

The following obligations apply to the storage of hazardous substances:

- a) store in designated areas, up to a maximum height of 1.80 m,
- b) in the prescribed quantities,
- c) always in original, labelled and sealed containers,
- d) store together, including mixtures, only if they do not react with each other!
- e) substances stored in containers and tanks must be secured with a lockable cover,
- f) the area where flammable and hazardous substances are stored must be well ventilated,
- g) do not allow unauthorised persons to enter.

Article 21

First aid plan

To ensure compliance with the requirements of the above-mentioned legislation, the Rector issues the following measure: First Aid Plan.

Article 22

Risk sharing between employers

When employees of another employer enter the University's premises, it is necessary to jointly assess with that employer the risks arising from the performance of their work. These risks shall be communicated in writing via a protocol.



Article 23

Alcohol in the workplace

To ensure compliance with the requirements of the above-mentioned legislation, the USB Rector has issued an ordinance setting out the procedure for conducting tests in cases of suspected consumption of alcoholic beverages or other addictive substances.

Article 24

Extracurricular instruction activities

To implement the requirements of the above-mentioned legal regulations during instruction activities held outside the premises of the University of South Bohemia in České Budějovice, an USB Rector's ordinance has been issued to ensure the health and safety of staff and students during instruction activities held outside the University of South Bohemia in České Budějovice.

Article 25

Final provisions

1. This ordinance repeals Rector's Ordinance No. R 183 of 24 June 2011.
2. This ordinance comes into force and takes effect on the date of its publication in the collection of USB Rector's decisions and ordinances in the public section of the USB website.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by: Miroslav Hovorka, Health and Safety and Fire Protection Officer, CP in OHS risk prevention, ref. no. RILSA/071/PREV/2025

Distribution list: USB management, Deans of USB faculties, Directors of non-faculty constituent parts of USB, Human Resources Office of the USB Rectorate

Annexes: Annexe 1 to the Rectorate's ordinance on OHS management – only in Czech.