



## **Dean's Directive on OSH training for students at the FEE CTU**

**(DD\_2022\_02)**

Effective from the beginning of the winter semester of the academic school year 2022/2023, I specify a uniform procedure for departments in conducting Basic Occupational Safety and Health Training (hereinafter referred to as "OSH") and in introducing students to the principles of Occupational Safety in Electrical Engineering (collectively hereinafter referred to as "OSH Training").

At the same time, I am specifying the methodology of recording the completion of OSH training in KOS and archiving the Training and Examination Records and written examination forms. Completion of the Occupational Health and Safety Training with a focus on safety hazards in electrical engineering is required for students to enter the Faculty's laboratories in accordance with Section 101 to Section 103 of the Labour Code, with respect to Government Regulation No. 194/2022 (hereinafter referred to as "GR No. 194/2022").

### **I.**

#### **1. The following levels of OSH training are provided:**

- Basic OSH training (BEZZ),
- Electrical Safety for bachelors (BEZB),
- Safety at work in electrical engineering for masters (BEZM),
- Instruction on occupational safety in individual laboratories.

#### **2. OSH training system during the study**

The dates of completion of OSH training are binding for students.

<b>Occupational health and safety training</b>	<b>Symbol</b>	<b>Deadline</b>	<b>Program</b>	<b>Studies</b>
Basic OSH training	BEZZ	at the beginning 1st semester	all programs	Bachelor's
Safety at work in electrical engineering for bachelors	BEZB	1st semester	EEM, EK, OES, KYR, EEK, LEB, EECS	
		2nd semester	OI, SIT	
Occupational safety in electrical engineering for masters + recurrent Basic OHS training	BEZM	1st semester	all programs	Master's

#### **3. Scope and period of validity of Student OHS training**

The validity of the BEZB and BEZM trainings are limited only to the FEE CTU. The occupational safety training includes additional partial training on the risks of individual workplaces according to the schedule.

Training OHS	Type of studies	Range of teaching hours		Familiarity with general risks	Time validity
		Lectures	Exercise		
BEZZ	BS	1 x 2 h	1 x 2 h	Basic OSH training	6 years

Training	Type of studies	Range of teaching hours		Familiarity with the risks of the industry at the level of GR No. 194/2022	Time validity
		Lectures	Exercise		
BEZB	BS	1 x 2 h	1 x 2 h	Section 4	6 years
BEZM	MS	1 x 2 h	1 x 2 h	Setion 6	4 years

#### 4. Specifications of dates and content of OSH training in teaching

Departments responsible for OSH training are listed in Appendix 1. Specification of the system of OSH training of students is contained in Appendix 2.

(a) **Basic OSH training (BEZZ) (beginning of the 1st semester of Bachelor's degree studies)**

The instruction will be done as a one-time event after the lectures in the 1st week of classes according to the template posted on the faculty website.

A detailed discussion on the issues, first aid training, the establishment of training records and awarding of KOS records in the form of credit will be done in separate exercises by study groups during the 2nd or 3rd week of the course.

(b) **Electrical Safety for Bachelors (BEZB) (1st or 2nd semester of Bachelor's degree studies)**

The instruction will be done as a one-time event after the lectures. The content of the instruction is given by the relevant teaching texts, including an introduction to the risks of the field at the level of Section 4 of GR No 194/2022.

Practical training and a written examination will be carried out once in separate exercises (familiarisation with instrumentation, etc.) and entries will be made in KOS in the form of credit.

(c) **Occupational Safety in Electrical Engineering for Masters (BEZM) (1st semester of the recommended course of the Master's degree)**

The instruction will be done as a one-time event after the lectures in Week 1 of the Master's degree programme. The instruction includes a repeat of the Basic OSH training, a refresher of the basic technical knowledge of the field within the scope of the teaching texts for OSH, including an introduction to the risks of the field at the level of Section 6 of GR No. 194/2022.

A detailed discussion on the problem and a written examination will be carried out once during the 2nd or 3rd week of teaching in separate exercises, entries will be made in KOS in the form of credit.

#### 5. Records of completion of individual OSH training courses

All students must have OSH training as a compulsory subject during the relevant semester. It will be arranged by the study department.

After successful completion of the OSH training and examination, the student will receive a record in KOS in the form of credit. It will be provided by the responsible department.

## **6. Archiving of training and examination records**

A Record of Basic OSH Training must be taken as evidence of the Basic OSH Training, which verifies the training. The records in paper form of the Basic OSH training shall be archived by the responsible department for at least 6 years.

Completed and signed forms of written examinations within the framework of the Electrical Safety of Work of individual students (including the Record of Repeated Basic Occupational Safety and Health Training) are archived by the responsible department for at least 6 years.

## **7. Validity of previously completed OSH trainings**

Students who, for whatever reasons, begin to study a Bachelor's or Master's degree programme at the FEE CTU again, cannot have their previously completed OSH training recognised. They must again complete the Basic Occupational Health and Safety (OHS) and Electrical Safety Training at that level. Instruction, training and written examination of students will be provided by the responsible department in accordance with the previous points.

## **8. Checks and subsequent sanctions**

### **(a) Basic OSH training**

KOS creates lists of FEL students who did not attend the Basic OSH training in a given term. These students will be sent a notice of failure to comply and the possibility of further sanctions up to the possibility of an interruption of their studies. Written warning to the student - see Appendix 3.

### **(b) Occupational safety in electrical engineering for bachelors and masters**

Teachers check the completion and validity of training at the required level in the print report of any course in KOS. If negative, the teacher may not allow the student to enter the lab. The responsible department may accept a valid qualification in electrical engineering as per GR No.194/2022 obtained outside the faculty.

## **9. Instruction on occupational safety in individual laboratories**

At the beginning of each course with a laboratory class, students are instructed on the specific hazards in that laboratory. The instructor will check their knowledge of safety regulations and laboratory rules. The completion of this briefing and subsequent testing is confirmed by the signature of the students and the instructor on a form that is kept on file by the department for 3 years.

The instruction of students in the courses "Bachelor's Thesis" and "Master's Thesis" is carried out if the thesis includes an experimental part. This instruction is done en masse by the safety technician of the department head.

## **II.**

### **OSH TRAINING IN SPECIAL CASES**

#### **1. Students transferring to the FEE CTU from other universities, students of other faculties of the CTU and other schools who enroll only in some professional courses at the FEE CTU, students of Lifelong Learning and students admitted under SOCRATES, ERASMUS+ programmes, etc.**

These students are required to complete the Basic OSH and Electrical Safety Training BEZB or BEZM at a level appropriate to their study assignment. Instruction, training and written examination of students, including archiving, will be provided by the responsible department in accordance with the previous points.

- 2. Student professionals** working in the laboratories of the departments who have only completed the Basic Training in Occupational Health and Safety in Electrical Engineering at the FEE CTU may be entrusted with activities only within the scope of the given familiarization with the risks of the field, and only under supervision.

The responsible department may recognize a valid qualification in electrical engineering according to the GR No.194/2022 obtained outside the faculty and may assign the student to appropriate activities within the scope of this qualification. In this case, however, a copy of the relevant certificate must be kept on file at the department and the validity of the certificate must be monitored at all times.

- 3. Doctoral students** who are entrusted with activities or teaching in laboratories shall be instructed, examined in writing and granted professional competence in electrical engineering by the responsible department according to Section 6 (8) of the GR No.194/2022.

### III.

As of 1 September 2022, I cancel the validity of Directive DD 2017 01 28 July 2017 "Dean's Directive on OSH training for FEE CTU students".

### IV.

The following appendices are an integral part of this Dean's Directive:

- Appedix No. 1 - Departments responsible for OSH training of FEE CTU students,
- Appendix No. 2 - Specification of the system of OSH training for students at the FEE CTU,
- Appendix No. 3 - Draft notice to the student by KOS for failure to comply with the legal obligation to complete OSH training.

prof. Mgr. Petr Páta, Ph.D.  
Dean

**APPENDIX 1****DEPARTMENTS RESPONSIBLE FOR OSH TRAINING OF FEE CTU STUDENTS**

## Bachelor's Degree

<b>Level of training</b>	<b>Program</b>	<b>Department</b>
BEZZ	All programmes	K13114, K13116
BEZB	All programmes	
BEZM	All programmes	

## APPENDIX 2

### SPECIFICATION OF THE SYSTEM OF OSH TRAINING FOR STUDENTS AT THE FEE CTU

#### 1. Literature to study

(a) **Basic and recurrent training in Occupational Health and Safety**

The draft is available on the website of the FEE CTU Alfresco: Děkanát\BOZP a PO\Bezpečnost práce (BOZP)\SKOLENI\zakl\_sko.

(b) **Electrical safety (BEZB, BEZM)**

Recommended teaching texts:

Cipra, Kříž, Kůla: Electrical Engineering Qualification (2011) Kříž, Kůla: Introduction to Electrical Engineering (2011)

Teaching texts on the website: <http://bezpecnost.feld.cvut.cz>, electrical safety regulations by programmes.

#### 2. Basic and recurrent training in Occupational Health and Safety (OHS)

The training must be carried out by the teacher within the scope of the course. Trainees must be given the opportunity to discuss any confusion as the trainee must confirm that he/she has been trained on the Basic OSH Training Record and has understood everything. In no case can training be replaced by simply giving a draft to study.

As proof of the Basic OSH training, a written record of the Basic OSH training must be made in paper form, each sheet of which with a list of trainees (entered with full name, surname, date of birth and handwritten signature) must contain the outline of the training, place and time of the training, name and signature of the trainer and a declaration of the trainee that he/she has understood everything. The Record forms in Czech and English (in Excel) with the syllabus and all other information required by law are stored under the name "zaznamzs.xls" in the same folders as the training templates.

Records of Basic OSH training must be kept for at least 6 years, or until the completion of further training at the faculty at the same or higher level.

#### 3. Electrotechnical qualification of university students

The SÚIP's statement implies that students (even last year students and graduates) may not work alone in the laboratories without the supervision of a teacher.

#### 4. Electrical safety BEZB, BEZM

The validity of the BEZB and BEZM training is limited only to the FEE CTU.

(a) **Electrical Safety for Bachelors (BEZB)**

Through instruction, practical training and a written examination, students become familiar with safety at work in electrical engineering, with the risks of electrical

engineering and with safety regulations and related standards at the level of an instructed worker (Section 4 of GR No.194/20200).

The content of the interpretation is given by the recommended teaching texts.

**(b) Electrical Safety for Masters (BEZM)**

Part of the BEZM is the Repeated Basic OSH training according to the same template as in the 1st semester of study.

Through special instruction, training and a written examination, students will deepen their basic professional knowledge of occupational safety in electrical engineering. They become familiar with the risks of the specific electrical engineering field at the level of a knowledgeable worker (electrician - no experience) (Section 6 of GR No 194/2022).

The validity of the training and familiarisation with the risks of the industry is 4 years.

The content of the explanation is based on the repetition of the basic professional knowledge in the scope of the BEZB training texts, including a deeper introduction to the specific risks of the particular field.

**5. Electrotechnical qualifications and duties of teachers in FEE laboratories**

Teachers of all subjects who provide laboratory teaching or teaching with the use of computer technology must obtain an electrotechnical qualification at the FEE according to Section 6 Paragraph 8 of GR No.194/2022.

Before the start of the laboratory (usually at the beginning of the semester), the teacher is obliged to acquaint the students with the principles of safe work in a particular laboratory, with possible risks and with safe procedures of activities (Laboratory Regulations, or Local Safety Regulations, laboratory control).

The records of this familiarisation (the content of the familiarisation, date and signatures of the teacher and all of the students) are archived in appropriate documentary form by the relevant department throughout the academic year.

At the beginning of the semester, teachers are required to check the printout of any course in KOS to see if each student has a valid OSH Training at the beginning of the semester. If not, the teacher may not allow the student to enter the lab.

Students must report to the teacher any health limitations at the beginning of the study (semester) or any change in their health during the course of their study.

## **APPENDIX 3**

### **DRAFT NOTICE TO A STUDENT BY KOS FOR FAILURE TO COMPLY WITH THE LEGAL OBLIGATION TO UNDERGO OSH TRAINING**

As a student of the FEE CTU you are obliged by the Labour Code, electrical regulations and standards and the Dean's Directive No.DD\_2022\_02 to maintain your valid Occupational Health and Safety Training or examination in the following scope throughout your studies:

1. Basic OSH training (BEZZ, 1st to 3rd week of study),
2. Electrical Safety for Bachelors (BEZB) (during the first or second semester of the first year of the Bachelor's degree),
3. Safety at Work in Electrical Engineering for Masters (BEZM) (at the beginning of the first semester of the Master's degree).

If you have not yet fulfilled this obligation, you will not be able to continue your studies. Until you comply, your studies may be interrupted and your student card blocked.

In order to continue your studies properly, please contact the faculty staff providing individual OSH training and examinations according to Dean's Directive No.DD\_2022\_02 as soon as possible. Please arrange with these staff members the date and method of completing the neglected training.