

**BOZP Agreement and a Written Informing About the Risks**

# PURPOSE

In accordance with the requirements of §101 of Act No. 262/2006 Coll. as amended (Labour Code) an obligation is stipulated to secure a written agreement on BOZP and mutual written informing about the risks at work of employees of external suppliers of services and other work, working independently at the Faculty of Social Sciences (hereinafter referred to as FSV) on the basis of an order or contract; FSV employees and employees of external contractors need to be mutually informed in writing about risks that may endanger the safety of persons or property during their work.

The provisions of this Agreement relate to §§ 101 - 106 of Act 262/2006 Coll. (Labour Code).

# SCOPE OF EFFICIENCY

The agreement is valid for FSV workplaces and employees, FSV responsible persons and employees of external service providers and other external work performed independently at FSV workplaces. If the work is subcontracted, this Agreement must be concluded with each of the subcontractors.

The agreement does not apply to the employees of employment agencies and short-term visits accompanied by a designated FSV employee.

The same FSV internal regulations applying to regular employees also apply to agency employees and employees working under DPP and DPČ (Agreement to complete a job/Agreement to perform work).

# RESPONSIBILITIES AND COMPETENCES

• The person who ordered the work or service is responsible for instructing the external contractor before starting work.

• The person who ordered the work is responsible for stipulating specific conditions for the work of the external contractor in the Agreement and updating the Agreement according to the changes in the activities or work of the contractor.

• The person who ordered the work and the responsible person of the supplier are responsible for compliance with the conditions of the quality system, environmental protection, work safety and fire protection during the work activities of the supplier.

• The person who ordered the work is responsible for informing the head of the workplace about the commencement of the performance of the ordered work at his/her workplaces.

• The person who ordered the work is responsible for attaching the Agreement to the business contracts of the suppliers.

• Non-compliance with the provisions of this directive constitutes a breach of internal regulations.

• The supplier is liable for the fulfilment of the conditions specified in the Agreement, the fulfilment of legislative requirements and for all damages that arise from the violation of these provisions.

• The FSV persons in charge and the persons in charge of the supplier are obliged to sign the agreement on occupational safety and health in two copies.

**BASIC SAFETY INSTRUCTIONS**

When performing the ordered work at FSV workplaces, the following conditions are required to ensure occupational safety and health, fire protection, protection of property and the environment:

• All employees of the contractor must have the prescribed professional qualifications and medical fitness to perform the work. Foreigners must have a valid residence permit and a valid employment contract.

 Agency staff must have a valid contract with an employment agency.

• All technical equipment, tools, machines and devices used must comply with the relevant legal, normative and technical regulations.

• The employees of the supplier must use appropriate personal protective equipment when working.

• All employees of the supplier must be identifiable by the name or logo of the supplier company on the identification card or, if applicable, on work clothes.

• The vehicles of the supplier may enter the FSV premises on the basis of a permit issued by the responsible person of FSV.

• Hazardous, construction and garden waste may be temporarily stored by the supplier at FSV workplaces with the consent and by mutual agreement with the responsible person of FSV and in accordance with legislative requirements. The waste must be taken away from the FSV workplace no later than on the day of completion of the work.

• The work of the supplier’s employees must be carried out in accordance with legal regulations and other regulations on occupational health and safety, fire protection and environmental protection.

• If the supplier's employee discovers a risk that could endanger the health or lives of persons or could cause material or environmental damage, s/he is obliged to stop his/her work immediately and notify the FSV contact person, reception staff or building security immediately.

• Prior to commencing work, the supplier is obliged to provide the responsible FSV person with written information on the risks arising from the ordered work specified in the contract or order and performed at FSV workplaces and to provide information on preventive safety measures to minimize the risks according to §§ 101, 102 the Labour Code as amended.

• Prior to commencing work, the responsible representative of FSV is obliged to provide the responsible person of the supplier with information on the risks that may occur at FSV workplaces, and which may affect the safety of employees or the supplier's property during the work.

• The use and handling of a hazardous chemical or mixture at work by the supplier's employees must be approved by an authorized FSV person.

• The use of open flames and welding at FSV workplaces must be approved in writing by an authorized FSV person.

• Smoking and the use of open flames are prohibited at all FSV workplaces, except in designated areas!!

• The supplier's motor vehicles may only be parked in the designated car parks or in a place approved by the responsible FSV person.

• The supplier must immediately report any leaks of fuel or other pollutants to the FSV contact person or to the facility’s security.

• Employees of the supplier are forbidden to take any material out of FSV workplaces without the knowledge of the responsible person of FSV.

• The work will be carried out in such a way as to affect the operation of FSV UK as little as possible. FSV UK may also verbally adjust the conditions for the work while it is being carried out. The contractor will separate the places where work is being carried out from the places used by FSV UK. The contractor will equip the construction site with the appropriate safety markings. The contractor must make sure himself/herself that no other persons are present at their workplaces.

• The time for performing work with high noise or vibration, or other activities that could significantly limit the operation of FSV UK will be defined - the head of PTO FSV UK will determine this specifically or assign the time from when to when such work can/cannot be performed.

• Dangerous substances, especially flammable liquids (e.g. paints and thinners) or pressure cylinders, can only be stored in places with the consent of the head of PTO FSV UK.

• Entrance to the premises and areas of FSV UK is allowed only with the written permission of the secretary of FSV UK. The allowed speed in the area is 5 km/h. When driving on the premises of FSV UK, it is necessary to pay increased attention to the movement of people and to behave there like in a pedestrian zone.

• Transport of materials and objects, especially those that are long, large or dangerous, on the premises of FSV UK, can be carried out only in such a way that non-participants are not endangered. Material may not be stored on stairs and corridors unless absolutely necessary. Such storage must be approved by the head of PTO FSV UK.

• Defects that occur during the work or that were found during the work, such as electrical equipment, etc., will be reported immediately by the contractor to the head of PTO FSV UK or an authorized person.

• The contracting authority (FSV UK) has the right to check the provision of occupational health and safety (BOZP) and fire protection (PO) at suppliers – e.g. documents on BOZP and PO training, medical fitness, qualifications, etc.

• The contractor is also responsible for compliance with BOZP and PO regulations at its subcontractors as well.

• The contractor is obliged to acquaint his/her individual employees, including employees of subcontractors, with these conditions.

 Employees of the supplier are not allowed to:

* smoke outside designated areas and handle open fires,
* carry out work in violation of legislative and normative requirements in the field of BOZP and PO,
* handle and manipulate hazardous chemicals and mixtures, open flames, flammable gas and gas appliances, unrevised electrical appliances and power tools, handle and manipulate flammable gases without written permission,
* pour waste liquids containing hazardous substances or mixtures down the drain,
* dispose of hazardous waste, electrical waste, construction waste and debris, garden waste, empty containers and rags from hazardous chemicals and mixtures (e.g. thinners, paints, detergents, degreasers, lubricants and oils) in a municipal waste container,
* enter other workplaces not related to the work of external employees without permission.

# SURVEY OF RISKS AT FSV WORKPLACES

1. **Risk of electric shock when working with electrical equipment - moderate risk**

(computers, mobile extension cords, lighting, power hand tools, etc.)

Do not tamper with equipment without the required qualifications and without the knowledge of FSV. Exercise extra caution when cleaning, avoid water getting into extension and power cords and electrical appliances.

1. **Danger of falling on the floor - low risk**

Exercise extra caution when passing through the FSV premises, especially when going up and down the stairs and when floor surfaces are being cleaned wet.

Observe the instructions of FSV staff, teaching staff and security of the building.

# Risk of injury when working near FSV technical equipment - moderate risk

Exercise extra caution when working in the vicinity of FSV technical equipment, especially in the vicinity of special instruments and apparatus. Do not tamper with FSV technical equipment, instruments and apparatus.

Observe the instructions of FSV staff, teaching staff and security of the building. Do not switch off electricity, water and gas supplies without authorisation.

**Notice**

The risks and preventive safety measures at FSV workplaces are general and can be extended, supplemented and specified as necessary by assessing specific situations, workplaces and the work of the external supplier.

# The BOZP agreement was prepared and handed over to the responsible person of the supplier by:

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First name and last name of the FSV employee in charge (contact – telephone number)

Signature of the FSV employee in charge: ………………………………………………..

**INSTRUCTIONS FOR EXTERNAL SUPPLIERS**

I hereby declare that I have been informed in detail about the content of the BOZP Agreement and that I understand the information, instructions and requirements set out in the Agreement and that I have been warned about the risks at FSV workplaces.

I hereby declare that I have been duly handed over the workplace where the work contracted will be carried out and that I will demonstrably make my employees and the employees of subcontractors aware of the risks and instructions set out in the Agreement settled with FSV.

# The regulation has been made known to:

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First name and last name of the supplier’s person in charge (contact – telephone number)

Signature (stamp) of the supplier’s person in charge: ………………………………………………

Date: ……………………………………………

# The FSV person in charge:

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First name and last name of the FSV employee in charge (contact – telephone number)

# The FSV contact person:

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First name and last name of the FSV contact person (contact – telephone number)

**Site/workplace delineation:**

The contractor will be handed over the workplace/construction site in accordance with § 2 para 3 of Governmental Decree No. 591/06 Coll:

**A changing room for external workers:**

**A washing room for external workers:**

**Toilets for external workers:**

**Office/work management area:**

**Entrances and driveways for access and transport of materials:**

**Designated vehicular and pedestrian routes:**

**Designated material storage area:**

**Designated location for utility connections (electricity, water):**

**Etc.**