

# **Slovak University of Agriculture in Nitra**



## **Directive 3/2020**

**Rules for the implementation of educational and extracurricular activities of  
students in terms of health and safety at work and fire protection at the  
Slovak University of Agriculture in Nitra**

**2020**

The Rector of the Slovak University of Agriculture in Nitra, pursuant to Article 10 of the Organisational Regulations of the Slovak University of Agriculture in Nitra, issues these Rules for the implementation of educational and extracurricular activities of students at the Slovak University of Agriculture in Nitra (hereinafter referred to as "SUA") from the point of view of occupational safety and health (OSH) and fire protection (FP) (to designate the rules).

## **Article 1**

### **Introductory provisions, purpose**

1. The rules are issued pursuant to Section 6(1)(l) of Act No 124/2006 of the National Council of the Slovak Republic on health and safety at work and amending certain acts, as amended ('the OSH Act'), Act No 314/2001 on fire protection, as amended (hereinafter referred to as the 'FP Act') and Methodological Guideline No 4/2009-R of 11 February 2009 on the introduction of a uniform procedure for schools, school facilities and universities in the event of a registered school injury and the registration of dangerous events (hereinafter referred to as 'methodological guidance') in order to increase safety in educational and non-school health, to protect the health of other persons, to prevent the health of other school accidents and to prevent the registration of dangerous events (hereinafter referred to as 'methodical guidance') in order to improve safety in educational and non-school health, to protect the health of other persons, as amended.

## **Article 2**

### **Scope of the rules**

1. The rules are valid and binding for SUA employees providing educational and extracurricular activities (such as lecture, seminar, exercise, final thesis, project work, laboratory work, internship, field trip, operational, professional and diploma experience) and all SUA students.

## **Article 3**

### **General principles**

1. Under Section 6(7) and (8) of the OSH Act and Section 82(b) of Act No 311/2001 Coll. of the Labour Code, as amended, the lead employee is obliged to create favourable working conditions and to ensure occupational safety and health (hereinafter referred to as "OSH").

## **Article 4**

### **Responsibilities of SUA students in terms of OSH**

1. For SUA students during educational and extracurricular activities, i.e. in teaching areas, practical exercises, teaching-manual and professional practice, excursions, field exercises, ski training courses, etc. (hereinafter referred to as "excursion") the internal rules of the SUA, which presupposes the discipline of the students of the SUA, apply.
2. From an OSH point of view, SUA students are required to:
  - follow the instructions applicable to the environment (for excursions, industrial plants, farms including the SUA farm, in nature, etc.) and the instructions of the staff of those establishments with which students will be acquainted by the head of the excursion before each study visit,

- attend trainings and lessons carried out by the SUA, a pedagogical employee or other SUA staff in order to increase OSH,
- confirm, by signing the attached attendance sheet their adoption of basic OSH obligations,
- comply with regulations and instructions to ensure OSH that they have been properly and demonstrably familiar with,
- comply with the ban on the consumption of alcoholic beverages, narcotic drugs or psychotropic substances in all indoor and outdoor areas of SUA objects (the exception of the ban on the consumption of alcoholic beverages for SUA students applies to tasting — wine, beer, spirits in appropriate quantities within the subjects of the given study programme.  
In the event of a school injury due to the ingestion of alcoholic beverages of SUA students during contact teaching, during tasting, the competent teaching staff assumes responsibility for the contact instruction in compliance with the safety principles applicable to the pedagogical activity in question),
- observe the ban on smoking in all indoor and outdoor areas of SUA objects,
- respect and adhere to safety and health markings that relate to the specific subject matter, activity or situation and provide instructions and information necessary to ensure OSH,
- follow the instructions of teaching staff at work in laboratories where there is a possibility of injury, especially when working with glass, gas, toxic and very toxic substances, flammable substances, electric current,
- comply with safety rules, STN 018003 safety regulations for chemical laboratories, ISO 7010 (01812),
- comply with the safety rules laid down by STN 690012 for working with pressure vessels,
- comply with the safety rules laid down by STN 078305 relating to the transport, handling, handling and storage of compressed gas steel bottles, the regulations of the FP and the laboratory regulations,
- use personal protective equipment,
- immediately report to the teaching staff any malfunction on the apparatus used,
- do not damage plates, noticeboards with OSH information,
- immediately notify the teaching staff or responsible SUA staff member of deficiencies, malfunctions which could endanger human health, cause fire, etc.,
- strictly comply with specific internal rules, which are part of the internal rules of the SUA, in all areas of the SUA, in which educational and extracurricular activities are managed (chemical, biological, physical laboratories, gymnasium, library),
- notify the teaching staff present at the time of the accident without delay of the occurrence of the school accident. The person who witnessed the occurrence of the said event is also required to report the occurrence of the school accident. The student of the SUA is obliged to provide first aid.

## **Article 5**

### **Responsibilities of SUA teaching staff in terms of OSH**

1. In the event of the occurrence of a school accident, the teaching staff present at the time of the accident shall notify the managing employee of this fact. The managing employee, with the participation of the relevant staff representative for safety and a safety technician, shall identify the cause and all the circumstances of its occurrence, draw up a record and take the necessary measures to prevent the recurrence of a similar accident. The record of the school injury shall be filed no later than four days after the accident has been notified.
2. Every study visit must be organised consistently. The pedagogical staff in charge of the study visit shall prepare in advance a plan for the organisational arrangements for the study visit (hereinafter

referred to as 'the study visit plan'), Annex 1 and submit it to the head of the department (workplace) for approval, with justification.

The excursion plan shall contain the following particulars:

- the name and destination of the excursion,
- route of the excursion,
- the destination of the excursion,
- date of the excursion,
- place and time of departure for the excursion,
- place and approximate time of arrival from the excursion,
- head of the excursion,
- total number of participants in the excursion:
  - number of students,
  - number of guides (pedagogical staff),
  - name list of guides (pedagogical staff),
  - mean of transport,
- name list of students — individual transport to/from the place of excursion. Record in the attendance register the time of the student's arrival and departure at/from the excursion,
- detailed programme of the excursion,
- conditions of meals and accommodation during the excursion,

Special security measures for the excursion:

- the financial budget of the excursion,
- the method of reimbursement of the excursion,
- date of approval of the excursion,
- title, first name, surname, work function of the head of the workplace, name of the workplace,
- signature of the head of the workplace.

In the case of a student's individual transport to the place of excursion, please refer to Annex 1.

In the Record of familiarisation of SUA students — participants of the excursion with the regulations on occupational safety and health and fire protection (hereinafter referred to as "record"), Annex 2 in the Part "Attendance List" it is necessary to record the time of arrival and departure of the student from the place of the excursion.

3. A pedagogical employee in charge of the excursion (hereinafter referred to as the head of the excursion) shall demonstrably inform all participants of the excursion of the approved excursion plan. The head of the excursion will familiarise the students with the regulations of the OSH and the FP with regard to the technical and organizational conditions of the specific excursion, which will be recorded, an integral part of the record is a demonstrable attendance list of students of the excursion.
4. The responsible pedagogical employee in charge of the excursion is obliged to report their presence and presence of the students of the SUA to the responsible head of the plant, centre, farm (also at the SUA university farm) to whom he/she submits a record of the excursion.

## **Article 6**

### **Responsibilities of SUA students in terms of fire protection**

1. The responsibilities of SUA students in terms of FP in the event of a fire are defined in the Fire Alarm Guidelines.
2. The duty of SUA students who are with the consent of the SUA gathered in its objects, as well as its components, is to:

- act in such a way as to avoid the occurrence of fire during storage, stowage and use of flammable substances and in the handling of open fire,
  - comply with marked prohibitions, compliance with fire protection orders and instructions (hereinafter referred to as "FP"),
  - notify, without undue delay, the occurrence of a fire to the relevant manager and to the fire reporting office,
  - allow responsible employees of the SUA and state fire surveillance authorities to carry out the necessary actions in detecting the causes of fires.
3. Under Paragraph 14 of the Law on the FP, SUA students are prohibited to:
- smoke and manipulate with open fire in all areas of the SUA,
  - leave unattended heating elements, electrical, gas and heat appliances,
  - move in areas marked with an entry ban on unauthorised persons,
  - handle, without reason, portable fire extinguishers, wall hydrants and, without the permission of teaching staff, tools and other SUA equipment,
  - damage signs, noticeboards with information on the FP,
  - damage, abuse or impede access to fire-fighting installations, fire mains or tangible means of fire protection and to closures of distribution facilities, in particular electricity, gas or water
  - trigger a fire alarm for no reason, call a fire unit for no reason or misuse an emergency call line.

## **Article 7**

### **Implementation of OSH and FP training for SUA students in the academic year**

1. The Rector of the SUA orders to carry out training according to generally applicable regulations on OSH and FP for SUA students in the academic year as follows:
  - students in the 1st year of level I. study in full-time and part-time form,
  - students in the 3rd year of level I. study in full-time and part-time,
  - students in the 4th year of level I. study in part-time form,
  - students in the 1st year of level II. study in full-time and part-time form,
  - students in the 3rd year of level II. study in part-time form,
  - students of all years of study in full-time and part-time form.
2. Training on OSH and FP for SUA students in the academic year is carried out by the Department of Crisis Management, OSH, fire protection and self-protection of the SUA. Participation of students and attendance lists will be provided by individual faculties.

## **Article 8**

### **Repeal provisions**

1. This repeals the Principles for the implementation of the teaching process of SUA students in Nitra in terms of OSH No 43/2013.

**Article 9**  
**Validity and effectiveness**

1. This Directive was approved at the meeting of the SUA Management in Nitra on 28 April 2020 and enters into force on that date.

Nitra on 28.04.2020

doc. Ing. Klaudia Halászová, PhD.  
Rector of the SUA in Nitra

Slovak University of Agriculture in Nitra	
PLAN OF ORGANIZATIONAL MEASURES OF THE EXCURSION	
Name and destination of Excursions:	
Route of Excursions:	
Destination of Excursions:	
Date of Excursion:	
Place and hour of departure for Excursion:	
Place and time of arrival from Excursion:	
Head of Excursions:	
Total number of participants in the Excursion:	
Number of students of Excursions:	
Number of guides (pedagogical staff):	
Name list of guides (pedagogical staff):	
Mean of transport:	
Name list of students — individual transport to/from the place of Excursion: Record the student's arrival and departure time at/from Excursion in the attendance register	
Detailed programme of Excursions:	
Terms of meals and accommodation on Excursion:	
Personal security measures of Excursion:	

Financial budget of Excursion:	
Method of payment for Excursion:	
Date of approval of Excursion:	
Title, first name, surname, work function, workplace of the head of workplace	
Signature of head of workplace:	



**Record of familiarisation  
of SUA students — participants in Excursion  
with health and safety at work regulations  
and fire protection**

<b>Date of training familiarisation of students and participants of the Excursion with OSH and FP regulations (Date, time):</b>		<b>Date of Excursion (Date, time of departure for Excursion with Head of Excursion):</b>	
<b>Name of Excursion:</b>			
<b>First name and surname of trainer — Head of Excursion:</b>			
<b>Number of students participating in Excursion:</b>			
<b>Scope of educational and educational activity</b>	<b>Total number of hours of theory</b>	<b>3</b>	
<b>Training topics</b>			
<b>Theoretical part:</b> <ul style="list-style-type: none"> <li>- <b>Act No 311/2001</b> Coll. Labour Code, as amended</li> <li>- <b>Act No 124/2006</b> on health and safety at work and amending certain acts, as amended</li> <li>- <b>Act No 125/2006</b> on labour inspection and amending Act No 82/2005 on undeclared work and illegal employment and amending certain acts, as amended by Act No 309/2007.</li> <li>- <b>Act No. 355/2007</b> Coll. on the Protection, Promotion and Development of Public Health and on Amendments and Supplements to Certain Acts</li> <li>- <b>Act No 377/2004</b> on the protection of non-smokers, as amended</li> <li>- <b>Slovak Government Regulation No 395/2006</b> on minimum requirements for the provision and use of personal protective equipment (SPA)</li> <li>- <b>Slovak Government Regulation No 281/2006</b> on the minimum safety and health requirements for the manual handling of loads</li> <li>- <b>Slovak Government Regulation No 387/2006</b> on requirements for safety and health markings at work</li> <li>- <b>SÚBP and SBÚ Decree No 59/1982 Coll. as amended by Decree No 454/1990</b> Coll. determining the essential requirements for ensuring the safety of work and technical equipment</li> <li>- <b>NV.SR No 276/2006</b> Coll. on the minimum safety and health requirements when working with display screens</li> <li>- <b>NV. SR No 391/2006</b> Coll. on the minimum safety and health requirements for the workplace</li> <li>- <b>Slovak Government Regulation No 392/2006</b> on minimum safety and health requirements for the use of work equipment</li> <li>- <b>Decree No 147/2013</b> laying down the details for ensuring health and safety in construction and related works and details of professional competence for certain work activities, <u>Section 14</u> of Annex 6, full-scale work.</li> </ul>			

- **Decree No 508/2009** laying down detailed arrangements for ensuring the safety and health at work of technical equipment for pressure, lifting, electric and gas and laying down the technical equipment to be regarded as dedicated technical equipment

**Internal rules, information on the results of the risk assessment, occupational safety and health rules, occupational safety and health instructions.**

- **Act No 67/2010** on conditions for placing chemicals and chemical mixtures on the market and amending certain acts (Chemical Act).
- **Government Regulation No 355/2006** on the protection of employees from the risks related to exposure to chemical agents at work.
- **Act No. 83/2013 Coll.** on the protection of the health of employees from risks related to exposure to biological agents at work.
- **STN 018003** principles for safe working in chemical laboratories.
- **Decree No 45/2010** laying down detailed arrangements for ensuring the safety and health at agricultural work.
- **Methodological Guideline No 4/2009-R of 11 February 2009** on the introduction of a uniform procedure for schools, school facilities and higher education institutions for the occurrence of a registered school injury and for the registration of dangerous events.
- Internal rules, information on the results of the risk assessment, occupational safety and health rules, occupational safety and health instructions.
- Risk assessment document.
- A directive to determine the procedures for the occurrence of an accident and a dangerous event.
- Directive on the control of the consumption of alcoholic beverages and other narcotic drugs.
- Principles of safe work (behaviour in the workplace, etc.).
- Requirements to ensure safety of work laid down by the technical documentation of machinery, technical equipment, work equipment (information on safe use, inspection, maintenance, repair, etc.).

**Attendance list of students participating in Excursion  
acquainted with OSH and FP regulations by the head of Excursion**

No.	Name and surname, year of study, Department, Faculty	Signature

**Attendance list of students participating in Excursion**

acquainted with OSH and FP regulations by the head of Excursion		
No.	Name and surname, year of study, Department, Faculty	Signature

<b>Evaluation:</b>		
<b>The training was attended by:</b>	..... students	
<b>Verification of knowledge:</b>	<b>Complied with: .....</b> students	<b>Failed:..... students</b>
The verification of knowledge was carried out for each participant by means of an oral examination.		
<b>Signature of trainer — head of Excursion</b>		