

## **Director's Directive 3/2019 -** **RECETOX Operating Regulations**

### **Preliminary Provisions**

- 1) These Operating Regulations lay down the rules of operation in the buildings managed by RECETOX and are binding for all employees, students and visitors.
- 2) The following sections of the Operating Regulations are also binding for the organisational units with laboratories or offices outside building A29 and INBIT:
  - a) Rules of Operation: Persons and Terms
  - b) Rules of Operation: RECETOX Procurement
  - c) Laboratory Rules: General Provisions (4)
  - d) Laboratory Rules: General Provisions: Devices and equipment
  - e) Rules of Operation: Persons and Terms: Device/Equipment Manager
- 3) These Operating Regulations are implemented through the detailed guides and methodologies available on the RECETOX [INTRANET](#).
- 4) The Head of the Operations Department and the Head of the HR Department are responsible for regularly updating the information available on the INTRANET.
- 5) These RECETOX Operating Regulations have been developed in line with superior regulations, particularly the [University Campus Bohunice](#), [Faculty of Science](#) and [INBIT](#) operating regulations and binding OHS and HS regulations.

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## **Rules of Operation**

### **Presence on the RECETOX Premises**

1. The presence of employees, interns and other staff on the RECETOX premises is permitted **during the opening hours of the University Campus Bohunice on working days from 5 a.m. to 10 p.m.** RECETOX employees' **working hours** also fall within this time, specifically **on working days between 6 a.m. and 10 p.m.**
2. Persons requiring permanent access to building A29 outside of opening hours must contact the Head of the Operations Department.
3. Both employees and students must report their presence using the "Reporting presence at the workplace" app available at <https://pritomnost.ukb.muni.cz/web/visit/> whenever they enter the premises of the University Campus Bohunice outside of regular opening hours or remain on the premises after opening hours. If online presence reporting is not possible, they are obliged to report their presence at the University Campus Bohunice outside of opening hours to the Central Security Desk (*pult centrální ochrany*, PCO) using phone extension number 4450.
4. The main entrances to building A29 are located on the 2nd and 3rd floors (with the ground-level floor on the 1st floor) where the building joins the connecting corridors of the University Campus Bohunice.
5. Students on bachelor's and master's degree programmes can only be present on the RECETOX premises on working days between 8 a.m. and 8 p.m. Their presence on the premises outside of these hours must be agreed in advance with their thesis supervisor, who is responsible for the students' activities and safety while on the premises. The rules governing students' work in the laboratories are elaborated in further detail in Appendix 3 to these Operating Regulations ("Workplace Safety of Bachelor's and Master's Degree Students at RECETOX Laboratories").
6. Buildings A29 and INBIT are accessed using a smart card or a key. For more detailed information and the rules for obtaining keys and smart cards, please see the [INTRANET](#). Bachelor's and master's degree programme students who are working on their final thesis at the RECETOX laboratories have access to building A29 or INBIT enabled on their student smart card.
7. When leaving the premises, staff are required to check that the following equipment in their designated workplace and the laboratory they used has been switched off: lights, gas, cooling water systems, hot plates and any devices, fume hoods and items of equipment that do not operate continuously. Any equipment in continuous operation that requires immediate servicing by a qualified person if malfunctioning (such as extraction or freeze-drying equipment) must be visibly labelled as such (*Přístroj v nepřetržitém provozu*) and the label must include the name of the person responsible for the equipment and their contact details. In the case of failure of any other equipment in continuous operation (such as incubators or shakers), contact the General Laboratory Manager. Moreover, staff are also required to make

sure that the RECETOX entrance doors and the doors to the office and laboratory areas are closed, with the exception of doors that should not be closed for logistical or safety reasons.

8. Access to accredited laboratories is governed by separate rules for such laboratories; see Laboratory Rules, Access to Trace Analytical Laboratories (TAL).
9. Classrooms located on the 2nd and 3rd floors on corridors adjacent to building A29 serve primarily for RECETOX lectures and seminars and for other purposes as required by RECETOX employees. Any free capacity can be offered to other Masaryk University (MU) academic departments or to entities outside the university. The classroom schedule is managed by a member of the Office of Studies together with the guarantors of the individual RECETOX degree programmes.
10. The meeting room on the 4th floor of building A29 is designed for meetings at all staff levels, for one-time teaching sessions of small groups of students and for other work-related meetings. If free, this room can also be used as a day room.
11. The classrooms and meeting rooms in buildings A29 and INBIT can be booked according to the instructions on the [INTRANET](#), where you can also see the current availability.
12. In the warmer months, employees can work, relax and eat on the terraces on the 4th and 1st floors. The terraces are also used for RECETOX events. For more details on the rules, please see the [INTRANET](#).
13. Parking spaces are available in the garage of building A29, in the area in front of the garage and in the parking area by the Faculty of Sports Studies. Due to the limited number of parking spaces available to RECETOX, the parking spaces are assigned according to the rules described on the [INTRANET](#).
14. Stands and areas designated for parking bicycles and small motorcycles are available on the 2nd basement floor. It is forbidden to park bicycles in other areas of building A29.

### Visits and tours of the premises

1. Business visits to premises other than the laboratories are permitted. The RECETOX employee who invited the visitor is responsible for their movements on the premises. Visitors can use parking space no. 1 in the garage of building A29. Instructions on how to proceed are available on the [INTRANET](#).
2. Visitors to RECETOX can gain access to the premises using the doorbells at the entrance doors. Visitors can only access the premises if the RECETOX staff are aware of their presence.
3. For tours of the laboratories, the employees must brief the visitors according to the rules for visitors (*Pokyny pro návštěvníky*). Single-use shoe covers are available and must be worn when entering the laboratory areas.
4. The event plan of any tour organised at RECETOX must be agreed in advance with the employee of the Operations Department responsible for building management. This employee will provide any assistance needed to conduct the tour. The head of the RECETOX organisational unit must approve any tour of the laboratory areas assigned for

the use of the unit. Tour participants must be briefed according to the rules for visitors and must wear shoe covers. Such events are also governed by the operating regulations of the University Campus Bohunice and of the Faculty of Science (2 (i) – *Uskutečnění akcí pro veřejnost* (“Organising events for the public”).

## **Persons and Terms**

The hierarchical relationships between RECETOX employees are defined in the organisational structure available on the [INTRANET](#). The employees and their roles are registered on a list available on the RECETOX [INTRANET](#). The Head of the Operations Department updates the list immediately following any change. Any personnel changes to the roles defined by these Operating Regulations must be reported by the manager in charge to the Head of the Operations Department.

### **Building Manager**

The Director of RECETOX serves as the Building Manager and delegates the related duties to the Head of the Operations Department and the Head of the Strategic Investment Department.

### **Head of the Operations Department**

The Head of the Operations Department represents the Building Manager in regard to the access and presence of persons on the premises, access and parking of vehicles, repairs and renting the premises to third parties; monitors the operation of the technical systems in all areas of buildings A29 and INBIT and makes sure any technical failures are addressed; and manages the access and movement of persons in building A29.

### **Head of the Strategic Investment Department**

The Head of the Strategic Investment Department represents the Building Manager in regard to the technological systems (such as setting the operating hours for the cooling and ventilation systems), the security systems and requests for capital expenditures; coordinates the settings of the technological systems with the Management of the University Campus Bohunice; and ensures the realisation of any capital investment into RECETOX facilities.

### **RECETOX staff**

RECETOX staff include all employees of RECETOX as well as all students or interns who are working on their bachelor's, master's, PhD or another scientific thesis at RECETOX.

### **Occupational Health and Safety (OHS) and Fire Safety (FS) Officer**

The OHS and FS Officer is authorised by the Director to act as the methodological supervisor for OHS and FS at RECETOX, to monitor compliance with OHS and FS regulations and to provide conditions conducive to compliance; provides OHS and FS training for RECETOX employees and maintains the completed training records; provides OHS and FS training for

General and Technical Laboratory Managers as required for their roles; monitors compliance with OHS and FS regulations; and manages chemicals classified as T or T+.

In the case of non-compliance with the OHS and FS regulations, the OHS and FS Officer has the authority to:

- Notify the employee(s) of any non-compliance with the OHS and FS regulations and the threat to health that could arise as a consequence;
- Notify the superior in charge of any repeated occurrences of non-compliance;
- If the non-compliance with the OHS and FS regulations poses a significant threat to health, the OHS and FS Officer has the authority to expel the employee(s) from the laboratory or office and prohibit further work in the room in question until the General or Technical Laboratory Manager, their deputy or the staff working in the room rectify the situation.

The OHS and FS Officer cooperates with the Head of the Operations Department or with the person responsible for [building management](#) and with the OHS Officer at the Faculty of Science. During their absence, the OHS and FS Officer is represented by the Head of the Operations Department in urgent situations and matters.

RECETOX staff receive the training required for their work duties. The OHS and FS Officer is responsible for maintaining and ensuring compliance with the relevant regulations. Immediate superiors are responsible for the training of their employees.

### **Technical Laboratory Manager**

- The Technical Laboratory Manager is appointed by the head of the organisational unit that manages and uses the group of laboratories in question. (The list of laboratories and their division is available on the RECETOX [INTRANET](#).)
- Before taking on the role of Technical Laboratory Manager, the employee is trained by their superior, who also acts as their supervisor, and by the OHS and FS Officer.
- The duties of the Technical Laboratory Manager include, but are not limited to, the following:
  - Monitoring the technical condition of the laboratories, compliance with OHS and FS regulations, and compliance with the laboratory work practices in their group of laboratories;
  - Managing waste disposal and collection in their group of laboratories;
  - Assisting the General Laboratory Manager in organising and managing the operation of the laboratories;
  - Coordinating the supply of industrial gasses in pressure cylinders and ensuring that the suppliers will be accompanied to the laboratory when delivering these cylinders;

- Coordinating the procurement of laboratory supplies, instruments and equipment.

## **General Laboratory Manager**

- The General Laboratory Manager is appointed by the head of the organisational unit that the laboratory falls under.
- Before taking on the role of General Laboratory Manager, the employee is trained by their superior and by the OHS and FS Officer.
- The General Laboratory Manager is responsible for the operation of the laboratory (room) that they manage. In the case of long-term absence and upon agreement with their superior, the General Laboratory Manager authorises another laboratory staff member to manage the laboratory. The name of the General Laboratory Manager or their deputy is included in the laboratory's identification sign. With regard to organising the work at the laboratory, the General Laboratory Manager is superior to all staff entering and using the laboratory.
- The General Laboratory Manager elaborates the Laboratory Operating Procedures and the OHS fact sheet for their laboratory and ensures that the rules are complied with.
- The General Laboratory Manager provides training for all new laboratory staff members on the laboratory work practices according to the laboratory's OHS fact sheet and adds a record of the training to the sheet.
- The General Laboratory Manager ensures that the laboratory is kept clean and arranges cleaning of the laboratory above the standards provided by the central cleaning services.
- The General Laboratory Manager arranges regular validation of the measuring devices and their calibration or other servicing if required.
- The General Laboratory Manager ensures sufficient levels of essential laboratory supplies.
- The General Laboratory Manager maintains a record of the persons who have completed the training required for working in the laboratory and provides training to new laboratory staff members.

## **Laboratory staff**

- A laboratory staff member is any person performing laboratory work duties in a given laboratory as assigned by their superior (head of the project, student thesis supervisor etc.) who has the requisite education for working at a laboratory.
- The head of the RECETOX organisational unit approves staff for the laboratory assigned for the use of the unit.
- Prior to entering the laboratory for the first time, every laboratory staff member must complete a training session with the General Laboratory Manager of that laboratory.

- Laboratory staff can only perform laboratory work duties previously agreed with the General Laboratory Manager and approved by their superior or thesis supervisor and only in the agreed laboratory.
- In view of the points above, the following persons can work as laboratory staff:
  - RECETOX employees;
  - Students on the degree programmes of RECETOX or other departments working on their final theses;
  - Secondary school students working in the laboratories as part of the national competition for talented secondary school students (SOČ);
  - Participants on specialised courses and short-term internships;
  - Open-access users and interns.
- Prior to commencing their work at the laboratory or laboratories, laboratory staff are required to acquaint themselves with these Operating Regulations, the laboratory OHS fact sheet and the Laboratory Operating Procedures. Every laboratory staff member must confirm that they are acquainted with the Laboratory Operating Procedures and the OHS fact sheet and that they will comply with these regulations by attaching their signature to the statement.
- A list of all the laboratory staff members is maintained in the Laboratory Records Book, which is kept up to date by the General Laboratory Manager.

### **Device/Equipment Manager**

- The Device/Equipment Manager is appointed by the head of the organisational unit.
- A Device/Equipment Manager must be assigned for every device purchased as a capital expenditure (i.e. with a purchase price of over 40,000 CZK incl. VAT). Managers for other devices are appointed at the discretion and within the authority of the General Laboratory Manager.
- The Device/Equipment Manager is responsible for ensuring that the device is used according to the user manual.
- Once the Device/Equipment Manager has been assigned a device, particularly when the device is first purchased, they receive a user manual to the device or are trained in using the device by the supplier.
- The Device/Equipment Manager trains other laboratory staff in the correct operation and use of the device.
- The assets recorded on the books are entrusted to the care of the Device/Equipment Manager under the rules described on the [INTRANET](#).
- The Device/Equipment Manager maintains the device log or the reservation system for the device.
- The Device/Equipment Manager reports to the General Laboratory Manager.



### **RECETOX Specialised Representative for (H)HAT**

The Specialised Representative manages any chemicals that fall into the categories of (highly) hazardous agents and toxins (the “(H)HAT”) under Act no. 281/2002 Coll. and the implementing Decree no. 474/2002 Coll. (*vysoce rizikové agens a toxiny*), stores and distributes these substances and maintains inventory records. These substances can only be issued to persons duly trained as required by the law and other regulations and only in the amount required for the experiment.

### **Supervision Coordinator**

- The Supervision Coordinator arranges the continuous supervision of students working in the laboratories on working days (Monday to Thursday) from 4 p.m. to 8 p.m.;
- Maintains a record of the persons who act as supervisors;
- Maintains a supervision schedule for each day;
- Arranges and monitors uniform and regular participation of the individual supervisors;
- Resolves any problems, including those that require consulting the division heads.

### **Laboratory Operating Procedures, OHS fact sheet and Laboratory Records Book**

Every laboratory has its own set of operating procedures and an OHS fact sheet, both of which must be created before any work is performed at the laboratory. These documents are available on the RECETOX [INTRANET](#) and at the laboratory.

### **Laboratory Operating Procedures**

The Laboratory Operating Procedures (*Provozní řád laboratoře*) are elaborated by the General Laboratory Manager before any work is performed at the laboratory. The Laboratory Operating Procedures are subject to approval by the head of the RECETOX organisational unit assigned the use of the laboratory. The General Laboratory Manager and Technical Laboratory Manager suggest changes and updates to the Laboratory Operating Procedures. They also monitor that the Laboratory Operating Procedures are up-to-date and complied with. All laboratory staff members must be informed by the General Laboratory Manager of any changes in the Laboratory Operating Procedures.

The Laboratory Operating Procedures include specific information and instructions for the particular laboratory (room), including, but not limited to, the following:

- The purpose or area of focus that the laboratory is designed for;
- The name of the General Laboratory Manager of the laboratory;
- The type of work that the laboratory can be used for;

- Any specific rules of operation (concerning the storage of laboratory supplies and chemicals, waste separation and storage, operation of individual devices, indoor climate conditions such as temperature and humidity, securing the laboratory, lighting in the laboratory in general and the individual benches, operation and purpose of the fume hoods, monitoring any equipment in continuous operation etc.);
- Laboratory cleaning arrangements;
- List of types of waste produced by the laboratory and how to prepare it for disposal;
- List of essential equipment and other information as required.

### **OHS fact sheet**

The OHS fact sheet is developed by the General Laboratory Manager before any work is performed at the laboratory. The OHS fact sheet and any changes thereto are subject to approval by the OHS and FS Officer, who also provides methodological advice while the OHS fact sheet is being drafted.

The OHS fact sheet includes detailed information about the workplace hazards for staff working in a particular laboratory and the personal protective equipment required due to the hazards identified. It also provides instructions on how to maintain workplace safety. The OHS and FS Officer provides background materials for the OHS fact sheet based on the ČSN 01 8003 standard.

### **Laboratory Records Book**

The Laboratory Records Book (*Knihka laboratoře*) is used to keep a record of any events that could impact the work performed by other laboratory staff members plus other information pertinent to the particular laboratory. It also contains a register of the persons who have received the training required for working in the particular laboratory. The Laboratory Records Book is maintained by the General Laboratory Manager. Any laboratory staff member can make entries in the book, with the exception of the training records, which can only be added by the General Laboratory Manager.

### **Register of injuries**

The register of injuries is maintained by the OHS and FS Officer, who is also responsible for recording any injuries in the register.

### **Person authorised to submit purchase order requests**

- If the head of an organisational unit requires regular orders of supplies, chemicals etc., they appoint a person who is authorised to submit purchase order requests.
- The authorised person is trained by the Head of the Operations Department to enter the requests and understand the procurement process in the RECETOX procurement system (*Objednávkový systém*).
- They collect the purchase order requests from their group or department as specified and enter them into the system for further processing by the Operations Department.

- They have complete information about the order status, delivery dates and other details and share them with the employee who requested the order.

### **RECETOX Procurement**

1. Capital expenditures are the responsibility of the Strategic Investment Department.
2. All goods and services up to the capitalisation limit (i.e. an acquisition value of 40,000 CZK incl. VAT or 60,000 CZK incl. VAT for software purchases, including any related purchase expenditures) are arranged by the RECETOX Operations Department, which is responsible for compliance with MU regulations and the applicable law. The rules and procedures for procurement are available on the RECETOX [INTRANET](#). RECETOX uses a procurement system for efficient procurement management.
3. The persons authorised to submit purchase order requests collect the purchase order requests from their group or department as specified and enter them into the procurement system on their behalf.
4. Supplies can only be stored in designated locations as described in the Laboratory Operating Procedures.
5. The IT Department must be consulted before any purchases of IT equipment.
6. Purchases of toiletries, office supplies and similar goods are realised through the [Central Purchasing](#) app in INET on the basis of university contracts with suppliers. For more information, please go to the [INTRANET](#).
7. Only authorised employees of the Operations Department and, in the case of capital expenditures, authorised employees of the Strategic Investment Department may contact suppliers with binding requests for quotes and purchase orders.
8. Supplies are periodically delivered to RECETOX by various carriers. Private deliveries to RECETOX are permitted. Each such delivery must be collected by the addressee. When such a delivery is received by an employee of the Operations Department, it will be available for collection at the Operations Department.

### **Laboratory Rules**

#### **General Provisions**

1. RECETOX staff work in the laboratories located on the 1st basement floor and the 1st (ground-level), 2nd and 3rd floor of buildings A29 and INBIT on the premises of the University Campus Bohunice. The list of laboratories and the purposes they can be used for can be found on the RECETOX [INTRANET](#).
2. RECETOX laboratories are assigned to the individual organisational units according to the areas they focus on.

3. Work activities related to laboratory experiments and/or imitating field experiments can also be performed in the designated outdoor areas adjacent to the building and areas within the building. The rules for laboratories apply to the areas designated for experimental purposes accordingly (name of the unit, definition of the work activities performed, responsible member of staff, phone number, etc.). Similarly, the work and other activities performed in these areas must be governed by separate operating procedures and an OHS fact sheet in line with the OHS and FS requirements applicable to the University Campus Bohunice.
4. RECETOX staff also work in the laboratories of partner MU departments and institutions outside the university. When working at these laboratories, they comply with the laboratory work practices applicable to the particular partner department or institution.
5. Access to RECETOX laboratories is only permitted for authorised persons, namely the General Laboratory Manager, Technical Laboratory Manager and laboratory staff. Other persons can only access the laboratories with the approval of the General Laboratory Manager, the Technical Laboratory Manager or the head of the RECETOX organisational unit assigned the use of the laboratory and in the presence of an authorised laboratory staff member.
6. Students may work in the laboratories under supervision provided by their thesis supervisors from Monday to Thursday from 6:30 a.m. to 4 p.m. The Supervision Coordinator arranges the supervision of students working in the laboratories from Monday to Thursday between 4 p.m. and 8 p.m. The rules governing students' work in the RECETOX laboratories are described in more detail in Appendix 3 "Workplace Safety of Bachelor's and Master's Degree Students at RECETOX Laboratories".
7. Each laboratory has an identification sign, which includes:
  - The room details (number, name and the RECETOX organisational unit assigned the use of the room);
  - The name and phone number of the laboratory's General Laboratory Manager or their deputy;
  - Any special instructions based on the OHS fact sheet.
8. Each laboratory must have a copy of their OHS fact sheet, the Laboratory Records Book and the Laboratory Operating Procedures on the premises. These documents are available on the RECETOX [INTRANET](#).

### **Access to the Trace Analytical Laboratories (TAL)**

1. The Trace Analytical Laboratories (TAL) are located on the 2nd floor and 1st basement floor of building A29 and consist of Accredited Laboratories and Special Equipment Laboratories. Unlimited access to the TAL is only permitted for the following persons:
  - TAL employees;
  - MU employees providing emergency repairs on TAL premises;
  - MU employees monitoring the premises outside of working hours.

2. Access to Special Equipment Laboratories
  - Is permitted to selected laboratory staff members who have received training in TAL internal rules from the Head of TAL or a person authorised by the head.
3. The Head of TAL must be informed of and approve access for the following persons (visitors) to the TAL:
  - Employees of the Czech Accreditation Institute;
  - Employees testing the metrological accuracy of the testing equipment;
  - Employees of the organisations servicing the technical laboratory equipment;
  - Cleaning personnel;
  - Employees testing and servicing the fire alarm systems and other alarm systems;
  - Clients wishing to participate in the testing or see the testing equipment and facilities;
  - Consultants, interns, students, guided tours.

Any visitors, whether from within RECETOX or from elsewhere, must enter their names in the visitor's book before entering the TAL and must wear shoe covers. Visitors must be accompanied by a member of the TAL staff at all times while they remain on the TAL premises.

The work performed in the Trace Analytical Laboratories (TAL) is subject to the Quality Manual and the ČSN EN ISO/IEC 17025:2018 standard, as updated. Furthermore, the TAL operate in compliance with their internal standards. The person responsible for TAL operations is the Head of TAL.

## Laboratory operations

1. The rules governing the operation of the laboratories and the work performed in the laboratories apply to and are binding for all RECETOX laboratories as listed on the RECETOX [INTRANET](#).
2. The work performed in the Trace Analysis Laboratories (TAL) is governed by these Operating Regulations and the internal rules for these laboratories.
3. The operation of the laboratories and the work activities at the laboratories must be performed so as to:
  - Ensure a system of quality management and monitoring of all the activities performed at the laboratories;
  - Create the basic conditions to ensure the quality of the work activities and their results;
  - Ensure that the use of the laboratories and the work activities performed at the laboratories comply with the applicable OHS and FS regulations;
  - Clearly define the duties of the members of staff working in the laboratories;
  - Determine a system for monitoring that staff members fulfil their duties and comply with the rules, including enforceability and penalties.

4. Each laboratory (room) has a set of rules specific to the activities performed in the laboratory defined in the **Laboratory Operating Procedures** and the **OHS card**.
5. The operation of the laboratories is managed by the General Laboratory Manager and the Technical Laboratory Manager of each laboratory.
6. The laboratory staff who work at the laboratory and use the laboratory equipment are assigned tasks specific to the laboratory by the head of the respective organisational unit together with the General Laboratory Manager.
7. It is forbidden to move any equipment, supplies and instruments between rooms without prior agreement with the General Laboratory Manager. Temporary relocation (loans) of devices and laboratory equipment, supplies and instruments that are recorded in the assets register and have been assigned a tangible fixed asset (DHM or ZP) number must be reported to the [person responsible for maintaining the RECETOX assets register](#). The laboratory must place a sign that states who temporarily moved the piece of equipment and where. All equipment must be moved back to its original location as soon as it is no longer needed elsewhere. The return of the device must also be reported. The device log is always moved together with the device or equipment.

### **Devices and equipment**

1. These rules apply to devices that are owned by RECETOX, or that will be owned by RECETOX once they are purchased, and to devices loaned to RECETOX.
2. The use of the laboratory device or equipment in question is managed and monitored by the Device/Equipment Manager.
3. Prior to using the device/equipment for the first time, the laboratory staff member must be given training by the Device/Equipment Manager and must be added to the list of “authorised users” in the device or equipment log.
4. The use of all laboratory devices and equipment is recorded in the device/equipment log.
5. Laboratory supplies and instruments (such as stirrers and shakers) are part of the laboratory they belong to. The General Laboratory Manager is responsible for ensuring that they remain in full working order.
6. Prior to purchasing a new device or item of equipment, its intended location must be agreed with the OHS and FS Officer and the Operations Department employee responsible for building management.
7. Purchases of devices over the capitalisation limit (i.e. over the acquisition value of 40,000 CZK incl. VAT or 60,000 CZK incl. VAT for software purchases, including any related purchase expenditures) are arranged by the Strategic Investment Department.

8. Purchases below the capitalisation limit (i.e. up to 40,000 CZK or 60,000 CZK incl. VAT, respectively) are arranged by the Operations Department.
9. Devices, supplies and instruments designed for long-term use and with an acquisition cost exceeding 2,000 CZK incl. VAT must be recorded in the assets register. Such devices and equipment are assigned to a Device/Equipment Manager in line with the MU Faculty of Science rules for asset registration. The rules for asset registration and further information are available on the RECETOX [INTRANET](#).
10. The servicing of devices and equipment is arranged by the Strategic Investment Department. The rules for servicing are available on the RECETOX [INTRANET](#).
11. A device or an item of equipment can be loaned to a partner unit under a contract of loan for consumption to be arranged by the Operations Department.
12. The rules governing the use of devices and equipment are elaborated on in further detail in Appendix 1 to these Operating Regulations (“Laboratory Rules for Work Activities and Handling Laboratory Equipment”).

### **Laboratory Procurement**

1. Technical Laboratory Managers work together with General Laboratory Managers to ensure that the laboratories always store a sufficient amount of essential supplies. The list of essential supplies is included in the Laboratory Operating Procedures.
2. A description of essential laboratory equipment is included in the Laboratory Operating Procedures and is updated by the General Laboratory Manager.
3. The General Laboratory Manager passes any requests for supplies and chemicals directly to the person authorised to submit purchase order requests as required (low or insufficient level of supplies), who processes such requests on an ongoing basis and without undue delay.
4. Unused supplies are stored in designated laboratory cabinets in designated laboratories or in other designated locations.
5. Deliveries of technical gasses in pressure Euro-Cyl cylinders are arranged by the staff of the Operations Department. Laboratory staff who require a delivery of technical gasses send their request by email to [rcx-dusik@recetox.muni.cz](mailto:rcx-dusik@recetox.muni.cz). The member of staff who requested the delivery of technical gasses must make sure that they are received by a person trained to handle pressure cylinders and liquified gas containers.

### **Operations, Clean Workplace Policy and Guidelines for Addressing Irregularities, Incidents and Repairs**

### **Workplace Incidents**

1. The following incidents must be reported immediately to the General Laboratory Manager and/or the direct superior of the member of staff (manager or thesis supervisor):
  - Incidents resulting in damage to workplace equipment or personal injury;
  - Accidents;
  - Small fires extinguished without calling in the fire brigade;
  - Damage to workplace equipment;
  - Any spills of chemical substances classified as toxic, highly toxic or harmful, whether liquid or solid. Spills of substances classified as corrosives, extremely flammable, highly flammable, irritants, environmental hazards, oxidising substances or explosives must be reported by the staff when the amount spilt exceeds 10 ml or 10 g. Spills of other chemicals must be reported when the amount spilt exceeds 500 ml or 500 g.
2. When a harmful substance is spilt, the staff must immediately make sure that it is rendered harmless and that the affected surfaces and equipment are decontaminated.
3. Any urgent action required to protect health or property takes precedence over reporting the incident. If the immediate superior cannot be reached, the staff must inform another superior member of staff and the General Laboratory Manager.
4. The person who witnessed the incident at the laboratory records it in the Laboratory Records Book. The General Laboratory Manager must always be informed that a new entry has been made in the book.

### **Operations and Clean Workplace Policy**

1. Staff are required to keep the workplace clean and neat so the RECETOX premises are safe for all persons who access them.
2. Cleaning is arranged centrally by the responsible employees of the Operations Department according to the cleaning standards available on the RECETOX [INTRANET](#).
3. Laboratory staff are responsible for providing any cleaning required above these standards.
4. Any defects at the laboratories, offices and other parts of the buildings must be reported by RECETOX staff without delay to the employee of the Operations Department responsible for building management and, in the case of laboratories, also to the General Laboratory Manager. The General Laboratory Manager must ensure the safe operation of the laboratory and assist with the repairs.
5. Any modifications required at the RECETOX premises, including the laboratories, are arranged by the Operations Department and any suggestions for such modifications should be communicated to them.
6. If the workplace is disorganised or unclean, the General Laboratory Manager and Technical Laboratory Manager are authorised to remedy the situation without prior notification. The



managers, thesis supervisors and, if necessary, the head of the organisational unit assigned the use of the laboratories are informed of any major irregularities.

7. Using the refrigerators and freezers in other laboratories for storage is forbidden unless approved by the General Laboratory Manager of the laboratory or the manager of the particular refrigerator.
8. Every RECETOX organisational unit assigned the use of laboratories must undergo an annual review of the content stored in the storage areas, refrigerators and freezers.
9. The General Laboratory Managers ensure that all the devices and equipment registered as assets of their laboratories are present on 30 September of each year for the annual stocktaking of RECETOX property.
10. Placing samples and other material in cold rooms or incubator/cultivation rooms is only allowed in compliance with the rules governing the use of these rooms and when the managers of the relevant rooms have been informed.
11. Only chemicals used for current laboratory activities and projects can be stored at the laboratory. Any other chemicals are stored in the central or local chemical store.
12. Any unnecessary solutions and supplies are disposed of according to the waste disposal guidelines.
13. After completing their tasks, laboratory staff must clean the workplace that has been used, wash and put away any laboratory glassware and instruments, place the substances and solutions used in the designated location (laboratory cabinets or refrigerators), clean any stained surfaces and remove spills and chemicals. The work and temporary storage surfaces of the laboratory benches and fume hoods are cleaned using the cleaning agents and tools designated for the particular laboratory.

### **Laboratory Rules for Workplace Safety**

1. The work performed at RECETOX laboratories is governed by the standard ČSN 01 8003 regulating the occupational health and safety practices at laboratories working with chemicals. For the purposes of these Operating Regulations, all the provisions of the standard applicable to the work performed at RECETOX laboratories and the characteristics of the respective type and nature of work at RECETOX laboratories are included below.
2. Prior to commencing their work at the laboratories, all staff and students must be acquainted with the RECETOX Operating Regulations, the Laboratory Operating Procedures of the laboratories they work in and the OHS fact sheets describing the work activities performed at the laboratories. They must learn the locations and user guidelines for first aid supplies and fire extinguishers, the locations of the main and local water and gas shut-off valves and power switches, and the locations of escape routes and emergency exits. This initial training is recorded in line with the MU rules.

3. The entrance to the laboratory must be marked with warning signs according to the nature of the work at the laboratory under the ČSN standard.
4. Staff and students must change their clothes/shoes before entering the laboratories and commencing work. The laboratory staff are required to store their shoes, clothes and luggage in the changing room, locker or in their office. Students on bachelor's and master's degree programmes can use the lockers available in the corridors leading to the classrooms on the 2nd and 3rd floor of the building. Street clothes cannot be worn in the laboratory and neither street clothes nor luggage can be stored in the laboratory.
5. Entering the laboratories is only permitted while wearing protective laboratory clothing and shoes that are designed to prevent slips, falls and related injuries and may only be worn in the laboratories and laboratory areas. Laboratory staff are required to protect their health and safety by wearing a long-sleeved coat and gloves whenever they are working with substances classified as toxic or highly toxic, assigned the hazard statement codes H340, H350, H350i, H360F and/or H360D, irritants, corrosives and substances hazardous to human health.
6. Laboratory tour participants may be provided with laboratory coats and shoe covers and are required to follow the instructions of the member of staff responsible for the tour.
7. Eating, drinking and smoking in the laboratory is forbidden. When a member of staff exits the laboratory in their protective laboratory clothing, they are prohibited from drinking or eating while wearing the clothing. All laboratory staff members are required to try and minimise any potential damage to their health and the health of any other person and property damage. The precautionary principle is always applied to work performed in the laboratory.
8. The staff must immediately report any obstacle to working at the laboratories, such as a change in their health condition, to their superior. Pregnant and nursing women are prohibited from entering the laboratories.
9. Staff members are prohibited from entering the laboratories if their impaired health would interfere with the safe exercise of their duties.
10. Laboratory staff must handle chemicals according to the instructions contained in the material safety data sheets and toxicology databases and received from their manager, in compliance with the applicable MU regulations.
11. Laboratory staff are required to acquaint themselves with the known and potential toxic effects of the substances they are about to use prior to commencing work. They always consult the use of any new laboratory procedures, equipment and chemicals with their manager ahead of time. Immediate superiors must acquaint their staff with the rules governing safe use of chemical substances and make sure that the staff have understood the instructions.
12. Specific procedures and requirements for laboratory work can be consulted with CEBS (MU Centre for Biological, Chemical, Radiation and Occupational Safety, <http://www.rect.muni.cz/nso/>).

13. The material safety data sheets for chemicals must be kept at the laboratory where they are used and be available to laboratory staff. The General Laboratory Manager decides whether it is necessary to elaborate further rules for working with the chemicals used at the laboratory.
14. Staff are required to take the necessary precautions when working with chemicals. It is their duty to protect their own health and safety as well as the health and safety of all other laboratory staff members. To ensure safety and in keeping with the precautionary principle, particularly when working with irritants and substances hazardous to human health, all members of staff must wear gloves and use other safety and protective equipment when working in the laboratories. It is forbidden to wear the gloves outside the laboratory and to touch objects and surfaces that could later come into contact with bare skin (such as door handles, washbasin taps and computer keyboards) while wearing gloves soiled with chemicals. Handling chemicals and open experiments with chemicals are only allowed in functional fume hoods or isolators. Staff must discuss the potential dangers arising from simultaneous use of chemicals at the laboratory and individual laboratory workplaces with their managers.

### **Procedures for Sudden Health Conditions and Serious Injuries**

#### **Reporting a sudden health condition or a serious injury**

To contact emergency medical services (EMS), call **155**.

Give the following information to the dispatcher:

- Your name and the location where first aid is being administered: University Campus Bohunice (*Univerzitní kampus Bohunice*), building A29 (or INBIT), floor and room number.
- Description of how the EMS providers can get to the location.
- Basic information about the person affected and their condition (gender, approximate age, whether they are breathing, conscious and responsive, whether they are bleeding and what caused the situation).

Due to the size of the University Campus Bohunice and the restricted access to the buildings, it is necessary to make sure someone will guide the EMS providers to the location. If the location is in building A29 or INBIT, meet the EMS providers at the access road between buildings A33 and A34. After calling the EMS, contact the Central Security Desk (*pult centrální ochrany*, PCO) on **2929** to inform them about the planned arrival of EMS to the campus. Give them the number of the building, floor and room where the EMS is due to arrive and tell them whether you are sending someone to meet the EMS providers and fetch them to the location. PCO will inform the respective receptionist and will send a security guard to the meeting place.

Inform the immediate superior and the OHS and FS Officer, who produces a record of the injury (*Záznam o úraze*) and adds the injury to the register of injuries.

## **Administering first aid**

Before the arrival of the EMS or another qualified professional, administer first aid to the person affected using first aid measures drawing on your experience and in line with the aims, priorities and basic rules of first aid. Guidelines for administering first aid in the case of a sudden health condition or serious injury are available on the [INTRANET](#).

### **Aims of first aid:**

1. Preserve life.
2. Prevent further injury.
3. Promote recovery.

### **Priorities – three vital signs (ABC):**

1. Airways: make sure that the airways are – and remain – clear and open.
2. Breathing: if necessary, breathing has to be restored and maintained by mouth-to-mouth resuscitation.
3. Circulation: it is necessary to restore and maintain blood circulation by providing cardiopulmonary resuscitation (CPR) and stopping any bleeding.

### **Basic rules**

1. Do not become a victim yourself while trying to help another person.
2. Therefore, do not approach the person affected if that means putting your life in danger (such as in the case of an electric shock).
3. Start by helping those who have been most seriously injured.
4. Do not move the person affected unless absolutely necessary. Careless manipulation could make any injuries significantly worse.

## **Fire Safety and Emergency Procedures**

1. All RECETOX employees and students are required to comply with the fire prevention rules. When leaving the workplace, they are required to make sure that all electric and gas appliances that are not in continuous operation mode have been switched off.
2. Smoking is forbidden throughout the premises of the University Campus Bohunice with the exception of the designated smoking area (in front of building A29 on the 1st floor).
3. Authorised RECETOX staff and General Laboratory Managers regularly check the permanently accessible escape routes and unobstructed access to the emergency exits, power distribution boards and water, gas and heating shut-off valves.
4. Working with flammables or substances representing a fire hazard is only permitted in the fume hoods. After use, all flammables and substances representing a fire hazard must be contained in closed original transportation containers and placed in the designated location in the laboratory.

5. In case of spilt flammable liquid, the staff must immediately take the following steps: switch off the gas appliances in the room, shut off the power supply, impose a no-entry restriction for unauthorised persons and ensure proper ventilation, especially by opening the windows leading out of the building (as opposed to those leading to the corridor). The spilt flammable liquid is allowed to soak into a suitable porous material, which is then disposed of in a safe place in a non-flammable container. Spilt non-polar solvents must not be wiped on the floor or a plastic surface.
6. When working with a naked flame, staff must ensure that any flammables are at least 5 metres away from the source of ignition or explosion.
7. When working with flammables and substances hazardous to human health, staff must use personal protective equipment.
8. In the case of fire, proceed according to the [University Campus Bohunice fire emergency procedures](#).

### **Final Provisions**

1. The person authorised to interpret the provisions concerning operational matters and to ensure that they are complied with is the Head of the Operations Department.
2. The person authorised to interpret the provisions concerning occupational health and safety and fire safety and to ensure that they are complied with is the OHS and FS Officer.
3. The Head of the Operations Department, the OHS and FS Officer and the Head of the HR Department meet at least once a year to discuss suggestions for changes to the Operating Regulations. Suggested updates are subject to approval by the RECETOX Director, who presents them to the Council.
4. Suggestions for changes to these Operating Regulations may be communicated to the OHS and FS Officer or the Head of the Operations Department.
5. This Directive becomes effective on the date of signature by the RECETOX Director.
6. All RECETOX employees are informed of any changes to the Operating Regulations through internal communication.

### **List of Appendices**

1. Laboratory Rules for Work Activities and Handling Laboratory Equipment
2. Laboratory Rules for Working with Biological Material
3. Workplace Safety of Bachelor's and Master's Degree Students at RECETOX Laboratories

Brno, 9 September 2019

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Director of RECETOX