**R e c o r d**

**of training and examination of knowledge of safety rules for working of students on electrical equipment   
in PC classrooms and PC laboratories at FEECS VSB-TUO,   
pursuant to § 19 of Act No. 250/2021 Coll. and § 4 of Government Regulation No. 194/2022 Coll., as amended.**

The undersigned students confirm that they have been instructed in person and informed about the safety rules for attendance and work on electrical devices in PC classrooms and PC laboratories\* within the scope of the syllabus enclosed and with the ways of ensuring protection from electric shock, and further with the way of providing first aid after an electric shock. With their signatures they also confirm that they have understood the interpretation in its full scope and any possible ambiguities have been explained to them by the trainer. The training syllabus is given in Annex 1, which is an integral part of this record. The undersigned worker of department confirms by his/her signature the verification of the students’ knowledge of these safety rules.

*academic year: \_\_\_\_\_\_\_\_\_\_\_\_ semester: \_\_\_\_\_\_\_\_\_ schedule group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PC class./lab.: \_\_\_\_\_\_\_\_\_*

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| ***Nr.*** | ***Date of training*** | ***Surname, name*** | ***Login*** | ***Signature*** |
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The training and examination of the knowledge of the safety rules for working on electrical equipment in the PC classrooms and PC laboratories of FEECS VSB-TUO was carried out by:

………………………… ……………………………………………………………………………… …………………………*………………………… department titles, name, surname signature*

**Annex 1**

**Syllabus of Training for informed workers (for students of all study years of study programmes at VSB-TUO)**

The duration of the training is approx. 30 minutes

**1. Safety of work in electrical engineering**

* 1. Act No. 262/2006 Coll. Labour Code:

1. employee’s (student’s) duties;
2. personal protective equipment;
3. prohibited activities.
   1. Act No. 250/2021 Coll. and Government Regulation No. 194/2022 Coll., qualification of personnel (instructed persons).
   2. Basic safety regulations for attendance and work on electrical devices – ČSN EN 50110-1 ed. 3 and TNI 34 3100.
   3. Colour coding of conductors, tell-tales, and actuators (ČSN EN 60445 ed. 6, ČSN EN 60073 ed. 2).

**2. Safety of work in laboratories**

* 1. Fire protection.
  2. Fire risks in workplaces.
  3. Fighting fires of electrical equipment.
  4. Working conditions, workflows, list of prohibited activities.

**3. Instructions about operating rules of the laboratories**

* 1. Operating rules, specification of students’ duties, warning of specific risks.
  2. Rules of use of HW and SW in PC laboratories and PC classrooms.
  3. Familiarization with the operation of laboratories, location of the main safety switch, location of fire extinguishers and their use.
  4. Important phone numbers in the event of fire or electric shock.

**4. Effects of electric current on the human organism, principles of the provision of first aid**

* 1. Physiological effects of electric current on the human organism.
  2. Conditions for the occurrence of electric shock.
  3. Division of voltage from the point of view of dangerous contact.
  4. Division of currents from the point of view of dangerous contact.
  5. First aid in electric shocks and in burn injuries.

*Notes:*

1. *Rooms for practical teaching equipped with personal computers (hereinafter referred to as PCs) are divided according to their planned use into PC classrooms and PC laboratories.*
2. *The room is used in the regime of a PC classroom if teaching is performed exclusively by using personal computers or office technology. In that regime, the operation of PC and office technology (scanners, copying machines, printers, network elements etc.) is only permitted in compliance with the instructions for the operation of the given devices.*
3. *The room is used in the regime of a PC laboratory if in the teaching activities are performed that are not specified in Article 1.2, especially measuring at safe extra-low voltage, using a PC as a measuring station, experimental and laboratory work on electrical equipment, which is not included in the purposes for which the given equipment is intended/designed according to the operating instructions, change in the configuration of PC HW, and processing of input/output signals by means of microcomputers or electronic circuits.*
4. *The laboratories in which measuring on electrical machines, work on equipment of other than safe extra-low voltage or work in which specific risks (e.g. physical or chemical ones) occur is performed are not considered PC laboratories and have their own laboratory rules elaborated, and this record does not apply to them.*