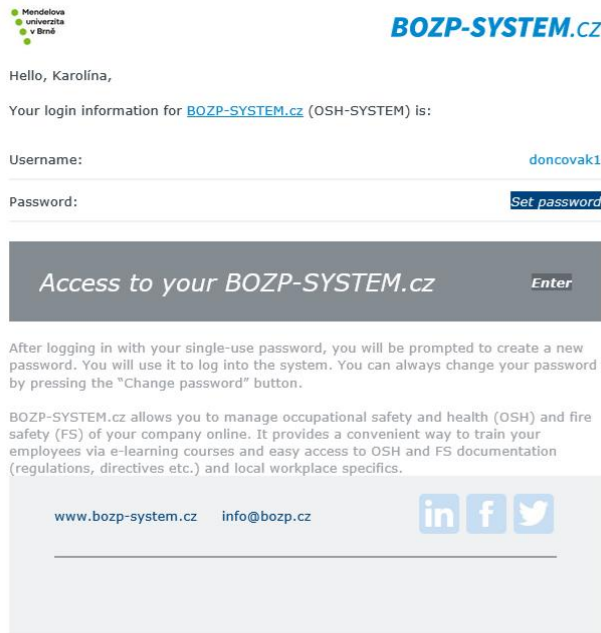


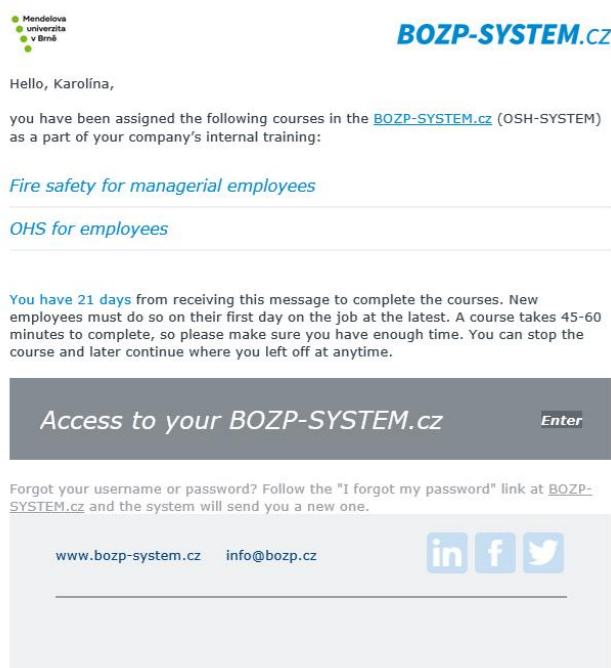
Instructions for completing the courses

As soon as a user account is created in the OSH system, each user will receive two e-mails sent from the e-mail address info@bozp-system.cz.

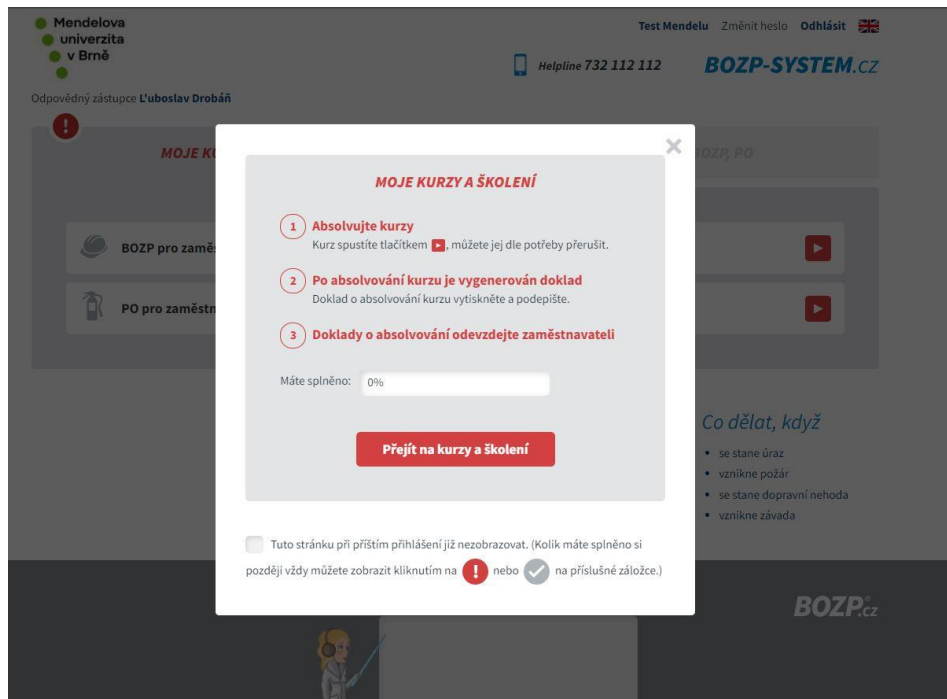
1. The first e-mail contains login data (username/login) that will be used to log in to the system. When logging in for the first time, it is necessary to click on the **Set password** button in this e-mail and the system will prompt the user to set his own password, which he will use to log in to the system.



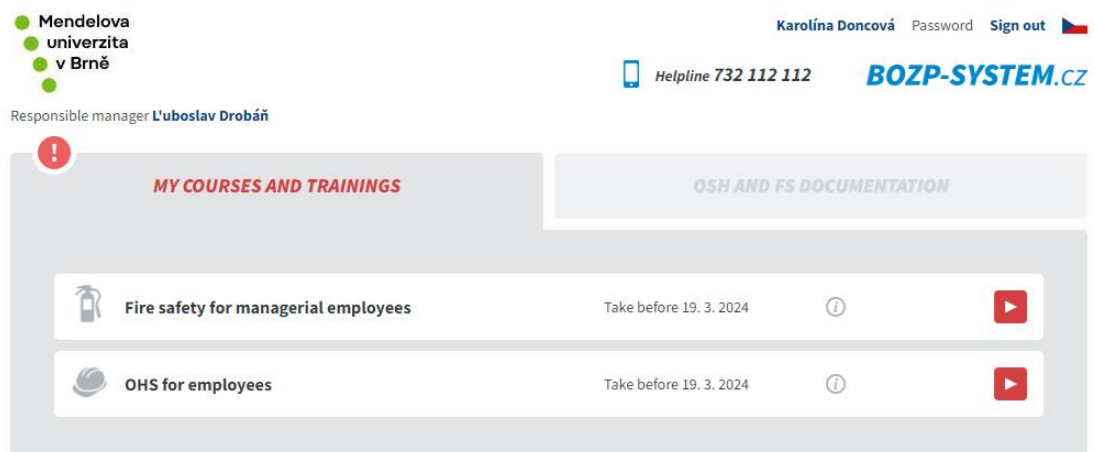
2. In the second email, the user can see which courses have been assigned to him. He will then find these trainings in his user interface after logging into the system.



3. After logging into the system, the user is shown specific instructions on what to do and how to navigate the interface.



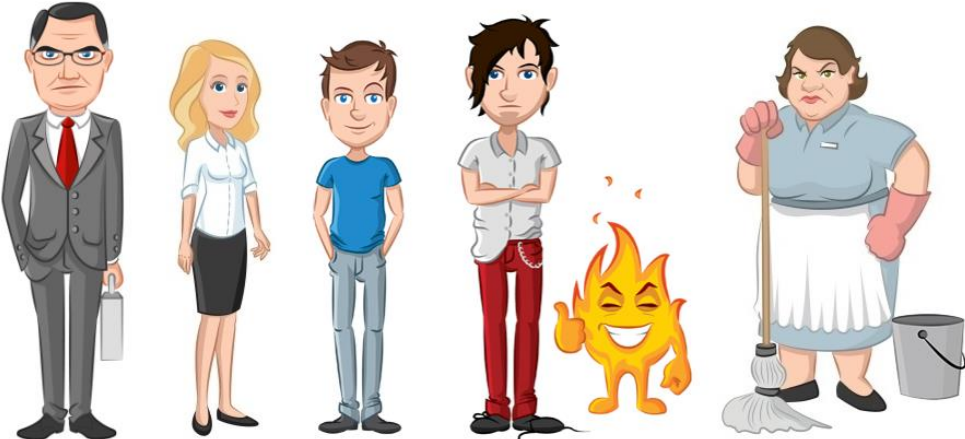
4. After clicking the **Go to courses and training button**, the user will see an overview of the courses to be completed - each training must be completed separately. In its interface, the user can also find a number on the helplink, where one of our colleagues is always happy to give advice. After clicking on the red arrow, the course starts immediately.



5. You can navigate the course using the arrows on the upper right side of the page. Movement in the course is also possible using the arrows on the keyboard.

Fire safety for managerial employees 4%

My staff and I will walk you through this **fire safety course for managerial employees**.
Allow us to introduce ourselves first.




Mr. Boss Miss Graftor Slouch Mrs. Proper

*Have you clicked on all red buttons? Who do you agree with and who do you disagree with?
Do you monitor fire safety in your workplace to the same degree as Mr. Boss?*

6. At the end of the course itself, the following page will be displayed, when after clicking the **Go to the final test button** , a test will be launched to verify the acquired knowledge.

Fire safety for managerial employees 100%

End of the course :-)



Play game Go to the Final Test

7. The test consists of five questions and it is necessary to get full points (all answers correct). If one of the answers is marked by the user as incorrect, the system alerts him and at the same time the user learns which answer is correct and why. The test can be repeated again by clicking on the **Run test again button**.

Test - Fire safety for managerial employees

In case of an emergency - a fire.

- You assess the situation and always call the fire brigade - they're professionals.
- You assess the situation and act with a cool head. You can quench a small fire by yourself, otherwise call the fire brigade.
- You don't take any risks. Run away from the workplace as fast as you can and don't think about anything else.

This safety sign means:



- Location of a portable fire extinguisher. ?
- Use portable fire extinguisher to quench this area.
- Use of portable fire extinguishers is forbidden.

I must:

- Do as little work as I can - it's the only way to prevent a risk of fire.
- Make sure that those around me adhere to regulations. I myself don't have to.
- Be careful not to start a fire with my actions. ?

Portable fire extinguishers are mean to

- Be used as coat hangers.
- Put out the fire when it just started.
- Be used as doorstops, so the doors don't slam.

Fire safety obligations also include

- Using nonflammable clothes when working (especially PPE).
- Signing a contract with an external professional trained in fire safety.
- Marking the workplace with necessary safety signs, prohibition signs, signs giving orders and with instructions regarding FS.

**Unfortunately,
you did not pass the test**

[Start the test again](#)

8. If the test is successfully completed by the user, a prompt will be displayed to download the certificate.

Test - Fire safety for managerial employees

I must:

- Make sure that those around me adhere to regulations. I myself don't have to.
- Be careful not to start a fire with my actions.
- Do as little work as I can - it's the only way to prevent a risk of fire.

How often does an employee fire safety training take place?

- When first starting the job or after being assigned to a new position/being relocated to a different workplace, and at least every three years after that.
- When first starting the job; after that only after a fire.
- When first starting the job or after being assigned to a new position/being relocated to a different workplace, and at least every two years after that.

This safety sign means:



- Quench using water (H2O) only.
- A fire station.
- Location of a fire hydrant.

Portable fire extinguishers are mean to

- Be used as coat hangers.
- Put out the fire when it just started.
- Be used as doorstops, so the doors don't slam.

Fire safety obligations also include


- Signing a contract with an external professional trained in fire safety.
- Using nonflammable clothes when working (especially PPE).
- Marking the workplace with necessary safety signs, prohibition signs, signs giving orders and with instructions regarding FS.

**Congratulations,
you have passed the test**

[Download certificate](#)

9. After clicking the **Download certificate button** a pdf is automatically generated, which is ready for printing. After that, it is necessary to print this certificate, sign it by hand and hand it in to the employer (to the personnel department, etc. according to the employer's instructions).

Certificate of completion
the course was completed through the educational BOZP-SYSTEM.cz system



Name: Karolína Doncová

Company: Mendelova univerzita v Brně

Workplace: Zemědělská 1665/1, Brno

Course name: Fire safety for managerial employees


Course completed on: 28. 2. 2024

Verification of knowledge: test

Time schedule: 60 min

Course guarantor and trainer: Vladimír Šich, CRDR s.r.o. a person professionally trained in fire safety, no. Z-176/99

Lecturer's statement: I hereby confirm that I am authorized to conduct training in accordance with §16a, Act no. 133/1985 Coll., as amended.

Trainer's signature: 
Time schedule: 60 min

Course curriculum:
 Legal regulations and norms; Fire risk categories; Responsibilities and obligations in the field of fire safety; Activities forbidden by the fire safety rules; Instructions for activities with elevated or high fire risk; Fire safety prevention; Professional competence in fire safety; Employee training; Preventative fire patrol; Fire safety documentation; Risks at the workplace; Risk management at the workplace; Solving emergencies; Reporting a fire; Stopping a fire; Portable fire extinguishers and how to use them; Safety signs; Electrical appliances.
 Introduction of other workplace-specific OSH rules is also a part of the course.


Legislation:
Acts: no. 262/2006 Coll., no. 133/1985 Coll.
 Decrees: no. 246/2001 Coll., no. 23/2008 Coll., no. 81/2000 Coll.

With my signature I confirm that I have taken the course personally and that I understood all the topics covered by the course. _____
employee signature

Signature of the employer's representative who hereby confirms that the employee was trained properly and in accordance with the employer's internal regulations. _____
employer's signature


This document was generated by BOZP-SYSTEM.cz and contains all necessities required by law.
 Operator and guarantor:
 CRDR and s.r.o. Jitka Hrzavá 108/15, 129 00 Praha 2, IČ: 26506679, DIČ CZ26506679
 www.BOZP.cz, tel: +420 724 888 101, email: info@bozp.cz
 Created on 28.2.2024, 11:47


10. If the user returns to his user interface again, he will be shown the completed course as follows. Whenever the user needs, he can download/print his certificate again or go through the course again and refresh the acquired knowledge.




Mendelova univerzita v Brně








Responsible manager **L'uboslav Drobán**

Karolína Doncová Password [Sign out](#) 

 **Helpline 732 112 112** **BOZP-SYSTEM.cz**


MY COURSES AND TRAININGS

OSH AND FS DOCUMENTATION

 OHS for employees	Take before 19. 3. 2024		
 Fire safety for managerial employees	Passed on 28. 2. 2024		 



What to do

- in case of an injury
- in case of fire
- in case of a traffic accident
- in case of a malfunction