

(Signature of the Employer)

## THE CARD OF INITIAL TRAINING IN OCCUPATIONAL HEALTH AND SAFETY.

1. First and last name of the trainee : .....	
2. Name of the organizational unit.: .....	
<b>3. Initial training</b>  ...../..... (card number according to the register of initial training)	Initial training concluded on: ..... year  <div style="display: flex; justify-content: space-between;"> <span>..... (Name and surname of person who conducted training)</span> <span>..... (signature of the person who was instructed*)</span> </div>
<b>4. On-the-job training</b>	On-the-job training for the position of : .....  Concluded on day/days : ..... year ..... (First and last name of the trainer.)  After completing the test of knowledge and skills with regard to working (student apprenticeship) in accordance with the provisions and principles of occupational health and safety,  Mr./Miss/Mrs. .... has been approved to participate in internship.  <div style="display: flex; justify-content: space-between;"> <span>..... (Name and surname of person who was instructed *)</span> <span>..... (date and signature of the manager of the organizational unit.)</span> </div>

\* The signature confirms the completion of the training and familiarization with the provisions and principles of health and safety at work related to the work performed.

**I was informed about the occupational risks at my workplace (INTERNSHIP) as well as about dangerous biological, chemical and carcinogenic agents.**

.....  
signature of the employee (intern)

### THE FRAMEWORK PROGRAMME FOR INITIAL TRAINING

No.	Training topics	Number of hours*
1	2	3
1.	The essence of Environmental, Health and Safety	0,6
2.	The scope of duties and powers of the employer, employees and individual organizational units of the workplace and social organizations in the field of occupational health and safety. Tasks and responsibilities in achieving compliance with the quality policy and the requirements of the integrated management system: quality, environmental, health and safety. Integrated Management System - the basics.	
3.	Responsibility for violation of the provisions or rules of health and safety at work.	
4.	Rules of moving around the workplace.	0,5
5.	Accident hazards and near misses as well as health hazards (including carcinogens) occurring in the hospital and basic preventive measures.	
6.	Basic principles of occupational health and safety related to the operation of technical devices, medical equipment, sharp tools and internal transport.	0,4
7.	Rules for the allocation of workwear and footwear as well as personal protective equipment, including those relating to the position of the instructed person.	0,5
8.	Order and cleanliness in the workplace (including waste segregation), personal hygiene of the employee and compliance with the ban on smoking tobacco products - their impact on the health and safety of the employee.	
9.	Prophylactic medical care - rules of its exercising in relation to the position of the instructed person.	
10.	Basic principles of fire protection and fire procedures.	1
11.	Proceedings in the event of an accident, including the organization and principles of providing first aid.	min. 3h
Together:		

### THE FRAMEWORK PROGRAMME FOR ON-THE-JOB TRAINING

No.	Training topics	Number of hours	
		Instructing persons listed in § 11 sec. 1 of the Regulation (does not apply to employees listed in column 4)	Instructing employees in administrative and office positions exposed to nuisance factors
1	2	3	4
1.	Preparation of an employee to perform a specific job, including in particular: <ul style="list-style-type: none"> <li>a) discussion of the working conditions, taking into account:               <ul style="list-style-type: none"> <li>- elements of the work space in which the employee is to work, which affects working conditions (general lighting, heating, ventilation, technical devices, protective devices, etc.),</li> <li>- elements of the workplace that affect occupational health and safety (equipment, devices, medical equipment, position at work, local lighting, local ventilation, safety, warning and signaling devices, computer, printer, etc.),</li> <li>- the course of the work process at the workplace in relation to the type of activity in the whole hospital,</li> </ul> </li> <li>b) a discussion of the hazards and environmental aspects of specific activities at the workplace:               <ul style="list-style-type: none"> <li>- hazards related to physical factors at the workplace, e.g. ionizing radiation, electromagnetic radiation, laser radiation, etc.</li> <li>- threats related to biological factors at the workplace,</li> <li>- threats related to chemical factors at the workplace,</li> <li>- threats related to the operation of devices, medical equipment, sharp tools, computer, office equipment, transport equipment (including equipment for the transportation of patients),</li> <li>- threats related to lifting and moving patients,</li> <li>- threats related to moving around, inside the facility and on the outside premises of the hospital,</li> </ul> </li> <li>c) discussion of ways of protecting against threats at the workplace:               <ul style="list-style-type: none"> <li>- observance of procedures (e.g.: exposure procedure, waste management procedure, safe handling of sharp objects procedure, etc.),</li> <li>- adherence to the instructions for use of workstation equipment (e.g. devices, medical equipment, etc.),</li> <li>- adherence to the guidelines contained in the safety data sheets for chemical agents (including carcinogens) used at the workstation,</li> <li>- adherence to the safety and hygiene instructions for the use of devices and medical equipment,</li> <li>- adherence to the instructions for use of hazardous materials and materials harmful to health,</li> <li>- proper organization of work and workstations in accordance with the requirements of occupational health and safety (equipment of workstations, proper work methods, breaks at work, etc.),</li> <li>- application of collective protection measures (local ventilation, air conditioning, covers, casings, other protective devices)</li> <li>- application of personal protection measures applied to existing hazards and their level,</li> <li>- rules of conduct in the event of an accident at work, failure, potential accident or fire</li> </ul> </li> <li>d) discussion of environmental aspects and related environmental impacts tasks and responsibilities in achieving compliance with the quality policy and requirements of the integrated quality, safety and health management system at the workstation.</li> </ul>	2	2
2.	Demonstration by the instructor of how to perform work at the workplace in accordance with the regulations and safety rules and hygiene at work, taking into account the methods of safe performance of individual activities and with particular emphasis on difficult and dangerous activities.	0,5	-
3.	Trial execution of the task by an employee under the supervision of an instructor.	0,5	
4.	Independent work of the employee under the supervision of an instructor.	4	-
5.	Discussion and assessment of the course of work by the employee - activities resulting from the scope of duties - by the employee.	1	-
Together :		Minimum 8h	-

\*) During class hours of 45 minutes.