

**NOTICE OF INSTRUCTIONS ON SAFE AND HEALTHY USE OF
THE FACILITIES (ROOMS AND TECHNICAL EQUIPMENT)
ON THE PREMISES OF THE SOCHACZEW BRANCH OF THE UNIVERSITY**

Legal basis: s.2(1)(a) of the Regulation of the Minister of Science and Higher Education of 30 October 2018 on the provision of safe and healthy working and teaching conditions on the premises of higher-education institutions (*Dz.U.* [Journal of Laws] of 2018, item 2090).

1. Each person who is present in and uses any facility (a room or any technical equipment) on the premises of the University's Sochaczew Branch is required to follow all generally known rules for safe use of rooms, utilities (wiring, including lighting, central heating and air conditioning) and passage(ways), with special emphasis on the use of stairs.
2. Rooms on the premises of the University's Sochaczew Branch are arranged into areas for specific use, such as
 - 1) areas for public use (such as entrances to buildings, lobbies or lounges, corridors),
 - 2) areas for study (such as the library, computer labs, lecture rooms),
 - 3) administrative areas (such as offices or technical rooms),
 - 4) sanitary areas (such as toilets).
3. Students, the University's Sochaczew Branch's staff and visitors to the University are allowed to enter and use these areas.
4. The rooms intended as areas for study and administrative areas (including lecture rooms, computer labs and offices) are locked with a card/key when not in use. Cards/keys for access to these rooms are held by authorised members of the University's Sochaczew Branch's staff and other persons authorised by the Rector.
5. The Rector or a person authorised by the Rector will appoint persons to be responsible for those rooms on the premises of the University's Sochaczew Branch, particularly for computer labs, which can be accessed by authorised persons only.

6. When you are present in any area on the premises of the University's Sochaczew Branch, you are required to make proper use of all rooms. In particular,
 - 1) you must comply with with occupational health and safety and fire safety regulations;
 - 2) you must not damage or otherwise disturb any rooms, including their contents, such as (in particular) furniture, office equipment and electronic equipment;
 - 3) you must not leave any room or equipment dirty or in disorder after using it, and you must respect the work of the University's Sochaczew Branch's cleaning and maintenance personnel;
 - 4) you must restrict your use of any rooms to specified dates and times;
 - 5) you may enter only those rooms which you are authorised to enter;
 - 6) you must follow any instructions given by the University's Sochaczew Branch's staff on the premises of the University's Sochaczew Branch, particularly instructions with regard to order and cleanliness.
7. You must not, under any circumstances, do any the following on the premises of the University's Sochaczew Branch:
 - 1) use any room or area for a purpose for which it is not intended. In particular, you must not use any such place for parties and/or any propaganda, political, commercial or other activities without consent;
 - 2) permit any person or entity to use any room, facility, infrastructure and/or equipment without permission from a competent authority or an authorised person;
 - 3) enable or make it easier for any unauthorised person to enter any room in a particular area;
 - 4) bring, onto the premises of the University's Sochaczew Branch, any alcohol, explosives, fireworks, intoxicants, psychotropic substances and/or any item(s) that may pose a threat to any person present in any part of the University's Sochaczew Branch;
 - 5) tamper or interfere with any technical equipment, computer hardware and/or other part of the University's Sochaczew Branch's infrastructure or technical equipment, unless you authorised to do so;
 - 6) use and operate any machine, machinery or technical equipment used by the University's Sochaczew Branch's staff at work, unless you are authorised to do so;
 - 7) use open flame sources or inflammable materials;

- 8) smoke cigarettes, tobacco or electronic cigarettes outside designated areas;
 - 9) consume alcohol or bring and use intoxicants on the premises of the University's Sochaczew Branch;
 - 10) ride a bicycle, roller-skate, skateboard and/or move on any other equipment that may damage the floor in any part of the University's Sochaczew Branch and/or be dangerous to yourself or any other person;
 - 11) bring animals onto the premises of the University's Sochaczew Branch without permission from a competent authority or an authorised person.
8. In the event of a direct threat to the life or health of any person, call the relevant emergency number immediately.
 9. Persons staying in the premises of the University's Sochaczew Branch are obliged to immediately report any technical failures, damages or other problems related, in particular, to the use of the premises and their equipment.
 10. **Failures should be reported in the following order to: the security guard on duty on the floor where the failure occurred, the security guard (tel. +48 667 245 656) on duty at the main porter's lodge.**
 11. Each person on the premises of the University's Sochaczew Branch will be solely liable for any damage caused by themselves to the University's Sochaczew Branch's property and/or the property of any third party.
 12. The University's Sochaczew Branch accepts no responsibility for any item left in any room on the premises of the University's Sochaczew Branch, including in any public areas of the University's Sochaczew Branch.

All failure events that should be dealt with immediately must be reported directly to:

Plumbing emergency service: call 994

Power/electricity emergency service: call 991

Heating emergency service: call 993