

**POWERS AND RESPONSIBILITIES OF THE MEMBERS OF  
THE TEAM FOR OCCUPATIONAL HEALTH AND SAFETY  
AT THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW**

**Definitions**

Any reference to a **student** is a reference to an undergraduate or graduate student, a non-degree programme student, a person attending a specialist training course or a person attending any other training provided on the premises of the University.

Any reference to an **employee** is a reference to a person employed by the University or a person providing services to the University under a contract other than a contract of employment.

Any reference to the team is a reference to the Team for Occupational Health and Safety.

The powers and responsibilities of the members of the Team for Occupational Health & Safety shall be as follows:

**1) Ms Agnieszka Drang, Health & Safety Inspector, Chairperson of the Team:**

- a) to organise and provide training to employees in occupational health and safety;
- b) to supervise employees' compliance with the obligation to attend induction and post-induction training in occupational health and safety;
- c) to organise and supervise the delivery of occupational health and safety training to the University's newly enrolled students and PhD students to the extent that such training is delivered during classes;
- d) to organise and supervise the delivery of occupational health and safety (OHS) training as an e-learning course to the University's non-degree programme students, persons attending specialist training courses or persons attending any other training provided on the premises of the University if such OHS training is necessary to ensure their safety during classes or courses;
- e) to maintain records of accidents involving students, PhD students, non-degree programme students, persons attending specialist training courses or persons attending any other training or

employees in connection with the delivery of any curriculum and/or on the premises of the University;

- f) (Ms Agnieszka Drang will also chair a team that will investigate the causes and circumstances of accidents involving employees at work and students during their studies on the premises of the University);
- g) to monitor compliance with the health and safety requirements for work and study;
- h) to verify the University's employees' compliance with occupational health and safety standards in accordance with relevant regulations;
- i) to organise and set up work spaces and study spaces in accordance with the principles of ergonomics;
- j) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces and work spaces at the University;
- k) to define the main directions for improving the health and safety of work and study at the University;
- l) to review and identify threats to health or life, to assess and document the risks involved in working and studying in or at the University, and to take preventive actions to reduce these risks;
- m) to prepare quarterly reports on the performance of the above tasks.

**2) Mr Marcin Siarkowski, the Administrative Director of the Vizja Park campus and the Babka Tower campus:**

- a) to display the following notices in visible locations in the University building:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1 and 1a)
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2 and 2b),
  - 3) Evacuation plans for the University's buildings and escape route signs: the Vizja Park and Babka Tower campuses,
- b) to prepare evacuation plans and an evacuation procedure and to organise the delivery of evacuation training and evacuation drills to employees and students;

- c) to maintain machines and technical equipment in working order and safe to use for work and study at the University;
- d) to ensure that the requirements for lighting, ventilation, heating and usable area specified in s.23715(1) the Polish Labour Code (Act of Parliament) of 26 June 1974 (published in Dz.U. [Journal of Laws] of 2018, items 917, 1000, 1076, 1608 and 1629) are met in respect of the University's indoor premises;
- e) to take into account the needs of people with disabilities when organising and setting up study spaces and work spaces;
- f) to keep records of reported or identified threats to health or life;
- g) to conduct, together with other authorised members of the team, inspections of the condition of the University's indoor premises and technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- h) to verify whether machines and equipment are kept fully functional and safe to use at work;
- i) to maintain the University's indoor premises in a proper sanitary condition;
- j) to maintain the escape routes on the premises of the University in a condition that poses no threat to their users;
- k) to ensure and regularly inspect appropriate signage for the University's indoor premises;
- l) to ensure that measures in place that prevent defective and/or damaged machines or technical equipment from being started or operated and to ensure that such machines or equipment are clearly and visibly labelled as out of order;
- m) to ensure that rooms which must not be entered by unauthorised persons are labelled and protected from unauthorised access;
- n) to keep the Rector informed of all threats to health or life identified while using a room and/or technical equipment on the premises of the University,
- o) to eliminate an identified threat if a threat to health or life while using a room and/or technical equipment on the premises of the University or a failure of any technical equipment in a teaching room is identified or reported;
- p) to take into account the results of risk assessments prepared by members of the OHS team and the findings of investigations into the causes and circumstances of accidents involving employees and students on the premises of the University in the process of creating conditions for work and study at the University and when planning the University's investment, upgrade and repair work concerning the University's premises;

- q) to provide the University's employees with workwear and personal protective equipment where necessary;
- r) to ensure that the University's teaching rooms and laboratories are supplied with first aid kits and first aid instructions and that these kits are replenished as essential items are used;
- s) to supervise a schedule of mandatory statutory inspections of the University's buildings;
- t) to ensure that occupational health and safety, fire safety and environmental protection rules and regulations are complied with by employees and students;
- u) to define the main directions for improving the health and safety of work and study at the University;
- v) to prepare quarterly reports on the performance of the above tasks.

**3) Mr Oleksandr Lytvynov, the administrator of the Wiśniowy Business Park campus building:**

- a) to display the following notices in visible locations in the University building:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus) (Appendix 1b),*
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus) (Appendix 2b),*
  - 3) Evacuation plans for the University's buildings and escape route signs: the Wiśniowy Business Park campus,
- b) to prepare evacuation plans and an evacuation procedure and to organise the delivery of evacuation training and evacuation drills to employees and students;
- c) to maintain machines and technical equipment in working order and safe to use for work and study at the University;
- d) to ensure that the requirements for lighting, ventilation, heating and usable area specified in s.23715(1) the Polish Labour Code (Act of Parliament) of 26 June 1974 (published in Dz.U. [Journal of Laws] of 2018, items 917, 1000, 1076, 1608 and 1629) are met in respect of the University's indoor premises;
- e) to take into account the needs of people with disabilities when organising and setting up study spaces and work spaces;
- f) to keep records of reported or identified threats to health or life;

- g) to conduct, together with other authorised members of the team, inspections of the condition of the University's indoor premises and technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- h) to verify whether machines and equipment are kept fully functional and safe to use at work;
- i) to maintain the University's indoor premises in a proper sanitary condition;
- j) to maintain the escape routes on the premises of the University in a condition that poses no threat to their users;
- k) to ensure and regularly inspect appropriate signage for the University's indoor premises;
- l) to ensure that measures in place that prevent defective and/or damaged machines or technical equipment from being started or operated and to ensure that such machines or equipment are clearly and visibly labelled as out of order;
- m) to ensure that rooms which must not be entered by unauthorised persons are labelled and protected from unauthorised access;
- n) to keep the Rector informed of all threats to health or life identified while using a room and/or technical equipment on the premises of the University,
- o) to eliminate an identified threat if a threat to health or life while using a room and/or technical equipment on the premises of the University or a failure of any technical equipment in a teaching room is identified or reported;
- p) to take into account the results of risk assessments prepared by members of the OHS team and the findings of investigations into the causes and circumstances of accidents involving employees and students on the premises of the University in the process of creating conditions for work and study at the University and when planning the University's investment, upgrade and repair work concerning the University's premises;
- q) to provide the University's employees with workwear and personal protective equipment where necessary;
- r) to ensure that the University's teaching rooms and laboratories are supplied with first aid kits and first aid instructions and that these kits are replenished as essential items are used;
- s) to supervise a schedule of mandatory statutory inspections of the University's buildings;
- t) to ensure that occupational health and safety, fire safety and environmental protection rules and regulations are complied with by employees and students;
- u) to define the main directions for improving the health and safety of work and study at the University;

v) to prepare quarterly reports on the performance of the above tasks.

**4) Mr Waclaw Witek, the administrator of the Sochaczew Branch building:**

- a) to display the following notices in visible locations in the University building:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Sochaczew Branch campus) (Appendix 1c),*
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Sochaczew Branch campus) (Appendix 2c),*
  - 3) Evacuation plans for the University's buildings and escape route signs:the Sochaczew Branch campus,
- b) to prepare evacuation plans and an evacuation procedure and to organise the delivery of evacuation raining and evacuation drills to employees and students;
- c) to maintain machines and technical equipment in working order and safe to use for work and study at the University;
- d) to ensure that the requirements for lighting, ventilation, heating and usable area specified in s.23715(1) the Polish Labour Code (Act of Parliament) of 26 June 1974 (published in Dz.U. [Journal of Laws] of 2018, items 917, 1000, 1076, 1608 and 1629) are met in respect of the University's indoor premises;
- e) to take into account the needs of people with disabilities when organising and setting up study spaces and work spaces;
- f) to keep records of reported or identified threats to health or life;
- g) to conduct, together with other authorised members of the team, inspections of the condition of the University's indoor premises and technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- h) to verify whether machines and equipment are kept fully functional and safe to use at work;
- i) to maintain the University's indoor premises in a proper sanitary condition;
- j) to maintain the escape routes on the premises of the University in a condition that poses no threat to their users;
- k) to ensure and regularly inspect appropriate signage for the University's indoor premises;

- l) to ensure that measures in place that prevent defective and/or damaged machines or technical equipment from being started or operated and to ensure that such machines or equipment are clearly and visibly labelled as out of order;
- m) to ensure that rooms which must not be entered by unauthorised persons are labelled and protected from unauthorised access;
- n) to keep the Rector informed of all threats to health or life identified while using a room and/or technical equipment on the premises of the University,
- o) to eliminate an identified threat if a threat to health or life while using a room and/or technical equipment on the premises of the University or a failure of any technical equipment in a teaching room is identified or reported;
- p) to take into account the results of risk assessments prepared by members of the OHS team and the findings of investigations into the causes and circumstances of accidents involving employees and students on the premises of the University in the process of creating conditions for work and study at the University and when planning the University's investment, upgrade and repair work concerning the University's premises;
- q) to provide the University's employees with workwear and personal protective equipment where necessary;
- r) to ensure that the University's teaching rooms and laboratories are supplied with first aid kits and first aid instructions and that these kits are replenished as essential items are used;
- s) to supervise a schedule of mandatory statutory inspections of the University's buildings;
- t) to ensure that occupational health and safety, fire safety and environmental protection rules and regulations are complied with by employees and students;
- u) to define the main directions for improving the health and safety of work and study at the University;
- v) to prepare quarterly reports on the performance of the above tasks.

**5) Ms Anna Szumańska, Creative Department Manager:**

to publish, on the University's website, all documents concerning compliance with occupational health and safety rules, including (but not limited to):

- 1) *Internal regulations of the of the Rector of the University of Economics and Human Sciences in Warsaw concerning occupational health and safety standards, together with appendices,*

containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,

- 2) *Internal Regulation 5/11/2021 of 26 November 2021 laying down the rules for the organisation of sporting, cultural and/or entertainment events held on the grounds of the University of Economics and Human Sciences in Warsaw;*

**6) Mr Aleksander Wocial, the administrator of the Vizja Park campus computer laboratories:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of computer laboratories for work and study in connection with the delivery of teaching;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in or at the University's computer laboratories, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its computer laboratories, may be provided and used, in a document headed *Rules for use of the computer laboratory on the premises of the University of Economics and Human Sciences in Warsaw*, and to revise this document if the rules for use of the laboratories are change;
- d) to make the following documents available to users of the computer laboratories:
  - 1) *The rules for use of the computer laboratory,*
  - 2) *The occupational health & safety (OHS) instructions for work spaces equipped with a computer and/or printer and/or auxiliary equipment;*
- e) to verify whether the following documents are available to employees and students on the Vizja Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses) (Appendix 1),*
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses) (Appendix 2),*
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and*



- Babka Tower campuses*), containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
- 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- f) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Vizja Park campus;
- g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's computer laboratories;
- h) to conduct, together with other authorised members of the team, inspections of the condition of the University's computer laboratories and their technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- i) to verify whether classes in the University's computer laboratories are taught by personnel that have received first aid training;
- j) to verify whether classes in the University's computer laboratories are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with occupational health and safety standards and regulations;
- k) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces in the University's computer laboratories;
- l) to resolve day-to-day technical issues in all teaching rooms, specialist rooms and laboratories;
- m) to ensure that appropriate technical personnel conduct periodic inspections of the technical condition of the equipment and wiring systems of, and the overall condition of, all teaching rooms, specialist rooms, laboratories, including computer laboratories, to prevent all risks to the life or health of the University's employees and students;
- n) to prepare quarterly reports on the performance of the above tasks.

**7) Mr Andrzej Burda (DSc), the administrator of the Babka Tower computer laboratories:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of computer laboratories for work and study in connection with the delivery of teaching;

- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in or at the University's computer laboratories, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its computer laboratories, may be provided and used, in a document headed *Rules for use of the computer laboratory on the premises of the University of Economics and Human Sciences in Warsaw*, and to revise this document if the rules for use of the laboratories are change;
- d) to make the following documents available to users of the computer laboratories:
  - 1) *The rules for use of the computer laboratory*,
  - 2) *The occupational health & safety (OHS) instructions for work spaces equipped with a computer and/or printer and/or auxiliary equipment*;
- e) to verify whether the following documents are available to employees and students on the Babka Tower campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1a),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2a),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- f) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Babka Tower campus;
- g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's computer laboratories;

- h) to conduct, together with other authorised members of the team, inspections of the condition of the University's computer laboratories and their technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- i) to verify whether classes in the University's computer laboratories are taught by personnel that have received first aid training;
- j) to verify whether classes in the University's computer laboratories are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with occupational health and safety standards and regulations;
- k) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces in the University's computer laboratories;
- l) to resolve day-to-day technical issues in all teaching rooms, specialist rooms and laboratories;
- m) to ensure that appropriate technical personnel conduct periodic inspections of the technical condition of the equipment and wiring systems of, and the overall condition of, all teaching rooms, specialist rooms, laboratories, including computer laboratories, to prevent all risks to the life or health of the University's employees and students;
- n) to prepare quarterly reports on the performance of the above tasks.

**8) Professor Magdalena Makarewicz-Wujec (PhD, Habil.), Dean's representative for the Pharmacy programme,**

- a) to verify whether the following documents are available to employees and students on the Babka Tower campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1 and 1a),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2 and 2a),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,

- 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- b) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Babka Tower campus;
  - c) to provide opinions and consultation on all matters related to the safety and protection of the health and lives of the University's employees and students in relation to sanitary hazards and the organisation of first aid delivery in emergency situations;
  - d) to monitor the need for delivering training in pre-medical first aid to the University's employees and students, with a special focus on the nature of the work of particular teams, i.e. the University's management, teachers (cosmetology laboratories, pharmacy laboratories, PE classes, etc.), administrative and IT personnel, technical personnel, kitchen and cafeteria personnel, cleaners etc., and to supervise the delivery of such training, including the quality of the content delivered;
  - e) to supervise the provision of materials and supplies (first aid kits) needed to deliver pre-medical first aid on the premises of the University in emergency situations, including accidents, and whenever the health or life of the University's employees or students is at risk;
  - f) to prepare quarterly reports on the performance of the above tasks.

**9) Damian Korkosz (MA), Director of the School of Physical Education:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of gyms and indoor sport facilities for work and study in connection with the delivery of teaching;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in or at the University's gyms and indoor sport facilities, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its gyms and indoor sport facilities, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for gyms and indoor sport facilities on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;

- d) to verify whether the following documents are available to employees and students on the Vizja Park campus:
- 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety ((Appendix 1),
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
  - 5) *Internal Regulation 5/11/2021 of 26 November 2021 laying down the rules for the organisation of sporting, cultural and/or entertainment events held on the grounds of the University of Economics and Human Sciences in Warsaw;*
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Vizja Park campus;
- f) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's gyms and indoor sport facilities;
- g) to conduct, together with other authorised members of the team, inspections of the condition of the University's gyms and indoor sport facilities and their technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- h) to verify whether classes in the University's gyms and indoor sport facilities are taught by personnel that have received first aid training;
- i) to verify whether classes in the University's gyms and indoor sport facilities are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so

in accordance with the applicable standards and regulations concerning the health and safety of work and study;

- j) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's gyms and indoor sport facilities;
- k) to ensure that at least one first aid kit with the essential first aid items and first aid instructions is available in such areas (gyms and indoor sport facilities) during sports classes;
- l) to ensure that appropriate technical personnel conduct periodic inspections of the technical condition of the equipment of, and the overall condition of, all gyms and indoor sport facilities, to prevent all risks to the life or health of the University's employees and students during sports classes;
- m) to prepare quarterly reports on the performance of the above tasks.

**10 Mr Mateusz Łuczaj (BSc), the manager of the student cafeteria (the executive chef):**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to work in the kitchen and the student cafeteria in connection with the performance of day-to-day work duties in these places;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working in the kitchen and the student cafeteria, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the equipment of the kitchen and the student cafeteria, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the kitchen and cafeteria areas on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise kitchen and cafeteria employees with these instructions;
- d) to verify whether the following documents are available to kitchen and cafeteria employees and students on the Vizja Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1),

- 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety (Appendix 3),
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Vizja Park campus;
  - f) to ensure that kitchen and cafeteria employees receive training in safe and healthy use of kitchen and cafeteria equipment, as well as first aid training;
  - g) to verify whether the needs of people with disabilities were taken into account when organising and setting up work spaces in the kitchen and the student cafeteria;
  - h) to verify whether kitchen and cafeteria employees comply with the laws and regulations that apply to them, particularly those concerning the preparation and serving of food;
  - i) to verify whether kitchen and cafeteria employees have valid fitness-for-work assessment certificates (for sanitary and epidemiological purposes);
  - j) to ensure that safety rules are followed by both cafeteria users and kitchen and cafeteria employees;
  - k) to provide kitchen and cafeteria employees with a safe working environment and to ensure that occupational health and safety, fire safety and environmental protection rules and regulations are complied with ;
  - l) to ensure that appropriate technical personnel conduct periodic inspections of the technical condition of the equipment and wiring systems of, and the overall condition of, the student cafeteria, to prevent all risks to the life or health of kitchen and cafeteria employees and cafeteria users;

m) to prepare quarterly reports on the performance of the above tasks.

**11) Ms Karolina Dziadosz (MA), Dean's representative for the Cosmetology programme:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of laboratories, teaching rooms and specialist rooms on the Wiśniowy Business Park campus for work and study in connection with the delivery of teaching on the Cosmetology programme;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in the University's laboratories, teaching rooms and specialist rooms in connection with the Cosmetology programme, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its laboratories, teaching rooms and specialist rooms, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the cosmetology programme teaching rooms on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
- d) to verify whether the following documents are available to employees and students on the Wiśniowy Business Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 1b),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 2b),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 3b), containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to*



- prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw (Appendix 4), together with Threat/Accident Report Form (Appendix 5);*
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Wiśniowy Business Park campus;
  - f) to conduct, together with other authorised members of the team, inspections of the condition of the University's laboratories, teaching rooms and specialist rooms and their technical equipment used for teaching on the Cosmetology programme in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
  - g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Cosmetology programme;
  - h) to verify whether classes in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Cosmetology programme are taught by personnel that have received first aid training;
  - i) to verify whether classes on the Cosmetology programme are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
  - j) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces for teaching on the Cosmetology programme;
  - k) to prepare quarterly reports on the performance of the above tasks.

**12) Professor Agnieszka Bialek, Manager of the Pharmaceutical Laboratory and the Physico-chemical Analysis Laboratory:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of laboratories, teaching rooms and specialist rooms on the Wiśniowy Business Park campus for work and study in connection with the delivery of teaching on the Dietetics and Pharmacy programmes;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in the University's laboratories, teaching rooms and specialist rooms in connection with teaching on the Dietetics and Pharmacy programmes, using the *Risk-of-Threat*

- Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its laboratories, teaching rooms and specialist rooms, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the Dietetics and Pharmacy programme teaching rooms on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
  - d) to verify whether the following documents are available to employees and students on the Wiśniowy Business Park campus:
    - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 1b),
    - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 2b),
    - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 3b), containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
    - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
  - e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Wiśniowy Business Park campus;
  - f) to conduct, together with other authorised members of the team, inspections of the condition of the University's laboratories, teaching rooms and specialist rooms and their technical equipment used for teaching on the Dietetics and Pharmacy programmes in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;

- g) to verify whether the chemicals used on the premises of the University are placed in special containers intended for such substances and whether these containers are marked with labels showing the name of the substance and information about its hazardous or harmful effects;
- h) to ensure that hazardous substances and mixtures (within the meaning of relevant regulations on such substances and mixtures) are stored in closed rooms specifically designed for the storage of such materials;
- i) to ensure that the material safety data sheets (MSDS's) for hazardous substances and hazardous mixtures used for teaching or scientific activities are available to teachers, students and all users of any hazardous substances and hazardous mixtures kept in laboratories and/or teaching rooms on the premises of the University;
- j) to ensure that students are familiarised with the material safety data sheets (MSDS's) for hazardous substances and hazardous mixtures, with information about their hazardous or harmful effect on health, and with the necessary safety precautions that must be taken when handling such substances and/or mixtures;
- k) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Cosmetology programme; on the Dietetics and Pharmacy programmes;
- l) to verify whether classes in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Dietetics and Pharmacy programmes are taught by personnel that have received first aid training;
- m) to verify whether classes on the Dietetics and Pharmacy programmes are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
- n) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces for teaching on the Dietetics and Pharmacy programmes;
- o) to prepare quarterly reports on the performance of the above tasks.

**13) Mr Yan Kapranov (PhD), Manager of the Psycholinguistics Laboratory / the Centre for Translation Simulations:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of the linguistics laboratory for work and study;

- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in the University's linguistics laboratory, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of the linguistics laboratory, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the linguistics laboratory on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
- d) to verify whether the following documents are available to employees and students on the Vizja Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Vizja Park campus;
- f) to conduct, together with other authorised members of the team, inspections of the condition of the University's linguistics laboratory and its technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's linguistics laboratory;

- h) to verify whether classes in the University's linguistics laboratory are taught by personnel that have received first aid training;
- i) to verify whether classes in the University's linguistics laboratory are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
- j) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces in the University's linguistics laboratory;
- k) to prepare quarterly reports on the performance of the above tasks.

**14) Professor Hanna Lewandowska-Siwkiewicz, Manager of the Chemical Laboratory /the Administrator of the Microscope Laboratory / the Science Laboratory:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of the chemical laboratory for work and study in connection with the delivery of teaching;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in the University's chemical laboratory , using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of the chemical laboratory, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the dietetics and pharmacy programme teaching rooms (chemical laboratory) on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
- d) to verify whether the following documents are available to employees and students on the Wiśniowy Business Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 1a),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 2a),

- 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Wiśniowy Business Park campus)* (Appendix 3a), containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
- 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Wiśniowy Business Park campus;
- f) to conduct, together with other authorised members of the team, inspections of the condition of the University's chemical laboratory and its technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- g) to verify whether the chemicals used on the premises of the University are placed in special containers intended for such substances and whether these containers are marked with labels showing the name of the substance and information about its hazardous or harmful effects;
- h) to ensure that hazardous substances and mixtures (within the meaning of relevant regulations on such substances and mixtures) are stored in closed rooms specifically designed for the storage of such materials;
- i) to ensure that the material safety data sheets (MSDS's) for hazardous substances and hazardous mixtures used for teaching or scientific activities are available to teachers, students and all users of any hazardous substances and hazardous mixtures kept in laboratories and/or teaching rooms on the premises of the University;
- j) to ensure that students are familiarised with the material safety data sheets (MSDS's) for hazardous substances and hazardous mixtures, with information about their hazardous or harmful effect on health, and with the necessary safety precautions that must be taken when handling such substances and/or mixtures;
- k) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's chemical laboratory;
- l) to verify whether classes in the University's chemical laboratory are taught by personnel that have received first aid training;

- m) to verify whether classes in the University's chemical laboratory are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
- n) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces in the University's chemical laboratory;
- o) to prepare quarterly reports on the performance of the above tasks.

**15) Ms Katarzyna Szymańska (PhD), Dean's representative for the Fashion Design and Sustainable Fashion Management programmes:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of laboratories, teaching rooms and specialist rooms on the Babka Tower campus for work and study in connection with the delivery of teaching on the Fashion Design and Sustainable Fashion Management programmes;
- b) to document, at least at the start of each academic semester, the risks involved in working and studying in the University's laboratories, teaching rooms and specialist rooms in connection with teaching on the Fashion Design and Sustainable Fashion Management programmes, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of its laboratories, teaching rooms and specialist rooms, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for teaching rooms, laboratories and specialist rooms for the Fashion Design and Sustainable Fashion Management programmes on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
- d) to verify whether the following documents are available to employees and students on the Babka Tower campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1),

- 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2),
- 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
- 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);
- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Babka Tower campus;
- f) to conduct, together with other authorised members of the team, inspections of the condition of the University's laboratories, teaching rooms and specialist rooms and their technical equipment used for teaching on the Fashion Design and Sustainable Fashion Management programmes in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Fashion Design and Sustainable Fashion Management programmes;
- h) to verify whether classes in the University's laboratories, teaching rooms and specialist rooms used for teaching on the Fashion Design and Sustainable Fashion Management programmes are taught by personnel that have received first aid training;
- i) to verify whether classes on the Fashion Design and Sustainable Fashion Management are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
- j) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces for teaching on the Fashion Design and Sustainable Fashion Management programmes;



k) to prepare quarterly reports on the performance of the above tasks.

**16) Ms Małgorzata Krawczyk (MA), Administrator of the EEG Laboratory and the Eye Tracking Laboratory:**

- a) to review and identify, at least at the start of each academic semester, threats to health or life related to the use of the EEG Laboratory and the Eye Tracking Laboratory for work and study;
- b) to assess and document, at least at the start of each academic semester, the risks involved in working and studying in the University's EEG Laboratory and Eye Tracking Laboratory, using the *Risk-of-Threat Assessment and Documentation Form*, which is an appendix to this regulation, and to take preventive actions to reduce these risks;
- c) to define how the University's infrastructure, including the technical equipment of the EEG Laboratory and the Eye Tracking Laboratory, may be provided and used, in a document headed *Occupational health & safety (OHS) instructions for the EEG Laboratory and the Eye Tracking Laboratory on the premises of the University of Economics and Human Sciences in Warsaw*, and to familiarise users with these instructions;
- d) to verify whether the following documents are available to employees and students on the Vizja Park campus:
  - 1) *Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 1),
  - 2) *Notice of instructions on responding to accidents or failures on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)* (Appendix 2),
  - 3) *Notice of instructions on responding to a direct threat to the health or life of persons on the premises of the University of Economics and Human Sciences in Warsaw (the Vizja Park and Babka Tower campuses)*, containing, in particular, the University's emergency phone number and emergency e-mail address that should be used to report threats to health and safety,
  - 4) *Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw* (Appendix 4), together with *Threat/Accident Report Form* (Appendix 5);

- e) to verify whether evacuation plans for the University's buildings and escape route signs are displayed of the premises of the Vizja Park campus;
- f) to conduct, together with other authorised members of the team, inspections of the condition of the University's EEG Laboratory and Eye Tracking Laboratory and their technical equipment in terms of occupational health and safety at least twice a year: before classes start in the winter and summer semesters;
- g) to verify whether the needs of people with disabilities were taken into account when organising and setting up study spaces in the University's EEG Laboratory and Eye Tracking Laboratory;
- h) to verify whether classes in the University's EEG Laboratory and Eye Tracking Laboratory are taught by personnel that have received first aid training;
- i) to verify whether classes in the University's EEG Laboratory and Eye Tracking Laboratory are taught under the supervision of a person authorised to teach such classes and who is properly prepared to do so in accordance with the applicable standards and regulations concerning occupational health and safety;
- j) to verify whether the principles of ergonomics were taken into account when organising and setting up study spaces in the University's EEG Laboratory and Eye Tracking Laboratory;
- k) to prepare quarterly reports on the performance of the above tasks.

**17) Mr Tomasz Wierzchowski (PhD), the Rector's representative for safety and security:**

**1. Monitoring the safety and security situation**

- a) to review and assess, on a regular basis, current threats / risks to the personal safety and security of employees and students;
- b) To monitor the level of risks related to civil defence, military threats, hybrid attacks and cyber attacks.

**2. Opinions and Recommendations**

- a) to prepare details reports and recommendations regarding crisis situations and threats or risks to the Rector;
- b) To cooperate with other institutions and response agencies or services to obtain information about potential threats.

**3. Safety and Security Procedure Development**

- a) to develop and revise procedures for responding to various crisis scenarios such as a stabbing attack, a terrorist attack or a suspicious letter or parcel;

- b) to provide training to employees and students in how to respond to crisis situations.

#### **4. Coordination of Activities**

- a) to coordinate activities involving different units of the University, emergency response services and other institutions in crisis situations;
- b) To participate in safety, security and response drills and simulations.

#### **5. Education and Information**

- a) to make arrangements for training sessions and workshops concerning safety, security and cyber security for employees and students;
- b) to keep the academic community informed of current threats / risks and to communicate safety and security recommendations within the community.

#### **6. Analysis and Reporting**

- a) to perform analyses of safety and security incidents and to prepare reports describing the incidents and their consequences;
- b) to present the results of analyses and recommended measures for improving the level of safety and security on the premises of the University to the management of the University.

#### **7. Cooperation with Management**

- a) to maintain regular communication with the Rector and other members of the management of the University to keep them informed of the safety and security situation at the University;
- b) to provide support in decision-making concerning safety and security measures;
- c) to prepare quarterly reports on the performance of the above tasks.

#### **18) A representative of the undergraduate and graduate students' union (government)**

To provide opinions and consultation on all matters related to the safety and protection of the health and lives of the University's students in relation to sanitary hazards and the organisation of first aid delivery in emergency situations;

#### **19) A representative of the PhD students' union (government).**

To provide opinions and consultation on all matters related to the safety and protection of the health and lives of the University's PhD students in relation to sanitary hazards and the organisation of first aid delivery in emergency situations;