

## **OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR TEACHING ROOMS ON THE PREMISES OF THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW**

**Legal basis:** s.7(4) 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).

### **GENERAL PROVISIONS**

1. A student may attend classes or take part in any other learning activities only if the student's health status is appropriate.
2. Healthy working conditions in a room are provided if
  - the room is properly lit,
  - the room is sufficiently ventilated (using natural or mechanical ventilation);
  - the relative humidity of the air in the room is not lower than 40%,
  - the room is sufficiently heated in the autumn and winter season (the minimum air temperature in the room is +18°C),
  - hygiene and sanitation facilities are available and in good condition and if the technical condition of the furniture, appliances and other equipment in the room is good.

### **BASIC STEPS TEACHERS MUST TAKE BEFORE THEY START WORK**

Before they start work in a room, the teacher must

- look around the work area, the equipment, the location of the first aid kit, and the hygiene and sanitation equipment;
- check the technical condition of the furniture, appliances, equipment and lighting in the work area,
- read the fire safety instructions, alarm equipment, hand-held fire extinguishers, escape route signs and escape routes, and note emergency phone numbers,

- read carefully the user's manuals and safe operation instructions for the electrical and electronic equipment available in the work area.

### **STEPS TO BE TAKEN DURING THE CLASS / WORK**

All students and the teacher must

- keep the work area clean and tidy,
- not smoke in the work area,
- be careful when using any electrical equipment,
- not obstruct corridors, other passageways or escape routes,
- report each accident to the teacher (or, in the case of the teacher, to their manager) and leave the scene of the accident intact.

### **WHAT STUDENTS AND TEACHERS MUST NOT DO**

Students and teachers must not:

- use any defective and/or damaged equipment or electrical parts (such as damaged wire or cable insulation, broken plugs or sockets, temporary wire connections),
- do any repairs to damaged electrical equipment and/or parts of the wiring system,
- use chairs, tables and/or windowsills to reach for items placed at a height, smoke in areas where is smoking is not allowed, or drop cigarette ends in wastepaper baskets.