Appendix 9a to Internal Regulation 6/10/2024
of the Rector of Akademia Ekonomiczno – Humanistyczna w Warszawie
[University of Economics and Human Sciences in Warsaw]
of 23 October 2024

OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS
FOR WORK AREAS EQUIPPED WITH A COMPUTER AND/OR PRINTER AND/OR
AUXILIARY EQUIPMENT ON THE PREMISES OF
THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW

Legal basis: s.7(3) and 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).

1. The following is NOT allowed in any work area equipped with a computer:
   - eating or drinking,
   - keeping flammable liquids,
   - repairing or attempting to repair any computers, hardware or other equipment,
   - working without authorisation,
   - keeping magnets or magnetised metals, wearing magnetic jewellery, or installing any software without the administrator's knowledge,
   - copying and disseminating any software or data obtained in the work station,
   - disturbing or interfering with the operation of any hardware, operating systems, software and/or computer network.

2. Before you start work in a work area:
   - ensure that the room is clean and tidy, and air the room if possible;
   - check that the technical equipment in the work area is complete,
   - prepare the computer for work by switching the monitor and computer on and adjusting the height of the chair, keyboard, mouse and monitor to your height,
   - position the monitor so that its top edge is below your eye level, and adjust the brightness of the monitor as needed and suitable for the conditions in the work area,
   - check that the light intensity in the work area with a monitor (a visual display unit) is not lower than 300 lx for interrupted use of the monitor (such as when you need to read some information

from the screen) and 500 lx for continuous work (such as when entering data from photographic plates or documents of poor technical quality,

- get the printer and other auxiliary equipment ready,
- prepare the documents and data you are planning to use while working on the computer,
- check your data storage devices for computer viruses,
- prepare and run the software you need (follow the user's manuals for the software).

3. The following work is allowed in the work area:

- use the hardware and software for the purposes for which they are intended,
- use the printer for printing,
- save backup copies of documents on external data storage devices,
- keep the computer and other equipment in the work area from unauthorised access.

4. When you finish work:

- switch off the computer, the monitor and all other electrical equipment,
- ensure that all documents and data storage media are secure,
- do other things to leave the work area clean and tidy.

5. Interruption of work and occupational health rules for work with computers:

- If you have been working or are planning to work for a long time, take break of at least 5 min after each 60-min period of operating a visual display unit,
- air the room frequently if possible (this applies to rooms with computers),
- If you are wearing glasses while working at a computer, use lenses with anti-reflective coating to protect your eyes from tiring and harmful light reflections.