

OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR THE COSMETOLOGY PROGRAMME 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. Health requirements

A student may attend classes or take part in any other learning activities only if the student's health status is appropriate and confirmed by an appropriate medical certificate.

2. Working conditions

Healthy working conditions in a teaching room are provided if

- if the lighting in the room meets the lighting requirements for the room,
- the room is ventilated effectively (using natural or mechanical ventilation),
- the relative humidity of the air in the room is not lower than 40%,
- the air temperature in the room during the autumn and winter season is at least +18°C),
- The hygiene and sanitation facilities in the room are in good condition and if the furniture, appliances and other equipment in the room are in good working order.

BASIC STEPS TEACHERS MUST TAKE BEFORE THEY START WORK

Before they start work in a room, the teacher must

- be familiar with
 - the work area,
 - the tools and equipment in the work area,
 - 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,
- be familiar with
 - the fire safety instructions,
 - the alarm equipment and hand-held fire extinguishing equipment,
 - escape route signs and escape routes,
 - emergency phone numbers;
- be familiar with:
 - the instructions for use of electrical and electronic equipment.

STEPS TO BE TAKEN WHILE USING THE ROOM

Each student must

- keep the work area clean and tidy,
- not smoke on the premises of the University,
- 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) immediately 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 any furniture as a ladder (for example, by climbing onto chairs, tables or windowsills),
- smoke in areas where smoking is not allowed, or drop cigarette ends in wastepaper baskets.

ADDITIONAL RULES SPECIFIC TO COSMETOLOGY LABORATORIES

- Before you start work, take the required personal hygiene precautions (wash your hands and use personal protective equipment).
- When working with chemicals, use appropriate protective equipment, such as gloves or protective eyewear (safety glasses).
- All laboratory equipment problems or issues must be reported immediately to the teacher.