

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

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

- the lighting in the room is appropriate for the nature of the teaching and creates a comfortable working environment;
- natural or mechanical ventilation is provided and ensures effective air exchanges;
- 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 and 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, including its contents (equipment),
 - the location of the first aid kit, and
 - the condition of hygiene and sanitation facilities and their condition;
- check the technical condition of:

- the furniture and equipment,
- the appliances in the room, including the lighting;
- be familiar with
 - the fire safety instructions and the rules for use of alarm and fire extinguishing equipment,
 - the escape route signs and escape routes,
 - emergency phone numbers;
- read carefully the user's manuals and safe operation instructions for the laboratory, electrical and electronic equipment available in the work area.

STEPS TO BE TAKEN WHILE USING THE ROOM

Each student must

- keep the work area clean, tidy and free from any unnecessary items,
- not smoke on the premises of the University,
- take special care when handling laboratory glassware, laboratory equipment and electrical appliances and always check their condition before use;
- 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 until the arrival of response personnel.

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 smoking is not allowed, or drop cigarette ends in wastepaper baskets.

ADDITIONAL RULES SPECIFIC TO LABORATORIES USED BY STUDENTS ON DIETETICS AND PHARMACY PROGRAMMES

- **Personal hygiene.** When you start work in a laboratory, your clothes and your hands must be clean, your hair must be tied back for safety reasons. You must not be wearing any jewellery or other dangerous items. If necessary, you must wear appropriate personal protective equipment (protective aprons, gloves, masks and eyewear) and appropriate footwear (flat, ant-slip, closed-toe footwear, which should be changed if necessary).
- **Chemicals.** Use only approved chemicals and follow the storage and disposal procedures for chemicals. All chemical substances used in teaching laboratories must be stored in appropriate containers labelled with the name of the substance and information about its hazardous or harmful effects. Hazardous substances and hazardous mixtures, according to the regulations on chemical substances, should be stored in closed, specially designed rooms that provide adequate protection from their harmful effects.
- **Documentation and information concerning chemicals.** The person in charge of the laboratory must make sure that material safety data sheets (MSDS's) for hazardous substances and hazardous mixtures used for teaching or scientific activities are available. The person teaching a class that involves using these substances must familiarise the students with the material safety data sheets (MSDS's) and inform them of the risks associated with these substances and the necessary precautions to be taken when handling them.
- **Evacuation.** You must know the applicable evacuation procedures, including the locations of evacuation assembly points. Each person present in a teaching room must be familiar with the rules for responding to emergency situations and must know the escape routes and emergency phone numbers.