

**OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR THE LINGUISTICS
LABORATORY 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 in a language teaching room 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 what is required during the class and to ensures appropriate illumination;
- natural or mechanical ventilation is provided and is effective;
- 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 availability;

- 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 multimedia 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 using electronic and multimedia equipment and always check its 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 LANGUAGE TEACHING ROOMS

- **Personal hygiene.** When you start work in a language teaching room, your clothes and your hands must be clean to maintain the required level of hygiene.
- **Multimedia equipment.** Before you start work in a language teaching room, you must check if all the multimedia equipment in the room is fully functional and report any irregularities.
- **Evacuation.** You must know the applicable evacuation procedures, including the locations of evacuation assembly points.

Anyone working in a language teaching room is required to follow the above instructions, which will help ensure a safe and healthy working and learning environment.