

OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR TEACHING ROOMS, LABORATORIES AND SPECIALIST ROOMS FOR FASHION DESIGN AND SUSTAINA- BLE FASHION MANAGEMENT PROGRAMMES 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

No health requirements apply.

2. Working conditions

Healthy working conditions in a teaching room, laboratory or specialist room are provided if

- if the lighting in the room is appropriate for precision design work and technical activities;
- the room is well ventilated and the quality of the air in the room (humidity and temperature) is appropriate for the working requirements, particularly for handling chemicals;
- the air temperature in the room during the autumn and winter season is at least +18°C;
- the furniture and equipment in the room is good technical condition, and the appliances used during classes are fully functional and free from defects.

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;

- check the technical condition of:
 - sewing machines and tools, irons and other equipment,
 - electrical and lighting equipment;
- be familiar with
 - the fire safety instructions and the rules for use of alarm and fire extinguishing equipment,
 - the escape routes and emergency phone numbers;
- be familiar with the user's manuals for the sewing machines and tools available in the room.

STEPS TO BE TAKEN WHILE USING THE ROOM

Each student must

- keep the work area clean, tidy and ergonomically arranged as a safe working environment;
- take special care when using sewing machines, cutting tools and other tools used for design work;
- check the technical condition of equipment before use;
- avoid keeping potentially dangerous materials (such as flammable materials close to heat sources);
- not obstruct corridors, other passageways or escape routes,
- report any accident or failure to the teacher immediately and leave the scene of the accident or failure intact.

WHAT STUDENTS AND TEACHERS MUST NOT DO

Students and teachers must not:

- Use defective sewing machines, sewing tools or electrical (wiring) systems or equipment (such as machines or equipment with damaged cables or old plugs);
- do any repairs to damaged electrical equipment and/or parts of the wiring system,
- keep flammable materials in places where such materials should not be kept (for example, close to heat sources);
- smoke cigarettes on the premises of the University;
- use temporary solutions to reach for items placed at a height (such as climbing onto tables or windowsills).

ADDITIONAL RULES SPECIFIC TO THE FASHION DESIGN PROGRAMME

- **Personal hygiene.** Always wear clean clothes during classes. Your clothes must be appropriate for the nature of the work or activities (workwear, including protective aprons).
- **Operating sewing machines.** Before you start work, you must check the technical condition of the sewing machines, overlockers and other specialist machines or equipment. Report all damage.
- **Personal protection.** If necessary, use personal protective equipment, such as protective gloves.
- **Safe handling of irons and steamers.** Follow the instructions in the user's manuals for heating equipment. Always turn the equipment off when you finish using it and avoid exposure to hot surfaces or the tap that supplies water to the washbasin.