

**OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR THE EEG
LABORATORY 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 EEG machines:

- eating or drinking. The aim is to avoid damage to the equipment and to keep the room clean and tidy;
- keeping flammable liquids in the room, as this poses a risk of a fire breaking out next to or near electrical appliances;
- doing unauthorised repairs to EEG machines. Only trained and qualified personnel are allowed to carry out such repairs'
- working without authorisation. EEG machines may be operated by properly trained personnel only;
- keeping magnets or magnetised metals or wearing magnetic jewellery, as the presence of such items may disturb the work of EEG machines;
- installing software without the administrator's knowledge. The aim is to ensure the security of data and systems;
- making copies of and disseminating research data and/or results without authorisation. The aim is to protect the confidentiality of medical information;
- Disturbing or interfering with the operation of EEG machines and operating systems. Any interference with computer systems which may affect the results of research work must be avoided.

2. Before you start work in an EEG laboratory:

- ensure that the room is clean and tidy, and air the room if possible;
- check the technical equipment in the room and ensure that the EEG machine is fully functional;

- prepare the work area for work: turn off the EEG equipment and check that the electrodes and other parts are connected correctly;
- prepare the computer for work: activate the monitoring system and ensure the software is working well;
- prepare the patient. Ensure that the patient is properly prepared for the examination (for example: the patient should be fit for the examination and should be feeling comfortable);
- check your data storage devices for computer viruses before you save any data to external data storage devices.

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

- use the EEG equipment for the purpose for which it is intended, i.e. to record the patient's brain activity;
- perform EEG examinations. Connect the electrodes correctly and perform the examination in accordance with the examination procedure;
- keep the examination data secure by save backup copies onto external data storage devices;
- protect the EEG equipment from unauthorised access.

4. When you finish work:

- turn off the EEG machine and all the other equipment in the EEG laboratory;
- ensure that all documents and results are secure and, in particular, that the patient's data is secure;
- leave the work area clean and tidy: clean the electrodes and other equipment and ensure they are secure.

5. Work breaks and occupational health rules

- Work breaks: it is advisable to take a 5-min break after each 60-min period of using EEG equipment to avoid eye fatigue and to improve your concentration;
- Air the room frequently: ensure appropriate air circulation in the room as far as possible;
- Use protective clothing: personnel must be wearing protective clothing when dealing with patients so that the required level of hygiene is maintained.