

OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR THE EYE TRACKING 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 an eye tracking laboratory:

- eating or drinking. The aim is to avoid damage to the equipment IN the laboratory and to maintain the required level of hygiene;
- keeping flammable liquids in the room, as this poses a risk of fire;
- doing unauthorised repairs to any equipment. Only trained and qualified personnel are allowed to carry out such repairs to eye tracking equipment;
- working without authorisation. Eye tracking equipment may be operated by properly trained personnel only;
- keeping magnets or magnetised metals, as they may affect the eye tracking measurements;
- installing software without the administrator's knowledge. The aim is to keep data secure;
- making copies of and disseminating eye tracking measurement data.

2. Before you start work in an eye tracking laboratory:

- ensure that the laboratory is clean and tidy, and air the room if possible;
- check the eye tracking equipment and make sure that the camera and software are working properly;
- prepare the equipment for work: adjust the settings of the camera and other equipment needed for the experiment;
- prepare the computer: run the data analysis software and make sure that all the necessary equipment is connected;
- prepare the subject (person) for the experiment: ensure that the subject is properly prepared and is feeling comfortable.

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

- use the eye tracking equipment for the purpose for which it is intended, i.e. to carry out eye tracking tests;
- monitor and record data and make backup copies of data;
- keep data secure: protect personal data and test results as legally required.

4. When you finish work:

- turn off the eye tracking equipment when you finish the experiment;
- ensure that data and documents, particularly test results, are secure;
- leave the work area clean and tidy: when you finish the experiment, you must tidy up the work area, clean the equipment and prepare it for its next use.

5. Work breaks and occupational health rules

- Work breaks: it is advisable to take a 5-min break after each 60-min period of work to avoid eye fatigue and to improve your concentration;
- Air the laboratory frequently: ensure that the quality of the air in the room is always good;
- Keep the work area ergonomically arranged: it is advisable to adjust the chair, the monitor and other equipment for comfortable work when operating the equipment.