

**Internal Regulation 6/10/2024**  
**of the Rector of Akademia Ekonomiczno – Humanistyczna w Warszawie [University of**  
**Economics and Human Sciences in Warsaw]**  
**of 23 October 2024**  
**concerning occupational health and safety standards**  
**on the premises of the University of Economics and Human Sciences in Warsaw**

Under s.51(1) of the Higher Education and Science Law (Act of Parliament) of 20 July 2018 (Dz.U. [Journal of Laws] of 2018, item 1668, as amended) and 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), and in connection with the Rector's obligation to ensure a safe and healthy environment for working and learning, the following internal regulation is adopted.

**SECTION 1.**

**All members of the University's personnel and students (on undergraduate, graduate and non-degree programmes) are required**

- 1) to attend compulsory training or classes in the health and safety requirements for work and learning;
- 2) be familiar with:
  - a) the notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) of the University which is contained in **Appendix 1** to this regulation;
  - b) the notice of instructions on responding to accidents or failures on the premises of the university which is contained in **Appendix 2** to this regulation;
  - c) the notice of instructions on responding to a direct threat to the health or life of persons which is contained in **Appendix 2** to this regulation;
  - d) the notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University, which is contained in **Appendix 4** to this regulation;
- 3) be familiar with all the other instructions, rules and notices concerning the health and safety of working and learning in effect on the premises of the University which are contained in **appendices** to this regulation;
- 4) be familiar with all the other instructions, rules and notices concerning the health and safety of working and learning in effect on the premises of the University which are made available in the *Bezpieczeństwo na Uczelni* [Safety on Campus] section of the University's website at [www.vizja.pl](http://www.vizja.pl);

5) be familiar with all the other instructions, rules and notices concerning the health and safety of working and learning in effect on the premises of the University which are displayed in the rooms and areas where personnel work or students study on the premises of the University.

## **SECTION 2.**

**All teaching personnel of** the University are required

- 1) to be familiar with the evacuation plans for and escape routes from the rooms where they teach classes (these evacuation and escape route plans are displayed on each storey on the University's buildings);
- 2) to check before they start a class in a room that the condition of the room itself and its technical equipment is poses no threat to the health and/or life of any person during the class;
- 3) to find the nearest first aid kit with the essential first aid items;
- 3) not to start a class or to stop the class if the condition of the building, the room, any equipment, system etc. is such that it is dangerous to the students, staff or any other person;
- 4) to prohibit the students or other persons using the room and/or technical equipment from using if you discover that the room or equipment poses a threat to the health and/or life of such persons;
- 4) to stop the class immediately if you discover a threat to the health and/or life of any person in the room and, where necessary, to instruct all the people in the room to leave the room by following the evacuation plan;
- 5) to place signs, labels or other signs, as far as practicable, in the room or on the technical equipment that poses a threat to the health and/or life of any person and/or take steps as effective as possible under the circumstances to prevent the room or equipment from being used by any person unaware of the threat,
- 6) to familiarise their students with the instructions for use of the room if such instructions apply;
- 7) to familiarise their students with the applicable rules and requirements for safe and healthy work and study before they proceed with any activities that carry a significant risk to their health and/or safety;
- 8) to supervise their students and not to leave them unsupervised while they are carrying out any exercises or practical tasks or using any machines, equipment, learning aids etc.;
- 9) to monitor their students' compliance with the instructions for safe and healthy work and study that apply in the room they are working or studying in, and to maintain ongoing supervision of all their students during the class;
- 10) to check that their students are wearing the required personal protective equipment and appropriate protective clothing while they are engaged in any work, task or activity during the class;
- 11) to give first aid, or ensure that first aid is given, to any student, member of the University's personnel or other person in the event of an accident.

### SECTION 3.

**Each person teaching a class in a specialist room** (including laboratories, workshops, sports rooms or sports halls) are required

- 1) to check that notices with instructions for preventing situations that may threaten the health and/or life of people are displayed in the room;
- 2) to check that a first aid kit with the essential first aid items and with first aid instructions is available in the room;
- 3) to check that the equipment, materials and learning aids in the room are fully functional and safe to use;
- 4) to ensure (and to inform all other personnel and students that it is necessary to ensure that)
  - a) the equipment in the room is kept fully functional and safe to use by personnel and students;
  - b) technical equipment that is temporarily out of order or damaged is marked and secured so that it cannot be turned off or used;
- 5) to provide their students with practical training in the rules for use of the room and the instructions for safe and healthy use of the equipment in the room, with a special focus on how to use the equipment, apparatus, materials, learning aids and substances that carry a significant risk to health or safety;
- 6) to maintain ongoing supervision during the class or other activities to ensure that the room itself and the equipment in the room are used properly, safely and in accordance with the law and the rules for use of the room;
- 7) to keep the room and its contents protected from unauthorised access;
- 8) to receive first aid training, with a special focus on first aid in emergency situations specific to the specialist room in which the teacher normally works;
- 9) to follow the instructions given and rules set by the manager or supervisor of the specialist room in which the teacher normally works.

### SECTION 4.

- 1) **All of the University's personnel and students and other persons** attending courses or other training at the University of Economics and Human Sciences in Warsaw are required to report immediately all threats to health, life or safety, as well as all failures, damage, faults, defects and malfunctions to, in or of any machine, apparatus, system, equipment or other infrastructure, where immediate actions is needed, using the following details:
  - a) For reports concerning the Vizja Park campus, **contact the to the security officer on duty on the floor where the failure occurred or to the security officer (tel. +48 22 536 54 97) on duty at the main porter's lodge,**

- b) For reports concerning the Babka Tower campus, **contact to the security officer on duty on the floor where the failure occurred (tel. +48 22 637 32 02),**
  - c) For reports concerning the Wiśniowy Business Park campus, **contact to the security officer on duty on the floor where the failure occurred or to the security officer (tel. +48 695 555 382) on duty at the main porter's lodge,**
  - d) For reports concerning the Sochaczew Branch, **contact by calling the administrative officer on +48 667 245 656.**
- 2) If the event of a situation being a direct threat to the health or life of any person, the situation must be reported as soon as possible and as effectively as possible (by phone or in person).
  - 3) However, a situation where immediate action is not required should be reported using the form contained in **Appendix 5** to this regulation and emailed to
    - a) [zgloszenia.VP@vizja.pl](mailto:zgloszenia.VP@vizja.pl) for the Vizja Park campus,
    - b) [zgloszenia.JPII80@vizja.pl](mailto:zgloszenia.JPII80@vizja.pl) for the Babka Tower campus,
    - c) [zgloszenia.WBP@vizja.pl](mailto:zgloszenia.WBP@vizja.pl) for the Wiśniowy Business Park campus,
    - d) [zgloszenia.sochaczew@vizja.pl](mailto:zgloszenia.sochaczew@vizja.pl) for the Sochaczew Branch.

## **SECTION 5.**

**Each new student enrolled at the University** is required

- 1) to attend classes in occupational health and safety as required by the curriculum for the programme or an appropriate syllabus. Details of the health and safety classes are set out in the syllabus entitled "Occupational Health and Safety";
- 2) to be familiar with the instructions for responding to threats to health and instructions for responding to accidents or failures on the premises of the University which are contained in **appendices** to this regulations;
- 3) be familiar with the instructions and rules concerning occupational health and safety in effect on the premises of the University which are contained in **appendices** to this regulation.

## **SECTION 6.**

**All students** are required

- 1) to follow the instructions they are given by the University's personnel and the security guards for the University building;
- 2) to report all public safety hazards discovered on the premises of the University building completing the form contained in **Appendix 5** to this regulation and sending it to the e-mail addresses given in section 4(3)

and/or reporting such hazards by phone to the building administrators referred to in section 4(1) responsible the University's campuses, depending on whether the issue (such a threat or a failure) occurred;

3) to have valid student ID badges with them and show them to the University's personnel and the security guards for the University building.

## **SECTION 7.**

1. The University's **Team for Work and Study Health & Safety** is hereby appointed. The members of the team shall be:

- 1) The Health & Safety Inspector,
- 2) the Administrative Director of the Vizja Park campus and the Babka Tower campus,
- 3) the administrator of the Wiśniowy Business Park campus building,
- 4) the administrator of the Sochaczew Branch building,
- 5) the Creative Department Manager,
- 6) the administrator of the Vizja Park computer laboratories,
- 7) the administrator of the Babka Tower computer laboratories,
- 8) the Dean's representative for the Pharmacy programme,
- 9) the Director of the School of Physical Education,
- 10) the manager of the student cafeteria (the executive chef),
- 11) the Dean's representative for the Cosmetology programme,
- 12) the manager of the Pharmaceutical Laboratory and the Physicochemical Analysis Laboratory,
- 13) the manager of the Psycholinguistics Laboratory / the Centre for Translation Simulations,
- 14) the Manager of the Chemical Laboratory /the Administrator of the Microscope Laboratory / the Science Laboratory,
- 15) the Dean's representative for the Fashion Design and Sustainable Fashion Management programmes,
- 16) the Administrator of the EEG Laboratory and the Eye Tracking Laboratory,
- 17) the Rector's representative for safety and security,
- 18) a representative of the undergraduate and graduate students' union (government)
- 19) a representative of the PhD students' union (government).

2. The powers and responsibilities of the Team for Work and Study Health & Safety and the names of its members are specified in **Appendix 7** to this regulation.

3. The composition of the team may be altered by the Rector at any time, including by new members joining it to reflect what is needed and where new circumstances require the participation of specialists in

different fields or areas. No alteration to the composition of the team shall require an amendment to this regulation, and notice of such alterations may be given by the Rector by revising Appendix 7.

#### **SECTION 7.**

1. Non-compliance with the provisions of this regulation and/or specific occupational health and safety instructions may result in disciplinary action.
2. Any person that causes property damage as a result of their non-compliance with occupational health and safety rules, regulations or instructions, or intentionally, shall be liable for such damage.

#### **SECTION 8.**

1. The statutory obligation of the Rector of the University of Economics and Human Sciences in Warsaw to ensure a safe and healthy environment for working and learning applies only in respect of the University's personnel, suppliers of services to the University under contracts, students, and other persons attending courses or other training at the University.
2. Therefore, the obligation does not apply in respect of any person studying or working at or in any other university or educational institution based on the premises of the Vizja Park campus at 59 Okopowa street in Warsaw, Poland, or at or in any other buildings used as the venue for lectures or classes provided by the University of Economics and Human Sciences in Warsaw.

#### **SECTION 9.**

Each of the following documents is an **appendix** to this regulation:

**Appendix 1:** Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) on the premises of the Vizja Park campus,

**Appendix 1a:** Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) on the premises of the Babka Tower campus,

**Appendix 1b:** Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) on the premises of the Wiśniowy Business Park campus,

**Appendix 1c:** Notice of instructions on safe and healthy use of the facilities (rooms and technical equipment) on the premises of the Sochaczew Banch campus,

**Appendix 2:** Information on how to proceed in the event of an accident or failure on the premises of the Vizja Park campus,

**Appendix 2a:** Information on how to proceed in the event of an accident or failure on the premises of the Babka Tower campus,

**Appendix 2b:** Information on how to proceed in the event of an accident or failure on the premises of the Babka Tower campus,

**Appendix 2c:** Information on how to proceed in the event of an accident or failure on the premises of the Sochaczew Banch campus,

**Appendix 3:** notice of instructions on responding to a direct threat to the health or life of persons on the premises of the Vizja Park campus,

**Appendix 3a:** notice of instructions on responding to a direct threat to the health or life of persons on the premises of the Vizja Park campus,

**Appendix 3b:** notice of instructions on responding to a direct threat to the health or life of persons on the premises of the Wiśniowy Business Park campus,

**Appendix 3c:** notice of instructions on responding to a direct threat to the health or life of persons on the premises of the Sochaczew Banch campus,

**Appendix 4:** Notice of instructions on documenting a reported or identified threat to the health or life of persons, with details about how the threat was eliminated or what actions were taken to prevent the threat from occurring on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 5:** Confirmation of a reported or identified threat to the health and/or life of persons present on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 6:** Rules for use of the computer laboratory

**Appendix 7:** Powers and responsibilities of the Health and Safety Team at the University of Economics and Human Sciences in Warsaw,

**Appendix 8:** Risk-of-Threat Assessment and Documentation Form

**Appendix 9:** Occupational health & safety (OHS) instructions for teaching rooms on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9a:** Occupational health & safety (OHS) instructions for work areas equipped with a computer and/or printer and/or auxiliary equipment on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9b:** Occupational health & safety (OHS) instructions for gyms and indoor sport facilities on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9c:** Occupational health & safety (OHS) instructions for the cosmetology programme teaching rooms on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9d:** 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,

**Appendix 9e:** Occupational health & safety (ohs) instructions for language teaching rooms on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9f:** Occupational health & safety (ohs) instructions for teaching rooms, laboratories and specialist rooms for fashion design and sustainable fashion management programmes on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9g:** Occupational health & safety (ohs) instructions for EEG laboratories on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9h:** Occupational health & safety (ohs) instructions for the eye tracking laboratory on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 9i:** Occupational health & safety (ohs) instructions for the kitchen and cafeteria areas on the premises of the University of Economics and Human Sciences in Warsaw,

**Appendix 10: Internal Regulation 5/11/2021 of 26 November 2021 laying down the rules for the organisation of sporting, cultural and/or entertainment events held on the grounds of the University of Economics and Human Sciences in Warsaw.**

## **SECTION 10.**

1. This regulation will become effective on the date of its publication.
2. As of the effective date of this regulation, Internal Regulation 4/11/2021 of 26 November 2021 concerning occupational health and safety standards at the University of Economics and Human Sciences in Warsaw will cease to have effect.