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General Safety Instruction

for BOKU Staff Members

The English translation exclusively serves informational purposes; solely the German version is binding



A Warm Welcome to the General Safety Instruction!



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- The following slides should provide an overview on safety and inform you on the most important fields of action.
- **Safety-conscious behaviour** includes all areas of life: not only work at BOKU, in the household or home improvement activities but also on the way to work, while on the road (for business or private purposes) and in your leisure (sports, hobbies, etc.).
- Work safety requires a high degree of personal responsibility and **self-discipline**. We ourselves can contribute substantially to our own health by **proactive behaviour** and **safety-conscious working**.
- We are primarily responsible for our own safety.

ISO 45001 – occupational health and safety management system



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- Increased **awareness of safety at work**
- **Transparent and sustainable effectiveness of occupational safety**
- **Structured and uniform occupational safety documents**
- Increased legal certainty
- **Preventing damage to health through preventive measures**
- **Elimination of sources of danger and minimization of risks**
- Promoting **safe and healthy working conditions**
- Maintaining long-term performance



General Obligations of the Employer



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The employer has to perform all measures related to the safety and health protection of employees:

- Stop and leave work in case of serious danger,
- Inform on latest **state of the art** and new findings in the field of work arrangements,
- Determine and assess hazards, take relevant measures and document those,
- **Inform** and **instruct** employees,
- Pay attention to qualification, knowledge and weaknesses when assigning tasks to employees,
- Apply the **principles of risk prevention**.



The incurred expenses must not be made at the expense of employees.



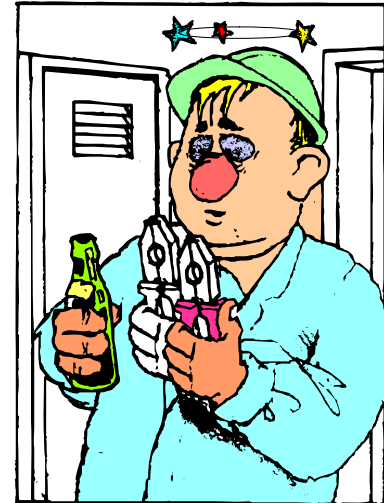
General Obligations of the Employer



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Based on the instruction and employer's instructions **every** employee is obligated to:

- **Take the required protective measures,**
- **Make correct use** of work equipment,
- **Use provided personal protective equipment** appropriately and
- **Use protective devices** appropriately.



Employees must not put themselves in a state in which they might **pose a risk** to themselves or others by consuming **alcohol, drugs or other intoxicating substances.**

Obligation to Cooperate

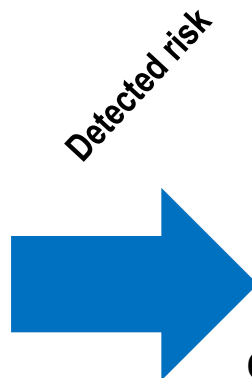


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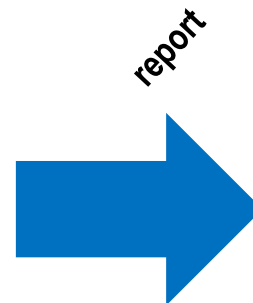
Employees must immediately **report**

- **Every occupational injury,**
- **Every occurrence that has almost caused an accident,**
- **Every serious and immediate risk** for the safety and health detected and
- Every detected **shortcoming** in the protection arrangements

To the employer or relevant person (occupational physician, safety officer, personnel department)



employee



Relevant authority

Employee Instruction and Information



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- Employers must sufficiently instruct employees on safety and health protection:
 - Before the start of their activity
 - During working time
 - Workplace-related (in each workplace a workplace-specific instruction has to be carried out by the supervisor prior to the start of the activity).
 - Verifiable
- The instruction has to be repeated in case of:
 - Transfer or change of task areas
 - Introduction or change of work equipment
 - Introduction of new working materials
 - Introduction or change of work processes
 - After accidents
- In appropriate intervals
- The employer must ensure that the employee has understood the instruction.
- If necessary, written operating instructions must be completed



Observe labeling



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Please pay attention to all reference signs:



Rescue sign



Warning sign



Prohibition sign



Mandatory sign

Recommendation:

Look at your work area to see where

- **Alarming facilities,**
- **rescue facilities,**
- **safety devices,**
- **Notices, emergency exits, etc. are located.**

Exemplary selection (not complete)

Hazard symbols

Not only in the laboratory are there hazard symbols



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corrosive



enviromental hazard

flammable



harmful



Health hazard



toxic



explosive

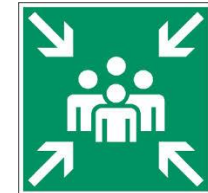
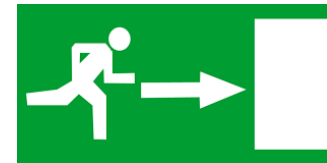


Exemplary selection (not complete)

Where at Your Workplace Are the Safety Equipment / Rescue Facilities?



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Fire alarm, fire extinguisher, fire blanket, escape route, assembly point

First aid kit, eye showers, emergency shower, adsorbent.

Gas emergency stop



Exemplary selection (not complete)

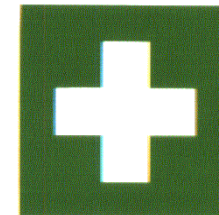
WHERE in Your Area Is a First-Aid Kit and Who Are the First Aiders?



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- Inform First Aiders (find out where to find a first-aid kit in your area).
- The names of first aiders are also stated on the first-aid kit!!

**Names of first
aiders stated on
first-aid kit**



Emergency call



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Take your time for emergency calls!

Answer all questions!

Always follow the instructions provided by the control centre!

- **What happened?** e.g.: laceration of the head after a fall
- **Where did it happen?** e.g.: Cieslarhaus EG
- **How many are affected?** e.g.: 1 injured
- **Who reports the accident?** e.g.: Isolde Pohl
- **Waiting für queries**

112



122



133



144



Rescue Chain



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Every chain is only as strong as its weakest link!

How to Behave in the Event of an Accident



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- **Keep calm!**
- Report the accident (call for help → inform first aiders)
 - **WHAT** has happened?
 - **WHERE** did it happened?
 - **HOW MANY** are injured?
 - Are **further** persons in danger?
 - **WHO** reports?
- **First aid**
 - Secure the accident site
 - Assist the injured
 - Follow instructions!
 - **Never leave the injured alone!**
- **Additional measures**
Instruct the fire truck or ambulance coach

Emergency call: **144**



Rules of Behaviour in Case of Fire



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- **Keep calm!**
- **Brand melden**
 - **WHAT** happened?
 - **WHERE** did it happen?
 - **HOW MANY** are affected ?
 - **WHO** reports?
 - **Operate fire alarms & warn colleagues!**
- **Immediately leave the danger area**
 - If applicable disconnect electrical appliances
 - Follow the indicated emergency escape routes and emergency exits
 - Do not use an elevator!
 - Make your way to the assembly point
 - In case of heavy smoke stoop or crawl if possible (protection against heat and smoke)
- **Saving lives is more important than fighting fire!**

Emergency call: **122**



Falling



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- Sufficiently illuminated **traffic routes** and **emergency escape routes** must be kept free at all times
- **Trip hazards** must be **removed** as quickly as possible or at least secured for the duration of repair work
- **Please report any damage** done to the floor and have it repaired instantly
- **Cables running on the floor** must be covered, marked and removed as quickly as possible
- Immediately **absorb spilled working materials** and **liquids**; other persons are also at risk.
- It is best to wear **non-slip footwear** that provides support
- **Use the handrail** when climbing stairs



Electrical Hazards



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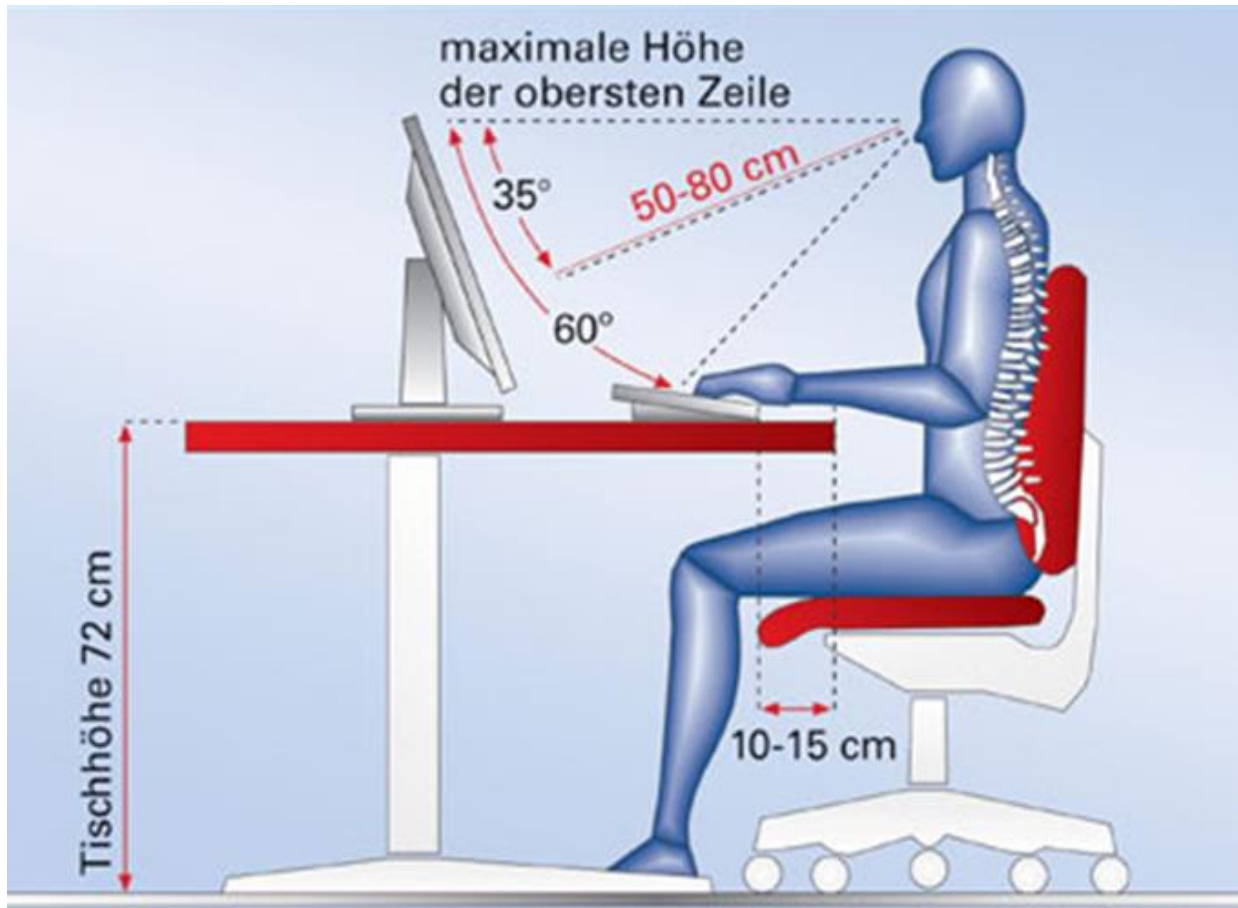
- **Changes and repair work on electrical appliances may only be carried out by **qualified personnel****
- **Check electrical devices for obvious defects before use**
- **If a defect is detected on an electrical device or machine, immediately report it and shut down the device**
- **When cleaning electrical devices always choose the driest option possible**
- **Please disconnect the power cord by grasping the plug, not the cord**



Adjustment of a Computer Workstation



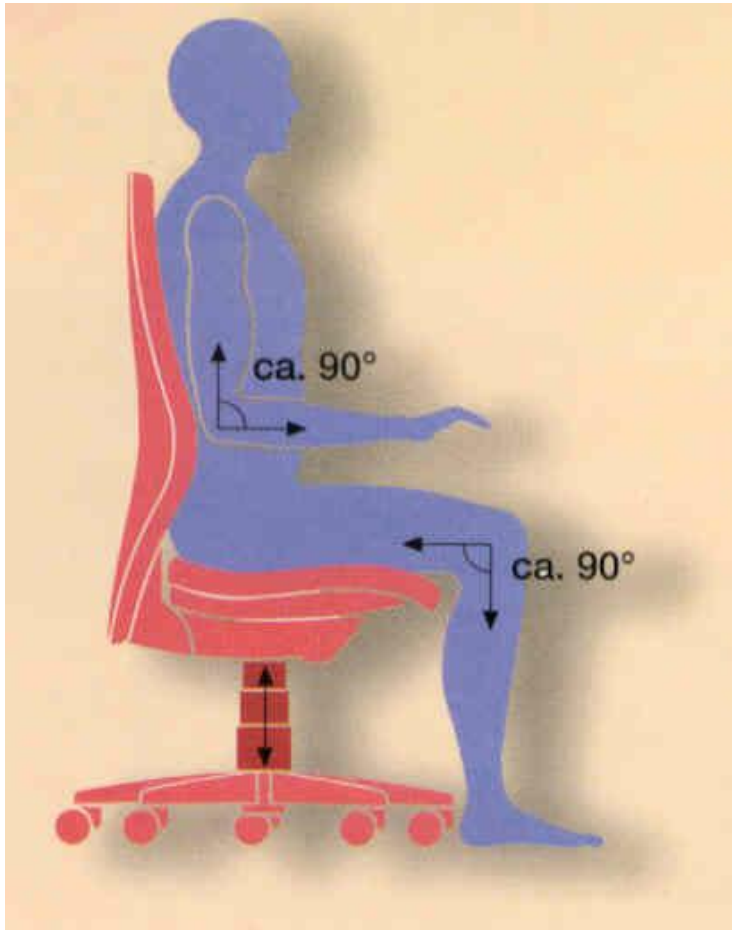
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Seating position



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Use the whole seat area

Adjust the chair height in the following way:
When rested on the table the forearms should be bent at an angle of 90° and the feet should be flat on the floor at a knee angle of 90°
- If this is not possible: foot support is required!

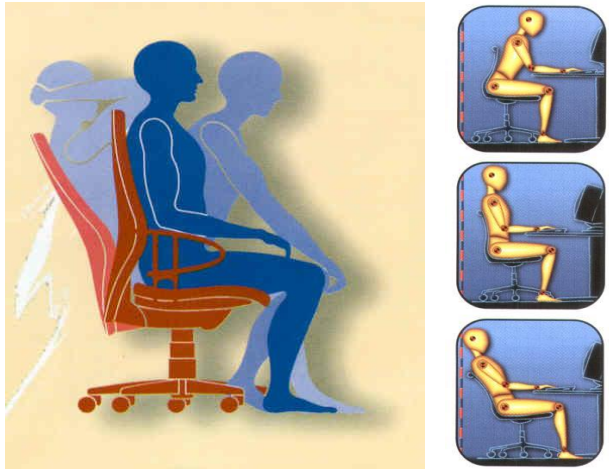
Back support: adjust the height, the vault should correspond with the backrest, The back rest should always be used to ensure an upright spine!

Leg room: pay attention to sufficient leg room (see also operational manual provided by the manufacturer)

Working and Screen position



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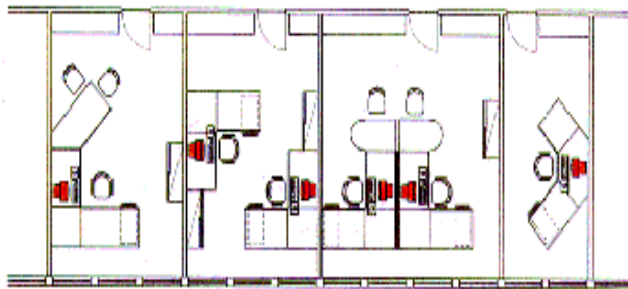


Sitting:

- **As varied activities as possible – do not only sit!**
- **Dynamic / mobile sitting: often changing the body posture helps prevent muscle tenseness!**

Lighting:

- **Window light should enter from the side to avoid glares / reflections**
- **Screen should be positioned between lighting ranges**
- **Viewing direction should be parallel to the lighting ranges**



4 Important Safety Regulations for Offices



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**1. Always close drawers
– severe risk of tripping**



**2. Always use an appropriate
climbing aids to prevent falls**



3. Avoid cable spaghetti



**4. Never throw sharp –
edged or pointed items
(such as pins, broken
pieces) in a wastebasket.
The cleaning personnel
could get injured by it.**

Climbing Aids



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- Never use inappropriate climbing aids such as swivel chairs, beverage crates, shelves or the like
- It is best to **use appropriate shoes**: non-slip, no shoes with wooden soles, no open-toed shoes!
- Do not lift big or bulky goods while climbing
- Never lean over the side
- Do not perform any kind of work that requires you to hold devices or machinery with both hands



Suitable Climbing Aids for Everyday Working Life



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Elephant Foot



Stepladder



Folding Step



Stepladders



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- Use **sufficiently long ladders**.
- And always place them in a **stable and level manner**.
- The chain or the **tension belt** should be **fully stretched**.
- Metal stepladders equipped with a platform provide the same locking function.



Stepladders



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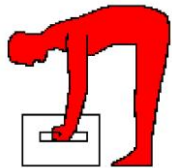
- **Stepladders affected by lateral force can easily tip over! Therefore: never change to a higher position from a stepladder.**
- **The highest step of a ladder does not always provide a secure standing. Therefore it may never be used without a mounting bracket.**
- **Ladder feet and heads are normally not constructed for any other purpose. Therefore: never use stepladders as free-standing ladders!**
- **Always only extent or push the ladder together to the specified length, sliding ladders must be locked.**



Lifting and Carrying



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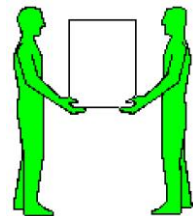
wrong: lifting with a round back



correct: rising from your knees while keeping a straight back as you lift the load



wrong: lifting heavy objects alone



correct: lifting and carrying heavy objects in twos

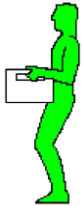
Lifting and Carrying



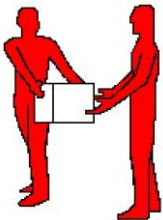
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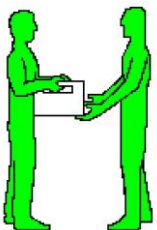
wrong : holding objects away from your body



correct : holding objects close to your body



wrong : passing objects on in a twisted position



correct : passing objects on in an upright posture

Personal protective Gear (PPG)



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belong to your own safety in hazardous areas:

- Safety goggles 
- Laboratory coat (closed) 
- Safety gloves (as necessary) 
- Breathing protection (as necessary) 
- Protective shoes (sturdy footwear, closed) 
- Hearing protection (as necessary) 
- Safety harness (as necessary) 



Please note:
Always ensure „unadorned“ hands in laboratories!
Tie your hair if necessary
(danger of entangling)!

Personal Protective Gear / Work Wear (PPG Mainly Used at BOKU)



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STOP-principle



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Determine risks



S	S Stands for Substitution (e.g.: Remove Danger).
T	T are technical measures (e.g.: fume hood, separate workplaces)
O	O are organizational measures (e.g.: shortened exposure, separate teams)
P	P stands for personal protection measures (e.g.: protective gloves, masks)

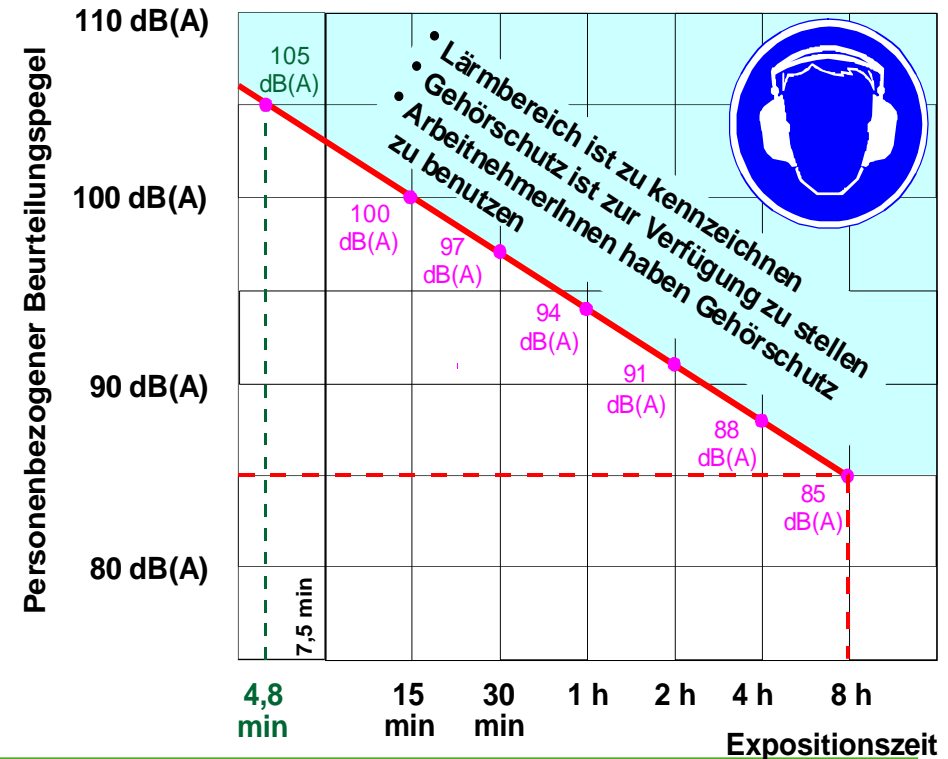
Please note:

Personal protective gear should only be used once **technical** and **organizational** measures have been taken as they can also be burdensome.

- Provided by the employer free of charge
- Chosen together with the user
- The employee **MUST** use the PPG
- The employer **MUST** control the use

Noise

- The following threshold values must be observed:
 - 50 dB(A) for predominantly intellectual work,
 - 65 dB(A) for simple and predominantly mechanized office work as well as comparable activities,
 - 85 dB(A) for all other activities.
- In working spaces the noise level has to be kept as low as possible depending on the type of work.
- Staying in noisy areas for less than 8 hours normally does not lead to hearing impairments as long as the residence time and level stays below the limit curve.



Occupational Accidents



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The **occupational accident** is an

injury,

... Every sudden or temporarily limited event that has an external source and has a damaging effect on the body.

which an **insured person**

suffers while performing an **insured activity.**

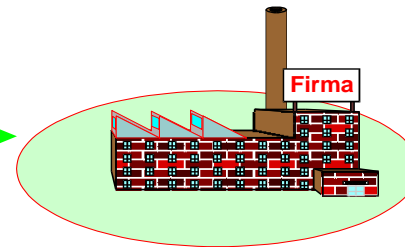
§ 175 (2) ASVG

Operating activity, including
Service routes and official trips

Employment-related custody, transportation,
maintenance or renewal of working tools



Dienstwege,
Dienstfahrten



Occupational accident reported to the accident insurance (BVA or AUVA) by the Personnel Department and upon consultation of the safety officer within 5 days!

Occupational Accidents - Insured Activities

(commuting accidents)



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On direct routes

On indirect routes

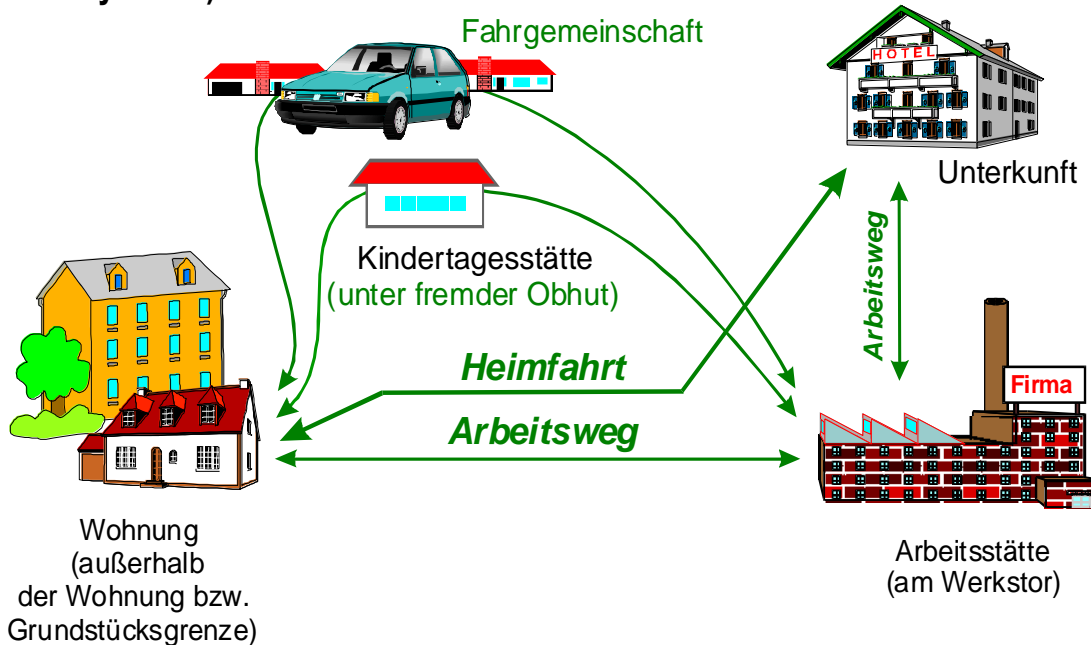
On the way to or from the place of work

On the way to or from the accommodation

When carpooling

Placing of children by reason of employment of the parents

(only in case of long distances to the family home)



Business Trips - Stays Abroad



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BOKU also provides a **checklist and emergency plan for Stays Abroad!**

It contains important information and recommendations for the

- *Travel preparations*
- *Behaviour in emergency situations abroad*



Please carefully process the checklist prior to traveling to other countries!

<http://www.boku.ac.at/pers/themen/dienstreisen/richtlinien/>

At a Glance: the Most Important Information!



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- **Never start work without previous instruction**
- **Pay attention to appropriate working clothes and safety equipment (laboratory coat, shoes and goggles, ...)**
- **Before starting work check the conditions of the equipment and gear (apparent)**
- **Always concentrate on your work**
- **Repair and maintenance work may only be performed when the machinery is switched off and protected against restart (for larger repairs contact a specialist)**
- **When in doubt always ask, you should never perform unsafe actions**



We wish you a safe working life!

University of Natural Resources and Life Sciences, Vienna

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