General safety training

WORKPLACE SAFETY
Occupational safety and Occupational medicine
Contact person for occupational health and safety

- Supervisor

- Occupational safety specialists - arbeitssicherheit@uni-potsdam.de

- occupational physician - arbeitsmedizin@uni-potsdam.de

- Safety Officer in the Working Groups

- Authorised persons (e.g. genetic modification, radiation protection)
Duties of the employer or manager

- Suitable organization of occupational health and safety
- Provide the necessary resources (e.g. personal protective equipment)
- Safe work design - assess, avoid or at least minimize risks
- Work equipment (devices, machines, tools) and work materials must be used as intended
Obligations of the employees

- Obligation to behave in accordance with safety and regulations and not endanger yourself and others!

- Follow instructions for accident prevention

- Instructions contrary to safety regulations must not be followed! (for example, working with malfunctioning equipment)

- Induction and safety training for employees (annually)
Occupational accident (employees)

A discrete, external incident that has an effect on the body and leads to damage to health or to death (§ 8 SGB VII (German Social Security Code))

**Accidents** suffered by insured persons resulting from an activity covered by insurance (**insured activity**)
Employees who have had an accident are insured under the employer's liability insurance.

An accident insurance doctor (Durchgangsarzt (D-Arzt)) must therefore be consulted if:

- The accidental injury leads to incapacity to work beyond the day of the accident
- The necessary medical treatment is expected to last more than one week
- A relapse (of an illness) occurs as a result of an occupational accident
- Accidents at work and on duty must be reported immediately to the supervisor!
- Accident report (download via Forms - Accident Report of the Safety Department) to be filled in by yourself or by the safety officer(s)!
- Send accident reports to the Safety Department (Ms. Schobert, tel. 2912)!
Zuständiger Unfallversicherungsträger

Unfallkasse Brandenburg
- Gesetzliche Unfallversicherung -
Mühlroser Chaussee 75
15236 Frankfurt (Oder)

Telefon: 0335 5216 0
Telefax: 0335 5216 111
E-Mail: praevention@ukbb.de

Arbeitsunfälle bitte sofort der Verwaltung mitteilen, damit sie die Unfallanzeige erstatten kann.

Die Ansprüche auf Unfallentschädigung werden von Amts wegen festgestellt. Geschrieben dies nicht, so muss der Anspruch zur Vermeidung der Verjährung vom Versicherten selbst spätestens vier Jahre nach Ablauf des Kalenderjahres, in dem sich der Unfall ereignete, beim Unfallversicherungsträger angemeldet werden.
Exclusion of the insurance cover

The following activities are not insured:

• private commercial activities
• Eating, drinking and sleeping
• if alcohol or drugs is the cause of the accident
• in the event of intent
• In the event of serious negligence
Behaviour in case of accidents

- Keep calm!
- Assess the danger situation
- Remove yourself and the injured person from the danger zone
- In case of injury, call first aiders immediately or give first aid yourself.
- Depending on the severity of the injury, call an emergency doctor or seek medical treatment.
- Inform supervisor.
- Record first aid in the first aid pad or fill in the accident report.
Heart defibrillator

- Campus Golm: Haus 4 (Mensa) – linker Eingang
  Haus 18 (IKMZ) – im Südfoyer
  Haus 25 – im Foyer

- Campus Neues Palais: Haus 2 – vor der Zentralen Poststelle
  Haus 8 – vor der Cafeteria

- Campus Griebnitzsee: Haus 1 – am Haupteingang
  Haus 5 – am Haupteingang (bei den Schränken)

- Maulbeerallee: Botanischer Garten - am Haupteingang
### First Aider

**Safety officers:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hr. Dipl. Ing. Werner Wirges</td>
<td>02.28.0007,</td>
<td>Math-Nat. Fak., Institut für Physik und Astronomie</td>
</tr>
<tr>
<td>Hr. Thomas Hultsch</td>
<td>02.28.2029,</td>
<td>Math-Nat. Fak., Physikalisches Praktikum für Fortgeschrittene</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
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</thead>
<tbody>
<tr>
<td>Fr. Andrea Brockhaus</td>
<td>02.28.2002,</td>
<td>Math-Nat. Fak., Astrophysik</td>
</tr>
<tr>
<td>Fr. Ines Tietgen</td>
<td>02.28.2109,</td>
<td>Math-Nat. Fak., Astrophysik</td>
</tr>
<tr>
<td>Hr. Jan-Ole Christian</td>
<td>02.28.0090,</td>
<td>Math-Nat. Fak., Dekanat</td>
</tr>
<tr>
<td>Fr. Dr. Uta Magdans</td>
<td>02.28.1112,</td>
<td>Math-Nat. Fak., Didaktik der Physik</td>
</tr>
<tr>
<td>Hr. Gerd Röttig</td>
<td>02.28.1108,</td>
<td>Math-Nat. Fak., Didaktik der Physik</td>
</tr>
<tr>
<td>Hr. Dr. Antonio Rueda</td>
<td>02.28.1112,</td>
<td>Math-Nat. Fak., Didaktik der Physik</td>
</tr>
<tr>
<td>Hr. Phillip Gerald Schoßau</td>
<td>02.28.1113,</td>
<td>Math-Nat. Fak., Didaktik der Physik</td>
</tr>
<tr>
<td>Hr. Jonas Strobelt</td>
<td>02.28.2020,</td>
<td>Math-Nat. Fak., Experimentalphysik</td>
</tr>
<tr>
<td>Fr. Dr. Janet Dietrich</td>
<td>02.28.0030,</td>
<td>Math-Nat. Fak., Institut für Physik und Astronomie</td>
</tr>
<tr>
<td>Hr. Erik Mau</td>
<td>02.28.2088,</td>
<td>Math-Nat. Fak., Institut für Physik und Astronomie</td>
</tr>
<tr>
<td>Hr. Dr. Frank Jaiser</td>
<td>02.28.2029,</td>
<td>Math-Nat. Fak., Physik weicher Materie</td>
</tr>
<tr>
<td>Hr. Dr. Marc Herzog</td>
<td>02.28.0026,</td>
<td>Math-Nat. Fak., Ultraschnelle Dynamik in kondensierter Materie</td>
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# Obligations of the employees

<table>
<thead>
<tr>
<th>Fire protection sign</th>
<th>rescue sign</th>
<th>Warning sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm telephone</td>
<td>First Aid</td>
<td>Warning (generally)</td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>Escape and rescue route</td>
<td>Warning of electrical voltage</td>
</tr>
<tr>
<td>Push-button fire alarm</td>
<td>collection Point</td>
<td>Warning against hot surfaces</td>
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<th>bid sign</th>
<th>prohibition sign</th>
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<tr>
<td>General commandment sign</td>
<td>Fire, naked lights and smoking prohibited</td>
</tr>
<tr>
<td>Use protective clothing</td>
<td>Eating and drinking forbidden</td>
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<tr>
<td>Use ear protection</td>
<td>Entry for unauthorised persons is strictly forbidden</td>
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Fire safety regulations
Escape and rescue plan
→ Observe specifications in the work area! for example

- Protective gloves when handling hazardous substances
- Hearing protection when working in noisy environments
- Safety goggles when handling hazardous substances
- Safety helmet if there is a risk of head injuries

→ Personal protective equipment (PPE) must be suitable

→ Must function properly during use and always be in good hygienic condition
All employees of the University of Potsdam are obliged to contribute to the prevention of fires through their conduct

- Coffee machines and other appliances that can become hot should be placed on non-flammable surfaces (e.g. ceramic plates)
- Switch off electrical appliances (e.g. hotplates) immediately after use.
- Observe smoking bans - smoke only in designated areas
- Escape and rescue routes must be kept clear at all times.
- Fire loads must be avoided
- Fire and smoke protection doors are marked and must not be fixed!
- Access routes for the fire brigade are marked and must be kept clear at all times.
- Familiarise yourself with the escape and rescue routes and the assembly point in the event of an emergency/evacuation!
- In general, the instructions in the fire safety regulations apply.
1. Keep calm!
2. Automatic alarm via push-button alarm or call fire department - 0 112

Most important principle: Rescue of people before rescue of material goods and extinguishing the fire.

- Observe alarm signals (siren) and instructions in case of evacuation/clearance, always go directly to the assembly point.
- Observe alarm signals, alert persons in the area. Take persons unfamiliar with the area or in need of help with you.
- Check toilets, adjoining rooms. When leaving danger areas, always close the doors and immediately switch off the power to electrical equipment.
- Check that everyone is present at the assembly point.
Handling Electric Equipment

- Before using electrical appliances, inform yourself about the special safety measures.
- Switch off electrical equipment that is not needed, especially at the end of the working day.
- Only use tested electrical equipment.
- Do not use damaged cables and plugs or equipment with defective covers.
- Immediately report any damage or unusual occurrences to electrical equipment or installations to your supervisor immediately.
- Do not continue to use equipment until it has been repaired and keep it out of the reach of other persons.
Important telephone numbers and other

fire department, rescue service: **0-112**
Police: **0-110**
technical emergency: **2010**

Campus Golm police department: Harry Wenzel - **0-5508-1044**
  harry.wenzel@polizei.brandenburg.de

Campus Neues Palais police department: Marcel Radtke - **0-5508-1054**
  marcel.radtke@polizei.brandenburg.de

Campus Griebnitzsee police department: Jörg Neidel - **0-5508-1074**
  joerg.neidel@polizei.brandenburg.de
Important on location

Known / clearly visible.....
- Emergency call, alarm systems
- Emergency exit, emergency staircase
- Escape routes, assembly point
- First-aid material, first-aid pad
- Who is a first aider?
- Internal emergency numbers
- Operating instructions in the lab
- Notice board - "Behaviour in case of fire

Everyone is familiar with these All are familiar with these technical facilities....
- Emergency stop switch
- Fire extinguisher
- Automatic door devices (fire/smoke protection doors)
There are voluntary preventive medical check-ups but also compulsory check-ups.

You have the option of a computer workstation examination.

Travel advice for business trips to areas with special climatic conditions.
Do you have any question?

Stefanie Zilm
Fachkraft für Arbeitssicherheit
Telefon: 0331-977-153015
Email: szilm@uni-potsdam.de