

# General safety training



# Occupational safety and Occupational medicine



Ulf Lepszy

## Occupational safety



Dr. Henry Marc Rube



Ilka Schobert



Patrick Parnow



Occupational safety expert  
Stefanie Zilm

## Contact person for occupational health and safety

- Supervisor
- Occupational safety specialists - [arbeitssicherheit@uni-potsdam.de](mailto:arbeitssicherheit@uni-potsdam.de)
- occupational physician - [arbeitsmedizin@uni-potsdam.de](mailto: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

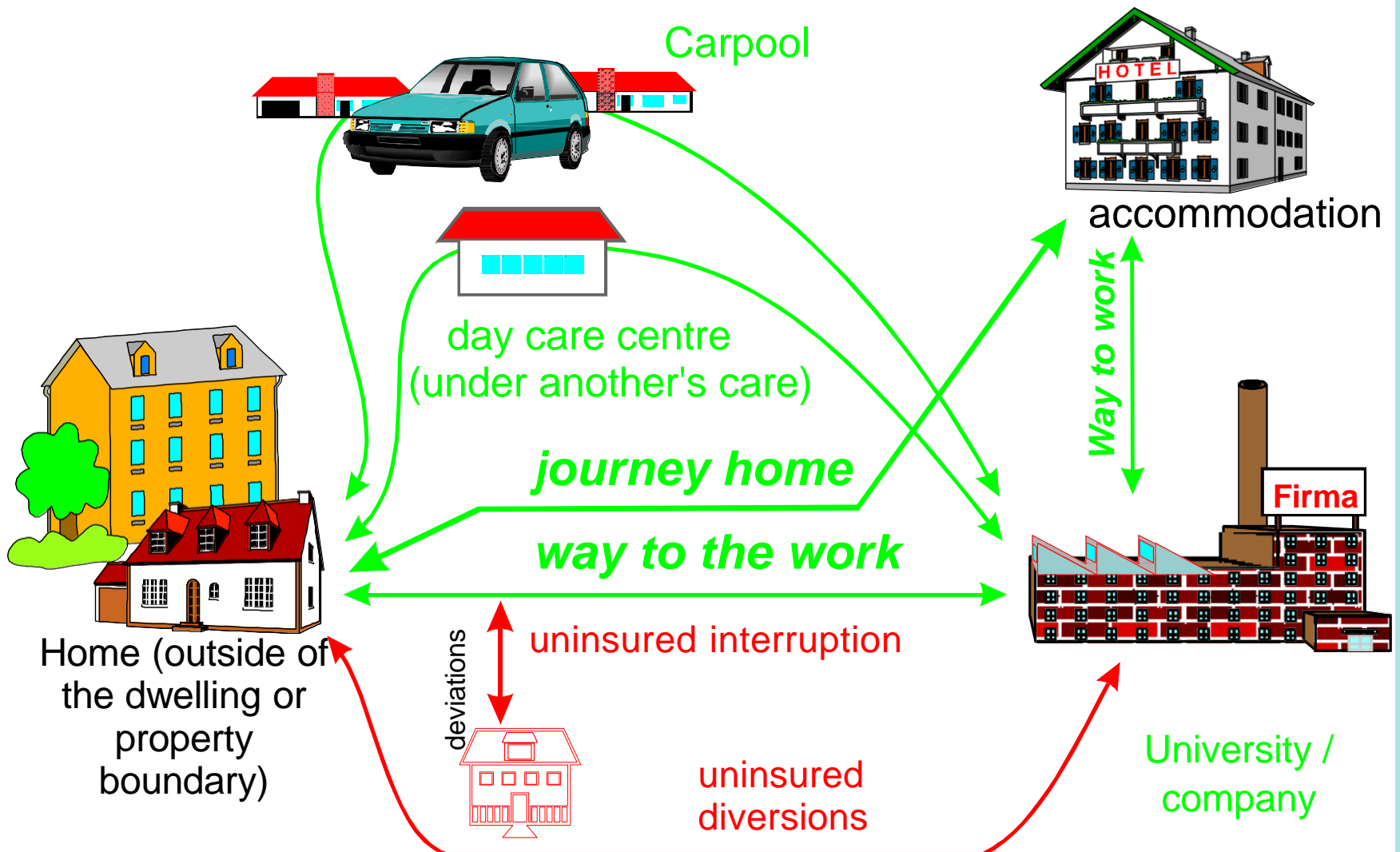
- Obligation to behave in accordance with safety and regulations and not endanger yourself and others!
- Follow instructions for accident prevention
- Instructions contrary to safety regulations must not be followed! (for example, working with malfunctioning equipment)
- Induction and safety training 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**)





# Occupational accident insurance

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



## D-Arzt Suche





## Zuständiger Unfallversicherungsträger

### **Unfallkasse Brandenburg**

- Gesetzliche Unfallversicherung -  
Müllroser Chaussee 75  
15236 Frankfurt (Oder)

Telefon: 0335 5216 0  
Telefax: 0335 5216 111  
E-Mail: [praevention@ukbb.de](mailto:praevention@ukbb.de)

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

Die Ansprüche auf Unfallschädigung werden von Amts wegen festgestellt. Geschieht 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.

### 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

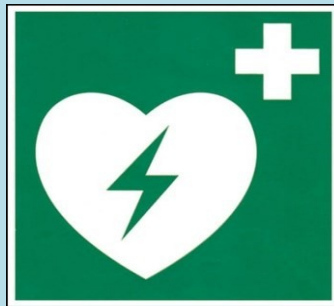
# Behaviour in case of accidents

- 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:

Hr. Dipl. Ing. Werner Wirges (Geb.:0228.0007, Abtlg:Math-Nat. Fak., Institut für Physik und Astronomie)

Hr. Thomas Hultzsch (Geb.:0228.2029, Abtlg:Math-Nat. Fak., Physikalisches Praktikum für Fortgeschrittene)

## First Aider:

Fr. Andrea Brockhaus (Geb.:0228.2002, Abtlg:Math-Nat. Fak., Astrophysik)

Fr. Ines Tietgen (Geb.:0228.2109, Abtlg:Math-Nat. Fak., Astrophysik)

Hr. Jan-Ole Christian (Geb.:0228.0090, Abtlg:Math-Nat. Fak., Dekanat)

Fr. Dr. Uta Magdans (Geb.:0228.1112, Abtlg:Math-Nat. Fak., Didaktik der Physik)

Hr. Gerd Röttig (Geb.:0228.1108, Abtlg:Math-Nat. Fak., Didaktik der Physik)

Hr. Dr. Antonio Rueda (Geb.:0228.1112, Abtlg:Math-Nat. Fak., Didaktik der Physik)

Hr. Phillip Gerald Schoßau (Geb.:0228.1113, Abtlg:Math-Nat. Fak., Didaktik der Physik)

Hr. Jonas Strobel (Geb.:0228.2020, Abtlg:Math-Nat. Fak., Experimentalphysik)

Fr. Dr. Janet Dietrich (Geb.:0228.0030, Abtlg:Math-Nat. Fak., Institut für Physik und Astronomie)

Hr. Erik Mau (Geb.:0228.2088, Abtlg:Math-Nat. Fak., Institut für Physik und Astronomie)

Hr. Dr. Frank Jaiser (Geb.:0228.2029, Abtlg:Math-Nat. Fak., Physik weicher Materie)

Hr. Dr. Marc Herzog (Geb.:0228.0026, Abtlg:Math-Nat. Fak., Ultraschnelle Dynamik in kondensierter Materie)

# Obligations of the employees

Observe safety marking in the work area  
(examples)

## Fire protection sign



Fire alarm telephone



fire extinguisher



Push-button fire alarm

## rescue sign



First Aid



Escape and  
rescue route



collection Point

## Warning sign



Warning ( generally)



Warning of electrical  
voltage



Warning against hot  
surfaces

## bid sign



General commandment  
sign



Use protective  
clothing



Use ear protection

## prohibition sign



Fire, naked lights and smoking  
prohibited



Eating and drinking forbidden



Entry for unauthorised persons  
is strictly forbidden

# Fire safety regulations


 Universität Potsdam  
 -Campus Götin (UP II) Haus 28 Physik -  
 Seite 4 von 15

**b) Brandschutzordnung**

**Brände verhüten**



keine offene Flamme; Feuer, offene Zündquelle und Rauchen verbieten

**Verhalten im Brandfall**

Ruhe bewahren

**Brand melden**  Handfeuermelder betätigen

 **Notruf:**  
0-112

**In Sicherheit bringen**

 Gefährdete Personen warnen /  
Feuersalarm betätigen  
Hilflose mitnehmen  
Türen schließen  
Gekennzeichneten  
Fluchtwegen folgen

 Aufzug nicht benutzen  
Sammelstelle aufsuchen  
zwischen IKMZ und Haus 28 (am  
Regenwasser-Sickerbecken)  
Anweisungen beachten

**Löschversuch unternehmen**  Feuerlöscher benutzen

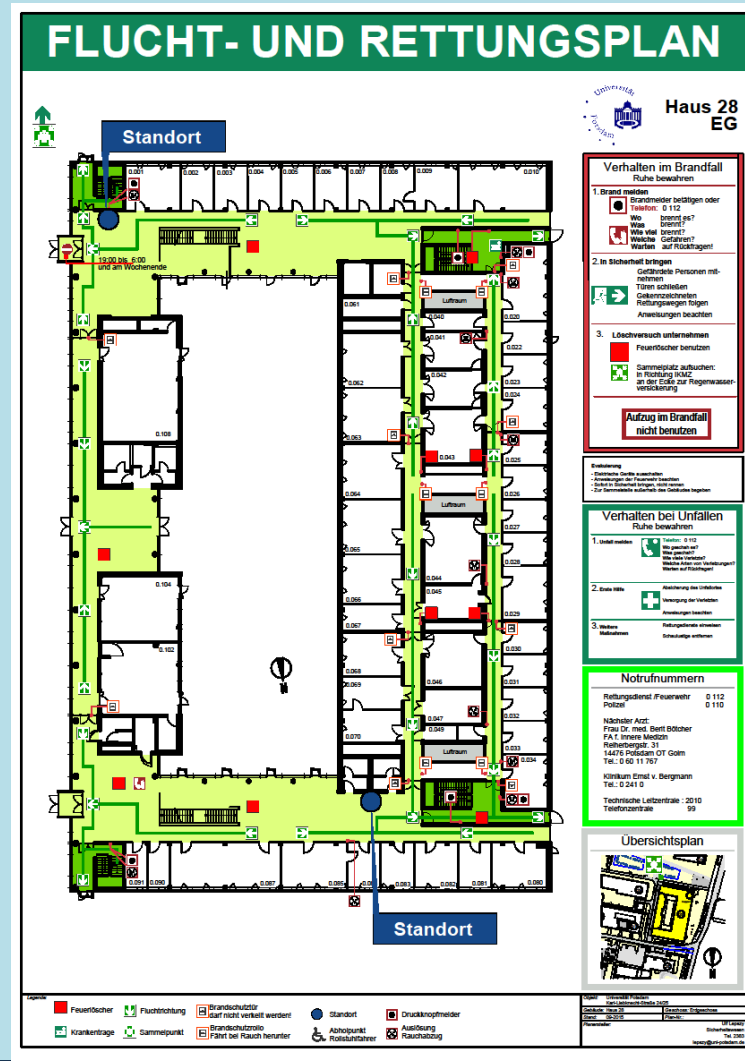
Brandschutzordnung nach DIN 14096 / Stand: Januar 2020

Universität Potsdam  
 Stand: 22.07.2022

4



# Escape and rescue plan



# Personal protective equipment (PPE)

→ 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**



# Preventive fire safety

**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.

# Behaviour in case of fire

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](mailto:harry.wenzel@polizei.brandenburg.de)

Campus Neues Palais police department: Marcel Radtke- **0-5508-1054**



[marcel.radtke@polizei.brandenburg.de](mailto:marcel.radtke@polizei.brandenburg.de)

Campus Griebnitzsee police department: Jörg Neidel- **0-5508 -1074**



[joerg.neidel@polizei.brandenburg.de](mailto: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](mailto:szilm@uni-potsdam.de)

