



**Safety Instructions
of the FIN**

Outline

- General safety
- Instructions for lecturers
- Basic behavior in the building
- Basic behavior in the lab
- Handling electrical equipment
- Behavior in the office
- Monitor workstation
- First aid
- In case of fire
- Fire safety assistants at the FIN (building 29)
- Reporting channels
- Homeoffice
- Burning battery
- Things to know
- Links and further information

Publicly accessible on the homepage of the faculty:
cs.ovgu.de -> Fakultät -> interna

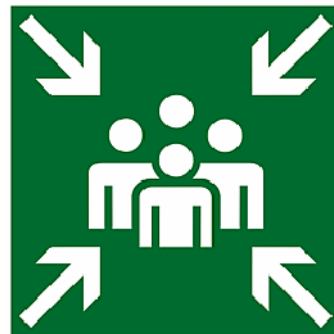
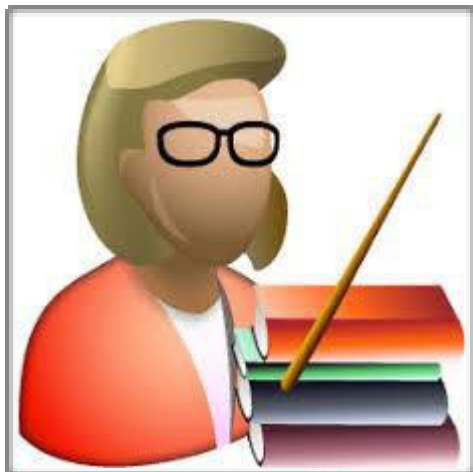
General safety

- Night and weekend work must be reported to the security service
- Traffic and rescue routes shall be kept clear
- Devices and equipment may only be used for the intended purpose
(observe operating instructions)
- Electrical devices: damaged devices may not be used
- Offices and labs shall be closed when absent
- Keep emergency exits clear
 - No bicycles/hand carts in the corridors (especially on the ground floor)
 - Escape routes on the inner yard at the entrance with the time stamp clock!!! (markings are applied for)



Instructions for lecturers

- In case of an emergency, inform your students:
 - Where to find the next meeting point
 - NOT to use the elevator
 - To keep calm
 - Make sure that ALL students leave the room
 - At the meeting point, check if all students have left the building.
If necessary, the rescue service must be informed if someone is still missing.



Basic behavior in the building

- Walking barefoot in the entire building is prohibited
- Riding inline skates/e-scooters in the building is prohibited



Basic behavior in the lab

- It is not permitted to eat, drink, smoke and store food in the lab
- Every user is responsible for tidiness and cleanliness at the workplace
- Unauthorized persons are not allowed to stay in the labs
- Working with hazardous substances: Wear appropriate protective clothing (safety goggles, ear protection, sturdy shoes), hazardous material identification, work under suction (workshop)
- Devices and equipment may only be used for the intended purpose (observe operating instructions)

Basic behavior in the lab

Safety of movable boards:

- before using boards, visually inspect them to see if there is any external damage,
if so, please **DO NOT** use them
and inform Mr. Schwarzer (safety officer of FIN)

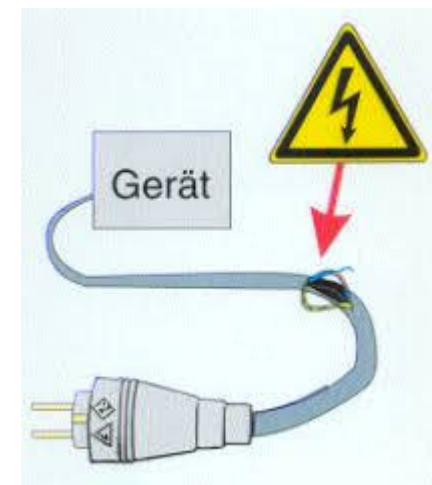
Safety of ladders and steps:

- before using ladders and steps, visually inspect them to see if there is any external damage,
if so, please **DO NOT** use them
and inform Mr. Schwarzer (safety officer of FIN)



Handling electrical equipment

- The plug must be pulled out before opening electrical devices
- Devices which have passed the electrical test must be repaired or be disposed of
- Before commissioning new devices, a visual inspection must be carried **OUT** (cable break, defective plugs, etc...)



Behavior in the office/labs

- Don't get on swivel chairs and tables
- (as tables can have different sub-constructions, which may also be height-adjustable, and it is not guaranteed that they are solid)
- Use ladders or steps with appropriate footwear

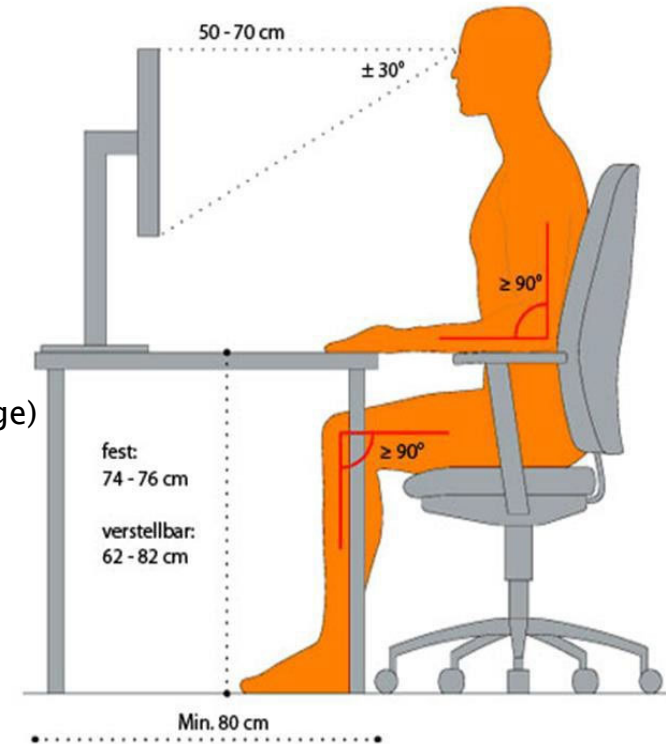
Avoid tripping hazards caused by loose cables and deposited objects.

In the laboratories, the respective exercise instructor is responsible for this.



Monitor workstation (same for homeoffice)

- Monitor sideways to the window
- look out of the window now and then to relax your eyes
- pay attention to your sitting posture (see image)
- the university offers sports during breaks



First aid

First aid boxes are on each floor next to the elevator, in some secretariats and in the stairwell at the time stamp clock

First aiders are:

Dr. Christian Braune	room 022
Michael Preuß	room 027
Anja Buch	room 111
Christian Knopke	room 117
Petra Schumann	room 218
Dr. Henry Herper	room 221
Rita Freudenberg	room 227
Jürgen Lehmann	room 327
Manuela Kanneberg	room 409
Fred Kreuzmann	room 416



What to do in the event of an accident at work

- Ensure first aid
- Occupational accidents must be reported to the occupational safety officer – prerequisite for insurance
- Forms:
http://www.formularpool.ovgu.de/Formulare+A_Z/U/Unfallanzeige.html
- Occupational safety officer of the FIN: Thomas Schwarzer
- Occupational safety officer of the university:

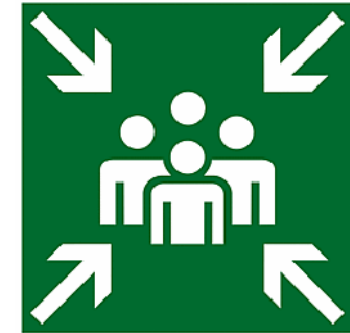
Otto-von-Guericke-Universität Magdeburg
Dezernat Technik und Bauplanung (K4)
Abteilung Arbeitssicherheit und Umweltschutz (K43)

Patrick Sievert
Am Krökentor 8
39104 Magdeburg

Tel.: 0391-67-56088
Fax: 0391-67-56043
patrick.sievert@ovgu.de

In case of fire

- Keep calm
- Warn uninformed persons
- Walk stooped (smoke and heat rise to the top)
- Report fire (see slide: “reporting channels”)
- Quickly move to the meeting point (green area between H1 and the pedestrian crossing (the one with the colored feet))
- Do not use the elevator
- Also use the outside stairs !!!
- The building will be released by the fire department!!!



Tasks of the fire safety assistants

Hints:

- In the event of a fire, the outside stairs on the new building may/should/must also be used!!!
- guide persons at the exit to the assembly point
- prevent new persons from entering the building
- go through the floors and check the rooms for lingering persons
- BUT !!! without endangering themselves !!!



Fire safety assistants at the FIN (building 29)

- FIN (ITI) 1. floor - R114 - Robert Altschaffel
- FIN (ISG) 2. floor - R221 - Henry Herper
- FIN (IKS) 3. floor - R327 - Jürgen Lehmann
- FIN (IKS) 4. floor - R406 - Sebastian Nielebock
- FIN (ITI) 4. floor - R416 - Fred Kreuzmann
- FIN (ITI) 4. floor - R418 - Steffi Rehfeld

- Building 58 (VLBA, SAP UCC):
- FIN (ITI) Dirk Deiter



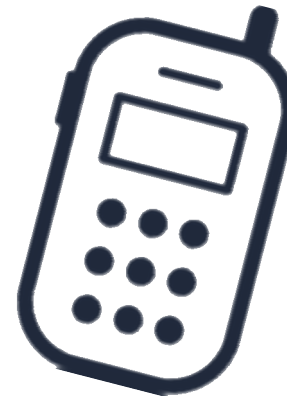
Status of the notification: March 2023

Reporting channels

- University emergency call: House telephone 11150 or via mobile phone 0391-67-11150
- or
Emergency call: 0112 (from the university's network with area code "0")

- Push-button detector: knock in the glass and press the push-button vigorously (until the house alarm signal is audible).

- Contents of the message:
 - Where does it burn?
 - What burns?
 - Are people or animals in danger?
 - Who reports?
 - Wait for questions



- https://www.ovgu.de/unimagdeburg_media/Organisation/Verwaltung/K4+_+Dezernat+Bauwesen/K43+_+Arbeitsicherheit+und+Umweltschutz/Brandschutz/Brandschutzordnung+der+OVGU.pdf

Home office - insurance coverage

What if an accident happens in the home environment? When is it an occupational accident and when is it not?

The basic rule is:

- An accident resulting from an insured activity is an occupational accident and is therefore protected by the statutory accident insurance. The decisive factor is not necessarily the location of the activity, but whether the activity is closely related to the occupational tasks.
- For example, if an insured person falls down the stairs and injures herself because she wants to check the interrupted Internet connection on the first floor, which she needs for work-related communication, this accident would be insured. If, on the other hand, she falls down the stairs because she wants to receive a private parcel shipment, this would not be insured. This is because personal – i.e. private – activities are generally not covered by statutory accident insurance, even in the office.
- It is not easy to distinguish between insured and uninsured activities, especially in the home office.
- the way to the toilet or to take food in the kitchen is **not** insured
- the way between home office and kindergarten is **not** insured
- refueling on the way to work is **not** insured

Behavior at the home office workplace

- also applies in the home office:
- Slide: Behavior in the office/labs
- Slide: Screen workstation
- Move around in between, ventilate, do relaxation exercises

When the battery burns

Lithium-ion batteries

- Causes of fire:
Defective batteries, heat and cold, deep discharge, lithium-ion batteries can also explode

Avoid fires:

- Do not expose lithium batteries to extreme heat
- Smartphones should not be left in a hot car; e-bikes and e-scooters are safer in the shade in summer.
- Always charge batteries with the devices intended for this purpose

How do you extinguish a battery fire?

- In principle, do not extinguish yourself, as toxic gases can escape and deflagration is possible
Therefore: call the fire department as quickly as possible
- Small manageable fires (for example cell phone or laptop) can be extinguished with plenty of water but better with a fire extinguisher.
Water has a cooling effect and can help to bring the fire under control.
- **Caution:** Extremely dense, particularly unhealthy smoke can result from battery fires!

Things to know:

Private furniture/objects in offices and laboratories:

- Upon termination of the employment, private furniture/objects are to be disposed of at the employee's own responsibility
for example: sofas in the offices, private refrigerators, ...

Links and further information

- Overview:

<http://www.uni-magdeburg.de/arbeitssicherheit-path-2,9609,89,30976,9652,31056.html>

- Safety inspector of the OvGU:

<https://www.uni-magdeburg.de/sicherheitsbeauftragte>

- Safety at work:

<https://www.uni-magdeburg.de/arbeitsschutz>

- Fire safety:

<https://www.uni-magdeburg.de/brandschutz>

- First aiders at OvGU:

https://www.uni-magdeburg.de/unimagdeburg_media/Organisation/Verwaltung/K4+_+Dezernat+Bauwesen/K43+_+Arbeitssicherheit+und+Umweltschutz/Arbeitsschutz/Erste+Hilfe/Liste+Ersthelfer-_download-1.pdf

The contents of these safety instructions are created with the greatest care. Nevertheless, no guarantee can be given for timeliness and completeness.