

ORDER No. 97/2020 OF THE

**RECTOR of
UNIVERSITY OF RZESZOW**

dated 16.09.2020.

On: how to ensure safe and hygienic working and educational conditions at the University of Rzeszow.

Pursuant to Article 51 (1) and (2) of the Act of July 20, 2018. - Law on Higher Education and Science (consolidated text, Journal of Laws of 2020, item 85, as amended) and the regulation of the Minister of Science and Higher Education of - October 30, 2018 on the manner of ensuring safe and hygienic working and educational conditions at the university (Journal of Laws of 2018, item 2090), I order as follows:

§ 1

The University of Rzeszow ensures safe and hygienic working and educational conditions, in particular, by providing adequate infrastructure and training.

§ 2

1. Relevant organizational units and sections of the University of Rzeszow, in consultation with the Inspectorate of Occupational Safety and Health, in order to ensure safe and hygienic working and educational conditions at the University:

- 1) analyze and identify risks to health and life, and assess and document the risks associated with work and education in the university, arising from the performance of the university's tasks, and take preventive measures to reduce these risks;
- 2) cooperate with the authorities responsible for occupational health and safety and trade unions representing employees of the university, the student self-government and the doctoral student self-government within the scope referred to in item 1;
- 3) cooperate with the deans of the colleges in their determination of factors that are harmful, burdensome or hazardous to health to which the student will be or is exposed during the implementation of the activities provided for in the program of study.
- 4) analyze the circumstances and causes of accidents related to work or education at the university;
- 5) determine the main directions of activities in the field of occupational safety and health and education in the university;
- 6) determine how to make available and use the university's infrastructure, including technical equipment;
- 7) determine the ways of organizing sports, cultural or entertainment events held on the premises of a higher education institution that are not mass events within the meaning of Article 3.

Item 1 of the Law of March 20, 2009 on security of mass events (Journal of Laws of 2018, item 1870).

2. The Rector shall ensure that the results of the analyses referred to in paragraph 1, items 1 and 4 are taken into account in the process of organizing work and education in the university, in planning investments of the university, and in planning modernization and renovation of the university's facilities.

§ 3

1. The buildings and premises of the university, as well as the areas and facilities belonging to them, in accordance with their function and purpose, should meet the requirements referred to in the Regulation of the Minister of Infrastructure of April 12, 2002 on the technical conditions to be met by buildings and their location (i.e., Journal of Laws of 2019, item 1065) and the provisions of the Labour Code Act of June 26, 1974 (i.e., Journal of Laws of 2020, item 1320) and the implementing regulations issued on its basis.

2. Evacuation routes on the university's premises should be maintained in good condition, not posing any danger to their users;

3. The condition of the university's premises and technical equipment should be inspected for health and safety and education;

4. In the premises of the university - the conditions in terms of lighting, ventilation, heating and floor space are specified in the regulations issued pursuant to Article 237¹⁵ § 1 of the Act of June 26, 1974. - Labour Code (i.e. Journal of Laws of 2020, item 1320);

5. The condition of the equipment of the premises of the university, in particular: furniture, equipment, appliances and installations, must not pose dangers to people using these premises.

6. Signage and security should be put in place for rooms where unauthorized access is prohibited;

7. When organizing and equipping workplaces and training places, ergonomic principles should be taken into account;

8. When organizing and equipping workplaces and training places, the needs of people with disabilities should be taken into account;

9. The premises of the university should be maintained in proper sanitary condition;

10. It is necessary to equip the premises of the university, where teaching is carried out, with first-aid kits equipped with the necessary supplies for first aid, along with instructions on the principles of first aid. The necessity of equipping a given room with a first-aid kit should be decided in particular by the aspect of the possibility of injuries to the occupants of the room. Decisions in this regard are made by the manager of the room in question.

§ 4

As part of their duties to ensure safe and hygienic working and educational conditions in a higher education institution, the managers of a given premises shall ensure that information on the safe and hygienic use of the premises of a higher education institution and technical equipment, as well as the rules of conduct in case of an accident or breakdown, is posted in conspicuous places in the buildings of the institution,

share plans for evacuation of persons from university buildings and marking evacuation routes.

§ 5

1. Machines and other equipment located in laboratories, workshops and specialized laboratories should:

1) be equipped with safeguards to protect employees and students of the university from injury, exposure to hazardous chemicals, electric shock, excessive noise, harmful shocks, vibration and radiation, and harmful or hazardous effects of other factors of the working environment;

2) take ergonomics principles into account;

3) Be maintained in a condition that ensures full operational efficiency and operational safety.

3. It is unacceptable to equip laboratories, workshops and specialized laboratories with machinery and other technical equipment that does not meet the requirements specified in the regulations on conformity assessment.

4. Machines and other technical equipment that are temporarily out of order, damaged, or under repair should be clearly marked and secured in such a way that they cannot be put into operation.

5. Users should be provided with instructions for the safe use of technical devices and equipment;

6. In the place where classes are conducted with the use of technical devices and equipment, instructions should be placed, in a conspicuous place, specifying the rules of safety and hygiene in the use of these places;

7. It is necessary to equip the participants of the classes conducted in the laboratory and laboratory, with the necessary personal protective equipment to protect against the effects of dangerous or harmful to health factors used during the classes;

8. The person who conducts classes with the use of technical devices and equipment shall familiarize the participants of such classes with the rules and methods of work that ensure safety when performing the activities of the classes.

§ 6

1. Chemical substances used in the university shall be placed in closed, clearly labelled containers to protect them from harmful, hazardous effects, fire or explosion. Hazardous substances and hazardous mixtures shall be stored in closed, specially equipped rooms.

2. Ensure that Material Safety Data Sheets for hazardous substances and hazardous mixtures used in education or scientific activities are made available to those who teach with these substances.

(4) The instructor shall familiarize the class participants with the Material Safety Data Sheets of hazardous substances and hazardous mixtures, as well as information about their hazardous or harmful effects on health and the necessary precautions.

§ 7

1. The Rector shall immediately report the occurrence of circumstances that prevent the proper functioning of the university, posing a threat to the safety of people or property of significant size:
 - Authorities responsible for security, civil protection and crisis management;
 - Minister of Science and Higher Education.
2. The rector may temporarily suspend classes at the university or order the temporary closure of the university or its organizational unit in the event of a natural disaster, epidemic or other events threatening the life or health of employees or students in the area.
3. If a danger to health or life is found in the use of university premises or technical equipment, the Rector shall prohibit their use and order the removal of the danger found.
 4. The room or technical equipment referred to in paragraph 3 may be re-admitted for use after the removal of the hazard has been established.
 5. In the event that the manner in which employees or students perform an activity poses a risk to their life or health, the Rector / Chief Executive Officer, as appropriate, may stop the activity and indicate how to perform it safely.
6. The dean or his/her designee, if he/she finds that the place where the classes are to be held or the condition of the equipment therein may pose a threat to the safety of the students, is obliged not to allow the classes to begin, stop the classes or specify the tasks and procedures to ensure the safe conduct of the classes.
 7. If a state of danger to health or life arises or becomes apparent during the course of classes, the conduct of such classes shall be immediately discontinued and, if necessary, the endangered place shall be abandoned in accordance with the evacuation plan. If it is determined that conditions in the premises of the university pose a threat to health or life, the Rector shall temporarily suspend classes in these premises.
 8. The dean is responsible for ensuring that instructors of specialized labs, laboratories and those conducting physical education classes are trained in first aid. Classes at the university may be held under the supervision of a person authorized to conduct these classes, who has adequate training to ensure that the classes are conducted in accordance with the regulations and rules of health and safety.
 9. Keep records and documentation of accidents suffered by employees, students, doctoral students, participants in postgraduate studies and other forms of training in connection with the implementation of the educational program or on the premises of the university.

Documentation and records are kept for employees by the Health and Safety Inspectorate. The records themselves for students, doctoral students, postgraduate participants are kept by the dean's offices, the organizer of postgraduate studies (to the knowledge of the Education Department) and the organizer of doctoral studies.

§ 8

The Rector provides mandatory training on safe and healthy working conditions for all employees of the University of Rzeszow. The rules for this training are set forth in the Rector's Order No. 23/2019 dated May 6, 2019.

§ 9

1. The Rector provides mandatory training on safe and hygienic educational conditions:
 - 1) To students beginning their education at UR - in first-cycle, second-cycle and uniform master's degree programs;
 - 2) PhD students beginning their training at the UR Doctoral School;
 - 3) participants in postgraduate studies and other forms of training, if their conduct is necessary for the safe implementation of the courses of such studies or training. If the obligation to conduct training does not arise from the program of a given form of education, the necessity of conducting such training shall be decided by the head of postgraduate studies in consultation with the Vice-Rector for Student Affairs and Education.
3. Training of students on safe and hygienic educational conditions is carried out in the form of classes conducted using distance learning methods and techniques, with a minimum of 4 didactic hours, and ends with a passing grade.
4. Completion and completion of the training is confirmed in the student's or doctoral student's periodic achievement card, using the WU system, or in the documentation related to the implementation of a particular form of training and is a condition for passing the first semester of study.
5. The rules and deadlines for the implementation of the training are set forth in Appendix 1 to this Order.
6. The training program is set forth in Appendix 2 to this Order.
7. Students are exempt from the training requirement:
 - 1) Beginning students in their second and subsequent first cycle or uniform master's degree programs who have already received such training at UR;
 - 2) Second-cycle students who have completed health and safety training at UR at the first-cycle level, provided that no more than 5 years have passed since the last training;
9. In matters concerning the obligation of students to carry out health and safety training not regulated by this Order, decisions are made by the Dean of the College.

§ 10

Ordinance of the Rector of UR No. 40/2007 dated 21.11.2007 on occupational health and safety at the University of Rzeszow is repealed.

§ 11

The Ordinance shall come into effect as of the date of signature.

RECTOR OF THE
UNIVERSITY OF RZESZÓW

Prof. Dr. SYLWESTER CZOPEK