**ORDINANCE NO. 15**

**of the Rector of the West Pomeranian University of Technology in Szczecin**

**of 1st March 2019**

**on introduction of the Rules of Safe and Healthy Use of the University Facilities, Infrastructure and Technical Equipment and the Procedures in the Event of Emergency or Failure**

Pursuant to Art. 23 of the Act of 20 July 2018 – Higher Education and Science Law (journal of Laws, item 1668, as amended) read in connection with § 2(1)(a) of the regulation of the Minister of Science and Higher Education of 30 October 2018 on the manner of ensuring safe and healthy condition of work and education at universities (Journal of Laws, item 2090), it shall be ordered as follows:

**§ 1.**

The West Pomeranian University of Technology in Szczecin shall introduce the Rules of Safe and Healthy Use of the University Facilities, Infrastructure and Technical Equipment and the Procedures in the Event of Emergency or Failure, which shall constitute an attachment hereto.

**§ 2.**

1. Heads of individual units shall be obliged to make their subordinates acquainted with the content of the Rules mentioned in § 1 and to ensure compliance therewith.

2. Managers of the facilities shall be obliged to display the Rules mentioned in § 1 in visible places in the supervised buildings.

 **§ 3.**

The OHS Inspectorate shall be responsible for supervision of the implementation hereof.

**§ 4.**

The ordinance shall become effective as of the date of signing.

 The Rector

 Professor Jacek Wróbel, PhD, DSc

Attachment

to Ordinance no. 15 of the WPUT Rector of 1 March 2019

**THE RULES OF**

**SAFE AND HEALTHY USE OF**

**THE UNIVERSITY FACILITIES, INFRASTRUCTURE AND TECHNICAL EQUIPMENT**

**AS WELL AS**

**THE PROCEDURES IN THE EVENT OF EMERGENCY OR FAILURE**

1. Anyone staying in and using the facilities, infrastructure and equipment of the West Pomeranian University of Technology in Szczecin (WPUT) shall be obliged to get acquainted with the rules below and to comply with them.

2. The user shall be obliged to take care of the harmony and order in the area of WPUT as well as the entrusted / used equipment, the devices and equipment in individual facilities.

3. The Rules are displayed in the main halls of WPUT buildings and on the university website.

4. Students, employees and other persons staying at the University shall have the right to use common University facilities, i.e. halls, staircases, hygienic and sanitary facilities.

5. The educational and administrative facilities such as: laboratories, studios, workshops, lecture rooms an office spaces shall be locked. Access to these facilities shall be available only for authorized University employees. Students may use the educational facilities only under the supervision of the person conducting classes.

6. The University facilities where studios, laboratories, workshops, etc. are located are equipped with instructions determining the principles of use of these facilities as well as the infrastructure and technical equipment constituting a component thereof.

7. The head of the organizational unit (Dean/Director/Department Manager) shall appoint the persons responsible for individual University facilities, including in particular the studios, laboratories and workshops where access is forbidden for unauthorized persons.

8. Any persons staying in the University facilities shall be obliged to use them properly and, in particular:

a) to comply with the occupational health and safety rules as well as fire protection rules;

b) to maintain the facilities and the equipment in a non-deteriorated condition, including in particular the furniture, the office and electronic equipment;

c) to comply with the dates and hours scheduled for using of the facilities;

d) to move only in the facilities to which they have access.

9. The following shall be forbidden in the University facilities:

a) to use commonly available flammable agents, to bring any objects and materials that may pose hazard, cause injuries or danger, including explosives and pyrotechnic products;

b) to bring and consume alcohol, intoxicating agents and psychotropic substances as well as to enter the facilities if someone’s behavior indicates that the person is under the influence of alcohol or any intoxicating agent;

c) to use and operate the equipment, devices and machinery owned by WPUT and used by employees during their work without authorization;

d) to interfere with any University installations, devices or equipment. Repairs may be carried out only by authorized and qualified employees;

e) to repair the damaged elements of the facilities or equipment thereof, including computer and technical equipment or other elements of infrastructure and technical equipment. All damages shall be reported to the head of the administrative unit or facility manager;

f) to block and cover any evacuation routes with various elements of furniture or equipment;

g) to smoke cigarettes and e-cigarettes in WPUT facilities;

h) to roller skate, roller blade, skateboard and use other equipment that may cause accidents or damage the surfaces of the facilities;

i) to create any risk of accidents for oneself or other users through disregard for the OHS rules and regulations;

j) to bring any animals, excluding guide and assistant dogs in the case of authorized persons as well as animals used for educational purposes.

10. In the event of any danger to the life, health or safety of any persons staying in the facilities of the University, the head of the unit, the head of the facilities or the employee on duty shall be informed about the fact.

11. Any hazards that may cause potential accidents not related to the technical condition of the facilities and their equipment shall be reported from 7.30 to 15.30 to the OHS Inspectorate or at telephone no. 91 449-60-27 or e-mail address: bhp@zut.edu.pl.

12. Any device and installation failures from 7.30 to 15.30 shall be reported to the Operation Section of the Administrative and Maintenance Department at telephone no.: 91 449-44-75 or e-mail address: se.atg@zut.edu.pl. At other times, the employee on duty shall be informed directly about any failures.

13. Any installation failures posing direct hazard to life or health of the users or persons staying in the University facilities that require immediate removal shall be reported directly to the following services or the facility manager:

- electrical emergency services tel. 991

- gas emergency services tel. 992

- water and sewage emergency services tel. 994.

14. In the area of the University facilities, there are power switches as well as water and gas valves. They shall be used only in the case when further use of the electrical power, water, gas or heating may pose danger. Information about the location of the main power switches and valves in individual facilities shall be provided by the facility manager/ the employee on duty.