



MEDIZINISCHE
UNIVERSITÄT

INNSBRUCK

Instruction office / computer workstations

OFFICE OF THE RECTOR - SAFETY AND HEALTH

Mr. ORGLER BERNHARD

Important information for office workplaces

Workstations

are jobs where the screen device and the data input keyboard or other control units and given if an information carrier form a functional unit.

Obligation of the employer:

To make computer workstations ergonomic and to use only state-of-the-art devices.

Character:

- sharp and clear
- Sufficiently large and with adequate character and line spacing
- Sufficiently large characters: if the character height of the capital letters is at least **3.5 mm** at a viewing distance of **50 to 75 cm**.

Monitor

Line-up:

- The **viewing direction** should be **parallel** to the window surfaces
- For rooms with several windows (for example at right angles to each other), the screen should be set up in such a way that the viewing direction runs **parallel to the window area with the more intense daylight**. Set the screen at right angles to the window.
- **no disturbing reflections** on the screen, e.g. arise through windows, skylights or lights
- bright windows must not be in the viewing direction and in the immediate vicinity of the screen.
- **The top information line** must not be above eye level. It is cheaper if the screen is located slightly below.
- **Vision distance:** 50 to 75 cm. As a rule of thumb is that the correct distance is guaranteed when the flat hand can be placed on the screen.
- **Adjust the screen** so that the visual axis meets the screen center at right angles.



Input Devices - Keyboard

Conditions:

- **The keyboard must be a separate unit from the screen**
- It must be tilt able, but always set **as flat as possible**
- It must have a **clearly legible key label**
- **their surface should not shine**



Line-up:

- palm rest area

At least 10 cm between the keyboard and the edge of the table. Keyboard store and PC tables with too little footprint are therefore only very limited use.

- To allow a favorable working attitude, the keyboard should be easily accessible and **frontal**
- Be arranged to the user.

Input devices - mouse

Conditions

- The cursor position or the mouse pointer options should be clear and easily recognizable.

List

- There must also be **sufficient manipulation area** for the mouse.
Usual mouse pads make this surface and also offer a handy surface.

Document holders

- with frequent work with work templates (documents)
- must be sufficiently large, stable and adjustable
- They are to be arranged at the same viewing distance as the screen
- attached directly next to the monitor



The table-chair - system

- the basic rule (two variable and one fixed value for floor, seat height and table height) is summarized in the following table:

FIX	VARIABLE	VARIABLE
Floor table	Height	Seat height
Table height	Seat height	Floor (adjustable footrest)

Requirements - table

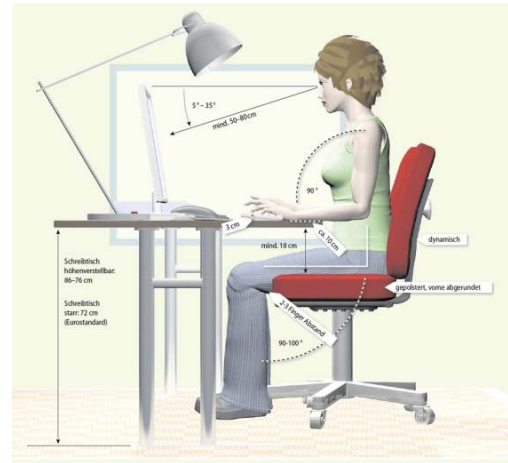
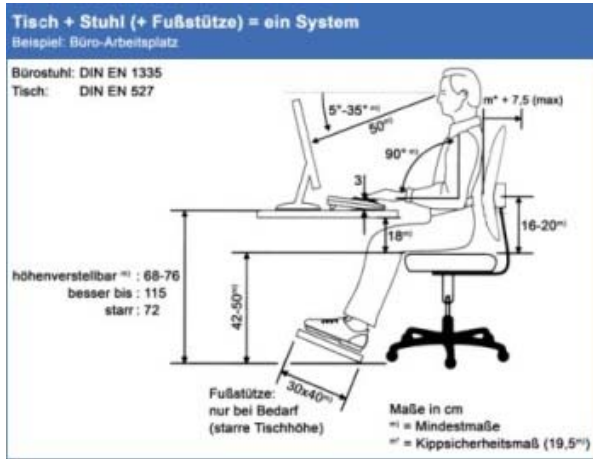
The size must be:

- correspond to the dimensions of the work equipment used and the type of work.

The workspace:

- at least 160 x 80 cm (table size)
- Screen components and cables must not protrude beyond the rear edge of the table
- An anechoic surface
- A sufficiently large legroom
- If necessary (for example, when changing user), height adjustable, otherwise a recommended Height of 72 cm
- Table edges and corners must be rounded off
- The material of the table top should not be unpleasant heat dissipation (feeling cold in the hands)
- The requirements according to ÖNORM EN 527 must be fulfilled

Space



Requirement - work chair

- the seat height should be adjustable
- The backrest must allow good support in different working postures, this requires an adjustment possibility of the backrest in height and tilt
- The requirements according to ÖNORMEN 1335 must be met
- the stability must be ensured by a minimum of five arm base and rollers or skids suitable for the existing floor covering
- **"Dynamic sitting"** must be possible

"Dynamic sitting" is understood to mean that the backrest provides good support when moving from the upright posture to the front and especially to the back.

Here it is important that the contact pressure can be well adapted to the user.

- In addition, the support and support conditions should be maintained during the movement.
- **The seat cover should be non-slip and breathable.**

List

At least 1 m distance between the user facing
Table edge and other furnishings and
Equipment or room boundary surfaces should be provided.

- only under certain conditions (passage for one person)
this distance can be temporarily reduced to 0.8 m.
- This effective area may not be with traffic routes and
other effective areas (e.g., other workplaces) coincide..



Attitude

- The right angle bent forearms are just on the table top.
- The lower legs are bent at right angles to the high, the feet are completely on the floor.

Laptops and other portable computing devices

The **ergonomic design** of the workplace also applies to **portable**

data processing equipment (if regularly used at the workplace).

Possibilities of implementation:

- Docking stations for notebooks.
- Use of an external keyboard and / or an external monitor.

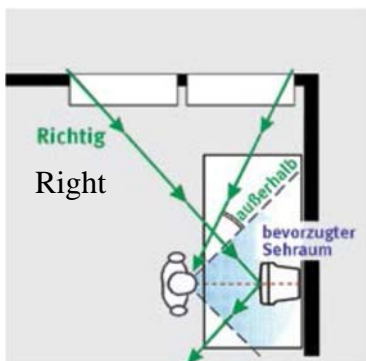


Surroundings

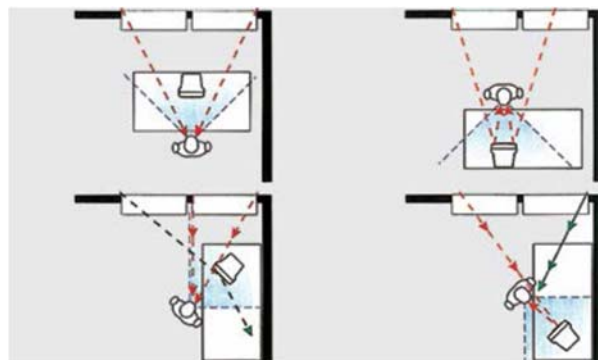
Exposure, lighting, reflections and glare:

- Illuminance of **500 lx** in the **working area** of office and computer workstations.
- The correct luminance distributions (contrasts) are **maximum 3: 1 in the immediate vicinity** of the screen.
- otherwise 10: 1.
- These contrast levels cannot be maintained when installed against too light a surface (e.g., window areas, too bright lighting fixtures in the field of view).

Permissible contrasts



Permitted differences of the surface brightness Too high differences in the surface brightness in the field of view



– **Planning principles**

- Screen layout with view parallel to the window front.
- Screens not close to window front.
- Lighting equipment as possible laterally from the screen.
- For light entry openings that cause disturbing reflections and contrasts, suitable, adjustable light protection devices.

- **Planning principles (if ideal setup is not possible)**

- If there are several windows in the room, the viewing direction should be parallel to the brightest window area.
- In addition, light protection is to be provided which is able to prevent directly incident light rays, to reduce high window brightness and to ensure transparency as far as possible (for example translucent light protection films).

Noise

Assessment level at the workplace

- in the case of predominantly mental activities, a maximum of 50 dB
- in the case of simple, predominantly mechanized office work or similar office work, a maximum of 65 dB.

Climate

The relevant limit values for the indoor climate in workplaces according to AStv § 28 (3) are:

Physical stress	Temperature	Airspeed
Low	19 to 25° C	Max. 0,1 m/s
Normal	18 to 24° C	Max. 0,2 m/s

Balance exercises

Eyes:

Therefore, let your eyes wander in between and take turns looking at objects in different ways
Distance.

Cover your eyes now and then lightly and without pressure with both hands and let it rest in the dark for some time.

not sit with strained or twisted posture

move



Back:

Sit upright as if a thread pulls you up.

Put your hands on your thighs and turn the

Upper body alternately left and right.

The hips do not follow this rotation

(repeat five times). Always make sure that

Do not sit with strained or twisted posture.



Shoulder, neck

Sit with your upper body straight and keep your arms relaxed

hang. Pull your shoulders up to your ears several times

and drop it again.

If you often have discomfort in the shoulder and neck area, should

You check whether your sitting posture and your workplace are set correctly

are (seat height, table height, screen position, arm posture).



Examinations and goggles

- Employees have the right to an examination of the eyes and eyesight, before starting work, and then at intervals of 3 years, and also when visual complaints occur, which can be attributed to the screen work.
- Employees have the right to an ophthalmological examination if this proves necessary on the basis of the results of the above-mentioned examination.
- Employees should be provided with special visual aids (goggles) if the results of the examinations (see above) show that they are necessary because normal vision aids can not be used.
- This special visual aid is to be adjusted to the distance to the screen and the documents, which is usually larger than the normal reading distance of about 30 cm.

Information on glasses:

https://www.i-med.ac.at/pa/intranet/pa_intra_arbeitsmedizin.html



Lifting and carrying heavy loads

If you need to lift and / or carry heavy loads, we recommend the following

- Procedure:
- Distribute the loads approximately equally on both halves of the body.
- Pull heavy loads on the body before moving it.
- Never lift off your back, but crouch down and lift you over your knees.

lifts

Use as ladders only certified ladders or elephant feet.



I have read and understood the contents of the instruction:

Name: _____ Date: _____

NEWSLETTER

of the

Medical University Innsbruck

Internet: <http://www.i-med.ac.at/mitteilungsblatt/>

Study year: 2013/2014 Issued on 5. June 2014 41.st piece

188. Home- and use regulations of the Medical University of Innsbruck according § 22 Abs 1 UG

188. Home and use regulations of the Medical University of Innsbruck according to § 22 Abs 1UG

§ 1 General

(1) These home and user regulations serve to ensure safety and order at the Medical University of Innsbruck.

(2) In particular, it has the proper and smooth

Carrying out the tasks assigned to the university. If necessary, supplements and clarifications to these house and user regulations are to be issued. In the case of university facilities that work with hazardous materials (eg radioactive, chemical and biological substances), the respective leaders are obliged to take special security-guaranteeing regulations, taking into account the relevant laws and regulations (eg Radiation Protection Act, Employee Protection Act, Chemicals Act, Regulation on biological agents) and to issue orders and to inform the person concerned.

§ 2 Scope

(1) The provisions of these Home and Use Regulations - including the fire protection regulations Innsbruck Medical University (last published in the newsletter of 18.07.2007, Academic year 2006/2007, 27th ed., No. 178) are legally binding for all organs and members of the Medical University of Innsbruck as well as all users of university facilities of the Medical University of Innsbruck and for all persons who otherwise reside on land, in buildings and rooms of the Medical University of Innsbruck. § 12 (1) (a) and (b) of these Rules do not apply to university staff pursuant to § 94 (2) and (3) of the UG as amended.

(2) The validity of these Home and Usage Regulations extends to all land, buildings and rooms owned by the Medical University of Innsbruck, leased to fulfill their duties or given in the form of a precarious or a loan. For leases of premises, which are not located in the buildings of the Bundesimmobilien-Gesellschaft (BIG) or in rooms handed over to the Medical University of Innsbruck, both the present house and use regulations and any house and use regulations of the respective landlord are of the respective lessor or the lender. In the case of conflicting provisions, those prohibitions or bids apply which place a stricter standard on the behavior of the users.

(3) All land, buildings and rooms shall be used with the utmost care, in particular the building substance and the other inventory, in accordance with the most economical use of energy. This also applies to the use of devices

§ 3 Dedication and allocation of land, buildings and rooms

(1) **Land, buildings** and the Medical University of Innsbruck

Rooms are used to carry out the teaching, research and administrative tasks of the institutions and Members of the Medical University of Innsbruck according to the content and conditions of, in particular, the University Law, the statutes of the Medical University of Innsbruck and the implementation

(2) **The allocation** and purpose assignment of the land, buildings and rooms rented or leased by the Medical University of Innsbruck to, for example, individual university facilities, shall be carried out by the Rectorate.

Applications for assignment and appropriation of funds must be addressed to the Rectorate. Applications must be reasoned accordingly.

(3) **The allocation of rooms** to the Austrian Students' Union is carried out at the Medical University of Innsbruck by the Rectorate in accordance with the Students' and Students' Act 1998 as amended.

(4) **The allocation of rooms** to the works councils takes place at the Medical University of Innsbruck by the Rectorate in accordance with the Labor Constitution Act as amended.

(5) **Requests for the change** of an assignment as well as a purpose assignment shall be addressed to the Rectorate. Applications must be reasoned accordingly.

(6) If necessary, the Rectorate may, on its own initiative, have dedication changes or the revocation of an assignment after hearing the person concerned.

(7) **The Rectorate** can convince itself at any time of the intended use of the rooms. The persons entrusted with such an examination by the Rectorate shall be granted - upon their legitimacy - upon request access to all premises.

(8) **The radiation protection** officer / the radiation protection officer may at any time enter premises in which radioactive substances are (temporarily) stored or in which radioactive substances are used.

§ 4 Structural changes:

Intended construction modifications, adaptations, the introduction and laying of supply lines (electricity, water, gas, telephone, etc.), intended earthmoving, the intended erection or removal of buildings on land as well as the attachment and removal of antennas and other instruments on and Land and buildings are to be requested in writing by the Facility Management Medical-Theoretical Department (iF Facility Management Department) in writing and may only be carried out with the approval of the Rectorate.

§ 5 Generally accessible information areas and machines

(1) The information surfaces intended for placards and posters shall be specified and designated as such.

(2) The short-term use of additional information surfaces, in particular for temporary measures of the Austrian Students' Union as well as of the works councils, requires in terms of Sites of approval by the Rectorate.

(3) Subject to availability, information surfaces may also be awarded to other institutions close to the university, such as academic associations. The needs of the university institutions, the Austrian Students' Union, the works councils, the medical representatives as well as the senate are to be given priority in the allocation of space.

(4) Attacks on areas not intended for this purpose (eg on doors, lift cabins, wall surfaces, columns) are prohibited and must be removed immediately at the expense of the causer.

(5) The content of posters and posters must not lead to any prohibited or punishable behavior and must not offend against common decency.

(6) The allocation of information areas pursuant to para. 1 and para. 2 may be revoked, in particular, if improper use has been identified, the reputation of the Innsbruck Medical University has been damaged, violated applicable laws or ordinances, or if the stop area is obviously not used for a long time.

(7) The setting up of information tables on general areas by university members or the Austrian Students Union requires the approval of the Rectorate.

(8) The installation of machines on general areas requires, subject to contractual arrangements, the approval of the Rectorate. The Rectorate also decides on the required cost replacement. Evidence is maintained by the Facility Management department.

§ 6 Opening hours of the university buildings

(1) The opening hours of the university buildings shall be determined in such a way that the safety of persons and property and the fulfillment of the tasks of the Medical University of Innsbruck are ensured.

(2) For different buildings of the Medical University of Innsbruck or certain entrances and exits, different opening hours can be defined.

(3) Does an employee have the required mechanical key / electronic access media (ident media) is allowed to him, the university buildings too to enter outside the opening hours.

(4) The opening hours of buildings that have not been rented by the Federal Real Estate Company are governed by the respective house and use regulations in these buildings.

(5) The opening hours of the main entrances to the various buildings are published on the homepage of the Medical University of Innsbruck.

(6) As a matter of principle, all entrances to the buildings are to be locked outside of the opening hours. In addition, outside of the times of use in all buildings entrance doors to university facilities, room associations and individual rooms, lecture halls and seminar rooms and all rooms, as far as movable and immovable things are of value, such as technical equipment and laboratory equipment, blocked by any key owner / key owner to keep. This also applies to all rooms for which this is provided for by special regulations (eg areas where radioactive substances are used, animal testing facilities, infectious areas).

§ 7 Party traffic

For the implementation of the party traffic at the Medical University of Innsbruck are of the Determine appropriate times and make appropriate announcements to the respective head of the university institution.

§ 8 Access

(1) Access to the publicly accessible parts of university premises is generally permitted.

(2) In order to maintain security and order, the Rectorate or any other person appointed by the Rectorate may have a general or special suspension of the university premises and the university buildings or parts thereof. In this case, only authorized persons are allowed access.

(3) The Rectorate may, at the suggestion of the directors of university institutions, the preventive specialists and the fire protection officers, issue prohibitions on entry and access restrictions for unauthorized persons in rooms with a high-risk potential, such as laboratory and machine rooms.

§ 9 Key evidence

(1) Two different access systems are in use at the Medical University of Innsbruck: a mechanical locking system and an electronic access system.

(2) The issue and return of mechanical keys to the buildings and rooms takes place

decentralized by the head of the respective university institution. Every university establishment is required to issue and return mechanical keys in an evidence list

to be noted and confirmed by handwritten signature of the holder (s) and the issuer.

(3) The issue and return of ident media is currently decentralized by the respective university institutions. In the area of the electronic access system, the verifiable allocation of electronic access media will be introduced so that the access can be granted electronically and collected via so-called online terminals.

(4) The Rectorate shall have the right to carry out "key controls" to ensure order and key evidence in line with a comparison of the evidence list with the key owners.

(5) Further provisions regarding the method of issuing the keys or identification media
If necessary, the buildings and rooms are determined by the Rectorate.

(6) The loss of a key or identification medium must be reported immediately to the respective head of the university institution. In addition, the loss must be reported to the relevant competent authority. The written proof or the loss report must be sent immediately to the Facility Management department.

(7) In the event of loss of a mechanical key, the holder shall, in accordance with the compensation may be paid in accordance with Austrian legislation. ID media are too lock.

(8) The head of the respective university institution must ensure that the keys / identification media are only used by members of the university who have a justified interest in applying a strict standard.

(9) The keys or the identification media are to be referred to the head of the relevant key holder upon withdrawal or upon expiry of a possible authorization

To return the university institution. The return must be noted and listed in the evidence list.

§10 General rules of use

(1) **All users** of the property of the Medical University of Innsbruck or leased or leased land, buildings and rooms are obliged to make efforts to prevent damage of all kinds, in particular by fire, theft or damage to property, and to use the inventory, in particular the technical equipment and devices, properly and as gently as possible.

(2) **The users of the university institutions** have to provide in the scope of their activities and responsibilities in particular for:

- a) the issue of entry bans against the entry of unauthorized persons in laboratory and machine rooms and the attachment of instructions for the safety of persons;
- b) the limitation of lighting in work rooms to the necessary extent;
- c) compliance with the special behavioral measures posted in each room;
- d) the necessary information and a suitable safeguarding of dangerous or particularly valuable devices and equipment against commissioning by unauthorized persons and their protection against theft;
- e) the display of apparent defects and damage to equipment to the relevant university institution;
- f) the notification of apparent defects and damage to buildings, pipelines, building services and fixed technical infrastructure to the Facility Department Management;
- g) the proper storage and disposal of hazardous substances in compliance with the applicable legal provisions;
- h) Checking whether there are gas and water taps in the laboratories and workrooms and others
Media (eg CO₂) are closed;
- i) switching off all equipment not in current or non-permanent use, as well as lighting in the workrooms when leaving the workplace;

- j) keeping the escape routes and exits in their entire width free;
- k) the reporting of perceived violations of the rules on home and use, in particular if this requires precautionary measures to ward off damage or there is a risk of violation of criminal law provisions.

(3) In particular:

- a) the excitement of unnecessary noise disturbing the university and the violation of public decency;
- b) personal and other endangerment due to alcohol, drug or narcotics consumption;
- c) contaminating, spraying or unauthorized painting of building components,
Rooms or inventory;
- d) the deposit of waste outside the designated containers;
- e) disregard of the fire safety regulations;
- (f) smoking in university buildings (in accordance with the Tobacco Act, the Workers Act, Maternity protection Act; the establishment of designated smoking areas is reserved for the Rectorate
- g) the entry of unauthorized persons in rooms that are subject to a ban on entry and marked accordingly;
- h) entering non-operational elevators and disregarding the rules of use posted in the elevator cars and on the floors;
- i) commissioning of obviously faulty devices and systems or non-compliance existing instructions for use or instructions of the responsible personnel;
- j) any unauthorized start-up or modification of technical equipment for their use
Commissioning no authority exists;
- k) the shutdown of energy, supply or maintenance due to repair or maintenance
Data lines that also supply other non-directly affected university facilities,
without informing the facility management department in good time;
- l) keeping the windows open resulting in wasting energy or ingress
Can cause moisture;
- m) removing or damaging safety and order stops
(Identification of safety equipment, emergency numbers, escape routes, etc.) or their
Withdrawing from view;
- n) bringing infants to rooms where laboratory work is also carried out
and / or dangerous substances are stored;
- o) Bringing animals of all kinds, except guide dogs and disabled person's dogs
Innsbruck University is except for collections approved by the Rectorate and serving charitable purposes;
- p) purposes; outside the medical Innsbruck University is except for collections approved by the Rectorate and serving charitable purposes;
- r) the distribution of leaflets and the posting of attacks contrary to the regulations
of § 5 of these Home and Use Regulations;
- s) the use of sports equipment (inline skates, skateboards, bicycles, micro scooters, scooters,
- t) the wedging of fire doors.

§ 11 bicycles

- (1) Bicycles are in bicycle racks, bicycle racks and on the designated areas, as far as they are available, turn off. The leaning of bicycles on house walls and the Shut down in buildings or on lawns as well as on surfaces for flowing traffic forbidden. Under all circumstances escape routes and fire driveways must be kept free of bicycles

- (2) Illegally parked bicycles can be removed.
- (3) Bicycles parked continuously over a longer period on the premises of the Medical University of Innsbruck will be considered as derelated and, after the previously announced eviction by attack in the respective university building as well as by written notification to the affected bicycles, the lost property office of the Magistrats Innsbruck handed over to secure or disposed of.

§ 12 Violations of the house and user regulations

- (1) In the event of a breach of these Rules of Use, the following shall be applied, taking into account the principle of proportionality:
 - a) In the case of minor violations, a warning by the head of the university institution, course or other event is sufficient.
 - (b) In the case of serious or repeated infringements, in particular at the request of the Head of the headmaster of the university institution in question has temporary or permanent restrictions and prohibitions on use by the rectorate.
- (2) For damages resulting from violations of these house and user regulations, the polluter shall be liable in accordance with the Austrian legislation.

§ 13 Danger in default

- (1) In the event of imminent danger, all members of the University or any person present at the Medical University of Innsbruck are entitled to take all measures that are likely to avert danger and harm to the Medical University of Innsbruck and its relatives or users.
- (2) In the event of imminent danger, which necessitate immediate security measures, the security authorities shall be required to request the appropriate measures to be taken. If deemed appropriate, the request shall be addressed to the Rector, otherwise the persons responsible for the proper conduction of courses and examinations, as well as other events, and the heads of university institutions within their respective sphere of influence can approach the security authorities directly , If courses or examinations are disturbed in such a way that further implementation becomes impossible or unreasonable for the head of the course or examination, the course or examination can be terminated or with the consent of the monocratic organ responsible for the implementation of the study law provisions (§ 19 Abs 2 Z 2 UG) are also interrupted if possible for a long time. Such a termination of the examination does not count as an examination within the meaning of § 77 UG.

§ 14 Responsibilities and completion

- (1) The implementation of the provisions of the Home and Use Regulations and the completion of the Home and use regulations are the responsibility of the Rectorate's rules of procedure Member of the Rectorate and the persons or departments appointed by him.
- (2) Personnel authorized by the Rectorate to implement the Home and Use Regulations is to be followed immediately. Supervision during courses and exams Compliance with the house and user regulations is the responsibility of the respective course instructors or examiners. These provisions of the Home and Use Regulations are published in the newsletter of the Medica

§ 15 Final Provisions

These provisions of the Home and Use Regulations are published in the newsletter of the Med. University of Innsbruck and come into effect on publication.

For the Rectorate:
Frau Univ.Prof.Dr. Helga Fritsch,
Rektorin

Emergency exit plan

BRANDSCHUTZ THALER
Büro für vorbeugenden Brandschutz
80381 München, General-Postfach 28
Tel. 05223204050
Stand: 04/2011

VERHALTEN BEI BRANDALARM
Informieren Sie sich über die Lage der Stiegen, Fluchtwege, Notausgänge, der Brandmelderzylinder und der Löschgeräte!

1. ALARMIEREN
Im Brandfall ertönt eine **SIRENE!**
Wenn Sie einen Brand entdecken
Tür zum Brandraum schließen,
Meldung über Notruf **Telefon 122**
UND Brandmelder betätigen
Ruhe bewahren!
folgende Punkte bekanntgeben:

- Wer ruft an
- Was ist passiert
- Wo ist der Notfall

2. RETTEN
Verlassen Sie das Gebäude auf den bezeichneten Fluchtweg!
Suchen Sie den Sammelplatz auf!

Gehbehinderte oder verletzte Personen sind bei der Evakuierung besonders zu unterstützen!
Die Brandschutztüren schließen selbstständig!
Aufzüge dürfen im Brandfall nicht benutzt werden!

3. LÖSCHEN
Unternehmen Sie nach Möglichkeit einen Löscheinversuch!

Feuerlöscher Löschschlauch

Rettungsweg bei Brandalarm

- Standort
- Brandort
- Fluchtweg
- Feuerlöscher
- Löschschlauch

The escape route should be planned in advance in case of an alarm.



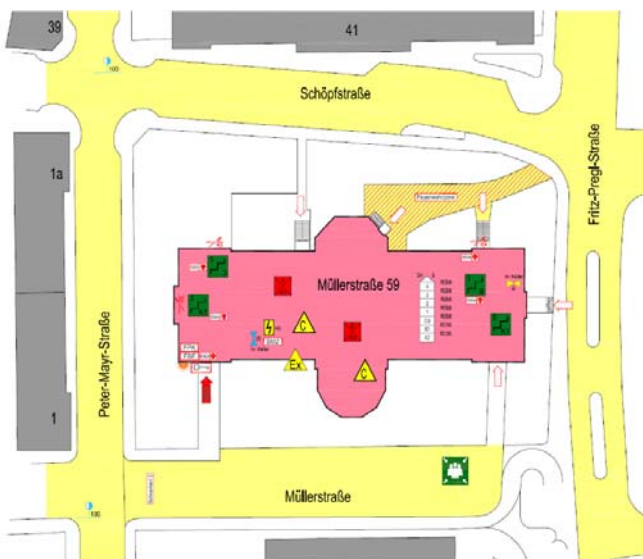
Important emergency numbers:

- Fire Department: **122**
- Police: **133**
- Rescue: **144**
- Gas-Emergency-call **128**
- Poison information: **01/406 43 43**

Example photo for escape route plan

Example photo for escape route plan

Meeting point with fire alarm



In the event of an alarm, you must arrive at the collection point Poison.



Example photo for site plan with assembly point

NEWSLETTER

of the

Medical University Innsbruck

Internet: <http://www.i-med.ac.at/mitteilungsblatt/>

Study year 2015/2016 Issued on 2 March 2016 23.

80. Fire protection regulations of the Medical University of Innsbruck

80th Fire Safety Regulations of the Medical University of Innsbruck

The in the newsletter from 18.07.2007, academic year 2006/2007, 27th item, no. 178, announced
Fire Safety Regulations are amended as follows:

§ 1 General

(1) These fire safety regulations provide important information about the behavior to avoid the endangerment of health and property and the prevention of damage caused by fires as well as the behavior in case of fire itself.

(2) The following provisions must be observed. Failure to comply with these provisions may also result in civil and / or criminal penalties.

§ 2 Scope

(1) These fire protection regulations are legally binding for all organs and members of the medical University of Innsbruck and for all users of university facilities and for all People who are otherwise on land, in buildings and rooms of the Medical University Stop Innsbruck.

(2) The validity of these fire protection regulations extends to all properties, buildings and rooms, which are owned by the Medical University of Innsbruck, to fulfill their tasks have been leased or given to her in the form of a precarious or a loan. at Rentals of premises not in the buildings of the Federal Real Estate Company (iF BIG) or in the case of the premises of the Medical University of Innsbruck is both the objective fire protection regulations and the fire protection regulations of the respective Landlord / landlord or lender. In the case of contradictory provisions, those prohibitions or bids that apply a stricter standard to the behavior of persons apply.

§ 3 Responsibilities

(1) Within the framework of general and special order and security, the organization and monitoring of preventive fire prevention measures are the responsibility of the heads of the organizational units for their area of responsibility or the Rectorate. The head of an organizational unit must ensure the proper condition of equipment and furnishings within his / her area of responsibility.

(2) For the fire safety and for the consultation of the organs, relatives and users as well as for the supervision and examination of the observance of the officially prescribed fire protection measures and the regulations of this fire protection order, the fire protection officer and the fire protection attendants are responsible.

(3) All instructions relating to fire safety of the persons referred to in paragraph 2 shall be forthwith to obey. Furthermore, they are all perceptions of defects in the field of to announce fire safety.

§ 4 General rules of conduct

- (1) Any person residing on a piece of land / in a building of the Medical University of Innsbruck shall be obliged - taking into account the existing local conditions - to refrain from acts which are a particular advantage for the occurrence or spread of fire or make firefighting much more difficult.
- (2) All employees and all students must be familiar with the location of the next push-button detector - if any - and the next extinguishing agent at their respective workplace or internship location, as well as be informed about escape routes and assembly stations.
- (3) Escape and other traffic routes shall be kept free. Behind, in and in front of exits and emergency exits no items such as wall tables, showcases and the like, which impair the free passage width, may be set up or stored.
- (4) During the University's operation, all doors and emergency exits leading to the open must remain unlocked.
- (5) On premises of the Medical University of Innsbruck, vehicles may only be parked with the approval of the Rectorate and only in such a way that traffic and escape routes as well as the access of emergency vehicles are not obstructed.
- (6) Fire and smoke protection doors must be kept closed at all times, as long as they are not fire-retardant via the fire alarm system. The self-closing devices must not be blocked or otherwise disabled.
- (7) Fire alarm and fire-fighting equipment, signs and other safety-related equipment may not be removed, damaged, removed or misappropriated, even temporarily.
- (8) Smoking is prohibited in the university buildings (see House Rules and Use Regulations, published in the newsletter of 05.06.2014, academic year 2013/2014, 41st item, No. 188).
- (9) Flammable waste, such as solvents, must be stored at the latest at the end of operation in appropriate safety cabinets or in the appropriate rooms.
- (10) The storage of combustible solid, liquid and gaseous substances is permitted according to the safety data sheets, whereby the respective maximum permissible storage quantity is to be observed. In unauthorized places (attics, near fireplaces, garages, etc.), storage without exception is prohibited.
- (11) With the exception of the Biomedical Physics Section, the internships and laboratories as well as the workshops, which are intended for fireworks, the use of open fire and light is prohibited at the entire Medical University of Innsbruck.
- (12) The use of individual heating and cooking appliances is prohibited, with the exception of tea kitchens. Exceptions are only permitted with the approval of the Rectorate and with the agreement of the fire protection officer or the fire protection team in compliance with the required safety regulations (eg adherence to flammable objects, non-combustible surface, unplug after operation). Installation and commissioning may only be carried out in accordance with the instructions of the fire protection officer or the fire protection team. The equipment must be properly maintained and serviced and periodically inspected.
- (13) Storing and drying flammable objects (eg clothing, wood, paper and the like) near fireplaces and flues is prohibited. The use of electric cooking appliances with open heating wires is prohibited.
- (14) All types of pressurized gas containers shall be protected against the effects of heat, be stable and easily accessible. Cabinets for such containers must be well ventilated.
- (15) Machinery and electrical equipment must be operated and maintained in accordance with regulations. In the event of identifiable danger or uncontrolled continuous operation, the users of these machines / electrical systems must, in case of doubt, consult the fire protection officer or the fire protection supervisor / fire department and agree with him or her on the required safety measures. Changes and repairs may only be made by authorized persons. Making temporary installations is prohibited.
- (16) At the end of operation, electrical installations must be switched off, if possible. Gas taps and valves as well as windows are to be closed.
- (17) Fire and hot work (welding, cutting, soldering, cutting, thawing and the like) may only be carried out in agreement with the Facility Management Department of Medical Theory (if Facility Management department) and the fire protection officer / fire protection supervisors and in compliance with special safety precautions. Such work is on possibilities. Such work should be carried out during the lecture-free period if possible. The planned hot work may only be carried out if the release certificate for fire-hazardous activities has been demonstrably provided by the fire protection officer or the fire protection supervisors.
- (18) Decoration objects must comply with the fire protection classes in accordance with ÖNORM EN 13773.
- (19) Events that are not carried out in the normal scope of the apprenticeship must be demonstrably reported to the fire protection officer or the fire protection supervisors.

§ 5 Behavior in case of fire

- (1) If a fire is discovered, the fire brigade is to be informed immediately via emergency call 122. This without waiting for the extent of the fire and without waiting for the success of their own extinguishing attempts, but even with smoke or burning smell.

- a) After alerting is to explore whether persons are at risk, with the rescue of persons the fire fighting goes on.
- b) Vulnerable persons are to be warned.
- (2) When the clearing alarm sounds
 - a) devices with an open flame in laboratories, internships and the like are to be turned off and to turn over gas cylinders.
 - b) leave the university building in peace.
 - c) in the event that it is not possible to leave the university building, the refuge and Rescue mark following - to seek safe fire section.
 - d) doors have to be closed and if necessary windows have to be opened.
- (3) In the event of a fire, persons with burning clothes should be wrapped in blankets, coats etc., laid on the floor and the flames smothered.
- (4) People who are trapped in a room are to be called by shouts, turning up the light, make it noticeable by phone call, etc. at the forces.
- (5) Doors of the fire compartment must be closed and kept closed.
- (6) Lifts may not be used.
- (7) The fire brigade is to open the driveways and entrances. The fire department is to be instructed and on possibly missing persons and special sources of danger (chemicals, compressed gas bottles, etc.) to point.
- (8) The following should be noted when fighting fires:
 - a) The extinguishing jet should not be in the smoke and in the flames, but directly on the burning Objects are directed.
 - b) Gas flames should not be extinguished with fire extinguishers, but by blocking the gas supply.
 - c) Flammable objects should be removed from the vicinity of the fire.
 - d) Space is to be provided for the work of the emergency services and their orders are to be obeyed.
- (9) In any case, when evacuating:
 - a) Panic-encouraging announcements, actions, etc. are to be avoided as far as possible.
 - b) Persons from outside the building should be informed of the staircases, exits and emergency exits and to ask to leave the building.
 - c) All persons have to leave the building immediately and become a collector's paw to go.
 - d) The assembly point designated for the respective building may not be used without the consent of the Leader of the fire department will be left. This measure serves to complete the count determine the employees.
 - e) Outgoing persons are immediately assigned to the head of the fire brigade Report.

§ 6 Measures after the fire

- (1) The university buildings may only be entered after approval by the fire department or by the fire protection officer or the fire protection team / fire department.
- (2) Rooms affected by the fire must not be entered.
- (3) All perceptions that can serve to ascertain the cause of the fire shall be reported to the fire department's head of operations, the respective supervisor and the fire protection officer or the fire department.
- (4) Used manual fire extinguishers and other extinguishing equipment must be reported to the fire protection officer or the fire protection service and the Facility Management department and may only be installed at their locations after refilling or repair.

§ 7 Contact persons

- (1) The contact details of the fire protection officer and the fire protection team are available on the website of the Facility Management department.
- (2) Information about the on-call service is available on the Facility Management website.

§ 8 final provisions

The provisions of this fire protection order are to be announced in the newsletter of the Medical University of Innsbruck and come into force with publication.

For the Rectorate:
O. Univ.-Prof Dr. Helga Fritsch
Rektorin

Workplace-specific instruction:

Instruction adapted to the workplace.

Legal basis ASchG §14 instruction:

- (1) Employers are required to provide adequate safety and health instruction for workers. The instruction must be done during working hours. The instruction must be proven. If necessary, suitable experts should be consulted for the instruction.
- (2) In any case, instructions must be given
1. before starting the activity,
 2. in the event of a transfer or change of duties,
 3. when introducing or changing work equipment,
 4. when introducing new materials,
 5. when introducing or changing working procedures and
 6. after accidents or events that almost led to an accident, if this appears to be useful for preventing further accidents.
- (3) The instruction must be tailored to the workplace and the duties of the employee. It must be adapted to the development of dangerous moments and to the emergence of new dangers. The instruction must also cover the measures to be taken in the case of foreseeable malfunctions. If necessary, the instruction must be repeated at regular intervals, at least if this is stipulated in accordance with § 4 Abs (3) as a measure for the prevention of danger or in a regulation to this Federal Law.

Instruction of the employees on

Building:

Name	Organizational Unit	Signature

