Health and Safety at work

University of Bern
IEE
Safety Officer

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Initial instruction for employees and students
Health and Safety at work

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Initial instruction for employees and students
Safety

Goal: avoid accidents and diseases

Employee /Student

Employer

Safety Officers

do

advice

organize
Roles

**Employer**
- Protect life and health of employees
- Instruct the employees about hazard and safety measures

**Safety Officers**
- Advice employer and employees
- Assess Hazard at working places

**Employees and Students**
- Support your employer
- Follow safety instructions
- Identify potential hazard
- Use personal protective equipment
- Use safety equipment correctly
- Report faulty equipment
Identify hazard
Safety Signs

Emergency exits

Instructions

Prohibitions

Fire Fighting

Hazard / Warnings

Hazardous substances:
- Corrosive
- Explosive
- Flammable
- Foodstuff
- Health risk
- Harmful
- Poison
- Toxic

- Harmful to the environment

- Gas under pressure
Hazardous substances

- Harmful to the environment
- Corrosive
- Explosive
- Gas under pressure
- Health risk
- Flammable
- Harmful
- Toxic
Ergonomics
Emergencies

*Important phone numbers*

- Fire Brigade: (0)118
- Police: (0)117
- Ambulance: (0)144
- Poisoning: (0)145
- General Emergency Number: (0)112
Fire

1. Alarm fire brigade (0)118
   alarm other persons

2. Close doors and windows

3. Help persons in danger

4. Fight fire

5. Do not use elevators

Evacuation
- Evacuation or fire alarm
- Follow instructions of staff
  - Leave the building through exits
- Move to the meeting point
  - For further instructions - do not
  - Unless instructed
In case of fire

1. alarm fire brigade (0)118
   alarm other persons

2. close doors and windows

3. help persons in danger

4. fight fire

5. do not use elevators
Fire Fighting
Evacuation

- evacuation or fire alarm
- follow instructions of staff
- leave the building through emergency exits
- move to the meeting point and wait for further instructions - do not go back unless instructed
1. Observe

2. Think

3. Act

Inform your boss, secretary and safety officer (also by near-accidents)
Trainings

- First-Aid courses
- Fire-Fighting courses
- Laboratory Safety
- Field work
Contacts

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