

Unterweisung nach Arbeitsschutzgesetz §12

Instruction in accordance with occupational health and safety law §12

Occupational
accidents
and insurance
coverage



Occupational accidents and insurance coverage



Occupational accident insurance

Employees who have had an accident will be covered by employers' liability insurance.

An accident insurance doctor (*Durchgangsarzt (D-Arzt)*) must therefore be consulted if:

- The accidental injury leads to incapacity to work beyond the day of the accident
- The necessary medical treatment is expected to last more than one week
- A relapse (of an illness) occurs as a result of an occupational accident



Search for 'Durchgangsarzt': <https://diva-online.dguv.de/diva-online/>

Occupational accidents and insurance coverage

Accident report



Occupational and work-related accidents must be reported to your supervisor immediately! An accident report (download available on the workplace safety [homepage](#)) is to be filled out – either by yourself or by the safety officer!

Send the accident report to the safety officer (Mrs. Schobert, Tel. 2912)!

Accident report form: see <https://www.uni-potsdam.de/en/verwaltung/bsa/safety/accident-report>

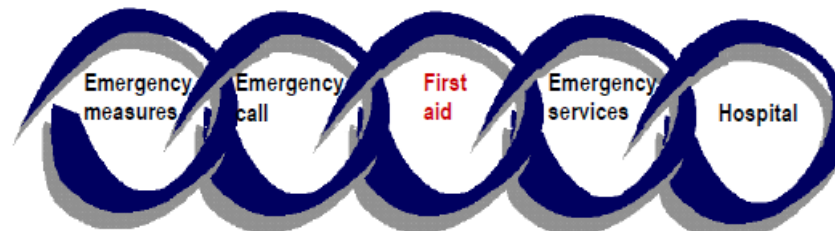
Occupational accidents and insurance coverage

What to do in the event of an accident

Workers are required to assist with first aid measures and have to:

- ... in the event of an accident, interrupt their work until first aid has been given
- ... be trained as first responders
- ... report every accident.

The rescue chain



Occupational accidents and insurance coverage

What to do in the event of an accident

WHERE did it happen?
WHAT happened?
WHICH injuries?
WHO is reporting?
WAIT for enquires!



Emergency call: 0 - 112

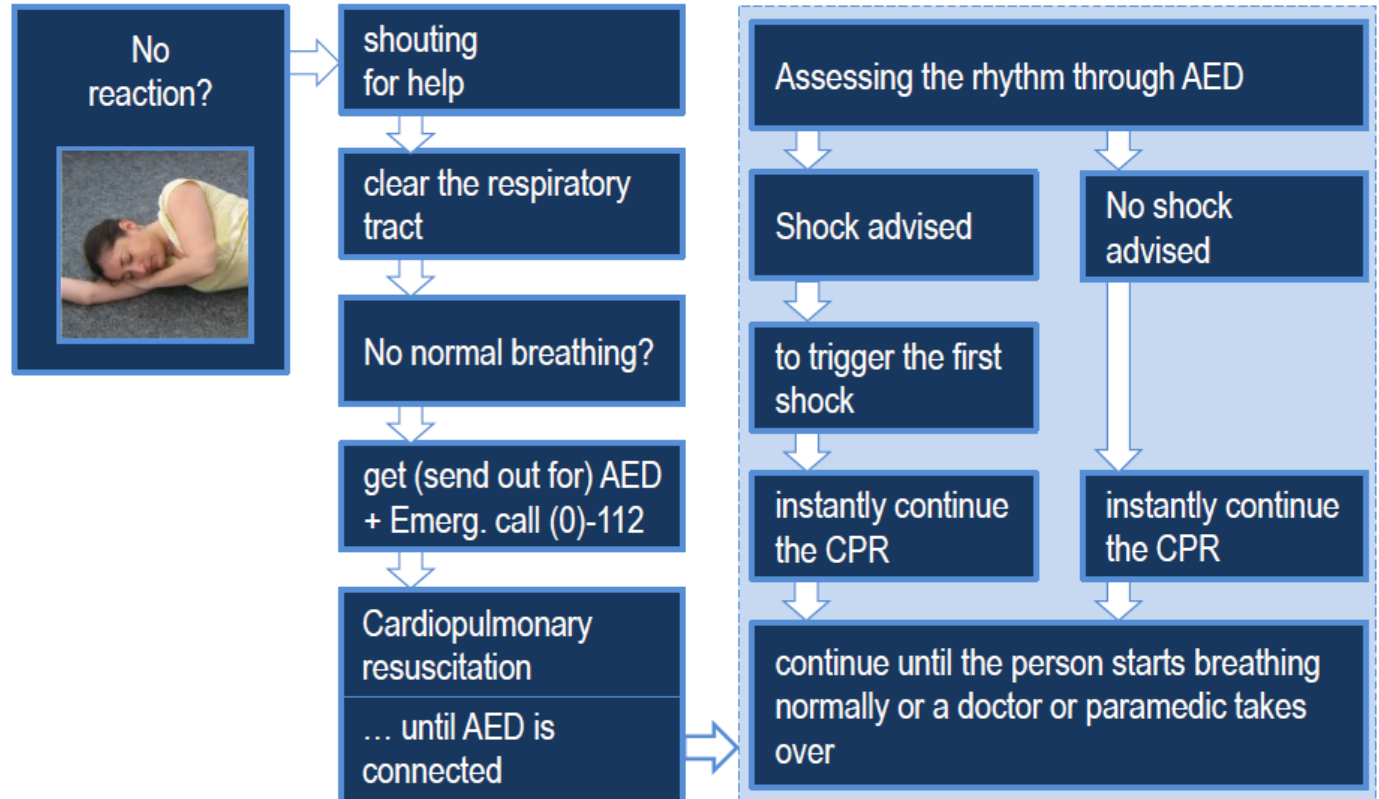
Poison information centre: 0 – 030/19240

First aid kit: in ‚Linoleum‘ office

First responders: Jan Pufelski and Michael Ristow

Occupational accidents and insurance coverage

What to do in the event of an accident

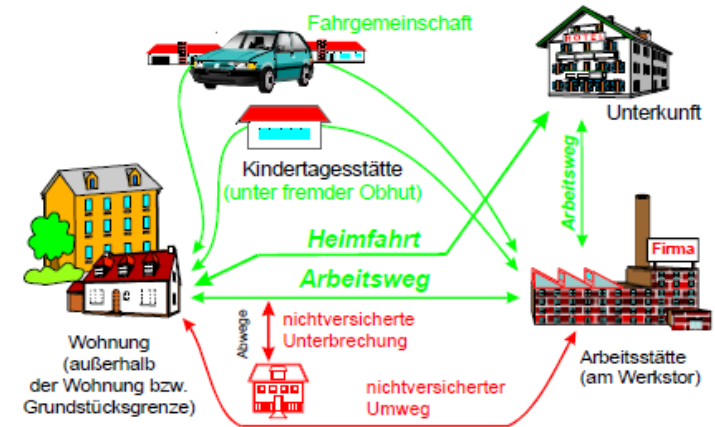


Commuting accident/ occupational accident insurance cover



Insurance coverage exists during insured activities. And also:

- on **direct journeys** from and to the insured activity
- public transport route
- carpool journeys
- journeys to childcare



For accidents that take place when leaving the workplace to eat at a cafeteria outside of the workplace...

... legal accident protection exists to the extent that the cafeteria is a **reasonable distance** from the workplace.

Commuting accident/ occupational accident insurance cover

- By bike, on foot or by car: anyone who goes to work or is on their way home is insured by the employers' liability insurance association in the event of an accident.
- Means of transport
 - Insured regardless of the means of transportation.
 - Carpooling
 - If an insured person has to deviate from the direct route in order to pick up or drop off passengers, the insurance cover also applies.
- Childcare
 - Anyone who has to take their child to or pick them up from daycare or other childcare facilities and has to deviate from the direct route to or from work is insured.
 - In principle, the shortest route is insured.
 - The insurance cover remains in place in the event of deviations, for example due to special traffic situations (traffic jams, better traffic connections, weather conditions).

Commuting accident/ occupational accident insurance cover

- Leaving the route
 - If an insured person interrupts the journey to or from work for private reasons, the insurance cover is reinstated when the direct route is reached. Exception: The interruption has lasted longer than two hours.
 - Start and end of insurance cover
 - The insurance cover begins and ends at the outside door of the residential building
 - Company canteen, restaurant, supermarket - Am I insured during my break?
- Travel in connection with a break from work (breakfast or lunch break) = insured.
 - Regardless of whether you are going to an external canteen, restaurant or even home
- If I call in sick and still work - am I still covered by accident insurance?
 - Yes, if you resume work = automatic insurance cover
 - Caution: Insurance cover at risk if you resume work against medical advice and objectively not feasible
- Under the influence of alcohol - Am I still insured against accidents?
 - In principle, risk of loss of insurance cover.

Contacts

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Fire



Fire prevention

Fire prevention

- All persons working at the University premises **are obliged** to behave in a manner contributing to the prevention of fire.
- Strictly observe the prohibition of smoking and prohibition of open flames.



Fire prevention

Fire prevention regulations Part B / Electrical appliances



- Using damaged electrical appliances is prohibited.
- Have all faulty electrical appliances repaired immediately.
- Switch off all electrical appliances not in continuous operation when leaving rooms.
- Permanently installed electrical appliances may only be connected by authorised and qualified electricians.
- Foreign electrical appliances must be checked by a qualified electrician and labelled with a test symbol.

Fire prevention

Fire prevention regulations Part B / Handling of flammable substances

Material	Storage/Disposal	Handling
Inflammable or explosive substances	Store in specially labelled rooms provided for this purpose.	Open flames are strictly prohibited when handling these substances.
Flammable waste	Dispose in suitable containers.	Always keep these containers closed.
Flammable liquids	Dispose in suitable containers.	Never tip into drains or toilets.

In case of a fire



- 1) **Keep calm**
- 2) **Immediately report the fire**

using a fire alarm push-button or by
telephone

Emergency number 0-112



In case of a fire

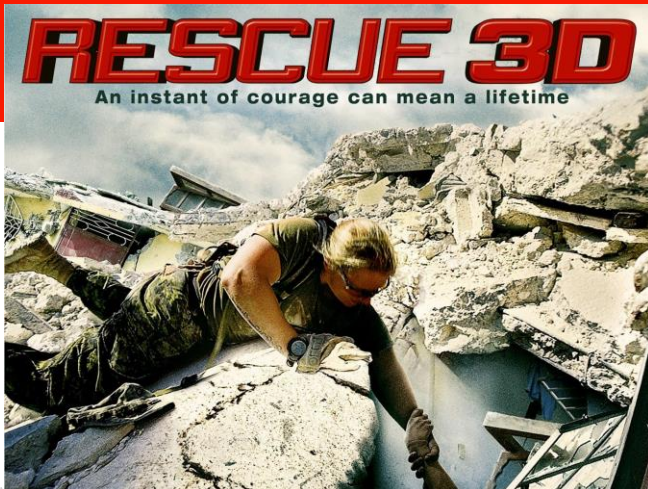
Fire prevention regulations Part B / Providing notification of a fire by telephone

- Who is reporting?
- What happened?
- Where did it happen?
- Which injuries?
- Wait for enquires!



Fire prevention regulations Part B / Behaviour in case of fire

In case of a fire



- Observe alarm signals (sirens) and instructions.
- Bring yourself into safety.
- Immediately switch off electrical systems.
- Always close the doors when leaving the hazard area.
- Go to the defined gathering areas and check for full attendance.
- Keep the fire brigade access routes free.



Primary fundamental rule:

Rescuing human life takes precedence over rescuing material goods and extinguishing the fire.

In case of a fire

Fire prevention regulations Part B / Spreading of fire and smoke

- Prevent any unnecessary supply of air to the fire source until the fire brigade arrives.
- This means closing all fire protection closures, windows and doors and keeping them closed.



Close the door, but not lock!

Fire prevention regulations Part B / Smoke- and fire doors

- Metal or glass doors in the corridors
- Automatically close when a smoke detector is triggered.



In case of a fire



All employees are obliged to remove any wedges from fire doors, remove obstructions from the closing paths and report any damage to these doors.

In case of a fire

Fire prevention regulations Part B / Escape and rescue routes

- Do not close doors in the escape routes or emergency exits during normal operations
- Keep emergency exits free of obstructions in the escape direction at all times
- Do not cover or obstruct safety signs

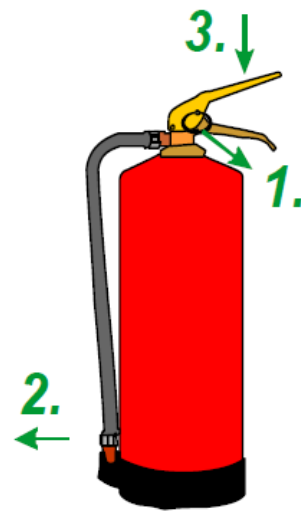


Be sure to always keep escape and rescue routes, areas for the fire brigade, hydrants and associated parking spaces free at all times.

In case of a fire

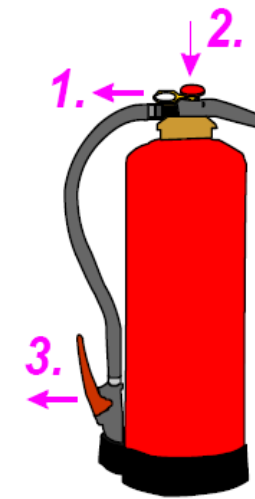
Extinguisher / Operating method

Permanent pressure extinguisher



1. Remove the cotter
2. Hold the hose
3. Press the lever

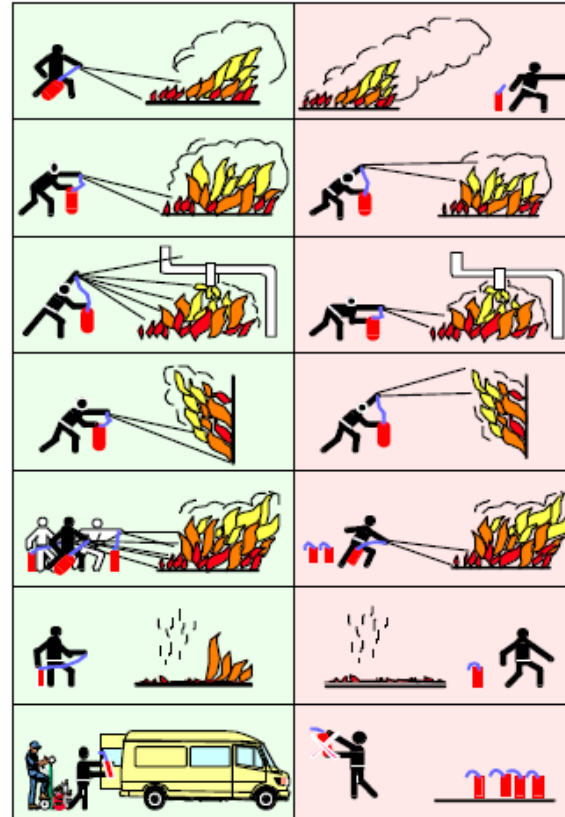
Rechargeable extinguisher



1. Remove the actuator strap
2. Press the strike knob
3. Actuate the extinguishing gun

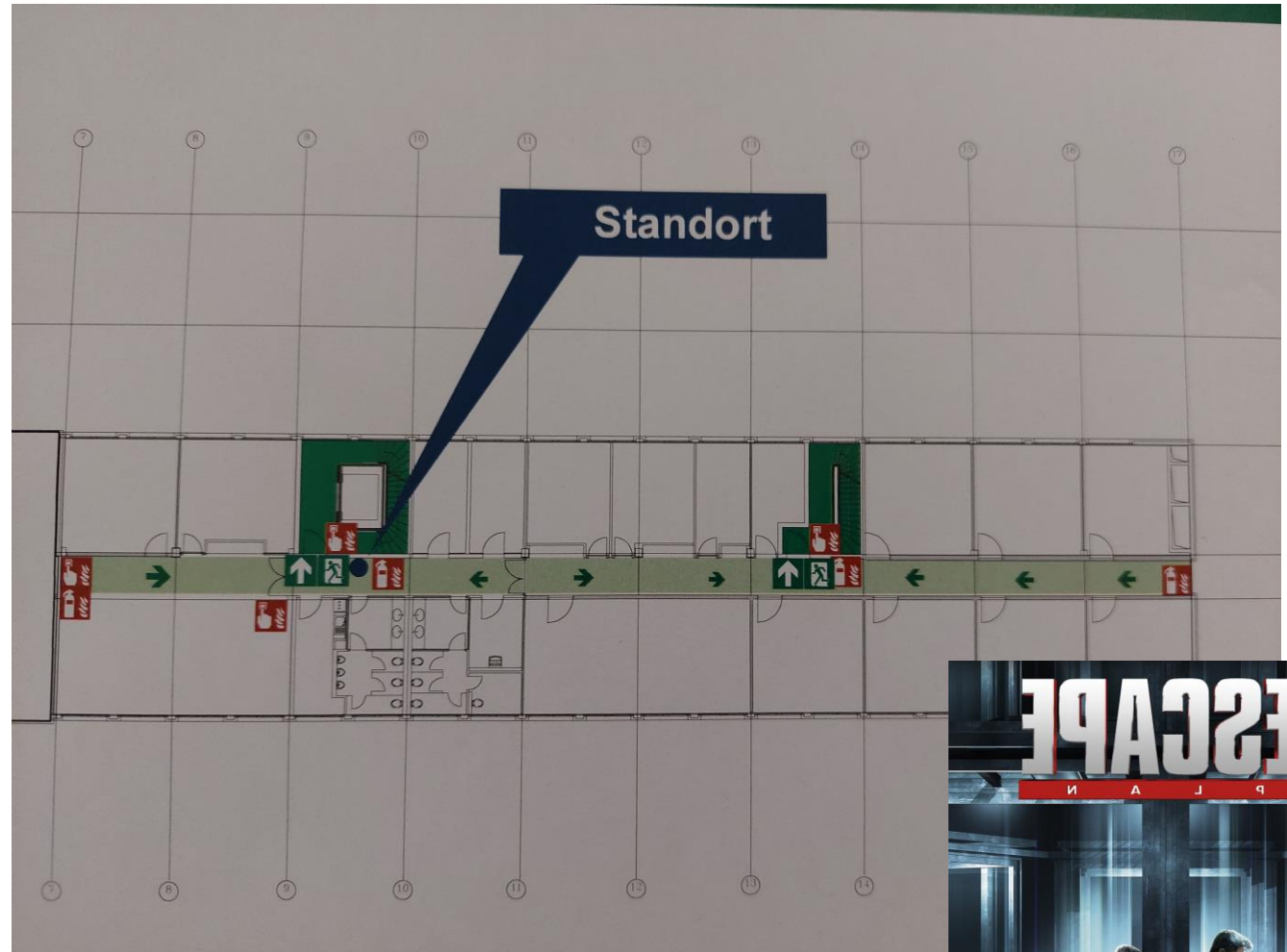
Fire prevention regulations Part B / Handling of fire extinguishing devices

In case of a fire



- Fight the fire in the wind direction
- Extinguish surface fires starting at the front
- Extinguish droplet and flowing fires from top to bottom
- Extinguish wall fires from the bottom to the top
- Use a suitable number of fire extinguishers simultaneously
- Keep an eye on the extinguished fire
- Have fire extinguishers refilled after use

Fluchtwege/
escape route



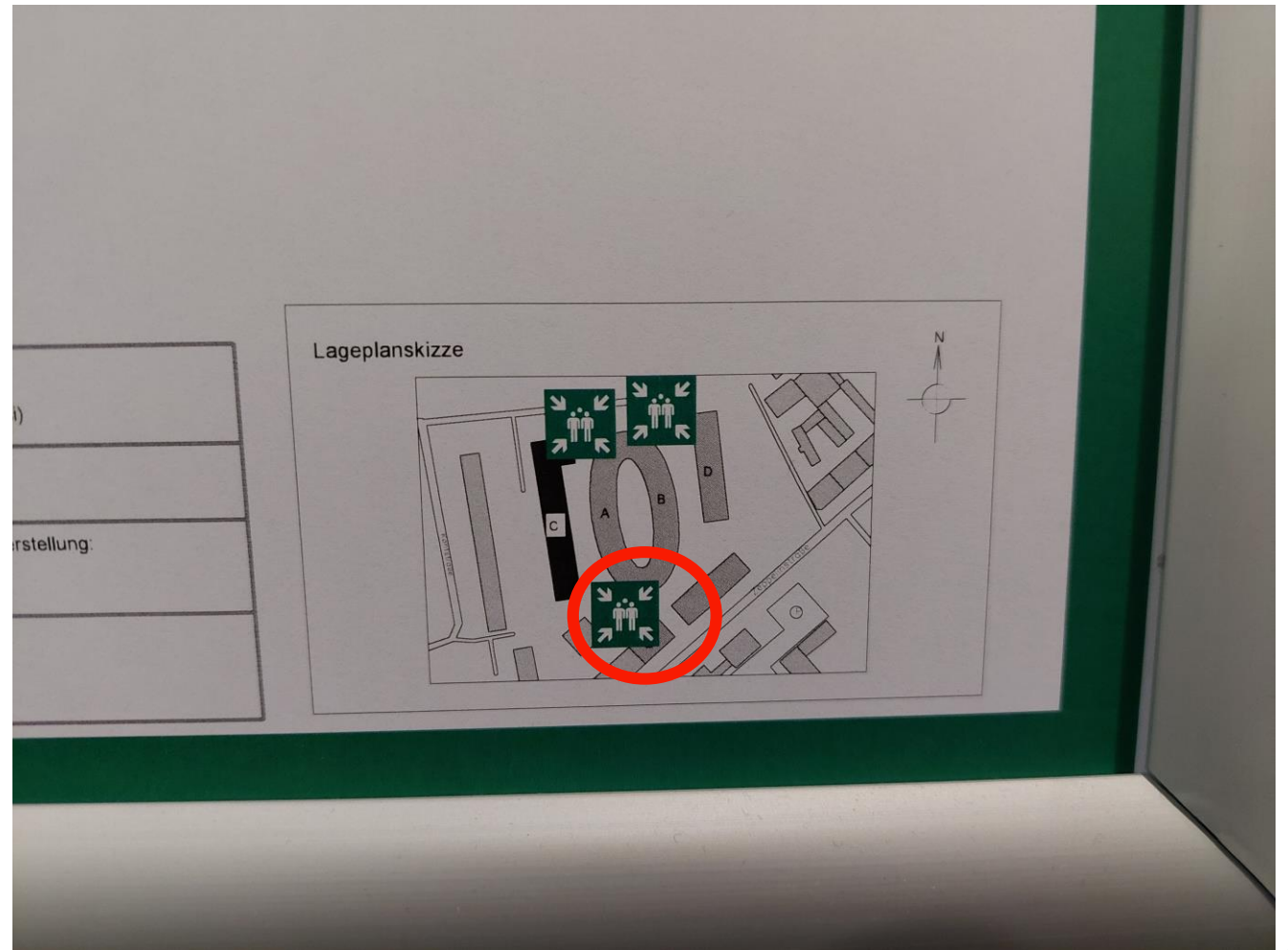
Alternatives:

- Windows only in ground floor
- Do not use the lift!

Move to meeting point!



Sammelplatz
Meeting point



Part 2

Occupational health precautions



Occupational health precautions

Generalities

- Working at your desk
 - Ergonomic workplace
 - Up-to-date technology - especially screens
- Outdoor work
 - Suitable clothing, sturdy shoes
 - Sun protection: head & skin (cream with high sun protection factor)
- Work in the laboratory
 - Safety goggles, if necessary
 - Proper disposal of sharp, pointed tools in the disposal container provided for this purpose

Occupational health precautions



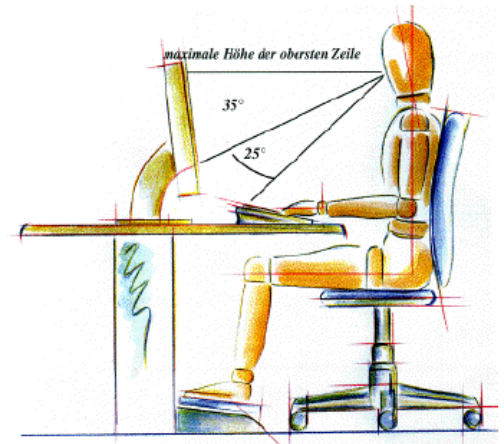
Anforderungen an den Arbeitsplatz

Der Arbeitsplatz soll mindestens 1,5 m² freie Bewegungsfläche haben, an keiner Stelle kleiner als 1 m sein.

An Sitzarbeitsplätzen richtet sich die Arbeitshöhe nach der Ellbogenhöhe über der Sitzhöhe.

Nicht höhenverstellbare Arbeitsfläche: 72 cm
Höhenverstellbare Arbeitsfläche: 68 – 76 cm

Platz für die Beine
Beinraumbreite: 58 cm
Beinraumhöhe: 65 cm
Abstand Bein zur
Tischkante: mindestens 12 cm



- Checklist for your own office and computer workstation (available from Xenia)
- To be filled out and sent to Xenia (if not done already)

Occupational health precautions

Working space:

- Legal basis: Occupational health precautionary ordinance (ArbMedVV)
- Preventive care **must be offered to employees**, but does not have to be accepted - it is not an aptitude test!
 - **Contact company doctor Dr. Rübe!**

Occupational health precautions



Risk assessment for field work

- Form (available from Kolja, Michael or Florian) **to be filled out beforehand and sent to the security office** (also for field courses)
 - Can be combined for similar fieldwork (e.g. in 10 places in Brandenburg, one form is sufficient)
- **Tick bites** during work should be noted in the “tick book” (**located in the first aid kit**) (may help later with the Brandenburg accident insurance fund).
- **Medical advice is mandatory** (Contact company doctor Dr. Rube)
 - Working with **bats and in habitats/areas with TBE (tick-borne encephalitis) or borreliosis risk**
 - Outdoor activities with **intensive exposure to natural UV** radiation of regularly one hour or more per day: advice is recommended
 - Business trips in the **tropics, subtropics and countries with special climatic conditions**

Occupational health precautions

Work with animals:

- special rules – see form available from Florian, Kolja, Michael (kindly provided by Wiebke)



Occupational health precautions

Further information, see links:

- [Fragen und Antworten zur arbeitsmedizinischen Vorsorge](#)
- [Alles Wissenswerte zur arbeitsmedizinischen Vorsorge bei Bildschirmarbeitsplätzen](#)
- **Arbeitsmedizinische Vorsorge ist auch bei Tätigkeiten im Freien mit intensiver Belastung durch UV-Strahlung und hohem Stichrisiko empfohlen**
- [Arbeitsaufenthalt mit besonderen klimatischen Belastungen](#)

Application form and
contact

Betriebsarzt

Dr. med. Henry Marc Rübe

Facharzt für Arbeitsmedizin/ Facharzt für Allgemeinmedizin

E-Mail: ruebe@uni-potsdam.de

Telefon: +49 (0) 331 977-2025

Abteilung: Arbeitsmedizin

Ort: 1.02.1.11 (Neues Palais, Haus 2, Raum 1.11)

Termine für Sprechzeiten

Ilka Schobert

E-Mail: arbeitsmedizin@uni-potsdam.de

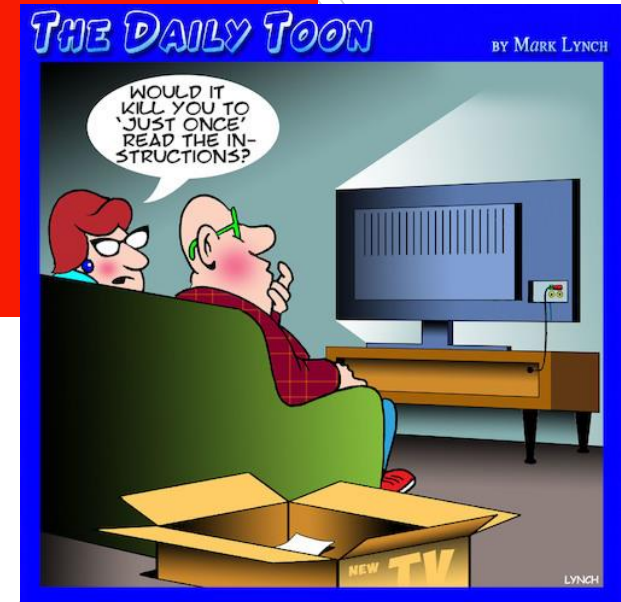
Telefon: +49 (0) 331 977-2912

Abteilung: Arbeitsmedizin

Ort: 1.02.1.10 (Neues Palais, Haus 2, Raum 1.10)

■ **[Anmeldebogen](#)**

Operating instructions (Betriebsanweisungen)



Online operating
instruction
- VPN connection
required

University of Potsdam

Operating instructions on the following points:

- Personal protective equipment
- Screen and office workplace
- Indoor (workshop /repair), outdoor (vegetation, landscape, ..)
 - Hazardous substances indoors and outdoors
- Laboratory
 - Hazardous substances
 - Information on work equipment subject to mandatory testing

Link:

[Betriebsanweisungen - im Aufbau - Arbeiten an der UP - Z-Wiki \(uni-potsdam.de\)](#)

Online operating
instruction
- VPN connection
required



WELL DON'T JUST STAND
THERE JOHNSON! HURRY UP
AND GOOGLE HOW TO
FIX IT.

Operating instructions concrete - office-

- Gesetzliche Mindestanforderungen für Büroarbeitsplatz
- allgemeine Regeln für das Arbeiten mit Fotokopierern und Laserdruckern
- Arbeiten mit Tonerstäuben, Nachfüllen von Tonerstaub, Wechsel von Tonerkartuschen, Reinigen der Geräte
- Umgang mit Kaffeemaschine und Wasserkocher
- Arbeiten mit Leitern und Tritten
- Umgang mit Li-Ionen-Akkus geringer und mittlerer Leistung



Operating
instructions
concrete
- lab-

- Arbeiten im Labor
- Arbeiten bei Hitze im Labor
- Ab- und Umfüllen von flüssigen Gefahrstoffresten



Operating
instructions
concrete
- workshop -

- Sammlung Betriebsanweisung zur Handhabung diverser Werkzeuge



To be done (if not
done already)

- **all of us who work with computers** need to fill in the 'GBU-Buero und Bildschirmarbeitsplatz' (in German only, sorry). **Please send the filled and signed form to Xenia not later than this Wednesday (29.5)**. One form for each working space in each room!

For those of you that also work in the field:

- "Risk assessment for field work" following criteria (German: das Ausfüllen des Bogens "Gefährdungsbeurteilung Feldarbeit" folgenden Kriterien):
- This sheet is for courses in the field as well as for your own field work.
- For each course, such a form must be filled out beforehand and sent to the safety office - but similar courses can be combined, e.g. excursions or similar field work (but probably not ME and South Africa)
- The same applies to your own work, i.e. if you are now doing similar fieldwork in 10 places in Brandenburg, one form is sufficient (to be filled in beforehand)

Questions?

