University representatives at the department of Mathematics

Safety representative: Andreas Eberl
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<table>
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<tr>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
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<tr>
<td>Eberl, Andreas</td>
<td>M 002</td>
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<td>Kotzulla, Andrea</td>
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<td>Würth, Catharina</td>
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Training as first aider or fire protection assistant

Training as first aider
https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3/ersthelfer-und-ersthelferausbildung/index.html (in German)

Training as fire protection assistant
https://elearning.uni-regensburg.de/course/index.php?categoryid=3820 (in German)

We encourage all staff members to become a trained first aider or fire protection assistant.

*Training at the University of Regensburg is free of charge!*

Leaflet for guests and visiting researchers

https://www.uni-regensburg.de/index.php?eID=dumpFile&t=f&f=80513&token=7e9bea59ff4258d505e385e0be8eaa0d7435e43c
Organization in an emergency situation

Universität Regensburg
General Plan

Key:
- Building
- Building under construction
- Overhead crossing
- Roofing
- Streets
- One-way street
- Footpath/Bicycle path
- Pedestrian bridge
- Underground Street

Universität Regensburg
OHT Regensburg
University of
Applied Sciences

Source: Digital Data of State Office for Building and Construction
Design: Referat V/6, May 2022

up-to-date maps: https://www.uni-regensburg.de/contact/maps/index.html
Check list for staff instruction topics

☐ Fire safety instructions (in German):

☐ Location of fire extinguishers in the department of Mathematics:
in the staircases (one on each floor), in front of the library, in the 3rd floor (hallway) in front of room M131 (Lernwerkstatt), at the lower exit of lecture room H31

☐ Location of first aid kits in the department of Mathematics:
M128 (kitchen), M312 (kitchen), both permanently accessible, M216 (mail room) M212 (faculty administration), M237 (library, by the supervisor’s desk),

☐ Nearest emergency meeting point for ambulance and medical service: street under the physics building (Tiefstraße West), see campus map

☐ Location of the defibrillators: see campus map nearest locations: physics building (opposite Café bar), administration building (staircase 1st floor)

☐ Emergency organization: Guideline for evacuation and leaflets for danger situations (in German):

☐ Nearest assembly point:
  Lawn between pre-med (Vorklinikum) and chemistry building, see campus map

☐ Escape ways:
  Signposting in hallways

☐ Work safety, e.g. writing an accident report: (in German)
Monitor and office workstation

Ergonomic screen work is only possible if the chair, table, and screen are set individually and correctly. The following design rules are a prerequisite for this:

1. **Seat height adjustment**
   Adjust the chair so that both feet stand flat on the floor at a right angle in the knee joint.

2. **Table height and edge**
   The table must be adjusted to the height of the underside of the elbow bone. The upper arm should hang relaxed and the elbow should be angled by 90°. In order to be able to support the palms of the hands, a distance of 10 to 15 cm from the front edge of the table must be provided in front of the keyboard.

3. **Dynamic sitting**
   Only the frequent change between front, middle, and rear sitting positions can prevent health problems due to static work. The backrest of the chair must therefore be tiltable backwards and still support the entire back with its spring force.

4. **Viewing angle and viewing distance**
   The screen should be positioned according to the optimum field of view of the user. The screen should always be positioned as low as possible. The uppermost readable line should never be above the horizontal line of sight. If possible, important information should be viewed at an angle of 20° to the horizontal. It makes sense to adjust the inclination of the screen so that the line of sight falls on it at a right angle. In this setup, the full field of vision is used and the shoulder and neck muscles are relaxed as far as possible. The distance between the eye and the screen should be between 50 cm and 100 cm, depending on the diagonal of the screen and the size of the characters.

5. **Leg and foot space**
   The leg and foot space width must be oriented to the movements of the user for different work tasks, i.e. it should be available over the entire working width. This free space is very important for dynamic sitting, in which the feet and legs are always moved to a different position.