Staff instruction for occupational safety
Department of Mathematics
Status: November 2020

University representatives at the department of Mathematics

Safety representative (contact person for all questions regarding occupational safety)
Andreas Eberl, phone: 3341, room: M002, andreas.eberl@ur.de

Trained first aiders and fire protection assistants

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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
Organization in an emergency situation

up-to-date maps: https://www.uni-regensburg.de/contact/maps/index.html
Combined notices

In the event of fire

Keep calm

Report the fire

Activate MANUAL CALL POINT
(Activates automatic fire command system)

(Fill in nearest manual call point)

In addition:
Call Control Room (Leitwarte) at 0641/943-3333
WHAT happened in detail?
WHo is calling?
Warn people in danger
Take helpless people with you
Close doors and windows
Follow designated rescue routes
Do not use elevators
Follow instructions
Proceed to assembly point

Use fire extinguisher
Use fire hose

Fire Safety Regulation pursuant to DIN 14 040

In an emergency

Keep calm

Urgent measures
Secure the hazard area
Provide first aid
Fight the danger

Report the emergency

EMERGENCY SERVICES 112
(University phone: Dial prefix 09 or 01)
In addition:
Call Control Room (Leitwarte) at 0641/943-3333
WHERE did it happen and where is the nearest emergency meeting point (Retungstreffpunkt)?
WHAT happened?
HOW MANY PEOPLE are injured?
WHAT KIND of injuries?
WAIT for questions!

Await emergency services at the level of the subsurface road at the emergency meeting point

(Fill in nearest emergency meeting point / Retungstreffpunkt)

Poison-Emergency Munich (089) 19 240
Poison-Emergency Nürnberg (0911) 368 2451


Check list for staff instruction topics

☐ Fire safety instructions (in German):
https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3brandschutz/index.html

☐ 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 (Primo Café bar), administration building (staircase 1st floor)

☐ Emergency organization: Guideline for evacuation and leaflets for danger situations (in German):
https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3arbeitssicherheit-universitaetsintern/index.html

☐ 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)
https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3arbeitssicherheit/index.html
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.