

Instruction sheet

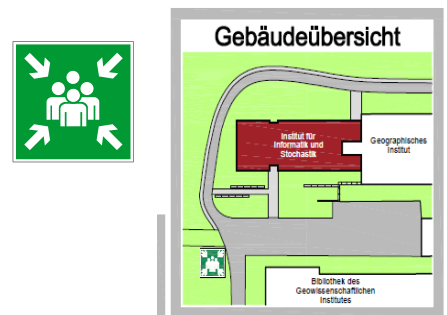
With date of: 06/2022; Institute for Computer Science

Behaviour in the event of emergency

- Inform yourself about the rescue routes using the escape and rescue plan. (Position: Staircase)
- Escape routes are marked accordingly.



- In case of emergency or fire remain calm and leave the building immediately. Close doors and windows. Go to the assembly point. Leave the assembly point only after release by the fire brigade or a responsible person.
- In case of fire do not use the elevator.



- In case of fire or emergency call the fire brigade (112) and inform the fault reporting hotline (1171). Follow the instructions of the “Fire Alarm Information” (Position: Staircase)
- Notify other persons of the fire.
- Try to rescue injured persons in accordance with the self-protection.



- Try to extinguish the fire. Fire extinguishers can be found at the marked locations.



- In case of accidents call the First Aider. First-Aid equipment is marked accordingly.
- Add Accidents (even small wounds) to the First-Aid documentation booklet or create an accident report.
- Report way-to-work- and work accidents to the safety inspector or the Secretariat.



Behaviour at the workplace

- When setting up your workstation, note the information sheet „Einrichtung Bildschirmarbeitsplatz (Set-up of a workstation)“ at <http://www.uni-goettingen.de/de/579578.html>
- Only commercially available and approved work equipment may be used for its intended purpose and with due care (e.g. read the operating instructions). An inspection (visual inspection) must always be carried out before use



- When laying cables, make sure that they are not tripping.
- Use appropriate cable bridges when laying cables in the traffic route.
- Make sure that no hazards are caused by plants (for example: Cacti).
- Make sure you have suitable insect protection, especially in summer.



- Pay attention to freshly wiped floors.
- Remove spilled liquids immediately.
- When walking – especially on stairs – do not look at the cell phone!



- Use handrails when using stairs.



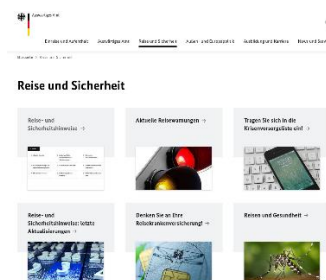
Handlauf benutzen!

- Always use electrical equipment with due care (e.g. read operating instructions).
- Inspect electrical appliances for visual inspection; do not continue to use defective equipment and report to the safety inspector or the Secretariat.



Behaviour before embarking on a business trip

- Before starting a business trip abroad, read the travel and safety instructions of the Foreign Office to that country and make appropriate arrangements/Precautions:
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit>



- Pay attention to adequate vaccination protection. Information on this is also provided by the Foreign Office in the travel and safety notes.
- The Company Medical Service offers travel medical advice:
<http://www.betriebsarzt.med.uni-goettingen.de/de/content/angebote/81.html>
- In case of occupational medical indication vaccinations are offered free of charge by the Company Medical Service.
- If necessary, contract an international travel insurance.



Further Information

- Your direct supervisor will be happy to answer any questions you may have about occupational health and safety.
- For more information and links on workplace safety, please click here: <http://www.uni-goettingen.de/de/579578.html>
- Safety Officer: Gunnar Krull, Tel: 39-172025, krull@cs.uni-goettingen.de

Further Information and Consulting Services

- Equal Opportunity Commissioner: <https://www.uni-goettingen.de/en/619543.html>
- Anti-discrimination Commissioner: <https://www.uni-goettingen.de/en/651629.html>
- Equal Opportunities and Diversity Unit: <https://www.uni-goettingen.de/en/22168.html>