

ORDINANCE No. 202/2022 of the Rector of the University of Wrocław of 14 September 2022 on initial training in occupational health and safety and fire protection for students and doctoral students at the University of Wrocław consolidated version by the Organisational Department - **as of 10 June 2024** taking into account the changes made:

- 1/ Ordinance No. 116/2024 of the Rector of the University of Wrocław of 10 June 2024, amending Ordinance No. 202/2022 of the Rector of the University of Wrocław of 14 September 2022, on initial training in the field of health and safety at work and fire protection for students and doctoral students at the University of Wrocław

**ORDINANCE No. 202/2022
of the Rector of the University of Wrocław
of 14 September 2022**

**on initial training in occupational health and safety and fire protection for
students and doctoral students at the University of Wrocław**

Pursuant to Article 23, sections 1 and 2 and Article 51, section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is ordered as follows: in connection with § 3 of the Ordinance of the Minister of Science and Higher Education of 30 October 2018 on how to ensure safe and hygienic working and educational conditions in higher education institutions (Journal of Laws No. 2018, item 2090) is ordered, as follows:

§ 1. Compulsory initial training in occupational health and safety and fire protection is introduced for students commencing full-time and part-time studies of the first-cycle, second-cycle, long-cycle studies and for doctoral students commencing their studies at the Doctoral School at the University of Wrocław.

§ 2.1. The initial training programme for students and doctoral students and the extent of the training shall be included in the teaching schedule for the first semester of training, to the extent of 4 teaching hours.

2. Initial training in occupational health and safety and fire protection shall be completed with credit in semester one of the first year of commencement of education at the University of Wrocław. A student or doctoral student who fails to obtain credit by the specified deadline may not be admitted to classes and shall **repeat** the first semester of study or shall be deleted from the list of students or doctoral students.

3. The framework programme of initial training for students and doctoral students referred to in section 1 constitutes Appendix No. 1 to this Ordinance, while the detailed programme of training for students and doctoral students of the University of Wrocław in occupational health and safety and fire protection constitutes Appendix No. 2 to this Ordinance.

§ 3.1. The training referred to in § 1 is conducted in the form of remote training on the e-learning platform of the University of Wrocław.

2. The rules and deadlines for students/doctoral students to undergo training on the e-learning platform of the University of Wrocław are specified in Appendix No. 3 to this Ordinance.

§ 4.1. The unit responsible for the entry of the subject of *initial training in health and safety and fire protection* into the USOS system and its operation, i.e.:

- 1/ editing in subsequent teaching cycles;
- 2/ enrolling students/doctoral students in the subject;
- 3/ activating of the credit protocol;
- 4/ entering credits for students in the minutes;

is the Health and Safety and Fire Protection Department.

2. On the basis of the data entered into the USOS system, the dean offices account for students and doctoral students *in the subject of initial training in occupational health and safety and fire protection* in the first semester of the first year of commencement of education at the University of Wrocław.

3. Any doubts about obtaining credit for students and doctoral students in the subject "initial training in occupational health and safety and fire protection" will be resolved between the dean offices of the faculties and the Occupational Health and Safety and Fire Protection Department.

§ 5.1. The Department of Occupational Health and Safety and Fire Protection does not prescribe credit and does not exempt students and doctoral students from completing the mandatory initial training in occupational health and safety and fire protection.

2. In a situation where a student/doctoral student has been readmitted to the first year of studies/doctoral school (and has previously passed the training in occupational health and safety and fire protection) he/she is obliged to pass the training one more time.

§ 6.1. The head of the laboratory, workshop, research lab is obliged, at the first class, to acquaint students/doctoral students with health and safety issues and regulations and the hazards that may occur during the class.

2. After the training, students/doctoral students are required to sign a declaration, a specimen of which is attached as Appendix No. 4 to this Ordinance.

3. Signing the declaration is a condition for the student/doctoral student to be admitted to classes.

4. The statement shall be kept by the head of the laboratory, workshop, research lab.

§ 7. Supervision of the implementation of this Ordinance is entrusted to the Vice-Rector for teaching.

§ 8. The Ordinance enters into force on the date of its signature and applies to students and doctoral students commencing their education at the University of Wrocław in the academic year 2022/2023 and beyond.

prof. dr hab. Robert Olkiewicz
R E C T O R

Framework programme for initial training of students and doctoral students of the University of Wrocław in occupational health and safety and fire protection

No.	Training topics	Total hours*
1.	Basic concepts of occupational health and safety policy	20 min.
2.	Harmful or disruptive factors occurring during student activities	20 min.
3.	Contents of the Ordinance of the Minister of Science and Higher Education of 30 October 2018 on how to ensure safe and hygienic working and learning conditions in higher education institutions	20 min.
4.	Procedure in the event of an accident	20 min.
5.	Basic principles of first aid	20 min.
6.	Health and safety and fire hazards present in the learning environment	20 min.
7.	Organisation of fire protection	15 min.
8.	Reasons for the origin and spread of fires	15 min.
9.	Basic duties and responsibilities under the fire prevention and emergency regulations	15 min.
10.	Principles of use and skills in handling firefighting equipment and appliances	15 min.
	Total:	4 hours*

* In lessons lasting 45 minutes.

DETAILED PROGRAMME OF TRAINING STUDENTS AND DOCTORAL STUDENTS OF THE UNIVERSITY OF WROCLAW IN OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION

1. Basic concepts of health and safety at work:

- a) occupational (learning) safety;
- b) occupational (learning) hygiene;
- c) threat;
- d) ergonomics.

2. Factors that are harmful to health or arduous during activities:

Discuss the factors in the learning (working) environment (including those that are harmful to health or hazardous) that are present in certain activities in the learning (working) workplace and the hazards that these factors may pose, and how to protect against hazards, and what to do in the event of an accident or emergency.

- a) harmful factors: chemical (vapours, dust, gases, fumes), physical (noise, vibration), biological (bacteria, viruses, fungi, parasites);
- b) strenuous factors (static, mental stress, lighting, monotony).

3. Dealing with accidents:

- a) learning the definition of a learning accident;
- b) learning the procedure related to the occurrence of an accident during learning;
- c) informing how a witness to an accident should act;
- d) providing emergency telephone numbers in case of an accident.

4. Contents of the decree of the Minister of Science and Higher Education of 30 October 2018:

Analysis of the content of the Ordinance of the Minister of Science and Higher Education of 30 October 2018 on the manner of ensuring safe and hygienic working and learning conditions in higher education institutions (Journal of Laws No. 2018, item 2090).

5. Basic principles of first aid:

Learning the definition of first aid and discuss the general principles of first aid for first aid with:

- a) haemorrhages and wound care;
- b) resuscitation procedures for respiratory and cardiac arrest, safe position;
- c) burns;
- d) electrocution.

Informing where first aid kits are located in the University.

6. Existing health and safety and fire hazards in the place of learning:

- a) moving machinery and transported objects;
- b) moving elements;
- c) sharp, protruding elements, rough parts;
- d) falling elements;
- e) fluids under pressure;
- f) slippery, uneven surfaces;
- g) limited spaces (entrances, passageways, accesses).

7. Organisation of fire protection:

Discussion of key issues contained in the Act of 24 August 1991 on fire protection (Journal of Laws 2021, item 869, as amended).

8. Reasons for the origin and spread of fires:

Discussion of fire groups:

- a) solid fires - A;
- b) fire in flammable liquids and high-temperature melting substances - B;
- c) flammable gas fires - C;
- d) metal fire - D;
- e) live electrical equipment fires or Group A,B,C,D fires in the vicinity of live electrical equipment - E;
- f) grease fires - F.

Discussion the reasons for the origin and spread of fires:

- a) carelessness when handling open flames, flammable substances;
- b) carelessness in carrying out fire-hazardous work; defects in mechanical equipment and in electrical, heating (solid, liquid and gaseous fuel) installations and their improper operation;
- c) improper storage of hazardous substances; spontaneous combustion of materials;
- d) electrical discharges;
- e) arson.

9. Basic duties and responsibilities under the fire prevention and emergency regulations:

- a) rules for the use and maintenance of facilities in a safe condition against the possibility of a fire starting and spreading;
- b) rules for keeping exits and escape routes in a condition suitable for immediate use and their proper marking.

10. Principles of use and skills in handling firefighting equipment and appliances:

- a) the concept of evacuation;
- b) discussion of escape route signage, emergency lighting;
- c) rules of behaviour during evacuation;
- d) discussion of the operation of hand-held firefighting equipment (construction and operation);
- e) types of extinguishers:
 - powder;
 - snow;
 - halon;
 - firefighting unit;
 - fire blanket;
 - hydrant.

Rules for students/doctoral students to receive training in occupational health and safety on the e-learning platform of the University of Wrocław

1. Initial training in occupational health and safety and fire protection for students and doctoral students of the University of Wrocław on the e-learning platform of the University of Wrocław is organised and conducted by the Department of Occupational Health and Safety and Fire Protection, hereinafter referred to as the Department.
2. The course material and a test, the passing of which is a prerequisite for the completion of the course, can be found on the e-learning platform of the University of Wrocław, hosted by the [Distance Learning Centre at the University of Wrocław](https://e-edu.cko.uni.wroc.pl). The training is available at <https://e-edu.cko.uni.wroc.pl>.
3. Upon completion of the enrolment card, the student/doctoral student is given access to the training materials and a credit test located on the e-learning platform.
4. Initial training in occupational health and safety and fire protection is made available on the e-learning platform on the following dates:

Term I:

First round from 15 September to 31 October

Second round from 15 November to 30 November

Additional term - from 31 January to 14 February - for those who, for justified reasons, did not attend the training on the first term.

Inter-semester recruitment

Term I - from 15 March to 30 March

Additional term - from 1 September to 12 September - for those who, for justified reasons, did not attend the training on the first term.

5. In case of necessity, the Department provides students and doctoral students with individual consultations on training issues.
6. The basis for obtaining credit for training is familiarisation with materials placed on the platform and obtaining the appropriate number of points from the test.
7. Test results are transferred to the USOS database in the form: passed or failed.
8. The training record is the basis for the credit for the training.
9. A student can take the test on the University of Wrocław's e-learning platform three times. The repetition of the initial training in occupational health and safety and fire protection is charged a fee specified in a separate Rector's Ordinance on fees for studies at the University of Wrocław.

Wrocław.....

.....
Surname and first name of the student/doctoral student making the statement

from the Faculty/College of the Doctoral School from the
field of study

STATEMENT

I declare that I have been acquainted with the factors causing danger to safety and
health and with the conditions of safety and hygiene at work in the laboratory, workshop,
research lab *
..... (insert name here).

.....
(signature of the student/doctoral student making the statement)

* delete as appropriate