

Occupational Health and Safety Manual

DEAR STUDENTS!

Let me inform you that OHS legislation sets out mandatory training to be provided to all students. This booklet highlights the most important safety regulations in the National University of Public Service (hereinafter: NUPS).

You are asked to observe and follow the rules for your own safety and that of others.

I. WORKPLACE SAFETY

The goal of workplace safety is to protect the health and integrity and maintain the working capacity of all employees and students. The special workplace safety rules concerning students are included in the “Workplace Safety Rules of the National University of Public Service “ and in the “Accident Prevention Rules for Students”, which students are required to get acquainted with and observe.

Students are required to:

- comply with prohibition, warning, etc. signs and pictograms;
- attend classes and field trips free of the influences of alcohol or drugs;
- complete trainings on accident prevention, sign the register and comply with the material of the trainings;
- use the equipment for their intended purpose (technical equipment, personal protective equipment, etc.);
- notify the supervisor if an equipment is not safe for its intended use or if it is defective;
- take care of their own health and safety and that of others on practical trainings;



- respect the peers' right to human dignity and offer help if needed (in case of accident);
- maintain cleanliness and order;
- manage pollutants, waste water and waste in a way that they do not pose any danger or health risk;
- take part actively in the prevention of accidents.

The supervisors (lecturers) are responsible for the health and safety of the students they are in charge of. Therefore, the supervisor is required to ban students from certain activities or initiate disciplinary proceedings against them in justified cases if the student:

- is under the influence of alcohol or drugs;
- cannot fulfil his duties due to health reasons;
- their behaviour poses a danger to themselves or to other students;
- violates the legislation while performing his/her tasks.

Smoking is allowed in the designated areas only in all University facilities. Warning signs and pictograms are placed at the entrances of all facilities.

Students are not permitted to bring drugs or other mind-altering substances to the University facilities and to consume them! To prevent accidents resulting from alcohol or drug abuse, the University schedules random alcohol and drug testing.

Rings, watches, bracelets or necklaces are prohibited on physical education classes and practical trainings!

At the University facilities first aid is provided in the medical centre and the reception by trained first aiders. In other cases, students are required to give first aid – in accordance with their capabilities. Equipment necessary for first aid is available at each facility and they are indicated with pictograms.

Should a student suffer (or witness) an accident, he/she is required to:

- notify the supervisor and the health and safety service provider in person, by phone or by completing the Accident Report Form (Appendix 1, “Accident Prevention Rules for Students”);
- visit the Medical Centre offering basic health care, where the accident is registered in the Ambulatory Records;
- visit the GP or a specialist and hand the medical certificates, exemptions and other documents to the health and safety service provider.

Rules specific to the Faculty of Military Science and Officer Training and the Faculty of Law Enforcement

Occasional trainings on workplace safety must prepare students for performing activities potentially harmful to health. The following activities can be considered particularly dangerous: exercises; shooting; water training; combat vehicle exercises; transport by road, rail and air; activities using munition, explosives, pyrotechnics, toxic, radioactive and other types of hazardous materials; support activities on the shooting fields; parachuting; scuba diving; activities in extreme conditions as well as preparations for international missions. Moreover, all activities are considered dangerous where violating workplace safety rules could be dangerous to life or health. Completion of the course on special activities must be documented, which students must certify with their signature.

The University provides students with protective clothing and personal protective equipment, which students are obliged to wear and use as intended, according to the standards. Their daily maintenance or recommendation for potential replacement is the students' responsibility.

II. FIRE SAFETY

Fire safety rules concerning students are contained in the "Fire Safety Rules of the National University of Public Service" and the fire safety rules of the given defence facility.

The main purpose of fire protection is to prevent fires, perform firefighting tasks and fire inspection as well as ensure their conditions are guaranteed. To avoid the damaging effects of fire, first and foremost we have to reduce the likelihood of fires, and if they do occur, they must be reported without any delay.

To meet the above mentioned conditions, students must keep in mind the following fire safety rules.

Students are required to:

- minimise the likelihood of fires while performing any activity;
- perform only those activities that they are assigned to and make sure that the conditions of safety are met;
- take part in the compulsory fire safety trainings and if needed, take an exam;
- handle the machines and equipment in compliance with the instructions for use;
- become familiar with the fire extinguishers positioned in the university's facilities;

- become familiar with the potential hazards and follow the related fire safety rules;
- in the case of immediate fire and explosion risk, fulfil orders without delay;
- start to extinguish the onset of fire with the available equipment. Every fire – even if it was extinguished – has to be reported to the supervisor, the reception, the fire safety service provider and the professional fire department;
- keep the buildings in a clean and proper order and reduce the risk of fire.

As set out in the legislation, the University takes care of the maintenance of the firefighting equipment and provides water and other extinguishing materials. Students are required to protect fire extinguishers and report damaged ones.

All facilities of the University has to be used in compliance with the fire safety requirements set out in the occupancy permit.

Doors providing an exit from the buildings must not be blocked. Furniture and other items must not obstruct exit routes, not even temporarily.

Combustible materials must not be stored in the corridors, staircase, attic and underground rooms of the university's facilities. In the residential facilities, only quantities for personal use of combustible materials (nail polish remover, deodorant) can be stored.

Electrical circuits must not be overloaded. High wattage appliances may only be used with the consent of the fire safety representative of the facility.

Electrical appliances (e.g. in the lecture halls, in the dormitory) must be turned off and unplugged after use.

While being used, electrical appliances and flammable substances must be kept apart, so that fire does not develops.

All electrical devices used in the University facilities must be approved and in good condition.

Hot plates, electric cookers and ovens, water boilers, space heaters and irons must not be used in dormitory rooms. Cooking is only allowed in designated areas.

Never cover lamps and cords with any kind of decoration or flammable materials.

Open flame activities (candles, bonfires, sparklers or fireworks) are strictly prohibited in the residence facilities.

Fire risk activities are prohibited on the premises of the University without a prior consent. Conditions and terms must be laid down in advance by the head of the university facility in accordance with the guidelines of the fire safety provider.

If a fire is detected in a university facility or in its close vicinity, it must be reported without delay:

- to those in the building (by shouting or by activating the fire alarm system)
- to the fire department or the police. The fire emergency number is 105, the general emergency number is 112. The call is free from both landlines and mobile phones.

The fire call should contain the following information:

- the exact location of the fire (address);
- what is on fire, what is in danger, the extent of the fire, the floor where it is located
- is there an injury, is there anyone in danger;
- the name, position and phone number of the caller;
- the exact time of the detection;
- if there is an injury, the ambulance has to be called on 104.

When calling to report a fire, your message should be clear, brief and concise, communicated as calmly as possible.

Communication devices or, if needed, vehicles must be made available for fire calls and help requests.

In certain facilities of the University, fire alarms are installed, which are in charge of fire detection and alarm. In addition to them, manual fire alarms can be activated by students if they detect a fire. The location of fire detectors, manual fire alarms and fire protection devices together with the escape routes are marked on the layout of the facility posted in corridors and in each dormitory room.

False alarm originators or the person who deliberately caused the fire may be responsible for all costs incurred by fire suppression and technical rescue.

Evacuation and rescue:

- Evacuate the building by stairs. Never use the elevators for evacuation, as it is FORBIDDEN and DANGEROUS!
- If you become trapped in a lecture hall, close all doors and windows between you and the fire.
- If you become trapped, shout for help and look for exits. Signal for help by hanging something in the window (e.g. a shirt or other articles of clothing) as a marker for the firefighters.
- Always take cover when opening doors.
- Cover your face with a wet cloth (a shirt or other article of clothing) and stay low to avoid inhaling smoke. If your route is filled with smoke, try to look for an alternate exit route.

Aspects of firefighting:

Everybody is required to participate in firefighting, technical rescue and the provision of information about the origins of the fire free of charge, thus helping the incident commander. If it is necessary, personal belongings may be used for the sake of fire alarms and other operations. The potentially resulting financial damage is covered by the University.

Incipient fires must be put out without any delay with available fire extinguisher equipment. The priority is to eliminate life danger.

Basic rule of firefighting:

- Extinguish incipient fires primarily with a fire extinguisher or with any other suitable equipment. To keep minor fires under control, cutting off its oxygen supply is the most simple and effective method (by covering it with a lid or with a large cloth)

- Fires involving electrical appliances, if there are no large clothes available - must preferably be put out with a CO₂ fire extinguisher. Keep a minimum distance of 1 metre.
- Fires involving live electrical appliances must not be extinguished with water. If there is no other choice, the appliance must be unplugged first or the power must be turned off at the mains.
- Don't attempt to start extinguishing a fire unless it is safe for you to do so.
- When extinguishing a fire, always consider the characteristics of the material on fire.
- When using a portable fire extinguisher, stand at least 1 metre away from the fire and sweep the extinguisher from side to side at the base of the fire.

Fire extinguisher devices are available at each university facility. Their purpose is to control smaller scale incipient fires provided you are familiar with their use.

Most common fire extinguishers:



powder fire extinguisher



CO₂ fire extinguisher

Fire extinguishers contain between 2 - 12 kilograms of extinguishing agent. The gross weight of a powder extinguisher with 6 kilograms of extinguishing agent is 9 kilograms. It has to be considered that light-weight extinguishers (2-3 kilograms) can only stop small fires.

Fire extinguishers are basically cylinder containers (pressure vessels), to which a discharge lever is connected. This lever can be unlocked by pulling the safety pin. The pin prevents the fire extinguisher from being accidentally discharged. The operating instructions are shown on the casing of every fire extinguisher.

When using fire extinguishers, it has to be considered that their capacity is limited. An extinguisher of 6 kilograms can put out a fire with a surface area of 2-2.4 m². If the fire is significantly bigger (the flame surface is greater than a room), activate the wall fire hydrants (if available). Portable fire extinguishers are most effective from a certain distance, which is between 2-3 metres.

The extinguishing agent must be aimed at the base of the fire, where the fuel source is. Carbon dioxide must cover the surface in flames. You should continue to use the extinguisher until the fire is put out. Portable fire extinguishers last for 10-15 seconds in use. If more extinguishers can be used, they should be used simultaneously, rather than one after the other.

III. ENVIRONMENTAL PROTECTION

Environmental protection basically deals with minimising negative human impact on the natural and built environment and its goal is to sustain wildlife and human populations.

In line with this goal, the University plans and performs its activities involving hazardous materials in a way that does not endanger human health or harm the environment.

The University allows only those activities that do not harm or pollute the biosphere and other elements of the environment.

The University registers and supervises the storage and transport of hazardous materials and selective and dangerous waste and checks that they are in line with environmental rules.

Students are required to:

- become familiar with environmental rules and observe them in the course of their work;
- follow oral instructions of the supervisor when performing activities that may be harmful to the environment. If the instruction is against the law or it may cause environmental damage, the supervisor must be informed;
- preserve green areas and parks on the premises of the University. It is forbidden to damage the vegetation.

Selective waste containers are placed in specific corridors of the University. They are checked on a monthly basis and emptied if needed.

Rules specific to the Faculty of Military Science and Officer Training and the Faculty of Law Enforcement

Practical trainings are held at the Faculties when students become familiar with military equipment and on further trainings included in the training schedule.

On these occasions, students may come in contact with:

- used petroleum products, substances and liquids used for the maintenance of combat vehicles and equipment;
- oil bottles, paint containers, polluted clothes;
- degreasing agent containers, degreasing waste;
- polluted waste, polluted greasepaper;
- used explosives and pyrotechnics, munition remnants.

The supervisor acquaints students with the rules on the collection and management of dangerous waste.

IV. DISASTER MANAGEMENT AND CIVIL PROTECTION

The mission of disaster management and civil protection is to protect human life and safety and material goods as well as to maintain the functioning of the society (the University) in emergencies that may be caused by a variety of circumstances: war, terrorist attack, industrial and natural disasters. Fortunately, they are quite rare, but certain elements may be part of our everyday lives.

The University facilities are not located within the danger zone of a hazardous establishment, so developing a safety plan was not required.

As regards civil protection, the University:

- prepares students and staff for the protection against hostile weapons;
- organises the alert and information systems;
- controls evacuation and sheltering;
- provides personal protective equipment.

The chief in charge of disaster management may curb students' rights.

Alerting the students may happen in accordance with the alert system set out in the Disaster Management Act (in case of states of emergency or war). Alerts contain warnings about threats to vital properties.

An alarm system is installed on the premises of the University. The staff and the students must be acquainted with the warning signals of this system together with the signals of the surrounding facilities.

In emergencies, pollutants must be prevented from:

- entering the soil and the ground water;
- entering the water system;
- vaporising;
- igniting fire.

When choosing exits, emergency exits and designated escape routes, safe evacuation must be taken into account. Moreover, the evacuation of people with reduced mobility must be taken care of as well.

Students are required to:

- follow instructions related to alert and evacuation as quickly as possible;
- specify the nature, extent and impact of dangers;
- promptly receive appropriate protective equipment;
- participate in the recovery process.

Student code of conduct in emergencies:

- DO NOT PANIC! Try to gather as much information about the situation as possible. Stay where you are and get informed.
- LIVES COME FIRST! In the event of a damage to the building or an earthquake, leave the building and go outside. If it is not possible, while an earthquake is happening, stand in a doorway or take cover under a strong table. Protect your head.
- If sheltering is ordered, go to the nearest concrete or brick building and close all the windows and doors (for example in the event of a nuclear or chemical incident).
- Protect yourself from falling objects. If you are in a car, stay away from buildings that might collapse (in the event of an earthquake, flood or fire).
- Close all windows and stay away from them during storms.
- FIRST AID. Its aim is to sustain basic life functions (breathing, heartbeat) until specialists arrive. A basic principle is that the first aid giver must not endanger their own safety.
- Deliver the injured to safety (e.g. a designated shelter) from the danger zone as soon as possible.
- INFORMATION. Try to remember everything. What did you see, hear, experience? Who did you see, where were they going and what were they doing? (Every detail may be useful to identify further dangers and locate the victims.)
- Do not move anything at the scene unless it is needed for your own safety or that of others.

Regular internal inspections and exercises are held on the premises of the University facilities, whose aim is to raise students' awareness and check compliance with regulations on safety, which is a common interest for us.

Please help us by following the rules detailed in this manual!

Budapest, 21 September 2015

Szarka Sándor
Sza-Tűz Kft. manager
workplace and fire safety service provider of the University