

Initial information on occupational safety for students

(as of March 2017)

Organizational information on occupational safety and environmental protection

Students must also regularly participate in instruction and training.

- This applies, for example, to activities in lectures, exercises, internships, as a student assistant, or during bachelor's and master's theses.
- For activities involving particular hazards (laboratory, workshop, hazardous substances, etc.), separate instruction and occupational safety training must be provided by the respective management/supervisor and documented.
- Requirements regarding necessary clothing (e.g., in the laboratory) must be observed, and personal protective equipment provided must be worn.

Some basic rules and information

- Every student is obliged to behave attentively and considerately and to comply with occupational safety and fire safety regulations. Identified sources of danger must be reported and, in emergencies, the best possible assistance must be provided.
- Only use work equipment that is in perfect condition and for its intended purpose.
- The use of electrically connected tools is only permitted if they bear a current inspection label in accordance with accident prevention regulations. Switch off tools when leaving them. (Responsibility lies with the user)
- Working on live, open electrical equipment and systems is prohibited!
- Laboratory and workshop regulations and operating instructions must be followed.
- Requirements in accordance with the Maternity Protection Act and Youth Protection Act must be observed.
- Observe the house rules and further regulations in the respective work areas.
- Familiarize yourself with the possible escape and rescue routes, first aid, and firefighting equipment.
- Escape and rescue routes must be kept clear and fire doors must be operated properly.

Your first points of contact are:

1. The management of the facility or the lecture and event
2. In the administration of TU Dortmund University, you can contact the following persons:
 - Property management (list of caretakers in the service portal), service personnel in the gatehouses
 - TU Dortmund control room, 0231/ 755-3333

Behavior in emergencies

- Remain calm
- Report emergencies immediately with precise details of the location (entrance number), type, and extent
- Ensure your own safety
- Actively assist with the evacuation, e.g., by helping people with disabilities
- When alarms sound, leave the buildings immediately and go to the assembly points. Unfortunately, the alarms in the buildings vary, so please familiarize yourself with the fire safety regulations in advance (Part B). Do not use elevators!

Polizei: 0-110

Feuerwehr: 0-112

Die Notfallmeldung enthält:

- **Wer** spricht ? (Name des Anrufers)
- **Was** ist passiert ? (Brand, Unfall, Defekt)
- **Wo** werden die Einsatzkräfte gebraucht ? (Adresse, Anfahrt, **Einfahrtsnummer**)
- **Wie** auf besondere Umstände hinweisen:
(eingeschlossene Personen, Besondere Gefahren)
- **Warten** auf Rückfragen!



Injuries/accident insurance coverage

Insurance coverage exists for all accidents that are causally related to attending the university (i.e., including arrival and departure, excursions, etc.).

The statutory accident insurance for universities in North Rhine-Westphalia is the Unfallkasse NRW.



Please inform the attending physician that the accident occurred in connection with your visit to your university. Treatment should be provided by so-called "Durchgangsärzte" (accident insurance physicians).

- As a student, report accidents at work and on the way to work immediately after informing the course director (e.g., internship supervisor, advisor, HSP trainer) to the Student Services Department, Student Housing Division, Ms. Becker.
- First aid rooms, first aid supplies, and defibrillators are located in some buildings; please follow the signs.
- Further information on who, when, accident insurance benefits, and case studies can be found on our homepage: <http://www.arbeitsschutz.tu-dortmund.de/cms/de/home/Studierende/index.html>

We wish you a successful, accident-free, and safe study experience at TU Dortmund University. If you have any questions or comments on the subject of occupational safety and fire protection, please contact Office of Occupational Safety, Environmental and Health Protection, phone: 755-3310.

www.arbeitsschutz.tu-dortmund.de