

KAUNAS UNIVERSITY OF TECHNOLOGY

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APPROVED BY
Kaunas University of Technology
Rector's order No. A-225 of March 27, 2009

INTRODUCTORY INSTRUCTION FOR SAFETY AND HEALTH OF EMPLOYEES

I. GENERAL INFORMATION ABOUT THE UNIVERSITY AND CHARACTERISTICS OF ITS ACTIVITIES

1. Kaunas University of Technology (hereinafter – University) is a state institution for studies and education. University consists of faculties, science institutes, centres, library and other departments.

2. Nature of the University's activity – organization of scientific research and studies. Lecturers, researchers, administrative and technical employees work for the University.

3. Employer is responsible for healthy and safe working conditions at the University; it is represented by the Head of the University – Rector. For insurance of safety and health of employees Rector has established a service of occupational safety and health at the University (Occupational Safety Group), which is managed by Vice-Rector for Infrastructure. Heads of each department (faculty, Department, infrastructure service, etc.) are responsible for safety and health of employees.

4. For insurance of safe and healthy working conditions for the employees, University follows Law on Safety and Health of Employees of the Republic of Lithuania, Labour Code of the Republic of Lithuania, legal acts on safety and health of employees of Ministry of Social Security and Labour and State Labour Inspectorate, ordinances, University's normative documents on safety and health of employees (orders, rules, regulations, instructions), University's Statute and collective agreement.

II. FACTORS OF OCCUPATIONAL RISKS THAT CAN BE ENCOUNTERED BY THE UNIVERSITY'S EMPLOYEE

5. The following factors of occupational risks can present risk to safety and health of employees at various working places and environment of the University:

5.1. Physical factors:

- 1) too low or too high temperature in the premises, draught, humidity;
- 2) unsuitable lighting of the working place;
- 3) noise, vibration;
- 4) impact of electric current, electrostatic and electromagnetic field.

5.2. Corporal factors:

- 1) fall from the height (person, things);
- 2) active equipment, tool, means of transportation, lifts;
- 3) jostle, pressing, slip, and fall;
- 4) jab, cut, scrape.

5.3. Chemical factors:

- 1) chemicals that can cause acute or chronic occupational diseases;
- 2) dust, gas, steam.

5.4. Psychophysiological factors:

- 1) uncomfortable working position;
 - 2) manual load lifting;
 - 3) job stress (attention, stress for vision, hearing, emotional stress, monotony of work).
6. Specific factors of occupational risks at the employee's working place and protection measures that have to be used (collective and personal), specified in the instructions for briefings at the working place.

III. EMPLOYER'S RIGHTS AND OBLIGATIONS FOR INSURANCE OF SAFE AND HEALTHY WORKING CONDITIONS FOR EMPLOYEES

7. While representing University and aiming to create safe and healthy working conditions for employees with regard to all work related aspects, Rector:

7.1. authorizes the persons authorised by the employer for safety and health of employees (Vice-Rector for Infrastructure, Heads of the Departments, specialists of Occupational Safety Group) (hereinafter – persons authorised by the Rector) to take measures, which would ensure that University's buildings, working places, working tools and working environment comply with requirements of legal acts on safety and health on employees;

7.2. authorizes the persons authorised by the Rector to organize assessment of occupational risks and determine the status of safety and health of employees at the University, its department and individual working places. If the status does not comply with the requirements, persons authorized by the Rector organize preparation and implementation of necessary measures;

7.3. authorizes the persons authorized by the Rector to decide which collective or personal protection measures should be used, provide working places and employees with them, to organize inspection of such measures under determined procedure, provide employees with safe working tools, to introduce safe working and technological processes, to install household, sanitary and personal hygiene premises;

7.4. ensures provision of comprehensive information to employees regarding organization of safety and health of employees at the University, present and possible occupational risks, measures prepared to eliminate or avoid these risks;

7.5. approves instructions for safety and health of employees, job descriptions, fulfils obligations of collective agreement related to improvement of safety and health of employees;

7.6. authorizes the persons authorized by the Rector to organize briefings and training of employees, also testing of their knowledge of safe work;

7.7. creates conditions for activities of Occupational Safety Group and Committee of Safety and Health of Employees;

7.8. ensures working and resting time for employees, established by Labour Code;

7.9. authorizes the person authorized by the Rector to organize mandatory medical examinations. Provides conditions for employees' medical examinations to be performed during their working time. If needed, transfers employees (with their consent) to another work position due to their health status;

7.10. authorizes the person authorized by the Rector to notify respective state institutions regarding accidents at work and occupational diseases, creates conditions to investigate accidents at work and occupational diseases;

7.11. authorizes the persons authorized by the Rector to control employees' compliance with requirements for safety and health of employees.

8. Rector has a right:

8.1. to issue orders and ordinances on safety and health of the University's employees and demand from employees to take care of their safety and health and that of the others during work,

comply with requirements of the University's normative documents on safety and health of employees;

8.2. to impose disciplinary penalties to employees, who violate requirements of the University's normative documents on safety and health of employees, to demand compensation for the damage done to the University under procedure established by the law;

8.3. to receive information regarding safety and health of employees from state institutions and Occupational Safety Group, and other persons authorized by the Rector;

8.4. to provide employees' representatives with offers regarding establishment of requirements of safety and health of the University's employees and to specify them in the University's collective agreement;

8.5. to assign the persons authorized by the Rector to perform other tasks, related to safety and health of employees.

IV. RIGHTS AND OBLIGATIONS OF THE EMPLOYEE WHILE WORKING UNDER EMPLOYMENT CONTRACT

9. Each employee must:

9.1. participate in introductory briefing on employee's safety and health and briefing at the working place, get acquainted with University's internal rules of working procedure and collective agreement;

9.2. comply with requirements of safety and health of the University's employees and take care of his/her safety and that of the other employees;

9.3. comply with legitimate requirements of Rector or his/her authorized persons, perform only the work that he/she is assigned to do by direct manager;

9.4. use working tools in accordance with requirements of usage of working tools or the ones specified in instructions on safety and health of employees;

9.5. properly use collective and personal protection measures;

9.6. not turn off, replace or remove devices for protection of safety and health of employees, installed in working tools or equipment, wilfully, notify Head of Department and specialists of Occupational Safety Group about failures of equipment;

9.7. immediately notify Head of Department, specialists of Occupational Safety Group and Committee of Safety and Health of Employees about any situation at working places, which can be possibly hazardous to safety and health of employees, also inform about violations of the requirements of safety and health of employees, which they cannot or do not have to eliminate themselves;

9.8. cooperate with Head of Department, specialists of Occupational Safety Group, Committee of Safety and Health of Employees, while fulfilling requirements and implementing measures of safety and health of employees;

9.9. take measures according to possibilities and their abilities to eliminate factors that can cause injuries, acute poisoning, immediately notify Head of Department;

9.10. notify Head of Department, employees of Occupational Safety Group about injuries incurred during work and other work related health problems;

9.11. have their medical examination under procedure established at the University;

9.12. not use alcohol, drugs, etc. during work.

10. Employee has a right:

10.1. demand from the person authorized by the Rector to provide safe and healthy conditions, equip collective protection measures, if needed, provide with personal protection measures;

10.2. get informed by Head of Department about factors in working environment, which are hazardous to health or dangerous;

10.3. get acquainted with results of medical examination, if needed, have a repeated medical examination;

10.4. consult with Head of Department regarding improvement of safety and health of employees or authorize employees' representative for that purpose;

10.5. refuse to work in case there is danger for safety and health:

- 1) when he/she is not trained to work safely;
- 2) when work continues despite malfunction of working tool or emergency situation;
- 3) when work is performed violating established technological requirements;
- 4) when working environment is harmful and hazardous for health and life, necessary collective protection measures are absent during work, or when he/she is not provided with personal protection measures.

If employee stops working in such cases, he/she has to provide a written notification to Rector immediately regarding the reasons of his/her refusal to work. Employee is paid an average salary for the time that he/she reasonably refused to work. Unreasonable refusal to work is violation of working discipline and salary is not paid for this period.

10.6. to demand compensation for damage to his/her health due to unsafe working conditions under procedure established by the law;

10.7. apply to Head of Department, Rector, specialists of Occupational Safety Group, State Labour Inspectorate or other state institution in case he/she has questions regarding safety and health.

V. ACCIDENTS AT WORK. EMPLOYEE'S OBLIGATIONS AND ACTIONS IN CASE OF AN ACCIDENT AT WORK

11. Accidents at work.

11.1 *Accident at work* – and incident at work, including accident during the working time, investigated under determined procedure and recognized as an accident at work, which results in the employee's injury (light, serious, fatal). Incident at work, when employee dies due to disease, which is not work related, is not categorized as an accident at work.

11.2. During investigation of an accident, its relation to work is established. Each work related accident is investigated in accordance with *Regulations on investigation and account of accidents at work* and the act in a form for an accident at work N-1 or act in a form for an accident on a way to/from work N-2 is written.

11.3. *Accident at work when an act in the form N-1 is written* is an accident at work, which occurs:

- 1) while working under employment contract or performing other work with knowledge of Rector or Head of Department;
- 2) while preparing and cleaning working place, working tools (before the start of work, during work and after work) in premises or territory of the University;
- 3) during employee's business travel during work;
- 4) on the way to/from work using transportation hired by the University's or by the employee;
- 5) due to violence, if circumstances and motives of violence are related to work;
- 6) during additional and special breaks at the working place, premises or territory of the company;
- 7) when employees work for themselves (in their own interests) at the company with knowledge of the Rector or Head of Department;
- 8) when employee is removed from position, but he/she is in premises or territory of the company.

11.4. *Accident on the way to/from work, when an act in the form N-2 is written* is an accident, which occurred during employee's working days on the way between his/her working place and:

- 1) place of residence;
- 2) a place out of the working place, where employee receives a salary for work;
- 3) a place outside the University's territory, where employee can be during the break for rest and lunch;
- 4) during the period of notification about termination of employment contract, when employer provides employee with a free time for search of new job, on the way to/from another company.

11.5. *Not work related accidents, when an act of the accident is not written* are accidents, which, after investigation, reveal that the victim:

- 1) deliberately (intentionally) pursued the occurrence of the accident;
- 2) was injured or died while performing criminal activity;
- 3) wilfully without the knowledge of Rector or Head of Department worked for himself/herself (in his/her own interests);
- 4) suffered when violence was used against him/her, if circumstances and motives of the violence were not related to work.

11.6. Minor accidents at work are investigated by a bilateral commission approved by the Rector's order, made of employer's representative (Head of Occupational Safety Group) and employees' representative. Minor accident must be investigated during 7 working days. The victim or a member of his/her family can participate in the investigation.

11.7. Serious and fatal accidents at work are investigated by a labour inspector with participation of representatives of the employer and the employee. Serious or fatal accident must be investigated during 15 working days from the date of the accident.

11.8. Accident at work, which the victim failed to notify the Rector, Head of Department and specialists of Occupational Safety Group about under determined procedure or which caused a gradual occurrence of employee's incapacity to work, is investigated when Rector receives the victim's written request during 30 calendar days from the date of receipt of such request.

12. Employee's duties and actions in case of an accident.

12.1. A person, who witnessed an accident at work or its consequences, must immediately provide first aid to the victim, call the ambulance by emergency number **112**, if needed.

12.2. The employee, who was a victim of the accident at work, on the way to/from work, or due to an acute occupational disease (if he/she is capable) and the person, who witnessed the incident or its consequences, must immediately inform Head of Department, Occupational Safety Group (tel. **300032**) about the occurrence of the accident at work.

12.3. Head of Department must immediately inform Rector, Head of Occupational Safety Group, trade union about each accident at work.

12.4. Head of Department immediately ensures a provision of first aid, if needed, takes the victim to the medical institution and organizes investigation of the accident at work.

12.5. Head of Department and employee must preserve working place where the accident occurred and status of the equipment as it was during the accident at work, until the end of investigation of the accident. Changes can be made only if it poses risk for life and health of the surrounding employees, but place of the incident must be photographed or filmed prior to that.

12.6. Head of Department must immediately eliminate the reasons for accidents at work, inform University's professional union about the measures taken to provide proper working conditions.

VI. EMPLOYEE'S DUTIES AND ACTIONS AFTER THE ACCIDENT. FIRST AID MEASURES. PERIODIC PREVENTIVE MEDICAL EXAMINATIONS

13. Employee's duties and actions in case of accident or danger.

13.1. Employees must immediately inform Head of Department, specialists of Occupational Safety Group about the present emergency situation at the working places or other places of the

University and use their abilities and knowledge to take measures to eliminate reasons that can cause accidents.

13.2. In case of danger at the University's department, its employees:

- 1) are informed by Head of Department about the actions they have to take;
- 2) stop the work, leave their working place and go to a safe place;
- 3) until they receive help from external services, danger is eliminated by trained employees.

14. First aid measures.

14.1. University's employees, who work under conditions of probable occupational risk or perform hazardous work (work at heights, manual load lifting), specialists of Occupational Safety Group, pedagogical employees and dormitory staff must know how to provide first aid to the victim.

14.2. Heads of Departments are responsible for organization of the employee's first aid training.

14.3. First aid kit must be present at the University's production departments (joiner workshops, kitchen premises, etc.), laboratories, premises of chambers and dormitory wardens, Occupational Safety Group. It must be clearly visible, marked and easily accessible.

14.4. Heads of Departments and Chamber Managers are responsible for maintenance and supplement of the first aid kit.

15. Periodic preventive medical examinations.

Periodic preventive medical examinations are organized for the University's employees, who work under conditions of probable occupational risk or perform dangerous work (work at heights, lift loads manually, work at night shift). If needed, employees are transferred (with their consent) to another work position, which is not harmful for health, in needed.

VII. ORGANIZATION OF SAFETY AND HEALTH OF EMPLOYEES AT THE UNIVERSITY (internal control of safety and health of employees, service of safety and health of employees, representatives of employees, Committee of Safety and Health of Employees)

16. Internal control of safety and health of employees at the University.

16.1. For insurance of safety and health of employees Rector takes measures and organizes internal control of safety and health of employees at the University. For this purpose:

- 1) A person, authorised by the Rector, organizes assessment of the risks for safety and health of employees;
- 2) A person, authorised by the Rector, organizes preparation and completion of the passport of the condition of safety and health of the University's employees;
- 3) Rector establishes procedure for control of compliance with requirements for safety and health of employees at the University;
- 4) Rector approves regulations of the University's Occupational Safety Group, descriptions of positions of the specialists of Occupational Safety Group, instructions for safety and health of employees.

16.2. Control of compliance with requirements for safety and health of employees at the University is performed by the Head of Occupational Safety Group, who gives mandatory instructions to the Heads of Departments.

16.3. Each Head of Department implements measures for safety and health of employees in the department and controls employees' compliance with requirements for safety and health of employees.

17. Service of occupational safety and health of employees (Occupational Safety Group).

17.1. Occupational Safety Group is University's structural department, directly subordinate to Vice-Rector for Infrastructure.

17.2. Occupational Safety Group performs the following functions of safety and health of the University's employees:

- 1) provides briefings and consultations to Heads of Departments, employees, organizes their training;
- 2) organizes investigation of the accidents at work and preparation of prevention measures;
- 3) supervises and controls compliance with requirements for safety and health of employees at the University;
- 4) in case of accident or other risk applies measures for liquidation of danger;
- 5) organizes preparation of normative documents for safety and health of employees, prepares them, completes University's documents related to safety and health of employees.

17.3. Occupational Safety Group also performs University's fire safety functions: ensures compliance with requirements of legal acts regulating fire safety, establishes fire safety mode, provides briefings to employees, provides necessary fire-fighting measures to the objects, etc.

17.4. Occupational Safety Group also performs University's civil safety functions: plans measures of civil safety, forecasts extreme situations, prepares and revises University's plan of civil safety preparedness for extreme situations, provides training and briefings to employees on civil safety, is responsible for personal and collective protection measures, etc.

18. Representatives of employees (representatives of trade union).

18.1. Trade union represents and protects the rights and interests of the employees at the University.

18.2. Representatives of the employees, selected by trade union, have the following rights in terms of safety and health of employees:

- 1) to make collective agreement and supervise its implementation;
- 2) to participate when a person authorised by the Rector prepares plans for improvement of working conditions for employees;
- 3) to participate in the assessment of occupational risks and in provision of personal protection measures to the employees, and in provision of other prevention measures;
- 4) to participate when Rector assigns employees, responsible for provision of first aid, organization of rescue works, evacuation of employees in case of accidents, disasters or fires;
- 5) to represent the interests of employees during investigation of accidents and occupational diseases;
- 6) to propose and to demand from Head of Department to take necessary measures for insurance of safety and health of employees;
- 7) to receive information from Head of Departments and specialists of Occupational Safety Group regarding all issues related to safety and health of employees.

19. Committee of Safety and Health of Employees.

19.1. Committee of Safety and Health of Employees is established at the University; it consists of the equal amount of representatives of employer and representatives of employees. Activity of the committee is organized and lead by the chairman of the committee, who is one of the representatives of the administration authorized by the Rector.

19.2. During the meetings committee analyses and assesses condition of safety and health of employees, results of assessment of occupational risks, discusses prevention measures for prevention of accidents at work and occupational diseases.

19.3. Committee examines organization of mandatory medical examinations and their results, analyses compliance with established procedure for training of employees and briefings on safe work, takes care of employees' working, household, sanitary and personal hygiene premises, collective and personal protection measures.

VIII. EMPLOYEE'S ACTIONS DURING THE WORKING TIME OUTSIDE THE UNIVERSITY

20. Employee, who is sent on a business trip to work at another company, must not start working until he/she is given instructions at the working place about possible risk factors and safe work at a particular working place, despite the fact that he/she attended briefings and training for safe work under established procedure at the University, where he/she constantly works.

21. In case of accident at work, when employee is injured during his/her business trip or is sent to work at another company, the injured person or head of that company must immediately inform University's Rector or Head of Department.

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