



UNIVERSITÄT  
HOHENHEIM



## Objectives of safety training

The aim of training is to ensure that employees behave in a safe manner so that occupational accidents and work-related health hazards are prevented. This is done, for example:

- by providing support for implementing occupational health and safety measures by employees
- by following the instructions for the purpose of accident prevention
- by adhering to the **intended use of** equipment or means of transport, work equipment, and protective devices
- by adhering to the **intended use of** personal protective equipment (PPE)
- by upholding the **duty to immediately report** to the supervisor any defects, accidents, damage, or hazards discovered
- by following instructions on how to behave in emergency situations



## Ergonomics at a computer workstation





## Ergonomics at a computer workstation

- Set up the table so that you look parallel to the window.
- The screen, keyboard, and office chair should be aligned straight to the table and placed on one axis to prevent the spine from twisting.



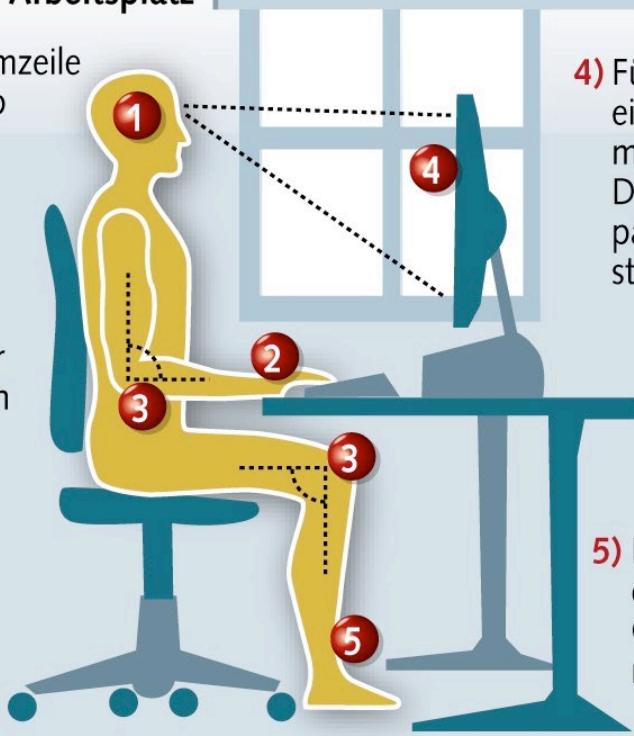
[www.bghm.de](http://www.bghm.de)

- A computer workstation is a **combination of a table, chair, and monitor**. These three components must be adjusted to the height of the employees. This is the only way to set up an ergonomic computer workstation.

## Setting up a computer workstation

### So sitzen Sie richtig

#### Ergonomie am PC-Arbeitsplatz



1) Die oberste Bildschirmzeile sollte leicht unterhalb der waagerechten Sehachse liegen.


2) Tastatur und Maus befinden sich in einer Ebene mit Ellenbogen und Handflächen.

3) 90° Winkel zwischen Ober- und Unterarm sowie Ober- und Unterschenkel

4) Für den Monitor gilt ein Sichtabstand von mindestens 50 cm. Der Bildschirm sollte parallel zum Fenster stehen.

5) Die Füße benötigen eine feste Auflage. Ggf. Fußhocker nutzen.

Quelle: BITKOM





## Dynamic sitting - the best sitting posture is always the next one!



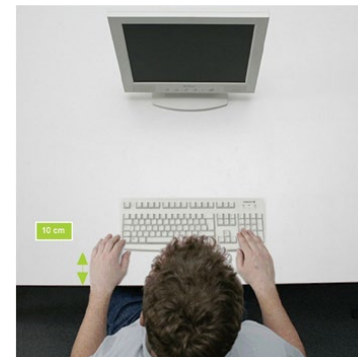
visilab.ch

- Even the best chair does not allow for dynamic sitting if it is incorrectly adjusted!
- Chairs with a movable backrest should therefore not be fixed in place.
- To prevent physical imbalances, frequent changes of position are necessary to keep the individual muscle groups and the intervertebral discs in motion.
- Take movement breaks e.g., walk to printer, wastebasket



## Computer mouse and keyboard

- The computer mouse must be adjusted to the size of the user's hand.
- The ergonomic computer mouse must be adapted to any discomforts. The University physician, Dr. Häuser, will advise you.
- Before purchasing an ergonomic computer mouse, it is recommended that you test such computer mice in a store to see if they can help you.
- The keyboard must be separated from the screen and its height should be no more than 30 mm to prevent strain on the wrists.
- The keyboard should be placed 10 to 15 cm from the edge of the table so that the heels of the hands can rest on the work surface.





## Screens



visilab.ch

- As a rule, a distance between 50 - 70/80 cm from the eye to the monitor is recommended.
- The following applies: The larger the monitor, the further away it should be placed to reduce eye strain.
- Even small fonts, e.g., from menus, must still be able to be read without effort.





## Lighting

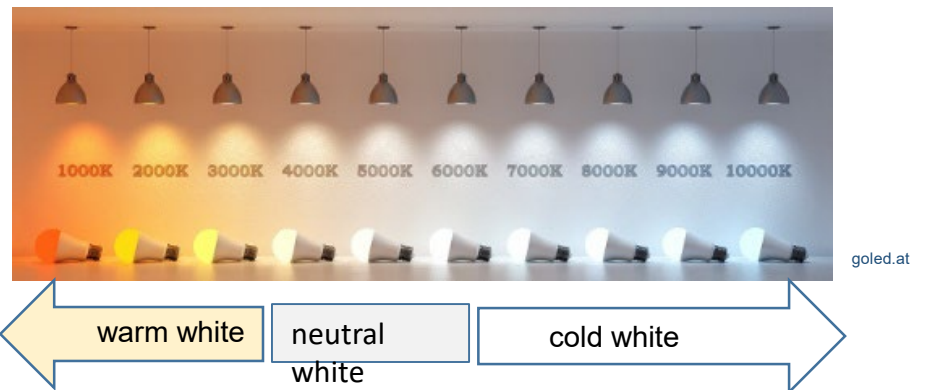
- **The best light is daylight!**
- Lighting at the workstation must be at least 500 lx.
- Lighting in the surrounding area such as surfaces for keeping things must be at least 300lx.
- Ensure that lights and monitors are flicker-free: defective work equipment must be replaced! If the overhead lighting is broken, contact the facility managers to have the fluorescent tubes replaced.
- Appropriate contrast between the screen and the work environment is important to prevent severe eye strain: uniform lighting in the room.
- Reflections and direct glare can be avoided by attaching glare shields. The UBA is responsible for external glare protection. Interior mounted glare shields must be purchased by facilities.
- **If you are unsure if your lighting levels are adequate, contact the Occupational Health and Safety Department.**

## Lighting



Please ensure that the fluorescent tubes have the same color temperature, so that the room can be illuminated evenly.

- Warm white light is not particularly well-suited for computer workstations, as it has little activating and concentration-enhancing effect.
- Neutral white lighting is recommended or, if necessary, daylight white light with a high blue component.





## Preventive examinations for computer workstations

- Regular preventive examinations for eyes and work habits protect employees from health problems at an early stage.
- Individual occupational health assessments are proven to help minimize health complaints and incidents of illness.
- Obtaining computer workstation glasses is done through the Human Resources Department and is described on the Human Resources website.

- **University physician contact details:**

Dr. Ursula Häuser

Tel: +49 (0)711 459 22976

Email: [arbeitsmedizin@uni-hohenheim.de](mailto:arbeitsmedizin@uni-hohenheim.de)



eyeglass24.de



## Insurance coverage

- Employees are covered by statutory accident insurance with the Unfallkasse Baden-Württemberg (Baden-Württemberg Accident Insurance Fund) during the performance of the activities associated with their employment and on the direct routes related thereto.
- If an accident at work results in the person not being able to work for **more than three calendar days** or results in the death of an insured person, it is necessary to submit a written accident report.
- The reporting deadline is within 3 days after the supervisor / manager learns of the accident, and it must be reported to the Human Resources Department (APO). APO forwards the notification to the UKBW.
- **There is no insurance coverage during breaks at work and during personal activities such as eating, drinking, sleeping, smoking, or going to the bathroom!**



## Most frequent causes of accidents

- Human behavior
- Disorderly conditions e.g., boxes placed in walkways, cables lying on the ground
- Indifference e.g., "The socket is hanging out of the wall. Somebody ought to fix that."
- Hectic and rushing: Especially on stairs, it can be dangerous to take two steps at a time in a hurry.
- Habit, e.g., climbing on a chair instead of getting the ladder.
- Distraction, e.g., talking on the phone or typing on your cell phone while walking.
- Improper footwear: If you are on your feet a lot at work, you need shoes that support and protect your feet.



## Avoiding tripping and falling accidents

- Lay cables safely, e.g., in cable ducts or tie them up high
- Do not use the floor as a storage area for files, bags, etc.
- Always close drawers
- If possible, store materials (file, printer paper, etc.) at a reachable height to reduce the times you need to climb a ladder.
- For high cabinets and shelves, always use suitable and tested climbing aids
- **Do not use office swivel chairs, chairs, tables, etc., for climbing!**
- **Only use certified climbing aids for climbing!**



istockphoto.com



experto.co  
m



## Climbing aids



www.wolfdirekt.com



- Check ladder and steps for visible damage before use
- **Do not use defective ladders and steps - danger of falling!**



The **ladder instruction manual** and **inspection stickers** for the internal annual inspection are available from the Occupational Health and Safety Department. This information must be visibly displayed on the climbing aids. The ladder operating instructions provide information on the proper use of ladders and must be observed!



## Using electric equipment

- Visual inspection before using electrical equipment
- Use equipment that corresponds to the manufacturer's and University's safety requirements and has been checked (central review).
- Use according to the manufacturer's specifications and in compliance with the operating instructions
- Switch off and, if possible, unplug electrical equipment after use - Always handle the plug by the handle.
- If malfunctions occur, immediately stop using the equipment and inform your supervisors.
- Devices that have been taken out of service must not be used!
- Do not connect socket strips in series.





## Risks after an electrical accident

**Always go to a doctor or a hospital! Cardiac arrhythmias can also occur with a delay!**



[www.kardiologie-praxiswestend-berlin.de](http://www.kardiologie-praxiswestend-berlin.de)

**Don't forget: Make an entry in the report form (Meldeblock)!**



[amazon.de](http://amazon.de)



## Other possible hazards

Increased caution when operating e.g.,

- ❖ Rolling shelves (danger of crushing)
- ❖ Cutting devices (danger of cutting)
- ❖ Kettles and coffee makers (risk of scalding)

Other examples of hazards

- ❖ Wet floor (danger of slipping)
- ❖ Tipping of shelves or cabinets due to lack of fastening or impermissibly high loads (risk of crushing and impact)
- ❖ Materials falling from shelves (risk of crushing and impact)





## **Operating instructions - how can employees protect themselves?**

- Operating instructions inform employees briefly and in written form about hazards and protective measures at their workplace in order to prevent occupational accidents.
- Operating instructions are geared to the individual workplaces and, if necessary, the need for PPE use is pointed out.
- Operating instructions are binding instructions issued by the responsible person (supervisor) and must be observed.
- **Info: The Occupational Health and Safety Department makes a selection of the operating instructions available on its homepage.**



## Personal protective equipment (PPE)

- The purpose of PPE is to be used or worn by employees to protect themselves against a hazard when all other measures (technical and organizational) have been exhausted.
- A good current example of PPE is FFP2 masks, which are designed to protect against a Covid-19 infection. If the minimum distance of 1.5 m between all persons cannot be maintained at all times, it is recommended that a mask be worn.





## **Particular protection: Maternity Protection Act (Mutterschutzgesetz)**

- Obligation of employees and civil servants to notify employer of pregnancy - notification to APO
- Obligation of students to notify university of pregnancy - notification to Department of Academic Affairs
- Employment restrictions in accordance with §11 MutterschutzG (Maternity Protection Act) in the event of hazards from chemical hazardous substances, biological agents, physical harmful factors, or stressful working environments.
- Preparation of a risk assessment by the Occupational Safety Expert
- The Maternity Protection Act also applies to nursing mothers!

**Only early communication can protect the expectant mother and the unborn child!**



UNIVERSITÄT  
HOHENHEIM

## First aid



malteser.de



## First aid rescue signs



First aid

[www.seton.de](http://www.seton.de)

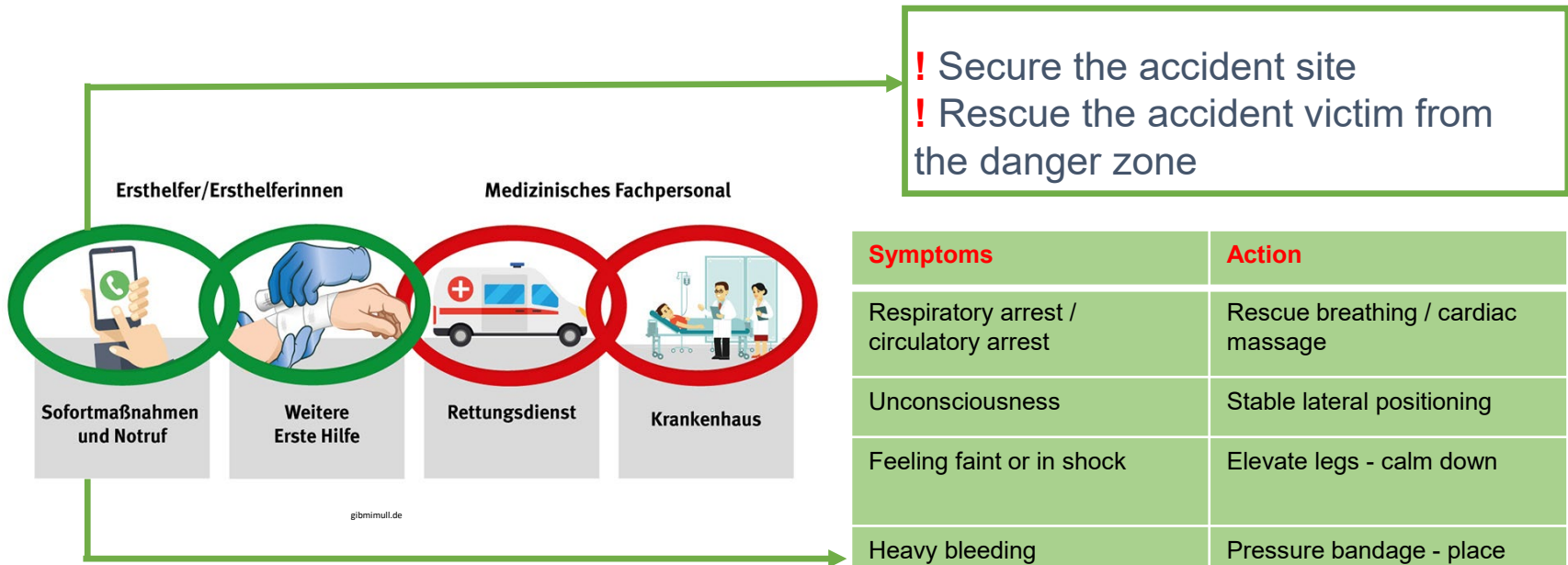


Storage place for a  
defibrillator



Eyewash station

# Rescue chain



Symptoms	Action
Respiratory arrest / circulatory arrest	Rescue breathing / cardiac massage
Unconsciousness	Stable lateral positioning
Feeling faint or in shock	Elevate legs - calm down
Heavy bleeding	Pressure bandage - place pressure with hands
Burns	Extinguish flames with blankets etc.

**Emergency doctor:**  
 → with university phone 0-112  
 → with a cell phone 112





## First aider at the university

- The first aider training consists of the first aid course (9 teaching units).
- In order to remain a first aider, further training is required at least every 2 years through the so-called first aid training (9 teaching units).
- Registration for training: F.I.T.
- For further questions about the training, contact APO 4.



[www.malteser.de](http://www.malteser.de)



## Location of defibrillators

UNIVERSITÄT HOHENHEIM

Infoseite Hohenheim: Hohenheim (GDI) | 7040 Stuttgart



Standorte der Defibrillatoren auf dem Campus

Sehr geehrte Damen und Herren,

um eine wirksame Erste Hilfe gewährleisten zu können, sind an 9 Standorten der Universität Hohenheim Defibrillatoren angebracht worden. Die Defibrillatoren können bei einem Herz-Kreislagenstillstand das Leben retten.

Die Defibrillatoren befinden sich an folgenden Standorten, bitte beachten Sie die Beschilderungen:

1. Schloss Hohenheim, Vizeflügel, 1.OG, im Flur der Abteilung Personal und Organisation
2. In der Bereichsbibliothek, neben dem Eingang
3. Schloss Hohenheim, Museumsflügel, EG, gegenüber der Poststelle
4. Im Biologiegebäude II, EG, gegenüber dem Hausmeisterbüro
5. Im Euroforum, EG, rechts, neben dem Eingang
6. In der Zentralbibliothek, Foyer
7. In der Sporthalle, 2. Gerüstniveau
8. Dt. Landwirtschaftsmuseum, Garbenstr. 9a, Eingangsbereich, gegenüber der Empfangstheke
9. Dt. Landwirtschaftsmuseum, Filderhauptstr. 179, Eingangsbereich, gegenüber der Kasse

Bitte wenden Sie sich bei Fragen zur Einweisung und zu Schulungen an die Arbeitsicherheit.

Falls Sie Unregelmäßigkeiten feststellen, wie z.B. Diebstahl oder Vandalismus, bitte ich Sie, umgehend die Arbeitsicherheit zu kontaktieren.

Freundliche Grüße

Prof. Dr. J. Hoeselzadeh

UNIVERSITÄT HOHENHEIM  
Postfach 10  
70503 Stuttgart  
www.uni-hohenheim.de

BAU- UND TRIBEWAUSSCHUSS  
BAU: 0691 4686 5101 (EGG 980) 336  
TRIBEWA: 0691 4686 5101 (EGG 980) 336  
EGG 20: 0691 4686 5101

IMPRESSUM  
Hohenheim  
Ul. Pfaffenbergstr. Hohenheim  
70509 Hohenheim, 70, 70, 70



1. Hohenheim Palace, west wing
2. Departmental Library
3. Hohenheim Palace, museum wing
4. Biology building II, ground floor
5. Euroforum, ground floor
6. Central Library, foyer
7. Sport hall, equipment room
8. German Agricultural Museum, Garbenstr. 9a
9. German Agricultural Museum, Filderhauptstr. 179
10. Wollgrasweg 23
11. Wollgrasweg 43
12. Wollgrasweg 49
13. Emil-Wolff-Str. 12
14. Garbenstr. 25
15. Apiculture State Institute
16. Ecology Center
17. Collection Greenhouse
18. Meiereihof research station

The list can be found at:  
Occupational Health and Safety  
Department → Emergency  
downloads



## Reporting block (Meldeblock)

- Report every accident to your **supervisor** immediately!
- All injuries are to be entered in the **reporting block** and kept them safe for data protection reasons.
- **First aid materials** that are taken out of the first aid kit should be **replaced**.



www.walkdirekt.com

### Bei Erster-Hilfe-Leistung

! Eintrag ins Verbandbuch erforderlich als  
Nachweis eines Versicherungsanspruchs  
gem. DGUV-Vorschrift 1

- Name of injured person
- Time of the injury or illness
- Place or part of the university
- Cause of the accident or the reason for the injury or illness
- Type and extent of injury or illness, location on body
- First aid: Time, manner
- Witness names
- Name of first aider



UNIVERSITÄT  
HOHENHEIM

## Fire protection



asbra.gmbh



## What to do when there is a fire?

- **Notify fire department: 0-112 (with university phone)  
112 (cell phone)**
- **SAVE PEOPLE BEFORE FIGHTING FIRE!**
- Alert people in danger
- Rescue injured persons from the danger zone and do not leave them alone until the rescue service arrives
- Leave rooms with smoke in them while bent down or crawling since the toxic fumes are up high
- Do not use elevators as they fail and become traps
- Use escape routes!
- Stay in the room if the escape route is filled with smoke, close the door, and draw attention to yourself at the window - the fire department will rescue you!
- Try to put out the fire with a fire extinguisher only if you need to protect yourself!
- Always find meeting point!
- **Always keep your own safety in mind!**





## What should you **not** do in case of fire?

- Finish the task you are working on calmly
- Slowly get dressed
- Gather your valuables, documents, etc.
- Fighting a growing fire yourself
- Return inside after leaving the building
- No alert other people, not help
- Not go to the meeting point



[www.xbinop.com](http://www.xbinop.com)



**Since the flames and smoke gases can spread quickly, every second counts. This can save lives.**



## Fire Safety Code

- Extensive information on preventive fire protection measures as well as correct behavior in case of fire are included in the University of Hohenheim's Fire Safety Code and are binding for everyone.
- The Fire Safety Code can be found on the Occupational Health and Safety homepage (also in English):  
**<https://www.uni-hohenheim.de/en/fire-protection-code>**



**Gebäude Nr.: 05.44**  
Schwerzstr. 15/4  
70599 Stuttgart

UNIVERSITÄT HOHENHEIM  
Arbeitssicherheit



### Verhalten im Brandfall

Bei Brandgeruch, Brandrauch, Flammen oder Brandverdacht:

Ruhe bewahren  
Brand sofort melden

**Feuerwehr 0-112** mit Handy **112**

**Geben Sie bei Brandmeldung an:**

Wer meldet?  
Wo brennt es?  
Was brennt?  
Wie groß ist der Brandherd?  
Wie viele Verletzte?  
Warten auf Rückfragen!  
Störmeldestelle verständigen! Tel.: 22044

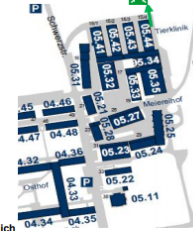
Anschließend informieren Sie die Arbeitssicherheit: 22975 oder 22872, Mobil: 0172 711 58 07

**In Sicherheit bringen:**

Gefährdete Personen warnen  
Hilflose Personen mitnehmen  
Türen und Fenster schließen  
Gekennzeichneten Fluchtwegen folgen  
Aufzug nicht benutzen  
Anweisungen beachten

**Sammelplatz aufsuchen**

**Löschversuch unternehmen soweit ohne Eigengefährdung möglich**  
Nächster Feuerlöscher → In Fluren und Laboratorien → Beschilderungen beachten



**Bei Explosion, Freisetzung gefährlicher Stoffe, Bombendrohung, Geiselnahme:**

1. Notruf tätigen: 0-110 mit Handy 110  
2. Störmeldestelle informieren: 22044

## What to do in case of fire, building specific:

- Posted in the buildings
- Can be found on the Occupational Safety page

For university buildings, building-specific alarm plans have been prepared with all the information on what to do in an emergency.





## Alarms in case of fire



Voltus.de

Fire alarm without automatic fire department alarm. It is used to evacuate everyone present from a building. The fire department must be alerted by telephone!

**Fire department with university phone 0-112  
with a cell phone 112**



Feuerwehr-herxheim.de

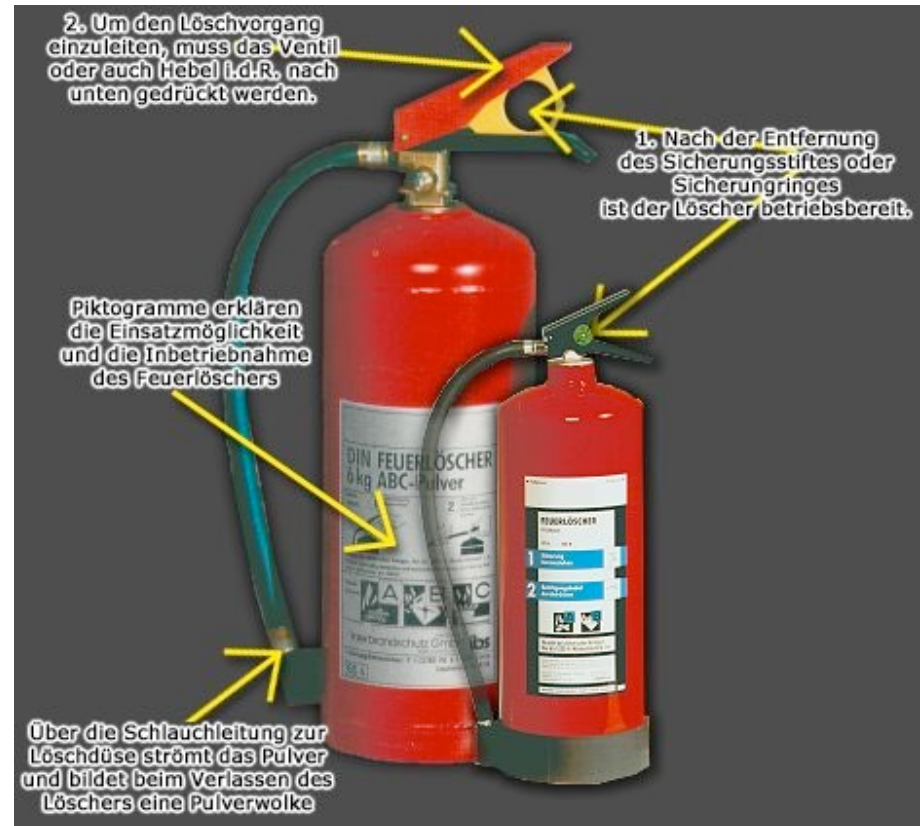
Fire alarm with automatic fire department alarm

**Both types of fire alarm require breaking the window and pressing the button.  
Any abuse is punishable by law!**



## Fire extinguishers

- Fire extinguishers may not be removed from their holders unless there is a fire.
- Fire extinguishers must not be blocked.
- If there is any damage or evidence of use, it must be reported to the Occupational Health and Safety Department.
- After an extinguishing attempt, the fire extinguishers must not be returned to the holder, but must be replaced.



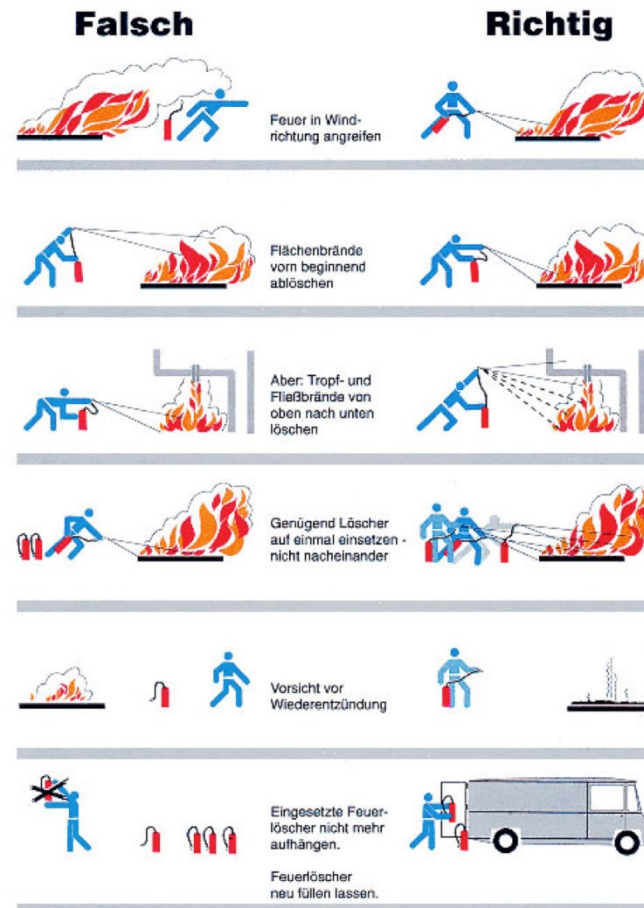
Source: Feuerwehr-freudenstadt

**The fire extinguishers are adapted to the local conditions!**



# Extinguish fires correctly

Fire extinguishing is practiced in the practical part of the fire safety assistant training.  
Registration: F.I.T.





## Fire safety assistants at the university

- Fire safety assistants support the responsible persons (usually the management of the facility/institute) in fire protection matters in an advisory capacity.
- Registration for training: F.I.T.
- Training is provided twice a year in the spring and summer/fall.
- For further questions regarding the training, please contact the Occupational Health and Safety Department.



## Health and safety protection labelling

- ✓ **Prohibition sign** prohibits behavior that may cause a hazard.
- ✓ **Warning sign** warns of a risk or danger.
- ✓ **Mandatory sign** requires a certain behavior.
- ✓ **Escape sign** marks the escape and rescue route or emergency exit, way to a first aid facility or this facility.
- ✓ **Fire protection sign** identifies locations of fire alarms and fire extinguishing equipment



**These pictograms are binding and must be followed.**



## Fire protection sign



Location of  
fire  
extinguisher



Location of  
fire alarm

[www.seton.de](http://www.seton.de)

**Brandschutztür**  
verkeilen, verstellen, festbinden o.ä.  
verboten!



## Escape and rescue route marking

- **Escape route:** employees can use this route to bring themselves to safety.
- **Rescue route:** this is the route by which rescue workers can reach persons in distress in order to avert immediate danger from them. In addition, rescue routes are also the fire department's attack routes for rescuing people and animals, fighting fires, and averting hazards.



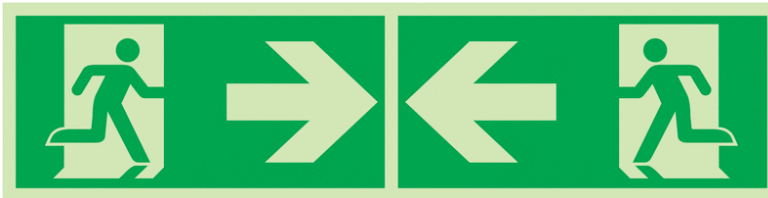
seton.de



## Escape and rescue route marking



Rescue route straight ahead



Rescue route right/left

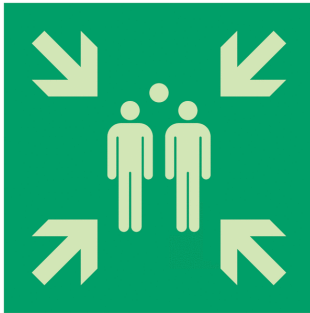


Escape route left/right  
diagonally downwards





## Escape and rescue route marking



Meeting point



Rescue exit



Emergency exit with escape ladder

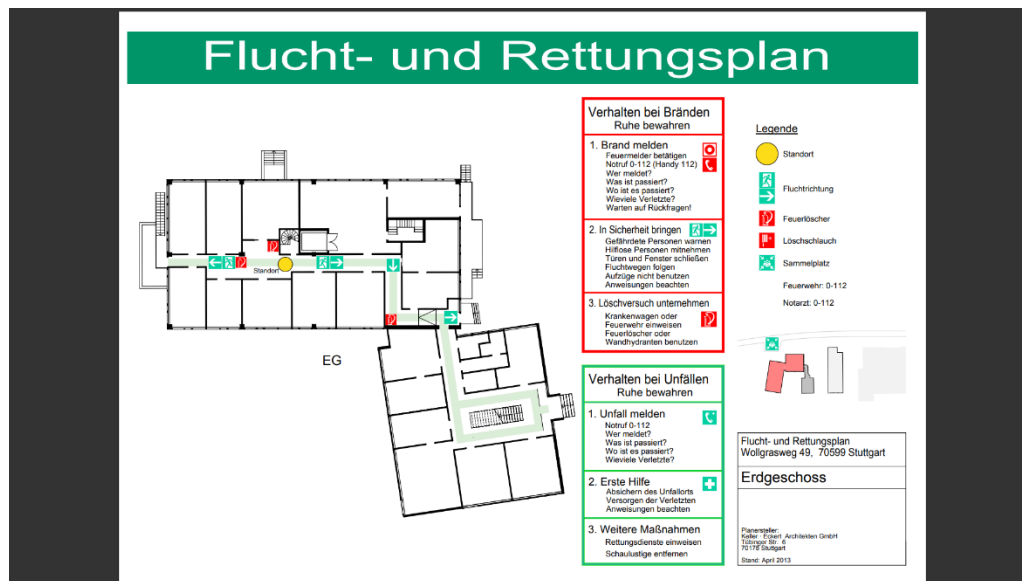


Emergency exit

[www.seton.de](http://www.seton.de)



## Escape and rescue route map



**Fluchtwege und  
Fluchttüren  
nicht verstellen!**

Source: amazon.de

- No storage areas! Keep escape and rescue route free of flammable materials!
- Elevators may not be used as part of the escape route!
- **Anyone who holds a fire or smoke protection door open with a wedge is liable to prosecution! (§145 StGB)**



# Occupational Health and Safety Department Homepage

The screenshot shows the homepage of the Occupational Health and Safety Department at the University of Hohenheim. The page is structured as follows:

- Navigation:** Startseite > Beschäftigte > Einrichtungen > Arbeitssicherheit
- Arbeitsicherheit:** A section with a blue header and a photo of laboratory equipment. Text: "Die Sicherheit und der Gesundheitsschutz der Mitarbeiter haben an der Universität Hohenheim einen hohen Stellenwert. Ziel ist es, diese kontinuierlich zu gewährleisten, zu überprüfen und zu verbessern. Deshalb umfasst die Arbeitssicherheit Themen wie Gefährdungsbeurteilungen, Betriebsmessungen und Schulungen, aber auch persönliche Schutzmaßnahmen wie Mutterschutz oder andere." Below the text is a link for "Verordnungen für den Arbeitsschutz" and a small logo for "Mitarbeiter der Pflanzen und Tierwissenschaften der Universität Hohenheim".
- Coronavirus:** A section with a blue header and a green virus icon. Text: "Die Universität Hohenheim informiert".
- Arbeitsmedizin:** A section with a photo of a person wearing a stethoscope. List: "Betriebsarzt", "Notfall | Unfall | Erste Hilfe", "Impfschutz | Reisepapotheke", "Gesundheitsvorsorge", "Unfallmeldung".
- Biologische Sicherheit:** A section with a photo of a person in a lab coat. List: "Novellierung der Biosoffverordnung", "Gefährdungsbeurteilungen", "Formblätter für gentechnische Anlagen".
- Brand- und Explosionsschutz:** A section with a fire extinguisher icon. List: "Brandschutzverordnung (Englische Version)", "Alarmpläne", "Verhalten im Brandfall", "Explosionsschutz".
- Ansprechpartner (Right Sidebar):** "Javanshir Hossainzadeh" (0711 459 22975), "Dipl.-Ing. Oktawia Stadkowski" (0711 459 22572), "Harry Ludwig" (0711 459 23400).
- Sicherheitsbeauftragte der Einrichtungen (PDF)**
- Notrufnummern:** "Notarzt: 0-112", "Feuerwehr: 0-112", "Notruf: 0-110", "Vergiftungen: 0-112".
- Notruf-Downloads (Red Box):** "Alarmplan 'Verhalten im Brandfall' (Englische Version)", "Alarmplan 'Gesundheitsvorsorge, Ausrüstung, Bombendrohung' (Englische Version)", "Notfallärzte", "Standorte", "Deifillatoren".

You can find important information on occupational health and safety on the website.