MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE SUMY NATIONAL AGRARIAN UNIVERSITY

Approved:

By order of the rector of the SNAU

№ \_\_\_\_\_\_\_from\_\_\_\_\_\_**2018.**

INSTRUCTION № 2

on the safety of students' life during work activities on and off campus

1. General provisions.

1.1. The Instruction on life safety during work activities applies to all participants of the educational process during their stay in the educational institution, on its territory and outside it.

1.2. The Instruction is developed in accordance with the "Regulation on the organization of work on labor protection of participants in the educational process", approved by the Order of the Ministry of Education and Science of Ukraine of August 01, 2001 № 563.

1.3. All participants of the educational process must know the rules for providing first aid in case of typical injuries.

1. **Life safety requirements before starting work activities.**

2.1. Clearly define the date, time and place of work activities. If you are unable to make it to the appointed time or will be absent for valid reasons, you should inform your mentor in advance by telephone of your delay or absence.

2.2 The type of work to be performed during the work placement should be discussed in advance. Get the equipment for the work (broom, scoop, rag, bucket, etc.). To prevent injuries, the equipment should be wrapped in a cloth or plastic, it should not be raised above the knee (especially shovels, rakes, hoes), so as not to damage the person walking behind or in front.

2.3. Students who do not have health contraindications are allowed to perform labor activities. If you do not feel well, you should immediately contact your tutor and do not proceed with the assigned activities.

2.4. Students wear special clothing and footwear when performing work activities. Shoes must be non-heeled, and clothing must be protective (gown, long shirt, jacket, etc.). Gloves are required, and a plastic bag for garbage is required if the work takes place outside.

2.5. The mentor must have a first aid kit with a set of medicines and bandages to provide first aid in case of injury or damage.

**3. Life safety requirements during labor activities on the territory of the educational institution and outside it.**

1. 3.1. To comply with the requirements of life safety of the work event, to be constantly in the field of view of the mentor. Do not go anywhere without permission.
2. 3.2 Perform only the scope of work assigned by the mentor.
3. 3.3. Start work only after listening to the briefing given by the mentor.
4. 3.4. In case of poor health, abrasions, injuries, dizziness, pain in the heart, liver, gastrointestinal disorders, immediately contact the mentor.
5. 3.5. Do not lift or carry heavy objects weighing more than 6 kg for girls and 12 kg for boys.
6. 3.6 Be careful when performing work. It is forbidden to have sharp, piercing or cutting objects that can cause injury.
7. 3.7. To clean the premises and territory, use a brush, scoop, broom, rag. Do not remove garbage and waste directly with your hands - this may cause injury. Do not pick up glass, syringes, needles, stones, medicines, cans, etc. that can cause damage.
8. 3.8. Carry water for cleaning furniture and floors in a bucket filled to no more than three quarters of its volume.
9. 3.9. When mopping the floor, beware of splinters and nails on the floor. Remove them, wrap them in a bag or paper and throw them in the trash.
10. 3.10. Be careful when cleaning near hatches, slopes, ladders and doors. Perform this work only under the supervision of a supervisor, having previously listened to the instruction.
11. 3.11. Before moving tables, cabinets and other furniture, check and remove any objects that may fall from their surface.
12. 3.12. Do not work at heights (wash windows, wipe walls, hang curtains, dust furniture).
13. 3.13. Do not place rags or other objects on equipment, electrical appliances, or devices.
14. 3.14. Do not clean electrical appliances and lamps. Do not touch open and uncooled live parts, as well as bare and poorly insulated wires. In case of detection of uninsulated wiring, sparking wiring, broken wires, immediately notify the mentor, administration. During cleaning in classrooms, premises of the educational institution, household appliances, lamps, computers, equipment must be disconnected from the power supply.
15. 3.15. It is strictly forbidden to lift the equipment up, throw it over the shoulder during a work event to prevent injury. It is forbidden to throw equipment (brooms, scoops, shovels, etc.) to pass to another person. Handle the equipment carefully, from hand to hand, by the handle.
16. 3.16. Work calmly. Do not provoke others with words, actions, or aggressive behavior that could lead to a fight or offenses.
17. 3.17. In case of damage to the equipment, students will have to purchase new equipment.
18. 3.18. When cleaning the territory of the educational institution or outside it, when cleaning the roadway, do not go out on the road alone. The tutor must put up warning signs on the road and issue specialized red and orange vests.

3.19. It is strictly forbidden to throw garbage, rags, stones, etc. during a work event - this can lead to injuries and offenses.

4.Requirements for life safety after labor activities activities.

4.1. Hand over the received inventory.

4.2. It is forbidden to leave the venue without the permission of the mentor.

4.3. Return home in compliance with traffic rules.

4.4. At the end of the work event, wash your hands and face with soap and water.

1. **Safety requirements for students in emergency situations.**

5.1. In the case of an emergency, immediately notify the mentor.

5.2. Do not panic, do not fuss, clearly follow the instructions of adults, moving to emergency exits, evacuation sites, do not leave the supervisor.

5.3. After the evacuation, mark your presence for registration, do not leave the workplace without the permission of your mentor.

If an emergency situation gets out of hand, you should properly assess the situation and leave the dangerous place. Immediately contact emergency services or relatives by mobile phone:

101 - fire department;

102 - police;

103 - ambulance;

104 - gas service,

providing your name, surname, phone number and a brief description of the situation.

О.О. Synenko

I developed the instruction: Director of the campus

It was approved:

acting head of the department

S.V. Osadcha