MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SUMY NATIONAL AGRARIAN UNIVERSITY

PROGRAM

conducting introductory briefings on occupational health and safety for students and trainees admitted to study at Sumy National Agrarian University

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MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SUMY NATIONAL AGRARIAN UNIVERSITY



**Conducting an introductory briefing on occupational health and safety for students and trainees admitted to study at Sumy National Agrarian University**

Topic: The system of occupational health and safety at Sumy National Agrarian University; the place and role of the administration, students and trainees (hereinafter referred to as participants in the educational process) of the university.

Time: ЗО minutes.

Places: university classrooms.

Objective.: to familiarize the participants of the educational process with:

. the basic requirements of the Law of Ukraine "On Education";

. the basic requirements of the Regulations on Higher Education Institutions of Ukraine;

. the basic requirements of the Regulation on the organization of the educational process;

. the basic requirements of the Regulation on the Procedure for Conducting Training and Testing of Knowledge on Occupational Safety and Health;

. the main requirements of the Regulation on the Procedure for Investigation of Accidents Occurring during the Educational Process in Educational Institutions;

- general information about the university, cases and sources of danger in educational premises;

. general rules of behavior in classrooms and on the territory of the university, location of classrooms, telephones, evacuation exits, fire extinguishing equipment;

. safety requirements for extracurricular and extracurricular activities;

. electrical and fire safety requirements;

. rules for providing first aid to victims, actions in the event of an accident or fire.

Literature:

. The Law of Ukraine "On Education" ;

. Regulations on Higher Education Institutions of Ukraine ;

. The Law of Ukraine "On Labor Protection", a collection of regulatory documents;

. Regulations on the organization of work on labor protection of participants of the educational process in educational institutions and establishments;

. Regulations on training on labor protection at the university;

. Rules of internal labor regulations.

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Issues of introductory briefing and their brief content.

1. General information about the university.

Sumy National Agrarian University is a state-owned higher education institution in Ukraine.

The university is directly subordinated to the Ministry of Education and Science of Ukraine.

Structurally, the university is divided into three subgroups:

- administrative and managerial staff (rector, vice-rectors, deans, academic department, human resources department, planning and financial department, accounting and reporting department, etc;)

. structural subdivisions of the educational process (academic departments, preparatory courses, etc.);

. structural subdivisions of the educational process support (services and subdivisions of the administrative and economic part, dormitories, catering, etc.)

2. General rules of behavior of participants of the educational process on the territory of the university.

All categories of participants in the educational process are allowed to stay on the territory of Sumy National Agrarian University only during school hours, which are determined by the Internal Labor Regulations of SNAU and the schedule of classes, plans for various events. At other times, students living in campus dormitories are allowed to be on the territory of the university.

Pedestrians are allowed to move around the university only along pedestrian paths. Walking on the pavement under buildings and structures is prohibited.

During school hours, participants in the educational process must be in classrooms.

It is prohibited to

- distract participants of the educational process from studying, remove them from classes to perform public duties or conduct various activities not related to the educational process;

. to appoint meetings, sessions on public issues.

Location of university facilities:

. dean's office of the Faculty of Economics and Management - academic building No. 2, room No. 206;

. dean's office of the Law School - main building, room 114;

- Dean's Office of the Faculty of Agronomy - academic building No. 1, room No. 204;

. dean's office of the Faculty of Biology and Technology - main building, room 309;

- Dean's Office of the Faculty of Veterinary Medicine - academic building No. 3, room No. 45;

. dean's office of the Faculty of Engineering and Technology - academic building 4, room 327;

. dean's office of the Faculty of Food Technologies - academic building 4, room 220;

. dean's office of the Faculty of Civil Engineering - academic building #2, room #327;

. methodologists of the Institute of Correspondence Education - educational building No. 2, room No. 206;

- sports and recreation complex: stadium, playground;

. educational and research and production complex, greenhouses, boiler house, repair and construction site, machine and tractor fleet, training fleet - on the territory of the university;

. medical center - dormitory No. 3;

. dormitories № 1, № 2, № 3, № 4;

. public catering plant ;

- cafeterias (main building, academic buildings No. 1, No. 2, No. 3, No. 4).

**2. Basic rights and obligations of participants in the educational process at the university.**

According to the legislation in force in Ukraine, all participants in the educational process are guaranteed the right to:

- study to obtain a certain educational and qualification level;

- Continuing education in the profession (specialty) on the basis of the obtained educational and qualification level;

. use of educational, scientific, industrial, cultural, sports, household,

recreational facilities of the SNAU;

- access to information in all areas of knowledge;

- Participation in research and other types of scientific activities, conferences, competitions, contests, etc;

- personal or through their representatives participation in public self-government;

- participation in associations of citizens (public organizations, political parties);

- safe and harmless study and working conditions;

- provision of dormitories and scholarships;

- labor activity in accordance with the established procedure in their free time;

. use of services of health care institutions, means of treatment, disease prevention and health promotion;

. receiving financial assistance in accordance with the current legislation;

. academic leave, renewal, transfer to another university in accordance with the procedure established by the Regulations approved by the Ministry of Education of Ukraine;

. protection from any form of exploitation, physical or mental violence.

A participant in the educational process is obliged to:

- comply with the legislation in force in Ukraine, moral and ethical standards of behavior;

- systematically and deeply master knowledge, practical skills, improve professional skills, cultural level;

. to comply with the requirements of the Statute, the Internal Labor Regulations of the SNAU, and the Rules of Residence in the hostel;

- fulfill the requirements of the curriculum within the time limits established by the schedule of the educational process;

- timely inform the SNAU administration in case of inability (for valid reasons) to attend classes, take (retake) tests, exams, perform tests, etc.

For violation of the requirements of the Internal Labor Regulations of the SNAU and the Regulations on the organization of the educational process, the perpetrators are held disciplinarily liable or may be expelled from the university.

A participant in the educational process may be expelled:

. at their own request ;

. for unsatisfactory results of exams and tests during the session;

. due to failure to fulfill the curriculum and schedule of the educational process;

- for appearing at classes, in the academic building, library, dormitory in a state of alcohol or drug intoxication;

- by court decision;

- for a single gross violation of academic discipline.

1. The main provisions of the legislative and regulatory acts on labor protection in force at the university.

Occupational health and safety management, responsibilities of the rector and other officials are defined by the requirements of Article 13 of the Law of Ukraine "On Occupational Health and Safety", the Regulation on Occupational Health and Safety Management System, and the Regulation on Organization of Occupational Health and Safety of Participants in the Educational Process in Institutions and Educational Establishments of the Education System.

The obligations of participants in the educational process to comply with labor protection regulations, their rights and liability for violations thereof are defined by the current legislation.

In the system of implementation of labor protection regulations, each participant of the educational process is obliged to

- undergo an introductory briefing on occupational safety and health upon enrollment at the university;

. undergo initial briefing on occupational safety and health at the academic department (before the start of classes);

. to know and comply with the requirements of regulations on labor protection, rules for handling machines, mechanisms, drugs, reagents, equipment used in the educational process, to be able to use collective and individual protection means, to provide first aid to the victim;

. to undergo periodic medical examinations in accordance with the established procedure;

. cooperate with the university administration in organizing safe and harmless working conditions.

For violation of legislative and other regulations on labor protection, the perpetrators are brought to disciplinary, material, and criminal liability in accordance with Art. 44 of the Law of Ukraine "On Labor Protection"

1. Basic safety requirements for extracurricular and extracurricular activities.

Extracurricular and co-curricular activities include:

. recreation evenings, discos, etc.;

. sports competitions;

. excursions, tourist trips, etc.

When holding discos, etc., special attention should be paid to compliance with the requirements of electrical and fire safety rules by all participants.

Before holding sports competitions, excursions, hiking trips, participants are given targeted occupational safety briefings with a record in a special journal.

The basis of safety during extracurricular and extracurricular activities is the high discipline of all participants, knowledge of safety rules and regulations during events, and compliance with the instructions of the manager.

1. Hazardous and harmful production factors, basic requirements for industrial sanitary safety.

There are no dangerous and harmful production factors in the general system of the university's activities.

The main requirements of occupational sanitation and personal hygiene are:

. to be in class during class time, to fulfill all the requirements of the teacher to ensure safety in class;

. to wear overalls at workplaces;

. follow the rules and regulations of personal hygiene;

. in the event of a deterioration in health, notify the teacher and, with his/her permission, seek help at the first-aid post or hospital.

1. Circumstances, causes and procedure for investigating accidents.

The main causes of injuries are personal inattention, negligence in the classroom, in dormitories, on campus, and unauthorized performance of various types of work.

Investigations into injuries among participants in the educational process are conducted in accordance with the requirements of the Regulations on the Procedure for Investigating Accidents Occurring During the Educational Process in Educational Institutions.

In the event of an accident, it is necessary to:

. provide first aid to the victim;

- notify the immediate head of the class, the head of the department, the dean's office and the university's labor protection department.

The victim must, without fail, seek help at a hospital, where the date and time of treatment and preliminary diagnosis are documented.

For each accident that caused the victim to lose his or her ability to work for one day or more (according to a medical report), an act is drawn up in the form of H-H. One copy of the act is given to the victim.

1. Basic rules of electrical and fire safety.

The basis of electrical and fire safety is knowledge and strict observance of the norms and rules of behavior of participants in the educational process in classrooms and dormitories, high discipline, and the use of only serviceable equipment. It is forbidden to:

. use fire extinguishing equipment for other purposes;

. use faulty electrical appliances, electric stoves;

- leave unattended electric stoves and electrical appliances on;

- use electric stoves and electrical appliances to dry clothes;

. use faulty sockets;

. unauthorizedly change the electrical wiring scheme, arrange temporary power grids, use homemade lampshades made of paper and other combustible materials for lamps;

. smoke in unauthorized places;

- clutter the premises with garbage and combustible materials.

In the event of a fire, each participant in the educational process is obliged to:

. call the rescue service by phone 101 or 22-52-05, give the address, indicate the number of floors, the place of the fire, the situation at the fire, the presence of people, and give their name;

. notify the manager;

- . provide active assistance to the administration in evacuating people and material assets;

. take measures to extinguish the fire using primary fire extinguishing equipment before the arrival of the team.

1. First aid for victims.

In case of electrical and thermal burns, put a clean gauze bandage on the wound, then call an ambulance by calling 103.

Fainting:

- During fainting, the patient should be placed in a horizontal position, lying on the bed;

. to facilitate breathing, unbutton the collar;

. when fainting occurs on the street, the patient should be placed on the ground;

. to bring out of unconsciousness, sprinkle with cold water or give a sniff of ammonia solution, then take to the hospital.

Sunstroke:

. when there are symptoms of overheating of the body, the patient should be taken out or put in the shade, put a lotion on the head and heart, and give cold water to drink;

- when heat stroke occurs indoors, take the victim out or take him/her

the victim to fresh air.

Fractures:

. in case of fractures, apply a splint to the fracture site and call an ambulance.

Injuries:

. in case of injury, do not rinse the wound with water, cover it with powder, or apply ointment;

. clean the area around the wound and treat it with iodine;

. then go to the hospital.

Poisoning:

. in case of poisoning, you should drink a pink manganese solution, then cleanse the stomach and call an ambulance.

Electric shock:

. in case of an accident when a person is exposed to electric current, it is necessary to quickly release the victim from its effects. It should be borne in mind that by touching the victim, the rescuer may also be injured if the current has not been turned off in advance, so if it is not possible to turn off the current, it is necessary to isolate oneself either from the ground or from the victim. The wire can be thrown away with a dry wooden stick, rubber gloves can be worn on the hands, and dry rubber overshoes can be worn on the feet. If you do not have these things at hand, you can wrap your hands in a woolen scarf or stand with your feet on a dry wooden board. After the victim is released, he or she is provided with assistance depending on his or her condition. In the absence of consciousness, breathing, and pulse, it is necessary to start resuscitation (artificial respiration, external heart massage) until full recovery of functions. Call an ambulance.