



**THE BUDGETARY INSTITUTION OF HIGHER EDUCATION
OF THE KHANTY-MANSIYSK AUTONOMOUS OKRUG - UGRA
SURGUT STATE UNIVERSITY**

AGREED BY

Chairman of primary trade union

I.B. Zhuravel

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Minutes №

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APPROVED BY

Rector of SurSU

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REGULATION

of occupational safety

during indoors learning sessions designed for staff and students

IOTV – 096 – 2022

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1. GENERAL REQUIREMENTS OF OCCUPATIONAL SAFETY

- 1.1. The Regulation of occupational safety during indoors learning sessions (hereinafter referred to as the Regulation) defines the requirements of the occupational safety for staff and students within educational process in classrooms and rooms.
- 1.2. Lecturers are allowed to conduct classes if they have passed mandatory preliminary and periodic medical examinations, and briefing on labor protection and fire safety. Students are allowed to study in the premises of classrooms after passing the primary briefing on labor protection conducted by the lecturer with the registration of instructions for students in the briefing log.
- 1.3. During the classes, students must comply with the rules of conduct, internal regulations, schedule of training sessions, prescribed work and rest schedules.
- 1.4. During the classes in the premises of classrooms the following hazardous factors are possible:
 - inability to focus vision caused by lack of light in the office or classroom;
 - electric shock caused by usage of faulty electrical equipment in offices or classrooms.
- 1.5. The lecturer conducting the lesson is responsible for the implementation of the norms and rules of labor protection, norms and rules for protection of life and health of students during classes in the premises of classrooms.
- 1.6. The students' work schedule in the premises of classrooms is regulated by curricula, carried out in accordance with the training schedule.
- 1.7. In classrooms and offices, equipment must be kept in good condition and clean.
- 1.8. The lecturer is obliged to strictly monitor that during classes the requirements for personal protective measures in classrooms are fulfilled by students, as well as to ensure proper care for personal protective equipment.
- 1.9. During the classes students must follow the rules of personal hygiene, keep their workplace clean, follow the rules of conduct.
- 1.10. Students of the Medical Institute must wear the following form of clothing at lectures and practical classes: white doctor's overall, cap, second pair of shoes (mask and gloves, if necessary); it is not allowed to walk with long loose hair (they must be neatly fastened under a cap).
- 1.11. Students who violate or fail to comply the instructions of occupational safety and health are held liable and shall undergo an off-schedule briefing on occupational safety and health.

2. SAFETY REQUIREMENTS BEFORE THE START OF LEARNING SESSION

2.1. Before admitting students to the classroom, the lecturer must conduct an external examination:

- check the cases and covers of electrical switches and sockets for the absence of chips and cracks, as well as bare wire contacts;
- make sure that the luminaires work properly: the luminaires must hang securely from the ceiling and have light-scattering fittings; junction boxes must be closed with lids; cases and covers of switches and sockets should not have cracks and chips, as well as bare contacts;
- make sure that the electrical equipment, technical means of teaching in the classroom and the office are in good condition;
- the lecturer must ensure that the plugs are not turned off by pulling the cord;
- check the presence and serviceability of the grounding of electrical equipment;
- air the classroom after class;
- all demonstration electrical devices used in the classroom must have grounding and be in good working order, they should be used after studying the safety requirements stated in the operating passport (manual);
- in case of any violations of labor protection in the classroom, the lecturer should not start any activities with students until the identified deficiencies that threaten the life and health of students are eliminated.

2.2. The teacher is prohibited from:

- put any items on top of cabinets;
- exploit any unstable cabinets, blackboards, tables, faulty electrical equipment, immediately take corrective action, inform the administration. When finding, the lecturer must take measures to eliminate violations, inform the administration.

2.3. Students are obliged to:

- follow the rules and regulations for labor protection when exploiting electrical appliances and other means during classes in classrooms and offices, follow the rules of conduct, personal hygiene.

2.4. Students are prohibited from:

- touching sockets, turning on electrical appliances without the permission of the lecturer;
- violating the instructions of the lecturer on compliance with the requirements of labor protection and fire safety in classrooms and offices.

3. SAFETY REQUIREMENTS DURING LEARNING SESSION

3.1. The lecturer must control the situation during classes and ensure the safe conduct of the educational process.

3.2. The lecturer must use only permitted devices and equipment, and shall not leave the workplace unattended.

3.3. Activities that are not included in the scope of responsibilities should not be performed.

3.4. It is vital to maintain cleanliness and order in the workplace.

3.5. It is prohibited to repair electrical appliances and technical equipment; a specialist must be called instead.

3.6. The lecturer must inform the head of the university about all shortcomings in ensuring the safety of lecturers and students that reduce the vital activity and working capacity of the human body (low illumination, injury risk, etc.)

4. EMERGENCY SAFETY REQUIREMENTS

- 4.1. In case of any signs of a pre-emergency situation (the smell of burnt insulation, smoke, the screams of students, the smell of gas, etc.), the lecturer must assess the situation that has arisen.
- 4.2. In a pre-emergency situation, the lecturer must ensure the safety of students and provide them with the necessary assistance, check the presence of students according to the list of students at the meeting point if they had to leave the classroom.
- 4.3. It is necessary to notify the head or administration of the university about the pre-emergency situation (emergency situation).
- 4.4. In the context of a developing emergency situation, the lecturer must prevent the occurrence of panic among students and employees by taking correct actions.
- 4.5. In case of emergency, it is necessary to act in accordance with the instructions of the head of the university (or his representative) with the obligatory observation of personal safety measures.
- 4.6. Students should be evacuated from the building quickly, but without panic and fuss, avoiding counter current and cross flows of people.
- 4.7. When leaving the premises, it is important to turn off lights, all electrical appliances and equipment, close doors, windows, and vents tightly.
- 4.8. In case of fire the lecturer must act in accordance with the fire safety regulations at the university RI-5.5.8-21 "Working regulation on the actions of SurSU employees in case of fire."
- 4.9. The lecturer must:
- In case of fire, students must be evacuated from the building immediately. It is crucial to report about the accident to the university administration and the fire department by calling "01", "101", by mobile numbers "010", "112", indicate the exact address and location of the fire and then proceed to extinguish the fire fires with the help of primary fire extinguishing means;
 - in case of injury, it is vital to provide first aid to the sufferer, report the situation to the medical center of the university and, if necessary, send the sufferer to the nearest medical facility;
 - in the event of a malfunction in the operation of the equipment, it is important to turn it off, inform the administration about the case. Work can only be continued if the malfunction has been eliminated by a specialist.
- 4.10. The lecturer is prohibited from performing any kind of repair and restoration work at the student's workplace or in premises during classes. Repairs must be carried out by specially trained university personnel (electrician, locksmith, etc.).
- 4.11. The student must:
- In case of unwellness, it is necessary to warn the lecturer;

- in the event of a non-standard situation, remain calm and follow the instructions of the lecturer strictly.

5. SAFETY REQUIREMENTS AT THE END OF LEARNING SESSION

- 5.1. Students should turn off all electrical appliances.
- 5.2. Students should tidy up their workspace.
- 5.3. It is important to pay attention to the electrical equipment and wiring in the room (for absence or presence of traumatic factors), close windows, transoms, vents, turn off the light.
- 5.4. If the lecturer noticed any violations of labor protection during the classes throughout the day, it is vital to report them to the university administration and the head for their elimination. It is important to lock the room, hand over the key to security personnel.

FORMULATED BY:



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FIRST-AID TREATMENT

First aid is a set of urgent measures aimed at preserving life and preventing complications in case of accidents or sudden illness, which are carried out at the accident scene by the sufferer himself or by another person nearby. The main aim of first aid is to relieve suffering of the sufferer and prevent the escalation of the illness or injury. Its purpose is to revive a person in case of sudden death, achieve temporary hemostasis, prevent wound infection, immobilize fractures, transport the sufferer. In the event of accidents and situations that may lead to them, the following measures must be taken:

- provide first aid to the sufferer;
- take measures to eliminate the consequences of the accident;
- report the accident to the lecturer, university administration;
- if necessary, call for medical assistance or transport the sufferer to a medical facility.

1. First Aid for Electrocutation

- 1.1. First Aid measures depend on the condition of the sufferer after releasing from the electrical source.
- 1.2. In order to identify the condition, it is important to take the following steps:
 - ensure the sufferer is lying on the back on firm, flat surface;
 - check the person's breathing (can be identified visually: with the help of a mirror or by observing if chest is rising and falling);
 - check the person's pulse on the radial artery at the wrist or on the arteria carotis on the anterolateral cervical;
 - check condition of the pupil (narrow or dilated); dilated pupil can be a symptom of brain injury.
- 1.3. In all cases of electrocutation calling a doctor is compulsory independently of the sufferer's condition.
- 1.4. If the sufferer is conscious, but before was in a state of fainting, he should be put in a comfortable position (put some clothes under and on him), ensure complete rest and continuous monitoring of breathing and pulse, until the doctor arrives. It is forbidden to allow the sufferer move, continue his work, since absence of severe symptoms after electrocutation does not exclude the possibility of a subsequent deterioration in the sufferer's condition. If it is impossible to call a doctor quickly, it is vital to deliver the sufferer to a medical facility as soon as possible and provide the necessary vehicles or litters for this.
- 1.5. If the sufferer is unconscious but has stable breathing and pulse, he should be put in comfortable position of even surface; it is important to unfasten his clothes, create an influx of fresh air, let him smell ammonia, spray his face with water and ensure complete rest. If the sufferer has poor breathing, very rarely and convulsively (like a dying person), CPR and external heart massage are needed.
- 1.6. If the sufferer has no signs of life (breathing and pulse), he cannot be considered dead, since death is often only apparent. If the sufferer is not provided with immediate first aid in this state – CPR and external heart massage – he will really die. CPR should be performed continuously not only before the arrival of the doctor, but also after it. It is decided by the doctor only, if further performance of CPR is aimless or necessary.
- 1.7. When administrating first aid to a seemingly-dead person every second can be crucial, therefore first aid should be given immediately and, if possible, on the scene of accident.

Transporting of the injured to another spot should be performed only when a threat to the injured or the person administering first aid is still existing or when giving first aid on the accident scene is not possible.

1.8. In all cases, only a doctor has the right to pronounce death.

2. First Aid for bleeding

2.1. External bleeding can be arterial and venous. In case of arterial bleeding the blood is scarlet red and flows out in an intermittent pulsating stream, whereas venous blood is dark in color and flows out continuously. The most dangerous bleeding is arterial one.

2.2. In order to stop the bleeding, it is vital to do the following:

- raise the injured limb;
- close the bleeding wound with a dressing material avoiding touching the wound; bandage the wounded place;
- in case of severe arterial bleeding, if it doesn't stop with a bandage, it is important to compress the blood vessels that supply the wounded area with the help of fingers, bandage, garrot, etc. or bend the limb in the joints;
- in all cases of large bleeding, it is vital to call the doctor urgently.

2.3. It is possible to stop arterial bleeding quickly by pressing the bleeding vessel with fingers to the underlying bone above the wound (closer to the trunk).

2.4. Bleeding from the vessels of the lower part of the face is stopped by pressing the maxillary artery against the edge of the lower jaw.

2.5. Bleeding from wounds of the temple and forehead is stopped by pressing the artery in front of the ear.

2.6. Bleeding from large head and neck wounds can be stopped by pressing the carotid artery against the cervical vertebrae.

2.7. Bleeding from wounds of the armpit and shoulder is stopped by pressing the subclavian artery against the bone in the supraclavicular fossa.

2.8. Bleeding from wounds on the forearm is stopped by pressing the brachial artery in the middle of the shoulder.

2.9. Bleeding from wounds on the hand and fingers is stopped by pressing two arteries in the lower third of the forearm near the hand.

2.10. Bleeding from wounds of the lower limbs is stopped by pressing the femoral artery against the pelvic bones.

2.11. Bleeding from wounds on the foot can be stopped by pressing on the artery that runs along the back of the foot.

2.12. Pressing of a bleeding vessel with the fingers should be done quite strongly.

2.13. Bending the limb at the joints can be a more reliable and quicker measure to stop the bleeding than pressing with fingers.

2.14. To do this, the sufferer's sleeve or trousers should be rolled up quickly; a lump of any matter should be made, then put into the hole formed by bending the sufferer's joint located above the wound, and bend the joint over this lump strongly. In this case, the artery passing in the bend, supplying blood to the wound, will be squeezed. In this position, the leg or arm can be tied or tied to the sufferer's torso.

3. First Aid for burns

3.1. Burns come in four degrees, from slight redness to severe and continuous necrosis of large areas of the skin, and sometimes deeper tissues.

- 3.2. The first degree burn is characterized by reddening of the skin area affected by the factor. The second degree of burns is the appearance of blisters at the site of exposure to the factor. The third degree of burns is the incomplete death of tissue in the area of the body that has been exposed to the factor. The fourth degree of a burn is a continuous necrosis of tissues in the entire thickness to the bones.
- 3.3. In case of severe burns, it is necessary to remove the dress and shoes from the sufferer carefully - it is better to cut them. A burn wound, being contaminated, begins to fester and does not heal for a long time. Therefore, one should not touch the burnt area of skin with hands or apply any ointments, oils, petroleum jelly or solutions on it. The burnt surface should be bandaged in the same way as any wound, covered with sterilized material from the package or a clean, ironed linen rag; a layer of cotton wool should be placed on top. Everything should be secured with a bandage. After that, the sufferer should be sent to a medical facility. This method of first aid should be used for all burns, no matter what they are caused by: steam, voltaic arc, hot mastic, rosin, etc. In this case, one should not open the blisters, remove the mastic, rosin or other resinous substances that have adhered to the burnt place, since by removing them, it is easy to tear off the skin and thereby create favorable conditions for infection of the wound with microbes, followed by suppuration. It is also impossible to tear off the burnt pieces of clothing adhering to the wound; If necessary, sticky pieces of clothing should be cut off with sharp scissors.
- 3.4. In case of eye burns with an electric arc, it is important to make cold lotions from a solution of boric acid and immediately send the sufferer to a doctor.
- 3.5. In case of burns caused by strong acids (sulphuric, nitric, hydrochloric), the affected area should be immediately and thoroughly washed with a fast-flowing stream of water from a tap or bucket for 10-15 minutes. One can also lower the burned limb into a tank or bucket of clean water and move it actively in the water. After that, the affected area is washed with a 5% solution of potassium permanganate or a 10% solution of baking soda (one teaspoon of soda per glass of water). After washing, the affected areas of the body should be covered with gauze soaked in a mixture of vegetable oil (linseed or olive) and lime water in equal proportions.
- 3.6. If acid or its vapors get into the eyes and mouth, it is necessary to wash or rinse the affected areas with a 5% solution of baking soda, and if acid enters the respiratory tract, breathe with a 5% solution of baking soda sprayed with a spray bottle.
- 3.7. In case of burns with caustic alkalis (caustic soda, quicklime), the affected area should be thoroughly rinsed with a fast-flowing stream of water for 10-15 minutes. After that, the affected area should be rinsed with a weak solution of acetic acid (3-6% by volume) or a solution of boric acid (one teaspoon per glass of water). After rinsing, the affected areas should be covered with gauze soaked in a 5% solution of acetic acid.
- 3.8. If caustic alkali or its vapors get into the eyes and mouth, the affected areas should be rinsed with a 2% solution of boric acid.
- 3.9. In case of wounds caused by glass and simultaneous exposure to acid or alkali, first of all, it is necessary to make sure that there are no glass fragments in the wound, and then quickly rinse the wound with an appropriate solution, treat its edges with iodine solution and bandage the wound using sterile cotton wool and a bandage.
- 3.10. After performance of first aid it is crucial to send the sufferer to a doctor immediately.

4. First Aid for fractures, dislocations, bruises and ligament tensions

In case of fractures and dislocations, the main aim of first aid is to provide a calm and most comfortable position for the injured limb, which is achieved by its complete immobility. This rule is mandatory not only to eliminate pain, but also to prevent a number of additional damage to surrounding tissues, due to piercing them with a bone from the inside.

4.1. Fractures and dislocations of the upper limbs

Signs - pain along the bone, unnatural shape of the limb, mobility in a place where no joint is located (in the presence of a fracture), swelling.

First aid: apply appropriate splints, if for some reason there were no splints, the hand should be hung on a scarf to the neck, and then bandaged to the body, without putting a lump in the armpit. If the arm (if it is dislocated) lags behind the body, something soft should be laid between the arm and the body (for example, a bundle of clothes, bags, etc.).

A cold object to the injury site is applied. In the absence of a bandage and a scarf, one can hang the hand on the field of the jacket.

4.2. Fractures and dislocations of hand and fingers bones

If a fracture or dislocation of the bones of the hand is suspected, the hand should be bandaged to a wide (palm-wide) splint so that the splint starts from the middle of the forearm and ends at the end of the fingers. A lump of cotton wool, a screw, etc., must first be inserted into the palm of the injured hand so that the fingers are slightly bent. A cold object should be applied to the place of injury.

4.3. Fractures and dislocations of the lower limbs

Signs - pain along the bone, swelling, unnatural shape in a place where no joint is located (in case of a fracture).

In case of damage to the femoral bone, it is important to strengthen the diseased limb with a splint, plywood, stick, cardboard or some other similar object so that one end of the splint reaches the armpit and the other reaches the heel. If necessary, a second splint is placed from the perineum to the heel. This allows to achieve complete rest of the entire lower limb. Splints are tightly bandaged to the limb in 2-3 places, but not near and not at the fracture site. If possible, the splint should be applied without lifting the legs, but holding it on the pole. Push the bandage with a stick under the lower back, knee or heel. A cold object should be applied to the injury site.

4.4. Bruises

If you are sure that the sufferer received only a bruise, and not a fracture or dislocation, a cold object (snow, ice, a rag moistened with cold water) should be applied to the site of the injury and the bruised area should be tightly bandaged. If the skin is not injured, one should not apply iodine, rub or apply a warming compress, since all this only leads to increased pain.

In case of bruises of the abdomen, fainting, a sudden pallor of the face and severe pain, you should immediately call an ambulance to send the sufferer to the hospital (ruptures of internal organs are possible, followed by internal bleeding). The same should be done for severe bruises of the whole body due to a fall from a height.

4.5. Tension of Ligaments

In case of tensions, for example, when the foot is twisted, first aid consists of applying a cold object, tight bandaging and rest. The signs of tension are sharp pain in the joint and swelling,

5. First Aid for foreign bodies

If foreign bodies get under the skin or under the nail, it can be removed only if there is confidence that this will be done easily and completely. At the slightest difficulty, you should

consult a doctor. After removing the foreign body, it is necessary to apply iodine tincture and a bandage on the wound.

The best way to remove foreign bodies from the eyes is rinsing the eyes with a stream of boric acid solution or clean water. Rinsing can be done from a kettle, from cotton wool or gauze fabric. The sufferer shall be put on the healthy side. It is important to direct the stream from the outer corner of the eyes (from the temple) to the inner (towards the nose). Rubbing the eyes should be avoided.

Foreign bodies in the windpipe or esophagus should not be removed without a doctor. In all cases, you should immediately consult a doctor.

PROGRAMME
designed to educate and test knowledge of requirements of occupational safety
during indoors learning sessions

IOTV- 096 – 2022

1. Conditions of independent work permit.
2. Types of briefings and briefing procedures.
3. Workplace hazards in classrooms.
4. Safety requirements before the start of learning session.
5. Safety requirements during learning session.
6. Emergency safety requirements.
7. Safety requirements at the end of learning session.
8. First Aid to the sufferer.

QUESTION PAPERS
designed to test knowledge of requirements of occupational safety during indoors
learning sessions

QUESTION PAPER № 1

1. Conditions of independent work permit.
2. Introductory briefing on occupational safety.
3. Safety requirements before the start of learning session.
4. Rules of First Aid for Burns.

QUESTION PAPER № 2

1. Workplace hazards in classrooms.
2. Initial briefing on occupational safety.
3. Operating procedures of staff and students in case of Emergency.
4. Rules of First Aid for Fractures.

QUESTION PAPER № 3

1. Safety requirements during learning session.
2. Refresher briefing on occupational safety.
3. Fire Safety Requirements.
4. Rules of First Aid for Cuts.

QUESTION PAPER №4

1. Operating procedures of staff and students in case of emergency.
2. Off-schedule briefing on occupational safety and health.
3. Electrical Safety Requirements.
4. Release order of the sufferer from current effect.

QUESTION PAPER №5

1. Responsibility of the staff and students for violation of regulations and requirements of occupational safety.
2. Target safety briefing on occupational safety.
3. Safety requirements during learning session.
4. Rules of First Aid for Bruises.

QUESTION PAPER №6

1. Safety requirements at the end of learning session.
2. Priority measures in case of Emergency.
3. Instructions to usage of existing fire extinguishment measures.
4. Rules of First Aid for Electrocution.

