

Safety

Guidelines of the TU Wien

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Abbreviations and definitions

AMD – Medical service team

ASchG - Employee Protection Act

AStVO ... Workplace ordinance

AWG - Waste Management Act

BSW (Brandschutzwart_in): FPW (Fire protection warden) - relevantly qualified and appointed person, who supports the fire protection representative and monitors fire safety within certain places and functional areas (in accordance with AStVO and TRVB). Tasks and duties: fulfilment of the task in accordance with ASchG und TRVB O 117; completion of the FPC training as well as the carrying out of preventative measures: monitoring according to the FPC self-inspection plans, communication of the completed self-inspection plans for their field of action to the responsible FPO of buildings and technology, involvement in the security services' exercise lessons (drill exercises), implementation of instructions (if necessary) in the respective areas of responsibility, participation in internal trainings for SVP/FPC about 1-2 times a year, security measures and alertness, participation in the evacuations of buildings due to alarms (evacuation assistants, respondent, etc) Link: https://www.gut.tuwien.ac.at/fileadmin/t/gut/fotos/Sicherheit/2017/Ernennungsformular_SVP_und_BSW_2017.pdf

Dean - Definition in accordance with the *structure and governance* organisational handbook

DSGVO ... EU General Data Protection Regulation

EMR ... Electro-magnetic regulation

Exercise supervisor – the people who conducting a lecture, or part of a lecture, on university property and therefore carry responsibility. In the event of diploma students and thesis students the exercise supervisors are the respective supervisors.

First-aidler - a relevantly qualified and appointed person

FSS - security service officers

GO - The Rules of Procedure of the Rectorate

Hazardous materials representative - A relevantly qualified individual appointed on a voluntary basis by the TU Wien

Head of Institute - Definition in accordance with the *structure and governance* organisational handbook

Head of Research Department -Definition in accordance with the *structure and governance* organisational handbook

Head of Research Group - Definition in accordance with the *structure and governance* organisational handbook

Head of service department - Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Service Group - Definition in accordance with the *structure and governance* organisational handbook

Head of Service Unit - Definition in accordance with the *structure and governance* organisational handbook

Immediate superior - definition in accordance with the *Structure and Governance Organisational Handbook*.

Information ... The information should provide general knowledge about risk prevention and pertain to all places of work (e.g. location of the fire extinguishers). The employer is obligated to provide sufficient information to the employees about the dangers to security and health as well as the measurements being taken against risk prevention.

Instruction - the instruction (training) time – in contrast to information – targets the proper conduct at a fixed working space or during a certain task, and has to be coordinated based on the experience and education of the instructed person. This workplace specific instruction includes behavioural and action-related instructions for possible danger, risk prevention as well as health protection at fixed working places and task areas. The workplace specific and PPE (PSA) instructions which are given by experts have to be either written or orally demonstrable. An oral instruction with written documents is recommended. Recordings of the instructor, the meeting and the concrete training concrete are sufficient.

Laboratory – covers all scientific and technical rooms at the TU Wien, in which experimental research and teaching takes place., and all places of work in the TU Wien as well as the corresponding adjacent rooms together with inventory and facilities.

Laboratory supervisor - A relevantly qualified individual and somebody appointed the institute director for the laboratory rooms concerned, who .. takes care of the respective laboratories for the appropriate briefings, for the safe and non-hazardous operation (eg. the presence personal protective equipment PSA) and the conduct at special events and appropriate hazardous waste disposal. In case a lecture is taking place in one of the

laboratories in question, the lecture supervisors takes over responsibility in the framework of the lecture.

Laser safety representative - A relevantly qualified individual who is responsible for all laser safety tasks

Lecture supervisor - the person who carries out a lecture or a part of a lecture on university grounds and therefore is held as responsible. Exercise supervisors are the lecture supervisors when exercises are being done in laboratories.

Lift maintenance warden - A relevantly qualified and appointed person

Members – University members in accordance with the UG, in which employees and students are recorded.

Outside parties... People or companies which are not members of the TU Wien.

Poisons representative- A relevantly qualified individual with the safety-critical tasks assigned and appointed

PSA ... personal protective equipment, which the TU Wien is obligated to make available as well as to wear.

PSAV ... Regulation PSA

Qualified person ... a person, which the required subject knowledge and work experience also the guarantee of a conscientious implementation of the transferred work offers (in accordance with regulations)

Radiation protection representative - a relevantly qualified individual who is tasked with the relevant radiation protection

Representative – includes environmental and disaster control representative, fire protection representative, security with regards to the buildings, property and personal protection as well as workplace safety representative, waste and hazardous goods representative and designates the following representatives: safety representative, first-aiders, occupational safety specialist, hazardous goods representative, poisons representative, fire protection representative, fire protection warden

Security lodge - rooms in which security service officers reside and in which security and fire protection facilities can be centrally controlled. On these premises are first-aid replacement materials which are handed out by a security representative.

SFK Health and Safety Specialist who are appointed and qualified in accordance with ASchG. Link:

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10008960&TabbedMenuSelection=BundesrechtTab>

Special Laboratories and Workshop Guidelines – the guidelines which are suggested for the laboratories or research centres of the institute by the head of institute through the Dean or for the research centres by GO suggested member of the Rectorate responsible and approved by the Rectorate.

SVP - safety representative, a relevantly qualified and appointed person

TU GUT Health and Safety - a service unit within the TU GUT

TU GUT Security Service - a service group within the TU GUT

TU Wien – Vienna University of Technology

TU GUT - the service department of Real Estate and Facility Management at the TU Wien

TU.it – IT Services - a service department within the TU Wien

UG - University Act of 2002

University properties - all buildings, rooms including inventory and facilities as well as land belonging to the TU Wien

Users - (University) members, visitors, and entitled bodies and non-entitled bodies under the Event Code

VEXAT: Verordnung explosionsfähige Atmosphären - European Explosive Atmospheres Directive. Link:

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20003475&TabbedMenuSelection=BundesrechtTab>

VGÜ: Verordnung über die Gesundheitsüberwachung am Arbeitsplatz - Health Surveillance in the Workplace Regulations

VOLV: Verordnung Lärm und Vibrationen - Noise and Vibrations Regulations

VOPST: Verordnung optische Strahlung - Optical Radiation Regulation

Waste management representative - A relevantly qualified and appointed person (in accordance with the waste management act)

§ 1 Objective and components of the Safety Guidelines

- (1) The Safety Guidelines at the TU Wien regulate the use and management of university property through the users.
- (2) The Safety Guidelines serve as a precaution for safety and order, especially with regards to the carrying out of research, teaching and administrative tasks. All university property is to be used without disturbing of the operation of the university whilst conserving university property and other inventory and facilities as much as possible and also the sparing usage of resources while maintaining cleanliness.
- (3) Supplementary regulations include et al. – in the House Rules, Fire Safety Code, Parking Regulations, Event Code, Central Laboratory and Workshop Code, place of work tidiness, External Companies Guidelines, in the library order, the archives and the TU.it, as well as in the GDPR contained and kept. The regulations contained in the Safety Guidelines specify security-related provisions which proceed every other section.

§ 2 Scope of application

- (1) The Safety Guidelines apply to all university property, which the TU Wien has made available for use.
- (2) All users of university property should pay attention to the terms of these safety guidelines.

§ 3 Authority

- (1) The handling of the Safety Guidelines, especially the supervision of the maintenance of the safety and order shall be made by the Rector or the responsible vice-rector, in accordance with rule GO, and the person commissioned by the TU GUT.
- (2) The respective members of the Rectorate can appoint an authorised representative to do certain tasks. The appointments as well as the respective areas of responsibility are to be published in the bulletin.
- (3) Securing of information: All users of university property are obligated to be informed of and comply with the Safety Guidelines. The terms of these guidelines are to be displayed on notice boards and other suitable methods in order to be seen.

The responsibility in the institute or the department area for the laboratories, the laboratory supervisors and the task supervisors rests on the head of institute or the heads of service department. The corresponding terms of the external company guidelines apply to external companies. Regarding this the respective appointed purchaser of external service providers is urged to contractually secure compliance.

The users are obligated to comply the Safety Guidelines.

- (4) The Rectorate or the responsible member of the Rectorate in accordance with the GO has to carry out or have them carried out a review of the compliance with the safety-related provisions at appropriate intervals in all areas of the TU Wien.

§ 4 Response to attempted and actual burglaries, thefts and damage to property

Burglaries, thefts and damage to property as well as all respective attempts are to be reported immediately by the affected to the TU GUT security service and the police. Due to liability reasons burglaries and damage to property also have to be reported to the following e-mail address: versicherung@gut.tuwien.ac.at.

§ 5 Access for emergency services

The access routes for all possible deployment of emergency vehicles have to be kept clear. Cars are only to be park on the areas provided. Further parked cars and other movables will be removed at the expense of the owner.

§ 6 Safety regulations

- (1) With regards to the safety of persons, buildings and property the relevant regulations must be noted, especially:
 - a. Workers Protection Act (ASchG) and its regulations
 - b. Workplace regulations
 - c. Building Rules
 - d. Industrial Regulation
 - e. Fire Safety Code of the TU Wien
 - f. Central Laboratory and Workshop Code of the TU Wien
 - g. Parking Code of the TU Wien

- h. External Company Guidelines of the TU Wien
- i. Event Code of the TU Wien
- j. House Rules of the TU Wien
- k. Guidelines on Regulations of the TU Wien (e.g. special laboratories and workshop guidelines)

§ 7 Appointed representatives

(1) Representatives are appointed for the following legal designated areas:

- (i) Environmental and disaster control
- (ii) Fire protection
- (iii) Safety in accordance with building, property and personal protection
- (iv) Occupational Health and Safety
- (v) Waste management
- (vi) Hazardous goods

(2) For all fields of competence correspondingly qualified and qualified representatives will be appointed from the Rectorate or the transferred responsibility of the responsible vice-rector, in accordance with rule GO and the person proposed by the TU GUT (fire safety, Occupational Health and Safety et al.)

(3) All tasks falling in competence of the TU GUT should be supported and implemented on-site together by the responsible employees of the Rectorate and the vice-rectorate, their services, the faculties, institutes, research units and research groups, as well as the service departments, service units and service groups. Such are, if necessary, correspondingly qualified and appointed as follows:

a. BSW: The appointment of the BSW is regulated in § 2 of the Fire Safety Code

b. SVP: The appointment of the SVP is made on the initiative of the TU GUT. At the suggestion of the head of institute previously after prior agreement of the respective employee or due to an order by the responsible member of the Rectorate. After suitable consent from the works council and the Dean, the SVP is appointed by the responsible member of the Rectorate in accordance with the GO.

The heads of institutes/heads of service departments use the form provided by the TU GUT, obtain individual approval and inform the TU GUT after the appointment has taken place. In accordance with the size or room arrangement of the institutes/departments, as well as research units and research groups/service units and service groups, more SVPs can be appointed.

In the absence of an approval, the head of institute/head of service department is responsible for their agendas and take over their tasks.

The appointment has a functional life of four years. Re-appointment is permitted. The name of the SVP and their respective fields of action are to be disclosed by the relevant inspectorate (Health and Safety Executive) via the TU GUT. The appointment of the SVP will be made on behalf of the TU GUT in the bulletin and on the website of the TU Wien at: <https://www.tuwien.ac.at/files>

c. First-aiders: these will be appointed at all levels of the institute by the Dean on the suggestion of the head of institute. On the departmental levels the first-aiders will be appointed by responsible member of the Rectorate in accordance with GO, on the suggestion of the head of service department.

The appointment will be effective as soon as the relevant employee has completed a first aider course/refresher course.

d. Poisons representative - these are appointed by the Dean on the suggestion of the heads of institutes. The head of institute must inform the TU GUT of the appointment.

e. Radiation protection representatives: these are appointed by the Dean on the suggestion of the heads of institutes. The heads of institute must inform the TU GUT and the municipal authority MA 64 of all appointments.

f. Laser protection representatives: these are appointed by the Dean on the suggestion of the heads of institutes. The heads of institutes must inform the TU GUT of all appointments.

g. Laboratory supervisors: The appointment mode can be found in the 'Abbreviations and Definitions'.

If no employee is available to fulfil their assignments in accordance with § 7 (3) lit. a and lit.c till lit. g, the responsibility for the actual execution of the tasks of the representatives lies by the respective head of institute or head of service department.

(4) An external representative can be appointed in case of fulfilling at least the same qualification as the internal one.

§ 8 Tasks of the representatives

(1) The responsible member of Rectorate in accordance with GO has to ensure establishment and commission of representatives within the TU GUT, as well as in appropriate intervals in all areas of the TU Wien, carry out themselves, or have them carried out, checks on compliance of the safety-related provisions.

(2) The following enumerations should provide a comprehensive as possible overview of the area of responsibilities of the representatives, however they are by no means exhaustive.

(3.) The representatives belong to . following general cross-cutting themes tasks in respective specialist areas:

a. Immediate notification of the responsible Dean or the in accordance with the GO responsible Rectorate member about all significant questions of security, operational hazards, disruptions and impairments.

b. Inspection of all legal norms on factual relevance for the university area

c. Record-keeping of all security-related standards, regulations and information sheets and the building of a dataset

d. Coordination and monitoring of all tasks to be performed with representatives or involved persons.

- e. Representation of the TU Wien outward in above-mentioned areas (e.g. contact to the responsible state, country, community and other authorities e.g. TÜV etc).
- f. Training of appointment employees (e.g. SVP etc) with regard to the progression of technical safety facilities.
- g. Organisation and instigation from advanced training courses for the employees of the TU Wien within the scope of functions of the representatives (like first-aid courses, handling von fire extinguishers etc.)
- h. Transfer of information to commissioned external companies over existing risk potential and monitoring of the before mentioned with regards to the compliance of the existing safety and disposal regulations
- i. Evaluation of reports in the event of damage, which are attributed to the above area „h“ as well as the planning of countermeasures
- j. Preparation of rules of conduct in fire or malfunction based on the safety standards corresponding to each specific building

(4) The cross-curricular tasks of the representatives are as follow:

Environmental and disaster control

- a. Monitoring of the implementation of all relevant standards and regulations required responsibilities with regards to environmental and disaster control, identifying noted defects, establishment of contact with the person responsible for the elimination of the defect,
- b. Consultation and training of the representatives or the university members and coordination, or the organisation of safety training,
- c. Issuing of instructions by imminent danger in environmental and disaster control matters aimed at preventing risks,
- d. Point of contact for all reports on environmental and disaster control, responsibility for any subsequent instigation,
- e. Statement by construction, submission and adjustment from rooms, in which activities are carried out, regulated by the environmental and damage protection standards, as well as the acquisition of a statement by safety-related facilities,
- f. Creation and update of the Waste Management Concept (gem. AWG),
- g. Elaboration of the disposable concept for packaging waste, like waste paper, waste glass, plastics, waste metal and polystyrene as well as the organisation of disposal for the whole area of the TU Wien,
- h. Management of the entire data of all organisational units in accordance with UG existing hazardous materials due to EDP-based reports of the organisational units (also with respect to possible emergencies),
- i. Regular monitoring of the measurements of exhaust air, waste water, noise emissions and drinking water quality.

(i) Fire protection:

Issuing of instructions by danger in environmental and disaster control matters aimed at preventing risks. All issuing of fire protection are regulated in the Fire Protection Code.

(ii) Safety in accordance with buildings, property and personal protection:

- a. Participation by the definition of the task of the representatives,
- b. Responsibility for the development of locking plans and access system as well as video surveillance,
- c. Planning and organisation of special measurements by extraordinary conditions and incidents,
- d. Issuing of instructions in case of danger in buildings, property and personal protection aimed at preventing risks,
- e. Management of all data on all existing alarm systems,
- f. Monitoring of the management of inspection log and maintenance books for alarm systems, instigation of testing and servicing,
- g. Involvement by the planning and by the installation of alarm systems at the setting up and reconstruction of buildings and rooms,
- h. Development of guidelines and behavioural rules by the triggering of an alarm,
- i. Management of all data on protected buildings, monuments, ensembles, collections and individual moveable cultural assets (e.g. paintings),
- j. Planning of protection measurements to minimise the destruction as well as the theft of movable cultural assets (e.g. alarm systems, in accordance with the rules of the GDPR),
- k. Reporting of foreseeable danger of the destruction or alteration of landmarked buildings, monuments, ensembles or collections or their intended disposal at corresponding sites (national heritage site, state conservatory, historical monument advisory council).

(iii) **Occupational Health and Safety**

- a. Development of guidelines for the workplace design and involvement with the workplace design as well as the review of the compliance with the guidelines in the respective current versions,
- b. Monitoring of the compliance of all valid rules ensuring the technical device safety (maintenance, verifications, etc),
- c. Consultation and training of the SVP or members of the university,
- d. In case of imminent danger instructions to all employees in issues of occupational health and safety,
- e. Instigation of the obligatory health monitoring in interaction with the personnel administration and their immediate superior,
- f. Evidence control of all training and reportable activities (e.g. lift maintenance warden, BSW etc) and the instigation of education and training,
- g. Instigation of the establishment, review and addition to the first-aid facilities,
- h. Organisation and maintenance of all health and safety protection documents (inspection log book, maintenance log, safety protocol, Vexat, VOLV, VOPST, EMF, VGÜ, PSAV, machine safety documents, etc).

§ 9 Dealing with outside parties

- (1) Basically all university properties and equipment at the TU Wien customised to the terms of use are made publicly available on the condition of House Rules. The

supervision lies upon the TU GUT security service, and object-related upon the respective local security service.

- (2) The handling of external people is:
 - a. regulated within the framework of the regulations between security service officers and in the external companies guideline;
 - b. described in the house rules and suitable operative instruction, especially the action required when dealing with activities causing disruption, object damage or personal injury.
- (3) All occurrences are to be cited in the respective log books and communicated with the TU GUT. At large events this has to be done immediately.

§ 10 First aid equipment

The TU Wien provides the necessary first-aid resources in each place of work in accordance to § 39 AStVO. The nature and extent of this equipment has to be appropriate for the amount of employees working in the work stations and with regards to the type of work processes, the resources or work material being used with regard possible risk of injury. The equipment at the institute is to be checked regularly and if necessary amended or renewed in the security lodges.

§ 11 Emergencies, imminent danger, first-aid, accident prevention devices

- (1) In case of danger for physical integrity/life and/or material assets the TU GUT security service as well as the emergency service are to be alarmed immediately. The TU GUT security service assumes head of operations and has the right to issue instructions for all people present at the TU Wien.
- (2) The TU GUT security service is to be notified immediately if there is any detection of damage or improper handling on university premises as well as by potential danger for people, buildings or the operation of the university.
- (3) In case of imminent danger the TU GUT as well as the emergency services are to be informed immediately in their respective log books or by telephone (emergency numbers can be found at: <http://www.gut.tuwien.ac.at>) at any time, day or night.
- (4) Escape routes and equipment for risk prevention and firefighting are always accessible and ready to use. Equipment for risk prevention are not allowed to be removed or be made ineffective. The absence of protection equipment, defects or other irregularities which could cause accidents are to be reported immediately to the TU GUT security service. The affected university operation is to be suspended until the condition has been completely repaired and to avoid a premature resumption.
- (5) Accidents as well as near-accidents, regardless of their severity, have to be reported immediately to the immediate superiors if an employees of the TU Wien is affected, if the accident happened to a student in a laboratory then the exercise supervisor is to be informed, and if the (near) accident happened to a student or external person outside of a laboratory then the TU GUT is to be informed. In any case, the TU GUT Security Service must be informed and the incident reported to the email address gut@gut.tuwien.ac.at. Students

and outside parties must report all incidents outside of laboratory rooms to TU GUT Security Service; employees` report follows to their immediate superior. The regulations of the House Rules and the Security Code must be observed.

(6) Immediate superiors are to report work accidents of employees of the TU GUT to Occupational Health and Safety as well as the Public Servant Insurance (BVA). The reporting of work accidents from trainees and apprentices are to be made at the Austrian Workers`Compensation Board (AUVA). Students` accidents are to be reported to the Austrian Workers`Compensation Board (AUVA) by the individuals responsible for the events.

(7) Moreover accident reports have to be reported by the persons mentioned in (6) in order for the preventative services (SFK, AMD) to carry out an ex-post evaluation. The email address is arbeitsunfall@tuwien.ac.at.

§ 12 Prohibited activities

(1) Basically every behaviour which affects the safety, peace and order on the university properties, especially with regards to interference of the execution of research and teaching tasks, of the TU Wien are prohibited. All university properties are to be used without disruption, while conserving the building and other resources and appliances as well as the sparing usage of resources and maintaining their cleanliness.

(2) The following activities should especially be refrained from:

- a. The spreading of noise e.g making or playing music except for at approved events,
- b. The consume of alcohol except for at approved events or within internal parties of various institutions of the TU Wien like the Rectorate, faculties, institutes, research units, research groups as well as service departments, service units and service groups,
- c. The consumption of addictive substances,
- d. The carrying of firearms or other weapons (like swords, daggers and knives); not included are the public security forces or people and companies which have been empowered by the Rectorate,
- e. The pollution of rooms,
- f. The usage of sports machines in the inner area of the university properties,
- g. The processing of sales businesses without the approval of the Rectorate,
- h. Every political activity, insofar as one hasn`t been explicitly allowed (e.g. by the Student Union Act,
- i. The production of images and audio recordings on university properties as well as from lectures or from exams, except within the TU Wien approved practices (§ 6 (5) the House Rules are likewise to be complied with,
- j. To beg,
- k. To stay overnight,
- l. Every type of harassment of people,

(3) Sanitary facilities can only be used for normal procedures.

- (4) In case of an interference in operation, danger or threats then the TU GUT Security Service is entitled to inform the police and/or arrange for the person to leave university property.

§ 13 Sanctions in case of infringement to the Security Guidelines

The same terms which apply to infringements against the house rules (§ 17 of the House Rules) also apply to infringements to Security Guidelines (the carrying out of forbidden activities et al.)

§ 14 Overbooking of teaching rooms

When entering a booking for a lecture in teaching rooms, the changeover time (the time which it takes until students from the previous lecture have left the room and all students from the current lecture have entered the room and taken their seats) is to be taken into account. The usual assumed duration of the changeover time is 15 minutes.

If foreseeable overbookings of rooms and after having reached mutual consent with the vice-rectorate for Studying and Teaching with regards to alternative solutions of the digital transmission of lectures into other rooms are necessary, the TU GUT Event Management is to be early informed, which will then notify the TU GUT Security Service as well as the lecture tube supervisor and necessary steps will be taken. The required information is:

- Notification of the exact date (net start-end time and planned changeover time),
- Expected amount of people,
- Indication of the booked rooms,
- Lecture title and number,
- Person responsible for meetings and contact people.

In accordance with the TU GUT Security Service, a checklist stating the occupancy of the rooms, the actual demand of the services of the TU GUT Security Service as well as the transfer options and additional room resources is to be completed.