



INFORMATION SHEET

on Occupational Health and Safety

1. LEGAL FRAMEWORK

The occupational health and safety law is based on national laws and regulations, trade association accident prevention regulations and guidelines as well as technical regulations and information sheets (occupational safety regulations).

The following are particularly relevant: the occupational health and safety act (Arbeitsschutzgesetz), the Maternity Protection Act (Mutterschutzgesetz), the workplace ordinance (Arbeitsstättenverordnung) and the operational safety ordinance (Betriebssicherheitsverordnung), the ordinance on hazardous substances (Gefahrstoffverordnung), the genetic engineering safety ordinance (Gentechniksicherheitsverordnung), X-ray and radiation protection ordinance (Röntgen- und Strahlenschutzverordnung), the general accident prevention regulations (Unfallverhütungsvorschriften), laboratory safety guidelines (Laborrichtlinien) and workplace guidelines (Arbeitsstättenrichtlinien).

In addition, the hospital has its own internal process and operational instructions, fire prevention regulations etc.

You can find further information about occupational health and safety regulations at the occupational health and safety office or via <http://ukbw.vur.jedermann.de/>.

2. OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

Occupational health and safety regulations include directives on:

- the safety organizations, facilities and measures which **the hospital** has to put in place to prevent accidents at work, occupational diseases and work-related illnesses
- the behaviour **the employees** should adopt to prevent accidents at work, occupational diseases, work-related illnesses, fires and other harmful situations
- **medical examinations for employees** which should be carried out prior to taking up and during employment owing to increased health and accident risks.

3. COMPANY DOCTORS, SAFETY EXPERTS, SAFETY OFFICERS

Employers have to appoint company doctors, safety experts and safety officers among others to support employees in carrying out occupational health and safety measures within their departments. They should especially make the employees aware of the availability and correct use of prescribed safety facilities, personal safety equipment and emergency response

measures. Employees can also contact them if they have any questions concerning occupational health and safety.

4. OCCUPATIONAL HEALTH AND SAFETY MEASURES

In order to prevent accidents at work, occupational diseases and work-related illnesses, the following safety measures should be adopted in order of the maximum possible effect:

- **Direct safety measures**

The choice and use of facilities, installations, machines, devices and materials should present the least possible risk (e. g. using devices with GS marking or substituting less harmful materials for hazardous substances).

- **Indirect safety measures**

Wherever risks cannot be eliminated, safety measures should be employed to prevent people from being affected (e. g. safety guards on running machines and devices, working with hazardous substances in closed systems or below ventilation systems etc.).

- **Personal safety equipment**

If the human risk cannot be completely eliminated by means of the above mentioned safety measures, suitable protective equipment which effectively prevents harm to humans should be worn (e g protective clothing, protective goggles, gloves and shoes, breathing masks, safety helmets etc.).

- **Informative safety measures**

Information provided by means of danger signs, labels, and notices such as the fire prevention regulations, operating instructions etc. should establish correct behavior patterns or warn against safety hazards. Informative safety measures on their own are usually not sufficient and are therefore often applied as additional safety measures.

5. ACCIDENTS AT WORK AND ACCIDENT REPORTS

The insurance law defines accidents as **temporary events during which outside forces impact the body, possibly resulting in injury, health damage or even death.**

In accordance with SGB VII, the university hospital has to report every accident which leaves an employee unable to work for more than three days to the Baden-Württemberg Accident Insurance Fund. The report should be filed **within three days** using an **accident report form** (available at the personnel department). The accident report form has to be completed by the relevant hospital department, signed by the department head and forwarded to the personnel department. It will then be sent to the employees' association and the Baden-Württemberg Accident Insurance Fund.

6. EMPLOYER'S DUTIES

In accordance with the occupational health and safety act, responsibility for occupational health and safety lies, by virtue of office, with the heads of the respective hospital department and employees in leading positions. Within the framework of the hospital internal occupational health and safety organization, duties to this effect will fall under their areas of responsibility. These duties may include the following:

- **Risk assessments, operating instructions and training**

Employees should be educated on the necessary occupational preventive health check-ups, work-related risks, hazardous substances, prescribed safety measures, safety facilities, prescribed protective clothing as well as fire prevention regulations, process and operating instructions. New employees should be instructed on occupational health and safety before taking up employment and thereafter, safety instructions should be provided and documented at least once a year.

- **Provision of suitable safety facilities and equipment**

Wherever the risk to employees cannot be ruled out completely, the management of the department in question should provide suitable work equipment, safety facilities and personal safety equipment.

- **Promotion of occupational health and safety**

The management of the respective hospital departments are obliged to promote employee involvement in occupational health and safety. They should enable employees to attend safety seminars and training workshops on occupational health and safety, taking into account operational interests.

7. EMPLOYEE'S DUTIES

Effective occupational health and safety is only possible with employee involvement. Employees are obliged by the occupational health and safety law and the accident prevention regulations to do the following:

- maintain health and safety at the workplace for **themselves and third persons**.
- eliminate known safety defects or the risk of accidents, as far as possible and if they have the proper authorization, otherwise reports them to superiors or arrange for their removal.
- carry out occupational health and safety instructions from their superiors (general instructions, operating instructions, process instructions, fire prevention regulations etc.); they should not follow any instructions contrary to occupational health and safety (GUV-V A I).
- observe prohibitions and conditions.

- use the safety devices and personal safety equipment provided by the employer in accordance with regulations.
- use operating equipment, work equipment and material when authorized only and in accordance with their intended purposes. Unauthorized persons are prohibited to use hospital equipment.
- report accidents, near-accidents, damage, defects or other known risks etc. to their superiors or competent hospital authorities.
- attend safety seminars and training workshops on occupational health and safety in consideration of operational interests and after consulting with their superiors.

You can find further information at the university hospital's occupational health and safety office Tel.: 22550 / 20080 or on the occupational health and safety intranet sites.