

Safety Instructions for Lecturers at HfG Karlsruhe

Instructions as indicated in § 4 DGUV Provision 1 "Basic Principles of Prevention"

Please read these instructions carefully, answer the following questions and send the solution back to us!

These instructions inform you and qualify you to conduct yourself safely at HfG Karlsruhe. Consider these instructions not only as a legal obligation, but also as a chance to go about your activities at HfG Karlsruhe in a safe way that is beneficial to your health, so that the risk of accidents or sickness related to work can be minimized.

Here at HfG Karlsruhe, there are also precautions you must familiarize yourselves with in case of emergencies such as fire hazards and accidents, so that you can react appropriately. Furthermore, HfG Karlsruhe highlights, like any other operation, legal regulations such as the Assembly Area Ordinance, the Occupational Health and Safety Act, the Ordinance on Hazardous Substances and many more, to which we are subject to comply.

Should you have any further questions, please contact our work safety coordinator Herr Brunner at any time (E-Mail: rbrunner@hfg-karlsruhe.de) to raise any concerns.

The safety instructions are divided into five themes:

- Fire Safety
- House Regulations
- Accidents at Work, First Aid
- Point of Contact for Safety Questions
- Work and Health Safety

Have fun!

Fire Safety

HfG is a point of assembly, similar to a theatre or cinema, and therefore requires a higher level of safety. Structural fire protection equipment such as a fire alarm system and a sprinkler system are available and are part of the safety concept.

The fire alarm system detects burning, smoking, steaming and fog. As soon as the system detects something, it will go off and immediately alert the fire brigade at the same time. What to do if the alarm is sounding. The alarm is in fact an evacuation signal, and you must leave the premises through the shortest route to the assembly point. This is compulsory, even if there is no sign of smoke, as the alarm can be set off for other reasons such as bomb threats.

What can I do as a lecturer? As a person of responsibility, you must make sure that all your seminar participants make their way and stay at the assembly point, until there are new instructions. You and your group must stay at the assembly point until a responsible person from the HfG Karlsruhe (rector/chancellor) signals that the building is clear. As long as the alarm is still sounding, no-one can enter the university. Should you notice that one of your students is missing at the assembly point, immediately notify the fire brigade so they can initiate rescue procedures.

As mentioned, HfG Karlsruhe must be evacuated through the shortest way, i.e., using the escape and emergency routes. These are located on a floor map at each entrance of the university. The assembly point is also indicated on the map.

Very important: The escape and emergency routes must be kept clear of any obstacles, and the route must never be restricted in any way. Particular attention must be paid to the escape doors. These must never be blocked or obscured. Wedging the smoke protection doors is likewise forbidden, to stop the spreading of poisonous fumes.

As the alarm is set off, the fire brigade is notified at the same time, who usually move in with four fire engines and sixteen fire fighters. In emergencies, follow the instructions of the fire fighters or the emergency service. Do not discuss and do not question their instructions.

Any disruption of the emergency measures is forbidden.

In a real emergency, such tasks do not have to be paid for by HfG Karlsruhe. In contrast, a false alarm triggered for example by fog machines, grills, etc., incurs costs of about 1000 €. Therefore, always take account of the fire alarm system and avoid or prevent activities that could lead to false alarms.

As already mentioned, HfG Karlsruhe is a place of assembly with increased security requirements. Only materials of fire class B1 (flame resistant) may be used. The amount (fire load) is limited. This means that no large quantities of flammable films, paper, cardboard or other flammable materials (gasoline, plastics, etc.) may be installed. Unclear cases should therefore be discussed in advance either with the event organizers Herr Schäfer / Herr Knoppik (e-mail: sschaefer@hfg-karlsruhe.de / aknoppik@hfg-karlsruhe.de) or the fire protection officer, Herr Kopitza (e-mail: niklas.kopitza@ias-gruppe.de)

For an incipient fire, there are extinguishers and wall hydrants in order to extinguish the fire. These are located in the gray equipment shafts.

Important note: fumes are very toxic! Just two breaths are enough to make you unconscious. So always make sure to protect yourself and close the doors for your own safety.

Those who need help must be supported and if possible, taken along. Wheelchair users must be brought to the stairwells and the fire brigade informed.

Further information can be found in the fire protection regulations or you may want to speak to the fire safety officer or safety coordinator (see above for contacts).

The last part of the fire safety section deals with the sprinkler system. For this to work in an emergency, nothing may be hung on it or over it. All constructions must be open at the top so that the sprinkler system is not affected. All types of tents, roofs or covers are prohibited.

House Regulations

The house regulations can be viewed on the homepage or in the display case. It contains twelve paragraphs, all of which must be adhered to.

The paragraph on smoking is especially mentioned as part of the safety briefing, as it results from the non-smoking protection law of the state of Baden-Württemberg and the fire protection regulations. Smoking is prohibited throughout the building.

Please also note the paragraph regarding the use of the roof. Entry onto the glass surfaces and the edges is prohibited for structural reasons. For further questions, please contact the building manager Herr Hardt (E-Mail: ihardt@hfg-karlsruhe.de)

Point of Contact for Safety Questions

Work Safety Officer
Fire Safety Officer
Work Safety Coordinator
Event Manager
Building Manager
Safety Officer

Accidents at Work, First Aid

What to do in the event of an accident or acute illness?

This will always depend on the situation and person. In case of a serious accident, contact the emergency service (Tel.: 0-112) and provide first aid.

When to call the emergency service?

You must make the assessment. If it is necessary, or if you are unsure, call the emergency service.

Until the ambulance arrives, help the injured person as much as possible - preferably with several persons. If necessary, call for attention to get more help. Do not forget: An emergency service guide is available at Lorenzstraße entrance area. This can save valuable time and the locked door can be opened.

The injured person must be brought out of the danger area, machines and power supplies must be switched off, etc.. However, always make sure you are safe. If rescue from the danger zone is not possible, seek professional help (e.g. the fire brigade).

If no emergency doctor is needed, but a doctor should be consulted (for example because a wound needs to be stitched up), the accident insurance consultant at HfG Karlsruhe is the St. Vincentius Clinic (24h) on Südendstraße, and for eye injuries the St. Vincentius Clinic on Steinhäuserstraße. In such cases, always state that this is an accident at work, as this will entitle you to preferential treatment. Please notify the administration of the incident, as accident reports must be filed.

If only dressing material is required, a standard first-aid kit can be found in every workshop (print, electric, model, wood), at the caretakers, event managers, in the administration copy room and in the first-aid room. In it, an association book can be found, in which the injury must be logged as subsequent proof that it was an accident at work. This is important if claims are made to the accident insurance, Unfallkasse BW.

Important: Do not administer medication as part of operational first aid. Only doctors are permitted to do so.

Work and Health Safety - General

In general, common sense should be used at work. This avoids a number of dangers in advance. Known sources of danger should be eliminated or avoided.

It is only permitted to work in the workshops upon consultation with the responsible workshop staff, and the use of machines only with additional safety instructions. The use of ladders and scaffolding is permitted only on instruction by the event manager. It should be noted that only certified ladders and scaffoldings with the "TÜV seal" may be used.

Chairs, tables or other objects may be used as climbing aid.

Electrical appliances must go through a visual inspection before use. Should there be any damage to the casing or cables, the appliance should not be used.

The use of machines or appliances that do not belong to the university are prohibited (with the exception of laptops). Exceptions can be made upon consultation and an electrical inspection.

Working on voltages of more than 50V AC / 100V DC is only permitted by qualified electricians with appropriate protective equipment (e.g. isolation transformer). The regulations of the VDE and DGUV must be observed.

It should be noted that personal protective equipment such as gloves, goggles, ear protection, safety shoes, etc. should be used to prevent accidents and injury (e.g. from noise).

Sturdy, closed shoes should generally be worn in HfG Karlsruhe premises, in order to avoid falls and injury to the foot.

Dealing with chemicals is always problematic, as they react with the human body. Please leave chemicals in their original packaging, and avoid transferring them into containers not intended for this purpose.

It should also be ensured that as few chemicals as possible and those with a low potential for hazard are used. Only chemicals approved in Germany may be used. Garage finds or chemicals from other countries are not allowed.

Mixing chemicals that are not intended for this purpose is not permitted, as this can lead to unpredictable chemical reactions. Only handle chemicals according to their instructions for use. Care must be taken that there is no body contact or inhalation of the chemicals.

Please also observe the Maternity Protection Act when dealing with chemicals.

As a lecturer, you must inform your seminar participants about any dangers and are responsible for possible damages. It is up to you to make sure that the seminar participants follow instructions.

Please answer the following questions and send the solutions together with a signed copy of the Safety Instructions for Lecturers.

Question 1:

Where should I go in case of fire?

- V large studio
- S assembly area
- M first-aid room

Question 2:

Where would I find the nearest medical referee in the HfG?

- A St. Vincentius- Klinik
- U Im alten Brauhof 11
- Ö Medical Centre Lorenzstr.

Question 3:

Who are our event managers?

- W Müller/Schuster
- V Schäfer/Knoppik
- G Brunner/Hardt

Question 4:

Who is responsible for the security of the seminar participants?

- F The caretaker
- E The lecturer
- M Security service

Solution: _ _ _ _

The lecturer agrees through their signature, that s/he has read and understood the content of the instructions. S/he ensures that s/he will adhere, use and implement these safety instructions.

HfG Karlsruhe reserves the right to take legal action.

Signature: _____