



RĪGA STRADIŅŠ
UNIVERSITY

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APPROVED

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General Instructions on Labour Protection

No. 1 (DAI-1)

1. Explanation of terms used in labour protection

- 1.1. **Instructions on labour protection (safety):** a regulatory document that sets out the requirements of labour protection for employees when carrying out work or fulfilling job responsibilities.
- 1.2. **Briefing on labour protection (safety):** explaining labour protection instructions, informing about labour protection issues.
- 1.3. **Labour protection:** safety and health of employees at work.
- 1.4. **Labour protection measures:** preventive legal, economic, social, technical and organisational measures aimed at establishing a safe and health-friendly working environment.
- 1.5. **Work equipment:** any device (equipment, machinery, mechanism, apparatus, etc.) or tool used at work.
- 1.6. **Working environment:** a workplace with its physical, chemical, psychological, biological, physiological and other factors of the working environment, to which the employee is exposed when carrying out their work.
- 1.7. **Occupational risk:** the likelihood of damage to the safety or health of employees in the workplace and the possible severity of such damage.
- 1.8. **Special risk:** occupational risk associated with an increased psychological or physical load, or with an increased risk to the safety and health of the employee that cannot be prevented or reduced to an acceptable level by other labour protection measures than by shortening the working time during which the employee is exposed to this risk.
- 1.9. **Workplace:** a place where the employee carries out his or her work, as well as any other place within the institution which is available to the employee during working hours or where the employee works with the permission or order of the employer.
- 1.10. **Serious and direct danger:** a threat to the life and health of the employee that may arise suddenly, in a short period of time and may have an irreversible effect on the health of the employee.
- 1.11. **Preventive measures:** actions or measures planned and taken by the institution at all stages of work to prevent or reduce occupational risk.
- 1.12. **Occupational risk factor:** a manufacturing or work factor whose effects to the employee, under certain conditions, lead to injury or deterioration of health.
- 1.13. **Danger zone:** a room or place where human exposure to hazardous or harmful occupational risk factors is possible.

- 1.14. **Personal and collective protective equipment:** articles and systems worn or otherwise used by the employee to protect their safety and health against the effects of one or more occupational risks.
- 1.15. **First aid:** assistance to the life or health of the injured person(s) in a critical condition provided by persons with or without medical qualification to the extent of their knowledge or ability.

2. General requirements

- 2.1. The general instructions on labour protection is a regulatory document that sets out the labour protection and health measures that the employee must observe when starting work. Informs about general occupational risks, essential requirements for internal procedures, safety signs, hygiene requirements at work and action plans. For failure to comply with the requirements of this instruction, employees may be held liable in accordance with the internal rules and regulations of Rīga Stradiņš University (hereinafter - RSU) and the legislation in force.
- 2.2. Employees are exposed to different occupational risk factors:
- 2.2.1. *physical risk factors:*
- 2.2.1.1. general ventilation system: does not provide the optimum microclimate in the working environment, especially during the summer period. Risk: lack of fresh air, which may cause a variety of diseases and lack of oxygen in the body;
 - 2.2.1.2. draught or increased air velocity in the room. A draught is created through frequent ventilation of rooms by opening windows: there is a possibility for employees to get cold, as well as inflammation of the back muscles and nerves;
 - 2.2.1.3. inadequate lighting: a possible decrease in visual acuity, eye fatigue, also the possibility of injury when moving around the premises of the institution, in other institutions, companies and being on business trips;
 - 2.2.1.4. exposure to electric field by touching electrically conductive, non-insulated parts under the voltage: likelihood of electric shock;
 - 2.2.1.5. increased or reduced indoor or ambient temperatures, if work duties are performed outdoors: discomfort, reduced ability to work and possible colds.
- 2.2.2. *risk factors for trauma:*
- 2.2.2.1. use of inappropriate working techniques and methods, replacement of tools and devices meant for the technology with unsuitable working tools or objects;

- 2.2.2.2. high temperature and gas emissions in the event of fire;
- 2.2.2.3. obstacles, uneven floors, slipping and falling down the stairs, including littered areas with the possibility of tripping and falling;
- 2.2.2.4. slippery, unclean, bumpy pavements, roads, yards, slippery stairs, etc.: the possibility of slipping and falling;
- 2.2.2.5. falling objects: the possibility of injury;
- 2.2.2.6. attack, violence: the possibility of injury, infectious diseases;
- 2.2.3. *physical - ergonomic risk factors:*
 - 2.2.3.1. visual strain when carrying out work in poorly lit environments;
 - 2.2.3.2. local muscle tension: sedentary work, a forced sitting position, typical when working on a computer;
 - 2.2.3.3. movement of heavy loads: overburden of arms and back muscles, fatigue.
- 2.2.4. *chemical risk factors:*
 - 2.2.4.1. ozone produced by paper copying equipment: irritation of respiratory tract, eyes and nasal mucosa, inflammation: for employees who carry out paper copying work with a high-capacity copier;
 - 2.2.4.2. dust of lime, cement and other building materials: irritation of respiratory tract, skin, eyes and nasal mucosa, inflammation, allergic manifestations during construction and repairs and staying in the premises to be renovated;
 - 2.2.4.3. Paint and varnish fumes, their effect on the skin, eyes and respiratory tract: allergic manifestations while staying in or near the premises to be renovated.
- 2.2.5. *psycho-emotional factors:*
 - 2.2.5.1. work of great responsibility: the risk factor may mainly affect the head of the institution and heads of departments;
 - 2.2.5.2. work in the evening, at night, at weekends and during holidays: psychological discomfort and disturbances of the biological cycle;
 - 2.2.5.3. attack, violence, act of terrorism: can cause psychological trauma. Employees travelling on business, visiting other institutions and companies may also be at risk.

3. Labour protection requirements when carrying out work

- 3.1. Upon commencement of employment, the employee shall be introduced to the internal rules and regulations, induction training in Labour Protection, the fire safety instructions and instructions on Labour Protection for a specific workplace or for a specific type of work.
- 3.2. Upon commencement of employment, the employee shall be given the induction training and fire safety briefing by a labour protection specialist or another employee designated by the decree of the Rector.
- 3.3. Briefing at the workplace or on the type of work shall be the responsibility of the head of the department concerned or any other person designated by the decree of the Rector.
- 3.4. The induction training in Labour Protection shall apply to all RSU staff, RSU students, including persons who are on their traineeship at RSU or who work at the premises of RSU on the basis of a company/authority/royalty contract (hereinafter referred to as 'all staff') prior to the commencement of employment / training and throughout the period during which they are employed at RSU.
- 3.5. The staff shall certify that they are familiar with the induction training in Labour Protection and fire-safety briefing, by signing in the relevant induction training and fire-safety briefing log books of labour protection.
- 3.6. The staff shall be obliged to comply with the requirements laid down in the instructions on Labour Protection and fire safety.
- 3.7. The following briefings on Labour Protection shall be given to the employees:
 - 3.7.1. **induction training** shall be provided when the employee commences employment;
 - 3.7.2. **initial briefing at a particular workplace or for a specific type of work** shall be provided prior to the commencement of the employee's duties at a particular workplace or type of work;
 - 3.7.3. **repeated briefing at a particular workplace or for a specific type of work** shall be provided at least once a year for all the staff;
 - 3.7.4. **unplanned briefing** shall be provided if new regulatory documents have entered into force, if an accident at work has occurred, an occupational disease has been detected or the working conditions and equipment have changed, if the employee grossly violates the requirements of Labour Protection regulations; the employee has stopped work for more than 60 calendar days but in work with dangerous equipment or work of high risk - for a period longer than 45 calendar days;

- 3.7.5. **target briefing** shall be provided if employees are involved in the elimination of the effects of an accident or disaster, carry out a one-off job not related to the occupation, position or their permanent duties, carry out a one-off job outside the territory of the company;
- 3.7.6. **fire safety briefing** shall be provided for all the staff at least once a year.
- 3.8. The main occupational risk factors that may cause harm to the health of employees are listed in the instructions on Labour Protection for specific types of work. The instructions on Labour Protection lay down rules on the performance of work and conduct in the working space, specify how to handle mechanisms and equipment, and how to use personal protective equipment (hereinafter - the PPE).
- 3.9. In order to minimise the risk of slipping/stumbling, tripping, it is the responsibility of the staff to move around RSU premises and stairs with care, without running. Immediately mop up the liquid spilled onto the floor (water, coffee, etc.).
- 3.10. All Labour Protection briefings shall be recorded in the Labour Protection briefing log book. After the briefing on Labour Protection, the employee shall certify with their signature in the log book that they have been introduced to the relevant Labour Protection requirements. The briefing log book shall be kept in departments or by the Labour Protection Specialist.
- 3.11. The employee must attend compulsory health checks, if he/she has been appointed by the employer and the employee has received a compulsory health check record.
- 3.12. The employer may not authorise the commencement of work by an employee who has not received the relevant briefing on Labour Protection.
- 3.13. During the briefing on Labour Protection, employees shall be introduced to:
- 3.13.1. the activities of RSU and major occupational risks and their impact on safety and health;
 - 3.13.2. occupational risk factors that exist at each particular workplace or for specific type of work and which are related to the use of work equipment;
 - 3.13.3. assessment of occupational risk;
 - 3.13.4. Labour Protection measures taken and to be taken (for example, the compulsory health checks);
 - 3.13.5. potential consequences of not observing the established work process and necessary action in the event of an emergency (for example, an accident at work);
 - 3.13.6. safety signs at workplaces;
 - 3.13.7. information on the impact of chemicals;

3.13.8. the correct use of PPE required for work;

3.13.9. other labour protection issues.

4. Safety signs

4.1. A safety sign is a sign, signal colour, acoustic or hand signal as well as verbal communication related to the specific object, activity or situation that provides information on safety at the workplace. The following signs may be placed in the premises or the territory of RSU:

4.1.1. *prohibition signs*: signs prohibiting the action likely to cause danger. Characteristic features: round shape, black pictogram on white background, red border and diagonal line;



Smoking and naked flames prohibited



No Smoking



No access to unauthorised persons



Do not use the lift in the event of fire



No entry

4.1.2. *warning signs*: signs warning of existing hazards. Characteristic features: triangular shape, black pictogram on yellow background with black borders.



General hazard



Toxic substance



Biological risk



Harmful or irritant substance



Explosive atmosphere or risk of explosion



Oxidising agent



Radioactive or ionizing substance



Caution, uneven surface



Danger, electricity



Corrosive substance

4.1.3. *mandatory signs* - signs prescribing specific action. Characteristic features: round shape, white pictogram on blue background.



4.1.4. *emergency escape and first aid signs*: signs giving information on first aid or rescue facilities or emergency exits. Characteristic features: rectangular or square shape, white pictogram on green background.



First Aid Station



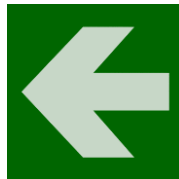
Emergency telephone for first medical aid



Wound dressing

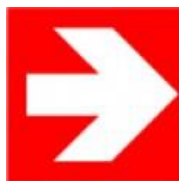


Eyewash



Directional signs

4.1.5. *fire-fighting signs*: indicate the location of the fire-extinguishing equipment. Characteristic features: rectangular or square shape, white pictogram on red background.



Direction to the location of the fire-fighting equipment and appliances



Fire hose



Complex indication for fire hose



Fire extinguisher



Fire ladder



Fire-fighting equipment and materials



Fire alarm

5. Labour Protection Requirements when moving within the territory

- 5.1. The speed limit for transport within the territory of RSU shall be up to 10 km/h.
- 5.2. When moving within the territory of RSU, the employee must:
 - 5.2.1. act in such a way as not to create dangerous or disruptive situations for traffic;
 - 5.2.2. walk only along pedestrian walkways, keeping to the right;
 - 5.2.3. walk on the left side of the carriageway opposite the transport movement, if there are no pedestrian walkways;
 - 5.2.4. not run, as an unexpected appearance in front of a moving vehicle may lead to an accident;
 - 5.2.5. give way to the vehicle without waiting for the driver's signal;
 - 5.2.6. watch carefully where to put the foot, avoid road surface defects and open pits, trenches and wells, slippery areas, etc. Move with particular care during winter and wear appropriate stable, low heel footwear;
 - 5.2.7. bypass areas where various objects may fall, slippery areas, uneven places, areas where work at height is carried out, not stand underneath raised cargo, etc.;
 - 5.2.8. be careful of dropped boards with nails or other sharps; such boards must be set aside;
 - 5.2.9. be particularly careful during winter as the walkways and external staircases become slippery;
 - 5.2.10. spare the grasslands and greenery as you move around the territory.
- 5.3. Avoid getting your feet or other parts of the body under the wheels of patient trolleys (in the departments that are within the hospital area) or goods carts or other mechanisms that are pushed in the vicinity, as well as avoid collision that could result in injury.

- 5.4. Do not approach or stand near the working equipment if it is not the workplace. Do not walk in the operating area of working machinery. Do not go behind the barrier of electrical equipment and machinery.
- 5.5. No objects may be carried if they obstruct the view of the travel route. In such a case, other methods of moving objects must be chosen.
- 5.6. The door should only be opened and closed by the handles. If the handles are not intended, the door should be opened with such caution as not to squeeze parts of the body into the door.
- 5.7. If the door, especially the front door, must remain open (for carrying goods or the like), it must be secured against closing.
- 5.8. The routes must be lighted - the intended lighting must be switched on before moving.
- 5.9. It is prohibited to move in darkness or in dimly lit areas, if it can cause trauma.
- 5.10. If there are ramps or other unrestricted platforms in the workplace, falling should be avoided.
- 5.11. It is prohibited to be moved or to be lifted with any device, equipment or moving part of the machinery, which is not intended and specially equipped for moving or lifting people.
- 5.12. The operator of the self-propelled or lifting equipment must not move (take, lift) other persons with the equipment, unless the equipment is intended and specially equipped for lifting or moving people.
- 5.13. When using stairs, lifts, elevators, etc., the rules for their use must be followed.
- 5.14. Only industrial ladder or other equipment specially designed for such purposes and meeting safety requirements may be used to step higher. There must be special anti-slip ladder mats at the ends of the ladder. It is prohibited to step on objects that are intended for another purpose. Do not use damaged ladder. Before starting the work, carefully inspect the ladder and place it securely.

6. Use of machinery and work equipment

- 6.1. It is prohibited to use any work equipment - facilities, machinery, etc. before the instructions for use and safety provided by the manufacturer have been fully mastered. These rules should be learned from the operating instructions (manual). If the equipment does not have operating instructions, the operating and safety rules must be learned from the immediate manager or another person designated to provide this information. The employee shall be liable for any consequences resulting from the misuse of work equipment.
- 6.2. Any work equipment, including hand tools, may only be used for the intended purpose.

- 6.3. Before starting work, the equipment, instrument or any other work facility must be checked that it is not damaged and that all the necessary safety devices are present. Work with defective work equipment must not be started. The defect must be reported immediately to the head of the department or the structural unit.
- 6.4. All the operations with the equipment - operation, cleaning and maintenance shall be permitted only in accordance with the briefing received and in strict compliance with the operating instructions and with the indications given on the body of the equipment, adjacent to the equipment or in the technical documentation of the equipment.
- 6.5. It is prohibited to use techniques that are not intended for the operation of the equipment, even if they are more convenient, faster, more efficient, etc.
- 6.6. All safety devices provided, such as shields, covers, holders, clamps, forceps, locks, etc. must be used. It shall be prohibited to work with equipment for which protective devices intended by the manufacturer have been removed. If the protective devices have been removed for cleaning, adjustment or the like, they must be reinstalled in place before resuming work with the equipment.
- 6.7. The use of home-made or private equipment and tools shall be prohibited.
- 6.8. It shall be prohibited to manually repair work equipment, facilities and goods (including minor damage) if it is not part of the job responsibilities and the employee has not been trained or instructed accordingly.
- 6.9. It shall be prohibited to remove the safety signs or instructions attached to the equipment.
- 6.10. Unauthorised modifications to the equipment shall be prohibited.
- 6.11. It shall be prohibited to bring any part of the body within or near the operating area of the moving parts of the operating machinery unless provided for in the instructions for use.
- 6.12. Adjustment of moving parts of the machinery during their operation shall be prohibited unless provided for in the instructions for use. Manual braking of moving parts of the equipment shall be prohibited.
- 6.13. Equipment and electrical equipment must not be left unattended if they are intended to be operated in the presence of the operator.
- 6.14. Unauthorised persons shall be prohibited to operate the equipment.
- 6.15. Before any equipment is cleaned, serviced or in case of congestion or jam, it must be:
 - 6.15.1. switched off;
 - 6.15.2. waited until the equipment has come to a complete standstill;

6.15.3. be disconnected from the electricity supply.

7. Use of chemical substances and products

- 7.1. It is prohibited to use any chemical substance or product before the instructions for use and safety provided by the manufacturer have been fully mastered. Those instructions must be learned from the Safety Data Sheet or the information on the packaging. If the chemical substance or product does not have either a Safety Data Sheet or the instruction manual or the instructions for use on the packaging, the instructions for use and the safety must be learned from the immediate manager or another person designated to provide this information. The employee shall be liable for any consequences resulting from the misuse of chemical substances or products.
- 7.2. It shall be prohibited to start work with a chemical substance or a product unless the methods and purpose of use and the safety regulations are completely clear.
- 7.3. Chemical substances or products must be stored in their original packaging or the packaging used must be labelled with indications of its content and safety precautions.

8. General occupational hygiene requirements

- 8.1. In order to maintain the health and operational capability of employees, the following key occupational hygiene requirements must be met by the employees:
 - 8.1.1. classrooms, offices and other premises must be kept clean and tidy;
 - 8.1.2. waste must be regularly collected and disposed of in facilities specifically designated for this purpose;
 - 8.1.3. food and water may only be used in areas specially designed for this purpose;
 - 8.1.4. hands should be washed when they become dirty, but definitely before eating, after using the toilet and at the end of work;
 - 8.1.5. lighting should be kept watch of at the workplace, in walkways and passages. if bulbs in lighting devices have burned out, call an electrician immediately;
 - 8.1.6. lighting devices must be kept clean;
 - 8.1.7. local lighting devices must be fitted in such a way that the light does not shine in the eyes;
 - 8.1.8. windows should be cleaned regularly as dirty glass holds up to 15% of the natural lighting;
 - 8.1.9. window curtains and blinds should be opened during daylight hours as they hold back the natural light;
 - 8.1.10. only hand detergents should be used for hand washing.

9. Action in dangerous (emergency) situations

- 9.1. The immediate manager or the labour protection specialist must be notified immediately of any accident or other danger (risk) factors detected at the workplace which may endanger the safety and health of employees and visitors.
- 9.2. In the event of fire, act in accordance with the plan "Fire Action Plan".
- 9.3. Provision of first aid in the event of an accident:
 - 9.3.1. There should be a first aid kit with dressings and bandages at the workplaces for provision of first aid.
 - 9.3.2. **Emergency actions:**
 - 9.3.3. assess the imminent danger to the rescuer and only then to the victim;
 - 9.3.4. prevent danger (extinguish flames, etc.) if necessary and possible;
 - 9.3.5. evacuate the victim to a safe area, if possible;
 - 9.3.6. maintain the victim's vital functions (stop bleeding, do resuscitation, indirect cardiac massage, etc.);
 - 9.3.7. Call emergency medical service on 9-112 (from the office telephone) or on 112 (from the mobile phone) or assign someone else to do it;
 - 9.3.8. victim care - the time the rescuer spends together with the victim until the emergency service arrives (contact with the victim, try to prevent the victim from becoming chilled).
- 9.4. In the event of the deterioration in the state of health, regardless of the deteriorating conditions, report immediately to the immediate manager.
- 9.5. In the event of damage to electrical wiring or other equipment, stop working until the relevant damage is remedied.
- 9.6. In the event of an electric shock, the victim should be separated from the source of electricity by turning off the supply or by using insulating materials to move the injured person to the safe place.
- 9.7. If a gas leak is detected, report immediately to the immediate manager and call the help by calling 112 (from the office telephone) or 112 (from the mobile phone). Avoid actions that could cause gas ignition and warn the other people of the dangerous situation.

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