

IMPORTANT TELEPHONE NUMBERS AND CONTACTS

Emergency
 Fire brigade: 112
 Police: 110

All these are in the 'Who's'Who of the Hochschule Niederrhein, University of Applied Sciences'

First-aiders

These are trained by acknowledged first-aid and rescue service personnel (e.g. German Red Cross, *Johanniter-Unfallhilfe* accident assistance organisation) (further training: every 2 years) and provide first aid in the event of accidents.

Authorised representative for safety matters

The authorised representative for safety matters provides support to the University of Applied Sciences in the prevention of accidents and work-related illnesses. The emphasis is on two things: ensuring the presence and the functioning of protective installations, and drawing attention to risks of injury and risks to health in this area of activity.

Fire-protection helpers

Fire-protection helpers are employees trained for the task; in the event of fire, they take over and provide support on the first tasks as required, such as reporting the fire, sounding the alarm, and evacuating.

QUESTIONS, CRITICISMS, SUGGESTIONS FOR IMPROVEMENTS???

Do you notice anything that requires change - i.e. improvement - or represents a danger? Please contact your authorised representative for safety matters or the staff unit for work safety.

Stephan Böcker (trained specialist for work safety)
 Tel.: 02151 / 822-2240 - 02161 / 186-2241
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Work safety at the Hochschule Niederrhein, University of Applied Sciences



WELCOME TO THE HOCHSCHULE NIEDER- RHEIN, UNIVERSITY OF APPLIED SCIENCES

To ensure that you are healthy and free of accidents during your studies at the Hochschule Niederrhein (HN), University of Applied Sciences, we have compiled this flyer to provide guidance on work safety and health protection.

INSURANCE PROTECTION

As a student at a state-owned or privately-owned institute of higher education, during your study activities you are legally insured at the *Unfallkasse Nordrhein-Westfalen* (accident insurance fund) in the event of accidents. And the best part of it is that for you the insurance is free of charge. You can obtain further information about the Unfallkasse NRW (accident insurance fund) and about insurance protection here: www.unfallkasse-nrw.de/

IMPORTANT SIGNS AND SYMBOLS



Smoking forbidden



Fire extinguisher



Escape route

Follow the arrows to the assembly area.



First aid



Assembly area

At which everyone from the affected building assembles.







Fire alarm box

To sound the fire alarm.



Defibrillator

ALARM PLAN / WHAT TO DO IN THE EVENT OF A FIRE

- 1 //  Report the fire via the fire alarm in the building.
- 2 // Report using the emergency number 112
Give the following information by telephone:
 - Who is calling?
Please give your name.
 - Where is the emergency situation?
Building, street, number of the building, floor, room
 - What is burning?
Type and scale of the fire emergency
 - What is the situation, are people in danger? If so, how many are affected, injured or trapped?
- 3 // Check whether the fire brigade have any questions they need to ask.
- 4 // Warn people in danger.
- 5 // Follow the instructions given by the people in charge or respectively by the fire brigade personnel.
- 6 //  Attempt to extinguish the fire and secure retreat from the scene.
Use a fire extinguisher to fight small fires.
- 7 //  Bring yourself to safety.
 - If an acoustic alarm sounds from a siren or a horn, leave the building immediately.
 - Bring with you those with special needs for help, e.g. wheelchair-users, those with impaired vision, the deaf, and also visitors.
 -  Flee the scene using stairs and make your way to the assembly area, so that it can be checked whether everyone involved has left the building .
 - Do not use lifts!

HAS AN ACCIDENT HAPPENED? WHAT NOW?

If you have an accident in the HN University of Applied Sciences, on an excursion (e.g. doing sport as an HN activity) or on the journey to or from HN, then please get medical attention from the accident-insurance consultant or at a hospital. Please refer to the accident insurance fund when someone attends to you. From there a corresponding report is passed on to the Hochschule Niederrhein, University of Applied Sciences; this is so that any possible causes of accident that there may be can be reduced or eliminated respectively.

You can find this flyer and other "Information material" on work protection on the web pages -> Internes -> Hochschulverwaltung -> Arbeitssicherheit -> Durchgangsärzte unter www.dguv.de -> Arztpraxen und Krankenhäuser -> Datenbanken