

## Staff instruction for occupational safety

Department of Mathematics

Status: February 2023

### University representatives at the department of Mathematics

Safety representative:

Andreas Eberl  
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Trained first aiders

<i>Name</i>	<i>Room</i>	<i>Phone</i>
Eberl, Andreas	M 002	3341
Kotzulla, Andrea	M 218	2598
Lindenberg, Saskia	M 218	2390
Prader, Lukas	M 234	2783
Rütz, Eva	M 211	2773
Uschold, Matthias	M 205	2760
Würth, Catharina	M 116	2805

### Training as first aider or fire protection assistant

Training as first aider

<https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3/ersthelfer-und-ersthelferausbildung/index.html> (in German)

Training as fire protection assistant

<https://elearning.uni-regensburg.de/course/index.php?categoryid=3820> (in German)

**We encourage all staff members to become a trained first aider or fire protection assistant.**

***Training at the University of Regensburg is free of charge!***

### Leaflet for guests and visiting researchers

<https://www.uni-regensburg.de/index.php?eID=dumpFile&t=f&f=80513&token=7e9bea59ff4258d505e385e0be8eaa0d7435e43c>



## Combined notices



### In the event of fire

**Keep calm**

**Report the fire**  **Activate MANUAL CALL POINT**  
(Activates automatic fire command system)

(Fill in nearest manual call point)

 In addition:  
Call Control Room (Leitwarte) at 0941/943-3333

**WHAT** happened in detail?  
**WHO** is calling?

**Get to safety**   Warn people in danger  
Take helpless people with you  
Close doors and windows  
Follow designated rescue routes  
Do not use elevators  
Follow instructions  
Proceed to assembly point

**Attempt to extinguish fire**  
without putting yourself at risk

 Use fire extinguisher  
 Use fire hose

Fire Safety Regulation pursuant to DIN 14 096



### In an emergency

**Keep calm**

**Urgent measures**  Secure the hazard area  
Provide first aid  
Fight the danger

**Report the emergency**  **EMERGENCY SERVICES 112**  
(University phones: Dial prefix 09 or 01)  
In addition:  
Call Control Room (Leitwarte) at 0941/943-3333

**WHERE** did it happen and where is the nearest emergency meeting point (Rettungstreffpunkt)?  
**WHAT** happened?  
**HOW MANY PEOPLE** are injured?  
**WHAT KIND** of injuries?  
**WAIT** for questions!

**Await emergency services at the level of the subsurface road at the emergency meeting point**

(Fill in nearest emergency meeting point / Rettungstreffpunkt)

 Poison-Emergency München (089) 19 240  
Poison-Emergency Nürnberg (0911) 398 2451

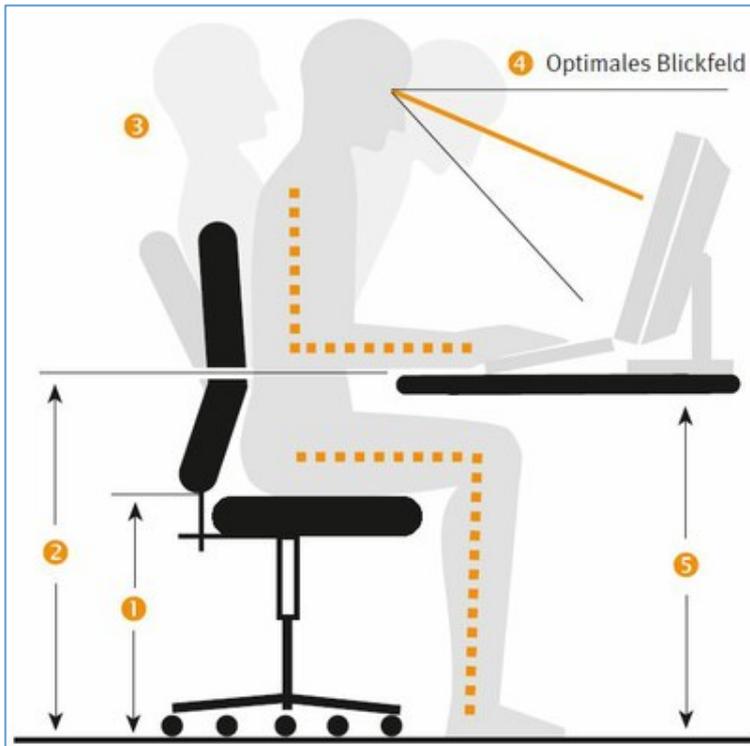
<https://www.uni-regensburg.de/index.php?eID=dumpFile&t=f&f=80019&token=b39e39168ad03aabbe741ebf1f8506375aba08f8>

## Check list for staff instruction topics

- Fire safety instructions** (in German):  
<https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3/brandschutz/index.html>
-  Location of **fire extinguishers** in the department of Mathematics:  
in the staircases (one on each floor), in front of the library, in the 3<sup>rd</sup> floor (hallway)  
in front of room M131 (Lernwerkstatt), at the lower exit of lecture room H31
-  Location of **first aid kits** in the department of Mathematics:  
**M128 (kitchen), M312 (kitchen), both permanently accessible**, M216 (mail room)  
M212 (faculty administration), M237 (library, by the supervisor's desk),
- Nearest **emergency meeting point for ambulance and medical service**:  
street under the physics building (Tiefstraße West), see campus map
-  Location of the **defibrillators**: see campus map  
nearest locations: physics building (opposite Café bar), administration building (staircase 1<sup>st</sup> floor)
- Emergency organization**: Guideline for **evacuation** and leaflets for **danger situations** (in German):  
<https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3/arbeitssicherheit-universitaetsintern/index.html>
-  Nearest **assembly point**:  
Lawn between pre-med (Vorklinikum) and chemistry building, see campus map
-  **Escape ways**:  
Signposting in hallways
- Work safety**, e. g. writing an **accident report**: (in German)  
<https://www.uni-regensburg.de/technische-zentrale/abteilung-referate/sicherheitswesen-v-3/arbeitssicherheit/index.html>

## Monitor and office workstation

Ergonomic screen work is only possible if the chair, table, and screen are set individually and correctly. The following design rules are a prerequisite for this:



### 1. Seat height adjustment

Adjust the chair so that both feet stand flat on the floor at a right angle in the knee joint.

### 2. Table height and edge

The table must be adjusted to the height of the underside of the elbow bone. The upper arm should hang relaxed and the elbow should be angled by 90°. In order to be able to support the palms of the hands, a distance of 10 to 15 cm from the front edge of the table must be provided in front of the keyboard.

### 3. Dynamic sitting

Only the frequent change between front, middle, and rear sitting positions can prevent health problems due to static work. The backrest of the chair must therefore be tiltable backwards and still support the entire back with its spring force.

### 4. Viewing angle and viewing distance

The screen should be positioned according to the optimum field of view of the user. The screen should always be positioned as low as possible. The uppermost readable line should never be above the horizontal line of sight. If possible, important information should be viewed at an angle of 20° to the horizontal. It makes sense to adjust the inclination of the screen so that the line of sight falls on it at a right angle. In this setup, the full field of vision is used and the shoulder and neck muscles are relaxed as far as possible. The distance between the eye and the screen should be between 50 cm and 100 cm, depending on the diagonal of the screen and the size of the characters.

### 5. Leg and foot space

The leg and foot space width must be oriented to the movements of the user for different work tasks, i.e. it should be available over the entire working width. This free space is very important for dynamic sitting, in which the feet and legs are always moved to a different position.