

# Safety manual

for employees and students



## Preface

Dear Sir or Madam,

Occupational safety is a joint task that you can play a part in. This applies especially to the university. Not only do occupational accidents endanger life and limb, they may also result in significant social disadvantages for you and your families.

To prevent this, the legislator has issued comprehensive occupational safety regulations. The laws and provisions as well as the accident prevention regulations and technical rules aim to inform you of the protective actions you must take to protect yourself against the hazards of your work at the university.

They must be observed and adhered to by the employees of the university as well as by the personnel of third party companies who work at the university.

As the Chancellor of the University of Siegen, I am legally obliged to take responsibility for occupational safety and to fulfil my duty of care towards you.

To you as employees, however, the legislator has also assigned obligations regarding occupational safety which you have to observe on the university premises.

These obligations are defined in the Arbeitsschutzgesetz [German Occupational Safety and Health Act], for example, as well as in relevant accident prevention regulations. You are, for example, obliged to support your employer in all aspects of occupational safety.

By observing the rules of conduct and the information you find in this safety manual, you can help make occupational safety at our university more effective and so prevent occupational accidents.

Please observe this safety manual and act accordingly on the university premises.

Yours sincerely,



(Ulf Richter)  
Chancellor

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## What to do in case of emergency

(fire, first aid, escape of hazardous substances)

(Central control system (ZLT) of the University;  
safety firm after official hours)

# EMERGENCY CALL



# 2111



via any university telephone.  
By mobile phone: 0271/740-2111

If the number is not available:

**Fire brigade/emergency medical service: 6-112 (mobile: 112), Police: 6-110 (mobile: 110)**

**Technical faults: -4321 (only Mon-Fri 6am-10pm, Sat. 8am-12 noon).**

**What happened Where (briefly)?**

**Which injuries are recognizable?**

**How many People are injured?**

**Who is calling (your own name)?**

**Wait for further questions!**

The ZLT or the commissioned security firm will inform the required rescue workers (paramedics, fire brigade, emergency medical service) or in the case of technical faults, the employees of Dezernat 5.

In addition, the booms blocking the access routes will be opened for the emergency services. The person calling must instruct the rescue workers or must arrange for them to be instructed.

The fire safety officer, radiation protection officer, dangerous goods safety adviser, etc. may also be informed by the ZLT if requested.

In any emergency, the following order must be observed:

- 1. Keep calm**
- 2. Protect yourself**
- 3. Secure the danger zone and/or take injured individuals out of the danger zone, if required**
- 4. EMERGENCY CALL** (if no one else has called yet)
- 5. Life-saving measures**  
(cardiopulmonary resuscitation, staunching of life-threatening bleeding)
- 6. First aid, take care of injured individuals**
- 7. Instruct additional rescue workers**

#### **Press releases after emergencies**

In emergencies, information may only be passed on to the press or to other external offices by the Chancellor, his authorised substitute or persons expressly commissioned with this task!

#### **Identification of commissioned individuals**

In the event of fires, major accidents or other emergencies, individuals commissioned by the management will be active. They will wear coloured high visibility safety vests (in the style of those identifying the fire brigade).

These persons have the following tasks:

Yellow vest: "Operational command" (emergency service of Abteilung [department] 1.1)

White vest: "Contact person for the fire brigade" (caretaker/security guard on duty)

Blue vest: "Contact person for the emergency medical service" (rescue assistant/paramedic)

Orange vest: "First responder" or "evacuation aider"

In case of danger, the instructions of these individuals are to be followed!

# Emergency board

## Emergency number for all accidents

Central control system (ZLT) of the university

**Emergency number**  
**(accident/injury)**

**2111**

from any university telephone.

By mobile phone: 0271/740-2111

Outside of the official hours of the ZLT, this number will be routed to the security firm.

**If unavailable, the following alternative numbers must be called:**

Fire brigade

6 - 112 (by mobile phone: 112)

Police

6 - 110 (by mobile phone: 110)

**For all injuries, contact a first responder!**

Name	Room	Telephone



**Closest first aid box:**



**Location of the closest emergency terminal:**

**All injuries must be entered in the accident book  
(even minor cuts)!**

Otherwise the occupational accident insurance company may reject the entitlement to benefits in case of any long-term effects.

**Do not transport injured individuals in a private car!**

Stand:29.10.2014

In all parts of the university, the emergency board shown on the opposite page is displayed; it is available for download at <http://www.sicherheitswesen.uni-siegen.de>, if required.

The names of the first responders vary depending on the building. They can be found on the intranet and entered manually in the present safety manual. In emergencies, the first responders can also be requested via the ZLT.

## First aid courses

At the university, several courses to become a first responder (first aid course, 9 lessons) as well as further training courses (first aid training, 9 lessons) are offered (partially in English language) per year. The courses should be refreshed every 2 years.

In addition, the courses "First aid on children" are offered.

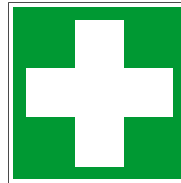
The dates of the courses can be found on the intranet page <http://www.sicherheitswesen.uni-siegen.de>.

## Emergency terminals

Emergency terminals equipped with an automatic external defibrillator (AED), a first aid box and an automatic emergency call device can be found at the following locations:

### Campus Adolf-Reichwein-Straße

Building part D level 0 (next to the entrance)  
Building part M level 0 (foyer of canteen)  
Building part NA level 0 (entrance)  
Building part HB level 0 (foyer)  
Building Part P level 1 (main stairwell )  
Building part SSC level 0 (entrance area)  
Building SK (Siegerlandkolleg) level 0



### Emmy-Noether-Campus

Building part A level 0 (foyer of canteen)  
Building part D level 1 (in front of large lecture hall)

### Campus Hölderlinstraße

Building part A level 3 (main entrance)  
Building part E level 0 (corridor)

### Campus Paul-Bonatz-Straße

Building part A level 0 (main entrance)

### Campus Unteres Schloss

Building part B level 0 (library room B 009)  
Building part C level 1 (in front of lecture hall)  
Building part D level 0 (main entrance)

### Campus Herrengarten

Building part A level 0 (corridor between room 027 and 028)

### Artur-Woll-Haus

Building part A level 0

### Seminar building WS

Entrance area level 0

### Brauhaus

Level 1

## First aid and resting rooms

At the following locations within the university, first aid and resting rooms can be found which may also be used as rooms for parents and children for breastfeeding and changing nappies:

### Emmy-Noether-Campus

Building part B room 017

### Unteres Schloss

Building part B room 080  
Building part C room 108  
Building part G room 213

### Adolf-Reichwein-Straße

Building part HB room 024  
Building part UB room 023

### Hölderlinstraße

Building part G room 105

### Paul-Bonatz-Straße

Building part A room 005

# Documentation of injuries

## “Minor” injuries

All first aid measures without subsequent consultation of a doctor must be documented in an accident book. The accident books are usually in the possession of the first responders or can be found in the first aid boxes.

This ensures that the entitlement to benefits can be proven to the occupational accident insurance company later if there are long-term effects of the injury (e.g. inflammation of small wounds).

If the injury is not entered in the accident book, it will be difficult to have it recognized as occupational accident in the case of long-term effects.

In addition, the documentation is an indication of existing hazards and focal points for accidents.

The accident book must be kept for 5 more years after the final entry.

## “More severe” injuries

More severe injuries and accidents which occur during work at the university and require the consultation of a doctor must immediately be reported to the direct supervisor (for students: Studierendensekretariat [student office]) so that an accident report to the occupational accident insurance company of the university, Unfallkasse NRW (UK-NRW), can be issued.

This includes accidents occurring on the direct way from home to the university or on the way back since the treatment costs of these accidents are also covered by the occupational accident insurance company of the university.

Activities serving your own economic interests, e.g.:

- shopping during the break or on the way to your workplace or back,
  - working for private purposes in the workshops etc.,
  - detours on the way between university and home (except in the case of carpools or to pick up your own children from child care facilities),
- are not insured.

The accident report forms are available for download on the intranet page of the safety division (<http://www.sicherheitswesen.uni-siegen.de>).

Accidents involving severely injured persons must immediately be reported to the safety division by telephone under 740-3311, -5511 or -5733!

The safety division will help the supervisors fill in the accident report, if required.

After every accident, the supervisor must investigate the causes of the accident. This includes determining measures to prevent similar accidents in the future. The hazard assessment required for each area according to the Arbeitsschutzgesetz must be adapted accordingly.



## Prevent fires



Fire and naked flame is prohibited.  
Smoking is only allowed in designated areas.

## IN CASE OF FIRE

**Keep calm**

**Report the fire**

**Get yourself to safety**

**Attempt to extinguish the fire**

### EMERGENCY

#### NUMBER 2111

(Central control and communication system of the university; after official hours, security firm). By mobile phone: 0271/740-2111



Push the alarm button



Follow the designated escape routes



Do not use the elevator  
Observe instructions



Go to the assembly point



Use fire extinguisher



Use wall hydrant



Use fire blanket

# Preventive fire protection measures



**All employees and students  
are obliged to prevent fires.**

This means:

- Observe the smoking bans (general smoking ban in all buildings of the University of Siegen!)
- **Keep the entire width of exit and escape routes clear at all times and do not block them with any objects, not even temporarily**
- Emergency exits must always be accessible (not blocked by objects) and it must be possible to open them without aids
- **Do not wedge smoke control doors and fire doors (not even temporarily)**
- Do not store inflammable materials or gas cylinders in corridors and stairways
- Keep access to fire extinguishers, wall hydrants, etc. clear
- Observe the safety measures when handling inflammable liquids and gases
- Only perform welding or soldering work after checking the safety precautions and with a welding permit (except in the designated workshop sections)
- Only use regularly checked and intact electrical appliances without visible damage
- Separate electrical appliances you do not need from power after use
- Keep fire rescue paths clear at all times.

The university reserves the right to have parking violators towed subject to a charge.

All individuals on the university premises must inform themselves of the location of the closest exit and escape routes and fire extinguishing systems before commencing work..

## Special information for buildings with linear smoke detectors

In the corridor of ENC building B, AR-B to D and in atrium of AR-NA, WS-SPK and AR-W linear smoke detectors are installed at the ceiling. They are working similar to a light barrier. It is not allowed to carry higher materials (higher than 2,2 m) in this areas or to work on ladders without deactivating the fire alarm system.

## Special information for buildings with smoke protection curtains

Smoke protection curtains are installed in the atrium of AR-NA. They close automatically if the fire alarm systems detects smoke. In the area around the handrail no materials may be laid down.

In front of the bistro AR-M there is also a smoke protection curtain.

## Special Information for buildings with sprinklers

In the building AR-H/K and parts of M a sprinkler-system is installed. If the temperature at the sprinkler is higher than 68°C, the red ampoule bursts, so fire water can spread. Simultaneously the fire alarm system is triggered.

High temperatures at the ceiling / sprinklers (e.g. by cooking fumes) should be avoided to prevent false alarms. The red ampoule at the sprinkler must not be damaged normally!



## Evacuation in case of fire

### General

In case of fire alarm everyone must leave the building immediately using the signposted exit routes.

Do not use elevators!

Individuals in need of help must be supported.

People, which are not able to leave the building, should wait in (smokefree) stairwell, till the fire brigade arrives.

Call the Central control system (ZLT) of the University (internal phone -2111) or the fire brigade (112 by mobile phone) to inform them where people are still in the building.



Outside the building go to the assembly point you can reach most quickly (see appendix).

Keep the entrances free for fire brigade.



### Special notes evacuating building AR-H/K

Caused by the installed sprinkler-system and additional firesafety measures in building AR-H/K modified rules need to be followed:

In case of a fire only the affected floor and the next level up- and downstairs will be alarmed.

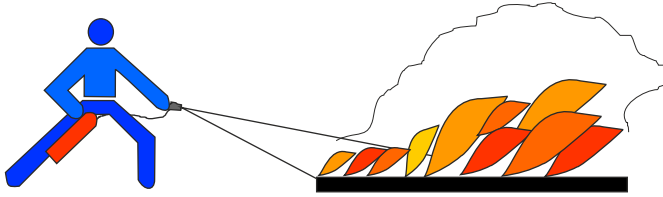
Here all people have to leave the floors immediately.

The fire brigade is able to alarm other levels.

Additional information on fire protection can be found in the fire precaution regulation part A/part B of the university.

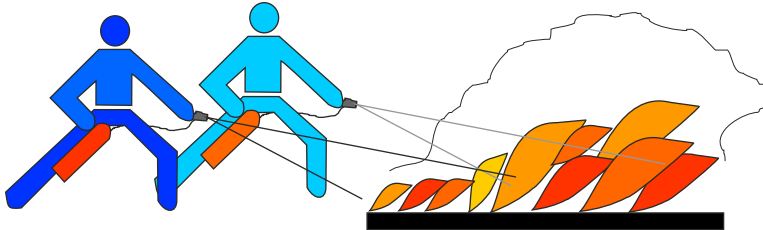
It is available for download from the intranet page of the safety division (<http://www.sicherheitswesen.uni-siegen.de>)

# Extinguishing incipient fires



## General:

- start at the front, extinguish the fire in the direction of the wind
- apply the extinguishing agent intermittently, otherwise the fire extinguisher will be empty very quickly
- if possible, use several fire extinguishers
- have fire extinguishers refilled immediately after use (Dezernat 5) even if they are not completely empty yet.

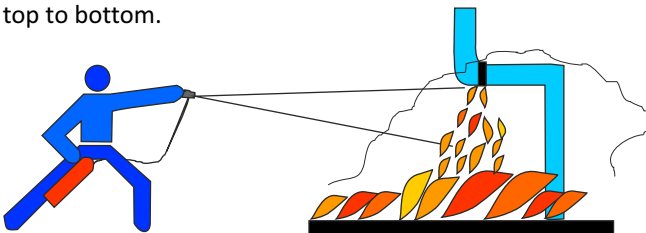


## Individuals who catch on fire:

- use a fire blanket, if possible
- otherwise, extinguish the fire from the bottom to the top; do not spray in the face.

## Dripping and flowing fires:

- extinguish from top to bottom.



## Burning liquids:

- **do not use water to extinguish this kind of fire!**
- fan out the powder cloud gently from the top over the source of fire


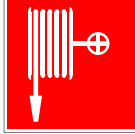
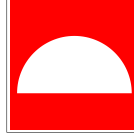

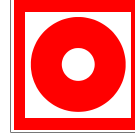







# Safety signs

Due to changes in the standards for safety markings, new as well as old signs will be used in the next few years. Where there are relevant differences, both signs are shown here.



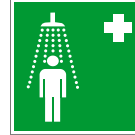




## Fire safety signs (excerpt)

„Old“, but very common signs

				
Fire extinguisher	Wall hydrant/ extinguishing hose	Fire fighting device (e.g. fire blanket)	Fire alarm telephone	Manual fire alarm
				

„new“ Signs

## Emergency signs (excerpt)

				
First aid facility	Eye wash facility	Emergency shower	Stretcher	Assembly point
				
AED (automatic external defibrillator)	Exit/escape routes			

All routes and facilities marked with the fire safety and emergency signs illustrated above must always be kept in a freely accessible and usable condition!  
Even temporary blocking can endanger lives in the event of an emergency!

## Hazard warning signs (excerpt)



Corrosive substances



Biohazard



Toxic chemicals



Oxidising substances



Flammable substances



Explosive atmosphere



Health danger and irritant



Danger due to charging batteries



Hand hazard



Crushing hazard



Tripping hazard



Slipping hazard



Gas cylinders



Entanglement hazard



Hot surface



Laser radiation



Radioactive radiation



Magnetic fields



Non-ionizing fields



Electrical danger

## Prohibition signs (excerpt)



Do not touch



No food and drinks



Not drinking water



No smoking



No mobile phones

# Handling of hazardous substances

Handling hazardous substances can result in serious damage to health.

In addition, many substances increase the fire hazard significantly.

This means that protective measures always have to be taken when handling hazardous substances.

In particular, the operating instructions issued by the supervisor based on the safety data sheet must be observed.

In addition, supervisors must instruct their employees orally on the proper handling of hazardous substances once a year.

Due to the global harmonisation, the marking of hazardous substances is currently changing. For pure substances, the new signs must already be used.

Mixtures/preparations may still be labelled with the old signs.

## Hazard symbols (according to GHS/CLP Regulation)



Acutely toxic,  
may be fatal



Causes severe  
damage to health  
(e.g. cancer)



Causes minor damage  
to health (e.g. irritation)



Corrosive. Avoid  
contact with  
eyes and skin



Inflammable



Oxidising



Explosive



Harmful to  
the environment



Pressurised  
gas

## Old Hazard-Symbols

This earlier used symbols must not be used any longer!



Corrosive



Biohazard



Oxidizing



Explosive



Extremely flammable



Highly flammable



Very toxic



Toxic



Harmful



Irritant



Radioactive



Dangerous for  
the environment

## Prohibition signs (continued)



No access for persons with pacemakers



No fire, open light or smoking



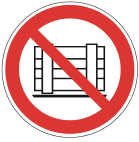
Do not extinguish with water



No access for unauthorised personnel



Do not wear protective gloves



Do not put down or store material



Do not use lift in case of a fire



No access for persons with metal implants



Pedestrians prohibited



Do not switch

## Mandatory signs (excerpt)



Protective gloves must be worn



Safety goggles must be worn



Ear protection must be worn



Protective clothing must be worn



Safety helmets must be worn



Safety harness must be worn



Pressurised gas cylinders must be chained



Face shield must be worn



High visibility safety vest must be worn



Protective cap must be worn



Respiratory protection must be worn



Protective apron must be worn



Protective footwear must be worn



Skin protection must be used



Wash your hands



# Obligations regarding occupational safety

Occupational safety is a joint task. This means that the university management as well as employees, supervisors and students must contribute to it.

The Arbeitsschutzgesetz [German Occupational Safety and Health Act] makes this clear and defines the obligations accordingly:

Section 3 Arbeitsschutzgesetz:

## Basic obligations of the employer

"The employer is obliged to introduce the required occupational safety measures which influence the safety and health of the employees during work based on the circumstances. They must check the effectiveness of the measures and adapt them to changing conditions if required.

They must seek to improve safety and health protection of the employees."

Other basic obligations of the employer:

- Providing the required means and devices
- Providing the required personal protective equipment
- Conducting and documenting a hazard assessment detailing the hazards for the employees
- Instructing the employees regarding the hazards and the protective measures to be taken
- Arranging the required tests of machines and equipment
- Organising emergency concepts for accidents and fires (first responders, fire protection assistants)

Note: The employer's obligations were transferred to the heads of the organisational units (e.g. department heads) by the Chancellor at the University of Siegen.

The academic division (usually the professors) was made aware of the existing obligations of the employer relevant to the official position.

The Chancellor is still responsible for the organisation at a higher level.

Section 15 Arbeitsschutzgesetz:

## Obligations of the employees

"The employees are obliged to take care of their occupational safety and health according to their possibilities and according to the instruction and commission of the employer. In compliance with phrase 1, the employees must also ensure the safety and health of persons affected by their actions or omissions at work."

Other basic obligations of the employees:

- Following the instructions of supervisors as long as they do not recognisably violate the safety instructions
- Immediately informing supervisors about damage to property and personal injuries
- Using the provided personal protective equipment
- Contributing to emergency concepts

## Instructions

All employees must be instructed on the hazards existing at the workplace and the required hazard prevention/reduction measures by their direct supervisors prior to commencing their job, if work processes or the substances used change, and at regular intervals (at least once a year).

Students participating in field work/laboratory experiments or conducting hazardous activities for their seminar paper / thesis must be instructed by supervisors or persons responsible for the laboratories.

Instructions must always be given orally and must relate to the workplace.

The instructions given must be documented in writing.

Instructions include:

- What to do in case of accidents/injuries
- What to do in case of fire
- Handling the machines and devices used at the workplace (according to the operating instructions)
- Reporting damage to material/accident risks
- Handling the hazardous substances used at the workplace according to the related operating instructions
- Ergonomic layout of workstations

Additional information on the subject of instruction as well as exemplary instruction documents are available on the intranet at <http://www.sicherheitswesen.uni-siegen.de>.

## Access to hazardous areas

Only persons employed there have access to areas marked with prohibited access signs (radiation protection areas, hazardous substance warehouses, laboratory rooms, technical rooms, etc.)!

Students only have access if required for their studies and only if the supervision of a teacher is ensured (this also applies to laboratories).

Please also refer to the relevant laboratory regulations.



## Documents on occupational safety

Various files containing information on occupational safety and on fire prevention can be downloaded from the intranet on the page of the safety division at <http://www.sicherheitswesen.uni-siegen.de> including:

- exemplary operating instructions and exemplary instruction documents
- documents on hazard assessment
- list of first responders and safety officers
- fire precaution regulation
- radiation protection instructions.

Here, you will also find the current dates of the training seminars held by the university on the subject of occupational safety and health protection at the University of Siegen.

Further documents (e.g. accident prevention regulations, documents of Unfallkasse NRW etc.) are available on request from the safety division.

## Using machines, devices and facilities

Machines, devices and facilities may only be used if

- officially required or required for the studies
- the operator has been instructed on the proper handling of the relevant device and
- the operator has been commissioned with the operation by the supervisor (for employees) or by the responsible teacher (for students).

*Unfallverhütungsvorschrift [accident prevention regulation] DGUV V1 "Basics of prevention" Section 15 Intended use of facilities*

*"The persons insured may only use the facilities as intended by the employer or according to standard practice."*

Hazardous work (e.g. activities in small containers or using respiratory protection, work in rooms with gas hazards, handling extremely dangerous machines, substances, sources of radiation or X ray devices, work at freely accessible dangerous electrical voltages) may only be conducted while a second person is present who is not involved in the same activity and can therefore help in the event of danger.

## Operating instructions/laboratory regulations

For activities with increased risk and the resulting special protective measures, the supervisor must issue operating instructions. Examples are available for download from <http://www.sicherheitswesen.uni-siegen.de>.

In laboratories, the relevant laboratory regulations must be observed in addition.

## Contact points for consultation regarding occupational safety

The following contact points are available at the University of Siegen for consultation on questions regarding occupational safety, handling and transport of hazardous substances, radiation protection and fire prevention:

### Section 1.1, Occupational safety and health

Intranet: <http://www.sicherheitswesen.uni-siegen.de>

#### Tasks:

- Fire safety officer/preventive fire protection
- Coordination centre for all questions regarding occupational safety
- Coordination centre for radiation protection
- Archiving of operating instructions
- Planning of training courses on occupational safety and health protection
- Keeping the precaution file
- health protection

#### Ralf Schmelzer

**(Expert for occupational safety/fire safety officer)**

Telephone: 740-3311 Fax: 740-13311 Email: [Ralf.Schmelzer@zv.uni-siegen.de](mailto:Ralf.Schmelzer@zv.uni-siegen.de)

#### Orhan Ekiz

**(Expert for occupational safety)**

Telephone: 740-5511 Fax: 740-15511 Email: [Orhan.Ekiz@zv.uni-siegen.de](mailto:Orhan.Ekiz@zv.uni-siegen.de)

#### Normann Thurow

**(Expert for occupational safety)**

Telephone: 740-5733 Fax: 740-15733 Email: [Normann.Thurow@zv.uni-siegen.de](mailto:Normann.Thurow@zv.uni-siegen.de)

#### Sabine Tröster-Müller

**(Health protection)**

Telephone: 740-4771 Fax: 740-14771 Email: [Sabine.Troester-Mueller@zv.uni-siegen.de](mailto:Sabine.Troester-Mueller@zv.uni-siegen.de)

#### Silke Falkenheiner

**(Planing oft training courses, preventive medical checks, first aid)**

Telephone: 740-5771 Fax: 740-15771 Email: [Silke.Falkenheiner@zv.uni-siegen.de](mailto:Silke.Falkenheiner@zv.uni-siegen.de)

#### Jennifer Hermann

**(Handling of hazardous substances, hazardous substances management programm „Sciformation“)**

Telephone: 740-4733 Fax: 740-14733 Email: [Jennifer.Hermann@zv.uni-siegen.de](mailto:Jennifer.Hermann@zv.uni-siegen.de)

#### Andrea Mahle

**(Harmful substances in buildings)**

Telephone: 740-4711 Fax: 740-14711 Email: [Andrea.Mahle@zv.uni-siegen.de](mailto:Andrea.Mahle@zv.uni-siegen.de)

## **Section 5.4, internal security division**

Tasks:

- Anti-burglary protection
- Security concepts for events
- Issuing emergency plans

Maximilian Faßbender

Telephone: 740-3879 Fax: 740-13879 E-Mail: Maximilian.Fassbender@zv.uni-siegen.de

Alexander Schmitt

Telephone: 740-3877 Fax: 740-13877 E-Mail: Alexander2.Schmitt@zv.uni-siegen.de

Boglarka Beyer-Rickes

Telephone: 740-4731 Fax: 740-14731 Email: Boglarka.Beyer-Rickes@zv.uni-siegen.de

## **Disposal of hazardous waste/dangerous goods safety adviser**

Tasks:

- Consulting employees on the proper disposal of hazardous waste.
- Consulting on proper transport of dangerous goods

Christoph Grebe

Telephone: 740-2222 Fax: 740-12222 Email: grebe@chemie.uni-siegen.de

## **Members of the staff council**

Tasks:

- Participation in decision-making for the layout of workplaces
- Participation in decision-making when operating instructions are issued
- Participation in meetings of the occupational safety committee
- Participation in inspections by the university physician

Staff council for technical and administrative employees

Telephone: 740-2115 Fax: 740-2873 Email: nwpr@personalrat.uni-siegen.de

Staff council for scientific employees

Telephone: 740-3364 Fax: 740-2979 Email: wpr-sekretariat@personalrat.uni-siegen.de

## **Representative for severely disabled employees**

Tasks:

- Consultation regarding the layout of workplaces for severely disabled employees.

Delegates:

Dr. Klaus-Martin Klein, Telephone: 740-4486 Email: sbv@uni-siegen.de

## **Service office for severely disabled Students and Students with chronic disease**

Tasks:

- Consulting of severely disabled Students and Students with chronic disease

Dr. Sonja Weber-Menges, Telephone: 740-4233 Email: behindertenberatung@uni-siegen.de

## Safety officers

For all parts of the building, safety officers are commissioned.  
The names are available at <http://www.sicherheitswesen.uni-siegen.de>.

Tasks:

- Practicing safety-conscious work
- Direct contact person for employees
- Indicating hazards

## Unfallkasse NRW

Tasks:

- Occupational accident insurance company for employees and students
- Issuing provisions on occupational safety
- Consultation on the implementation of the provisions
- Offering seminars on occupational safety

Telephone: 0211/2808-0

Internet: <http://www.unfallkasse-nrw.de>

## Arbeitsmedizinisches Zentrum Siegerland e. V.

Hammerwerk 8, 57076 Siegen-Weidenau



The Arbeitsmedizinische Zentrum was commissioned by the University of Siegen with the tasks according to Section 3 (company physicians) and Section 6 (experts for occupational safety) of the Arbeitssicherheitsgesetz [Occupational Safety Act].

In this function, the university physician and the safety engineer consult the employer.

## University physician

Dr. med. Regina Breuer

Telephone: 0271/88060-32 Fax: 0271/88060-79 Email: [Breuer@amz-si.de](mailto:Breuer@amz-si.de)

## Safety engineer/expert for occupational safety

Dipl.-Ing. André Grutz

Telephone: 0271/88060-49 Fax: 0271/88060-59 Email: [Grutz@amz-si.de](mailto:Grutz@amz-si.de)

Tasks:

- Inspecting the working areas regarding aspects of accident prevention, health protection as well as ergonomics and suggesting measures for improvement
- Consultation regarding the choice of protective measures and personal protective equipment
- Consultation on the possibilities for implementing the provisions on occupational safety required by law and by the professional organisations
- Conducting occupational health checks according to the regulation on occupational health checks and the principles of the professional organisations.
- Cooperation with the occupational safety division and the members of the staff council.

## Occupational health checks

The occupational health checks for the employees of the university are conducted at the Arbeitsmedizinisches Zentrum.

Registration with Dezernat 4 is always done via the supervisor and the occupational safety division.

Some occupational health checks are mandatory, e.g. for

- the handling of carcinogenic hazardous substances as well as the handling of special hazardous substances (e.g. chromium, toluol, hydrogen sulphide, methanol, cadmium) exceeding the specified concentrations
- work in control areas of ionising radiation
- frequent welding work without extraction
- work with increased risk of infection by special pathogens
- work wearing respiratory protection (mask with filter or compressed air tank)
- work in noisy areas (workshop)
- trainees (adolescents)

For these activities, the checks are mandatory prior to commencing the job and later at determined intervals (mandatory checks). The supervisors are responsibility for organizing the checks.

For other activities, e.g. VDU work, the direct supervisor has to offer the employees the opportunity to participate in a health check.

Participation is voluntary.

According to the Arbeitsschutzgesetz, every employee has the additional right to get an occupational health check if a health risk resulting from their work is (reasonably) suspected (health check on request).

The employer only receives confirmation by the AMZ that the check was conducted.

The medical diagnoses of found diseases etc. are subject to medical confidentiality.

Only the employees are informed about them.

The checks are conducted during working hours. The university is responsible for the costs.

Registration for the checks is done via the safety division with Ms Falkenheiner, Tel. -5771

Additional information and application forms are available from the intranet at

<http://www.sicherheitswesen.uni-siegen.de>.

## Pregnancy/maternity protection

To protect a pregnant woman/breastfeeding mother and her fetus/baby the university has to seize different protective measures.

This applies to pregnant employees and pregnant students.

The authority responsible must be concerned about particular hazards and protective measures to pregnant woman or breastfeeding mother at her „normal“ workplace.

Particularly a closer look is to be taken at the following topics:

- increased hazards by environment or building pollutants
- increased hazards by hazardous substances/chemicals (especially by cancerogenic/ mutagenic/teratogenic substances)
- higher noise level or vibrations present at the workplace of a pregnant woman
- are frequent or heavy lifting operations for the pregnant woman necessary?
- is the pregnant woman working at dangerous machines or high fire hazard?
- could she get in contact to radioactive substances or X-rays?
- may the pregnant woman rest next to the working place?
- is it necessary to work at night or on the weekend?

Especially in the first weeks of a pregnancy higher hazards for a pregnant woman and her fetus by noise, hazardous substances etc. exist.

For this reason it is necessary to inform university early about the pregnancy:

- employees call the authority responsible and the Dezernat 4
- students call the Studierendensekretariat

After this, section 1.1 „occupational safety and health“ visits the workplace and advises pregnant woman and authority responsible on former protection measures.

Identified hazards and protection measures must be documented in a risk assessment.

Pregnant woman should continue work normally, if this is possible without higher risk.

Otherwise the university should supply an other workplace.

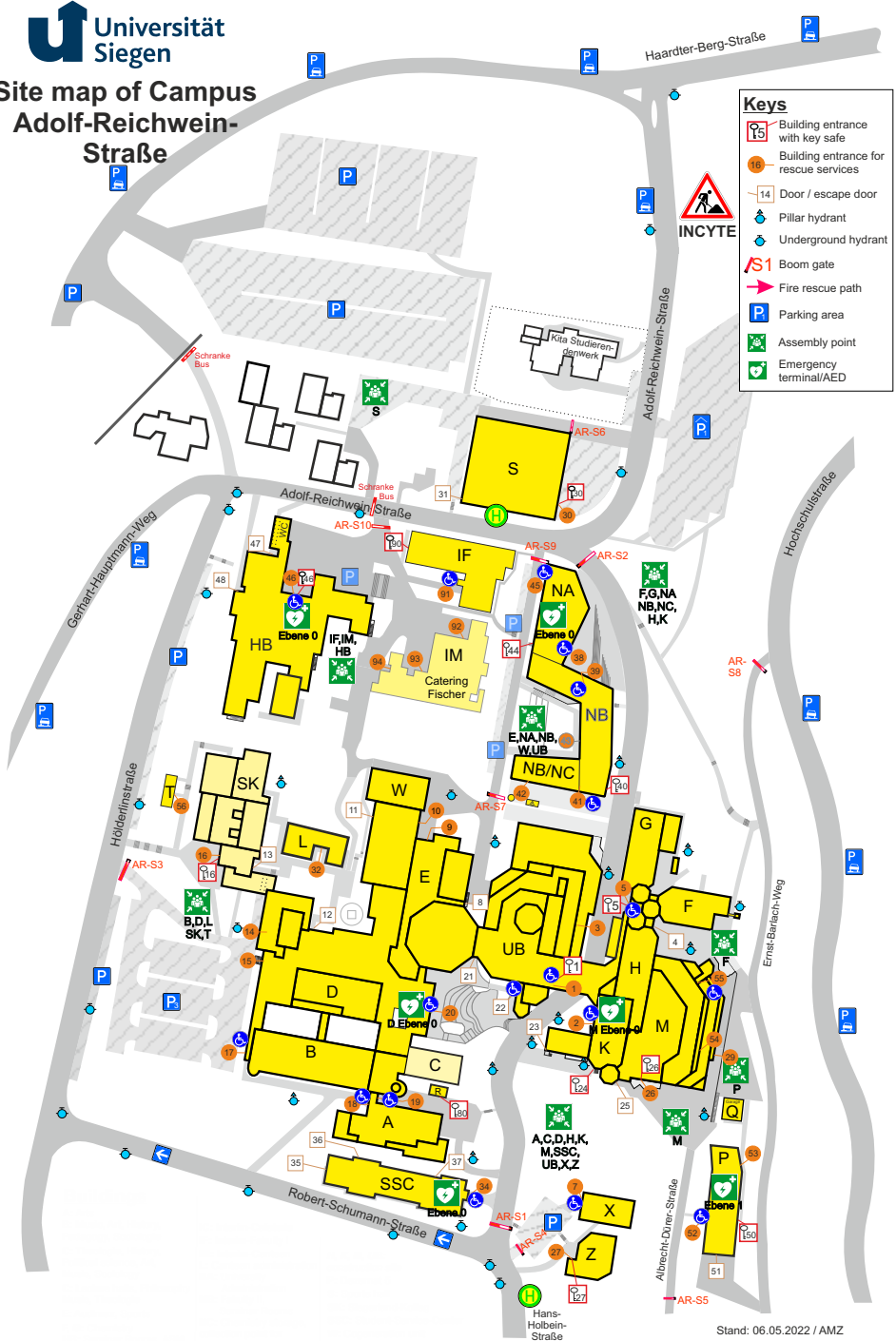
Only if this is not possible, the pregnant woman could be released from work oder studies.

The university has to inform the government about pregnancy and risk assessment.











For further Information call section 1.1 „occupational safety and health“.

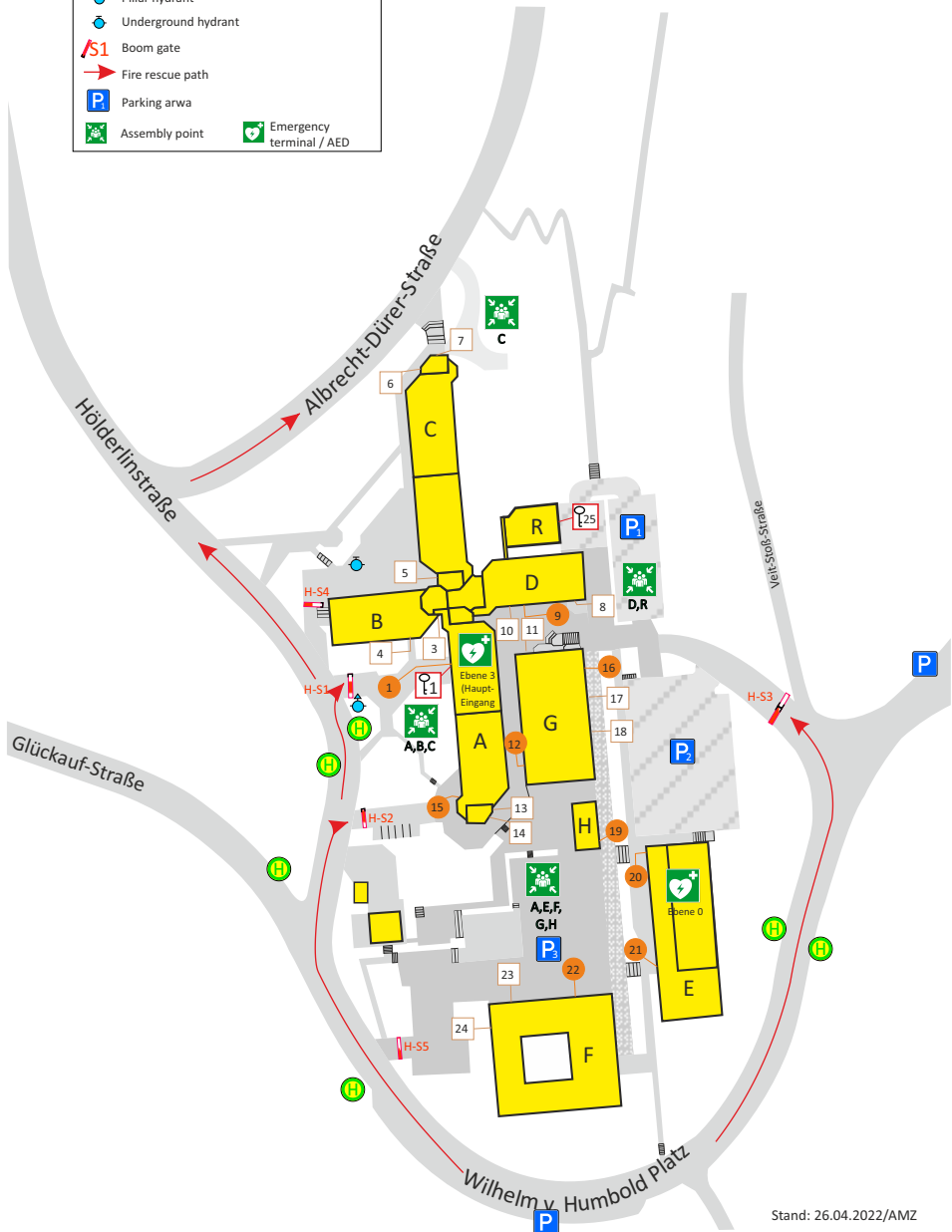


Site map of Campus  
Adolf-Reichwein-  
Straße



**Key**

-  Building entrance with key safe
-  Building entrance for rescue services
-  Door / escape door
-  Pillar hydrant
-  Underground hydrant
-  Boom gate
-  Fire rescue path
-  Parking arwa
-  Assembly point
-  Emergency terminal / AED













Stand: 26.04.2022/AMZ

**Site map of Campus  
Paul-Bonatz-Straße/  
Wilhelm-von-Humboldt-Platz**



Key	
	Building entrance with key safe
	Building entrance (for rescue service)
	Door / escape door
	Pillar hydrant
	Underground hydrant
	Boom gate
	Fire rescue path
	Parking area
	Assembly point
	Emergency terminal / AED
<b>A</b>	Mechanical engineering, Civil engineering, Architecture, Specialised library
<b>B</b>	Architecture, Civil engineering
<b>C</b>	Lecture hall building, Cafeteria
<b>D</b>	Mechanical engineering hall
<b>F</b>	Office building
<b>H</b>	Institute building (ZEISS)
<b>I</b>	Lecture hall building
<b>M</b>	Maintenance
<b>V</b>	Staff councils
<b>W</b>	Water tower

Site map of  
Emmy-Noether-Campus  
(Walter-Flex-Straße 3)







Key	
	Building entrance with key safe
	Building entrance (for rescue services)
	Door / escape door
	Pillar hydrant
	Underground hydrant
	Fire rescue path
	Parking area
A	Cafeteria, Physics
B	Physics, Mathematics
C	Physics
D	Lecture Halls, Technical Library, Physics, Mathematics
E	Janitor
	Main tap of gas supply
	Assembly point
	Emergency terminal / AED








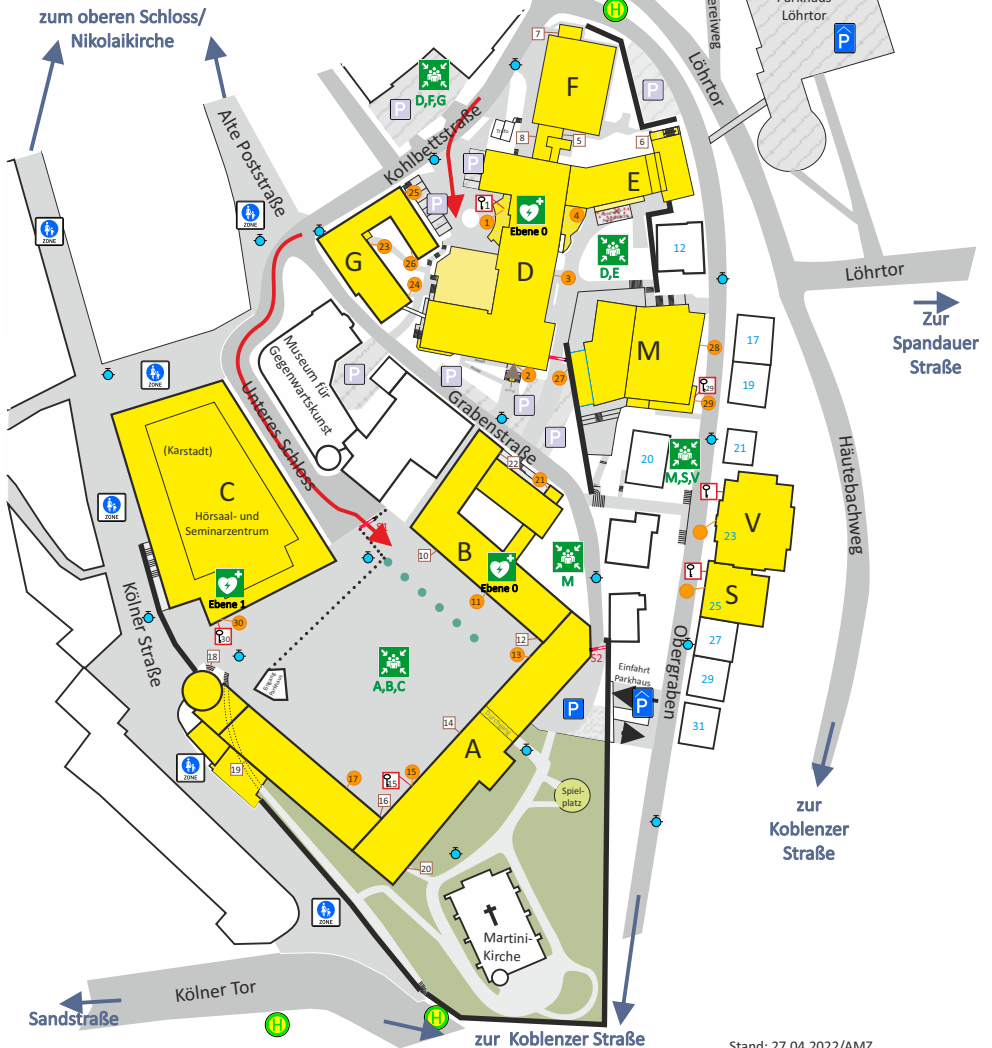
Stand: 26.04.2022/AMZ

## Site map of Campus Unteres Schloss

### Key

-  Building entrance with key safe
-  Building entrance for rescue service
-  Door / escape door
-  Pillar hydrant
-  Underground hydrant
-  Boom gate
- A Unteres Schloss / Fak. III
- B Unteres Schloss / Library
- C Lecture hall and seminar center








-  Fire rescue path
-  Public parking area
-  Private parking area
-  Assembly point
-  Emergency terminal / AED
- D-G Ludwig-Wittgenstein-Haus, Fakultät III
- V Villa Sauer
- S Seminar Building Sauer

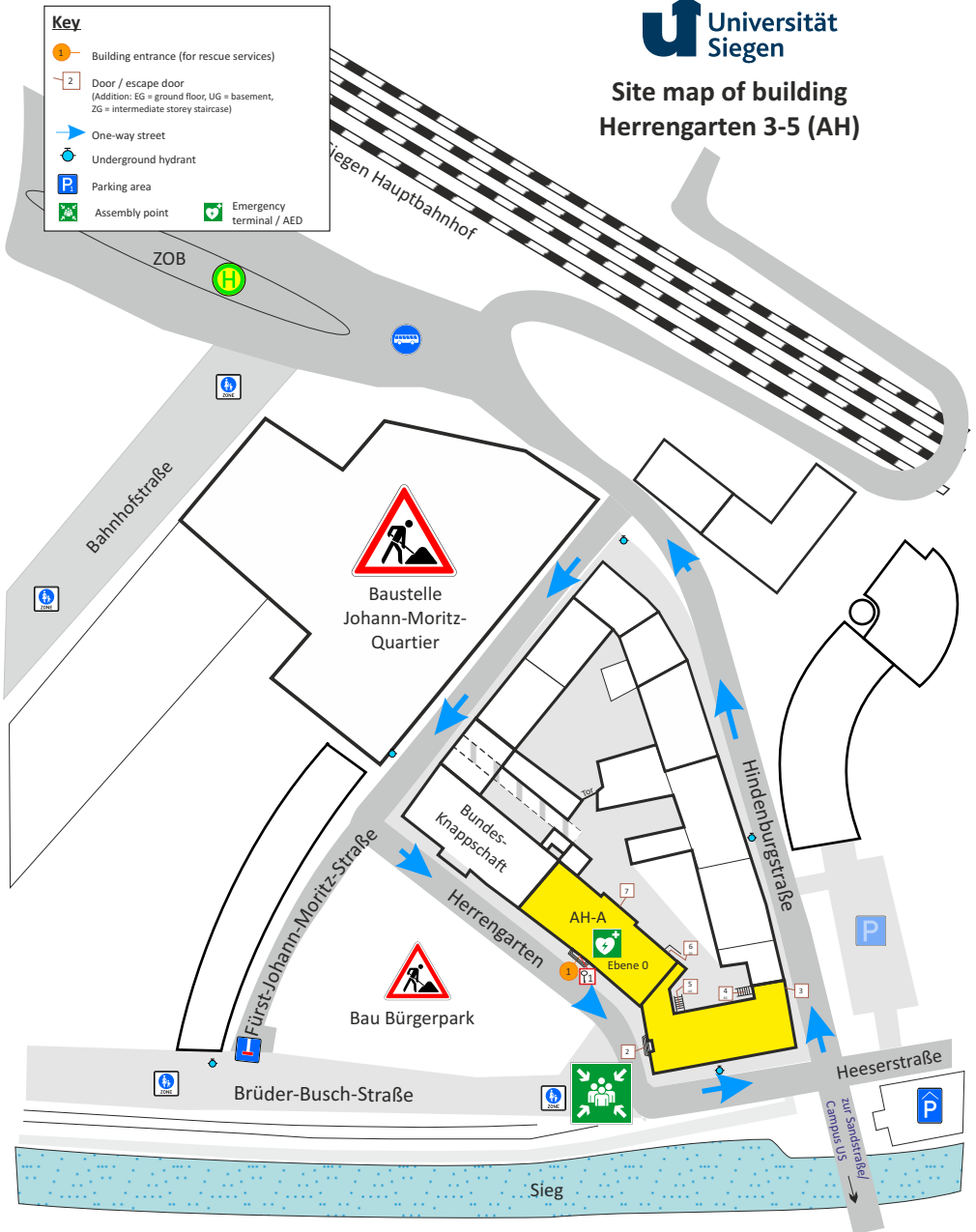


Stand: 27.04.2022/AMZ

## Site map of building Herrengarten 3-5 (AH)










### Key

-  Building entrance (for rescue services)
-  Door / escape door  
(Addition: EG = ground floor, UG = basement, ZG = intermediate storey staircase)
-  One-way street
-  Underground hydrant
-  Parking area
-  Assembly point
-  Emergency terminal / AED

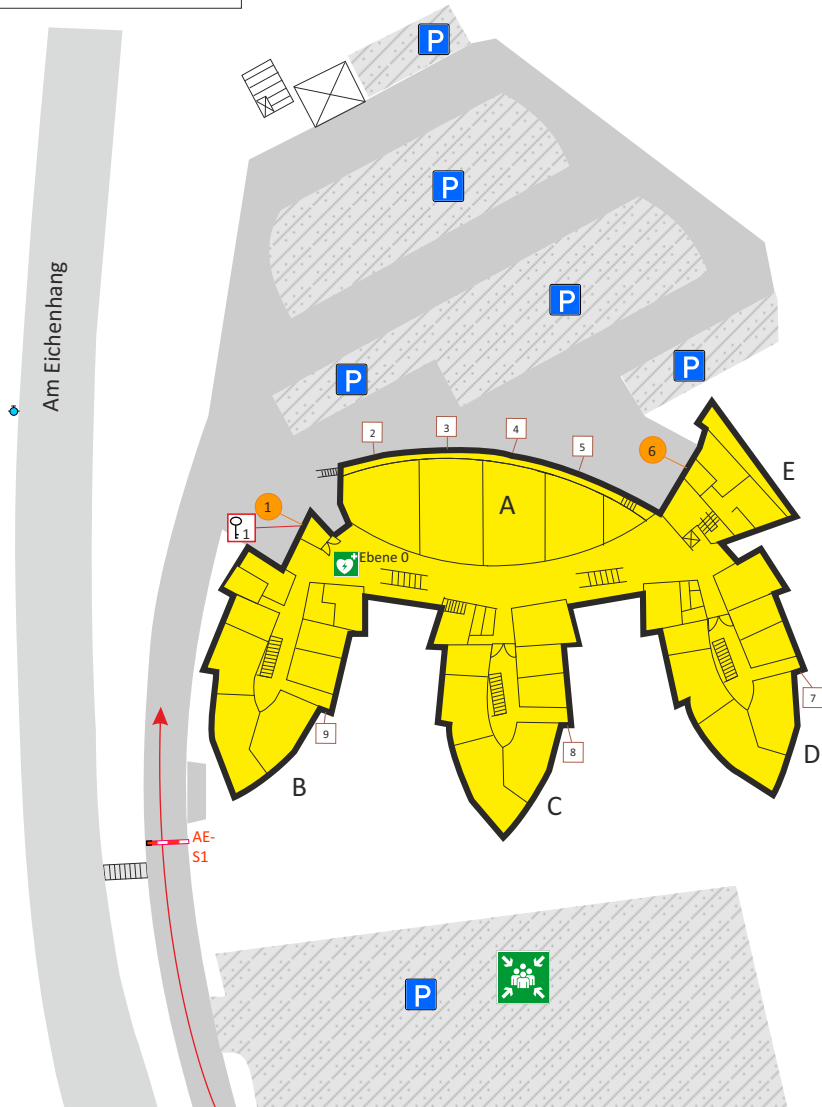


Stand: 26.04.2022/AMZ

## Key










-  Building Entrance (for rescue services)
-  Door / escape door
-  Underground hydrant
-  Boom gate
-  Fire rescue path
-  Parking area
-  Assembly point
-  Emergency terminal / AED
-  Fire Service Key safe

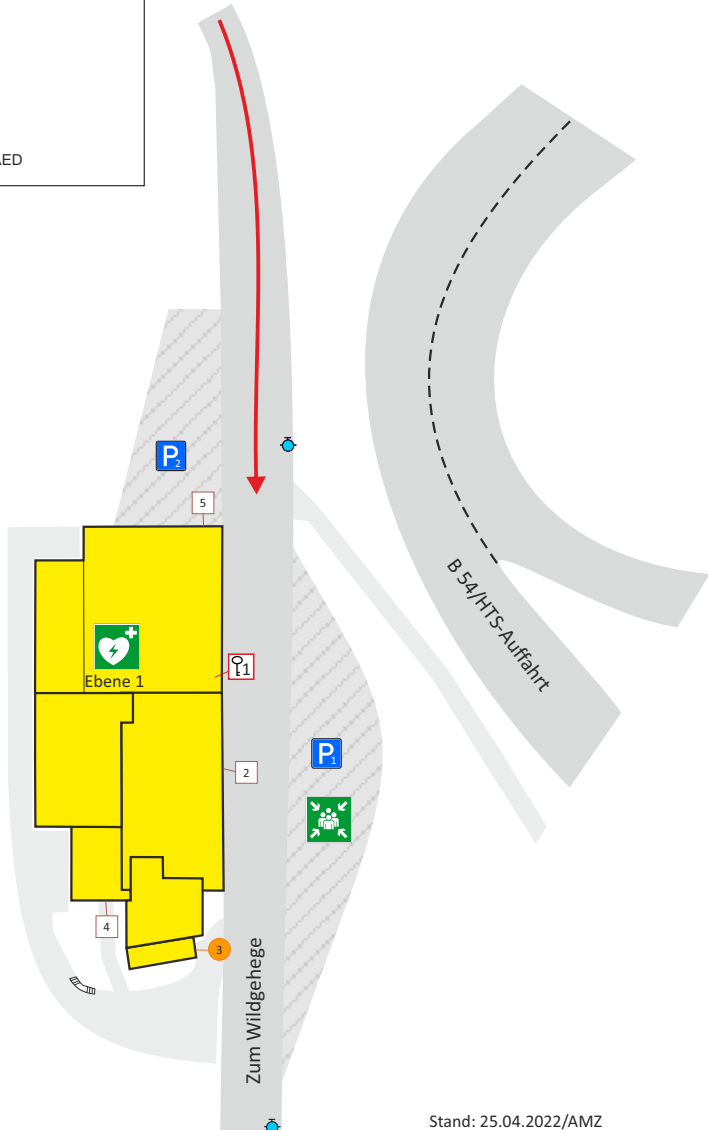
## Site map of Artur-Woll-Haus (Am Eichenhang 50)



**Site map of „Brauhaus“  
(Zum Wildgehege 25 )**

**Key**

-  Building entrance with key safe
-  Entrance for rescue services
-  Door / escape door
-  Pillar hydrant
-  Underground hydrant
-  Fire rescue path
-  Parking area
-  Assembly point
-  Emergency terminal / AED

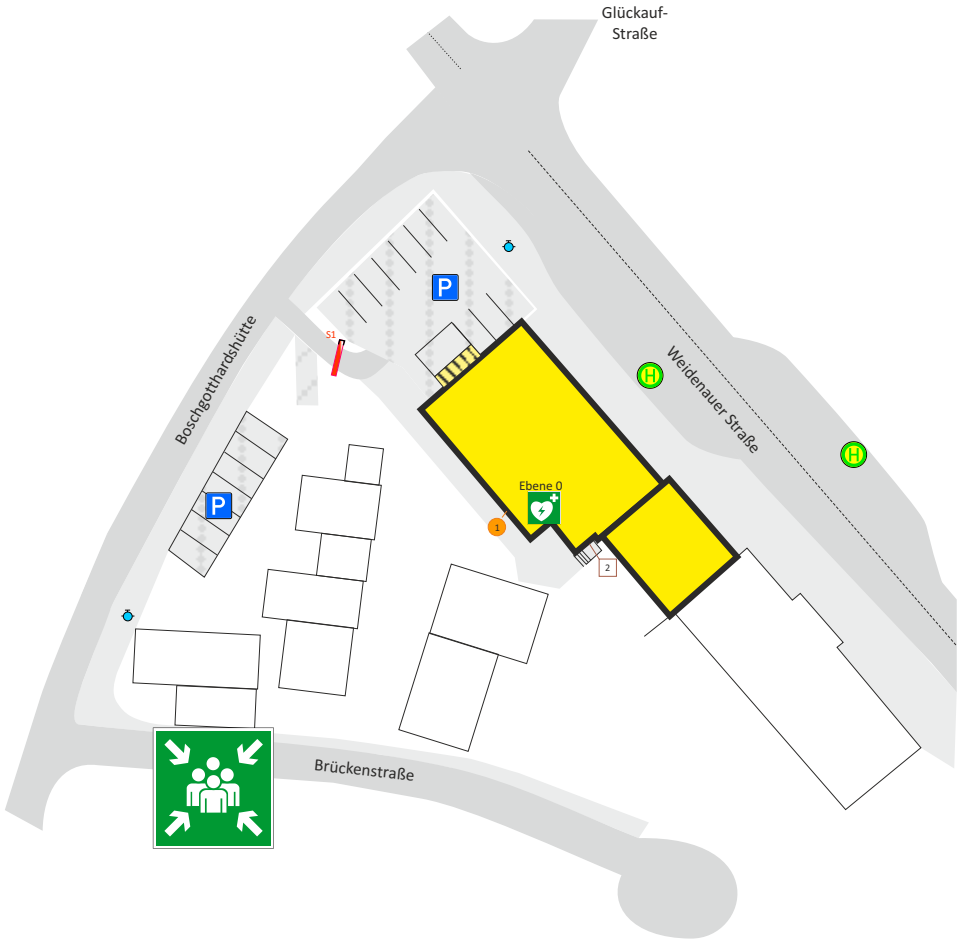


Stand: 25.04.2022/AMZ



Key	
	Building Entrance for rescue services
	Door / escape door
	Pillar hydrant
	Underground hydrant
	Boom gate
	Fire rescue path
	Parking area
	Assembly point
	Emergency terminal / AED









Site map of  
seminar building  
Weidenauer Straße 118

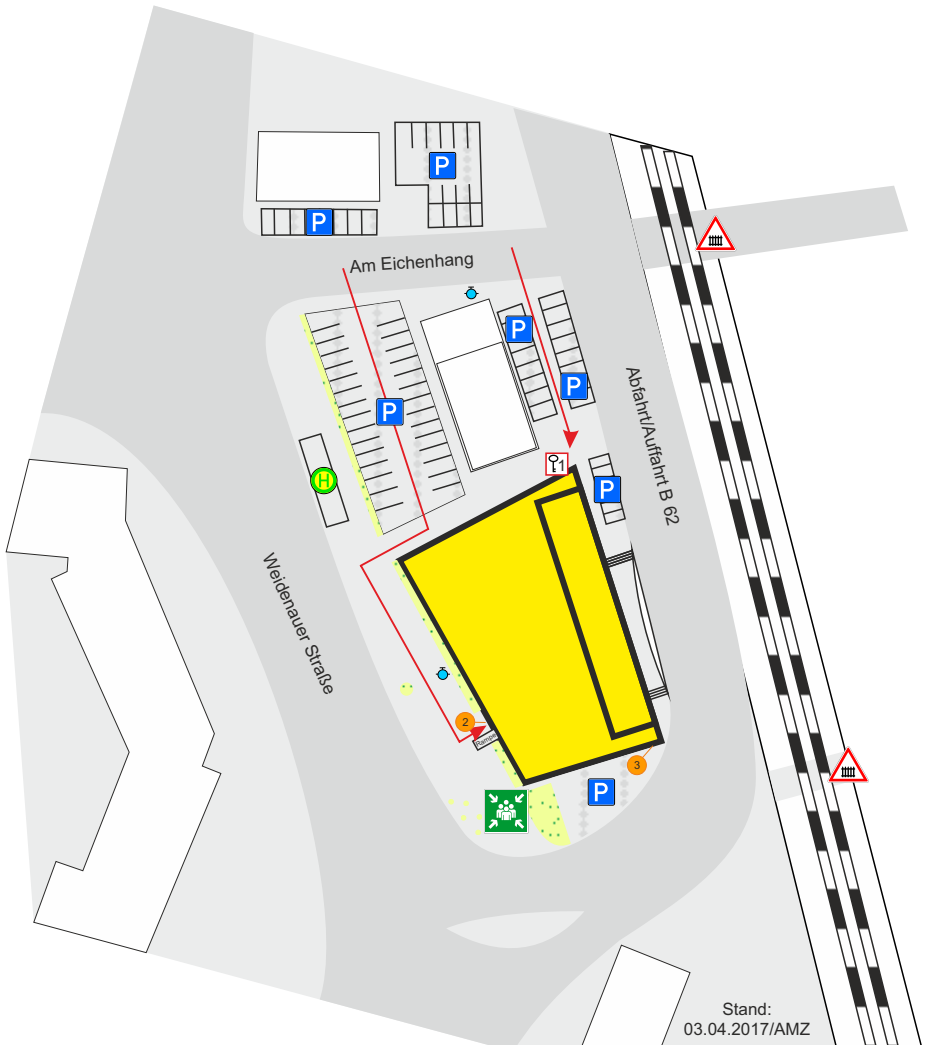


Stand: 27.04.2022/AMZ

## Site map of „Altes Sparkassengebäude“ Weidenauer Straße 167






### Key

-  Building entrance with key safe
-  Building entrance for rescue services
-  Door / escape door
-  Pillar hydrant
-  Underground hydrant
-  Fire rescue path
-  Parking area
-  Assembly point



Stand:  
03.04.2017/AMZ

**Key**

-  1 Door / escape door
-  Underground hydrant
-  Fire rescue path
-  Parking area
-  Assembly point











**Site map of building  
Breite Straße**

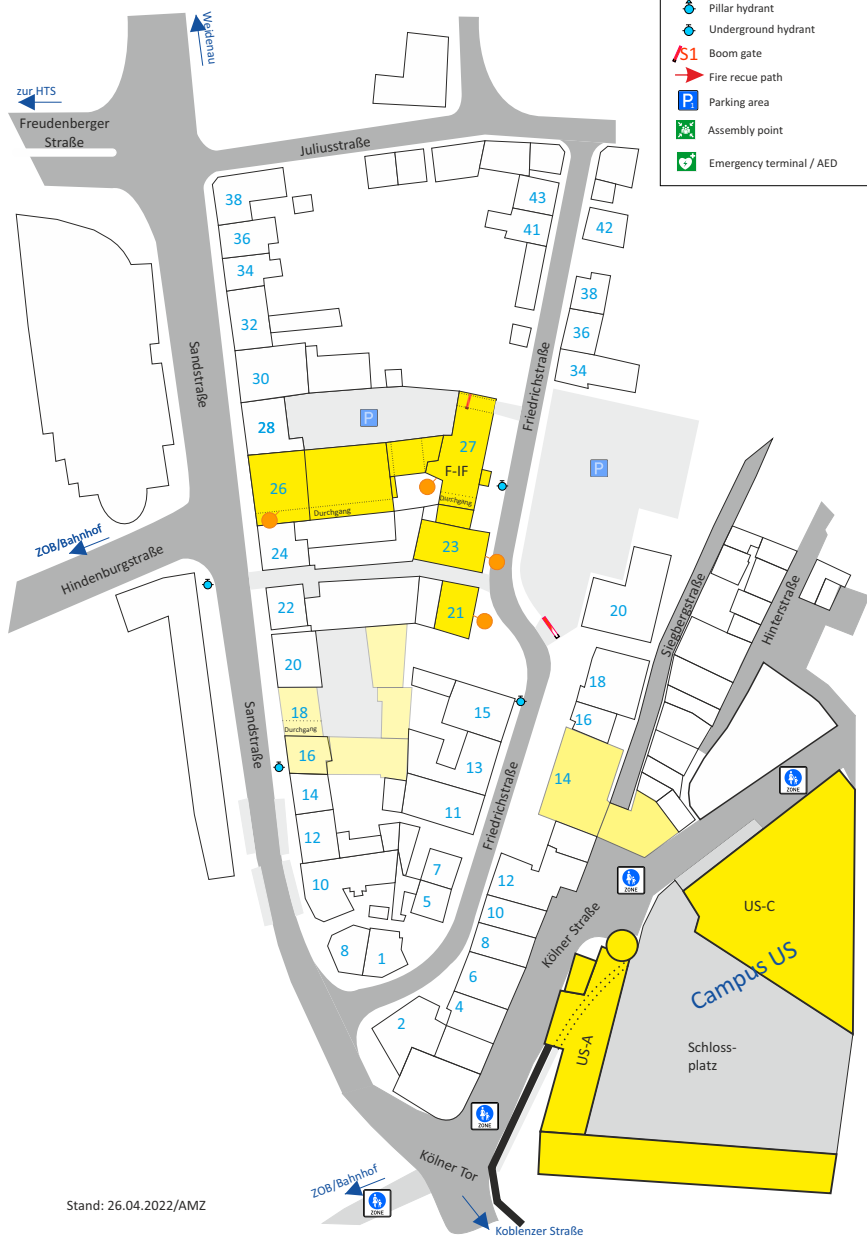


Stand:  
26.04.2022/AMZ

# Site map of buildings Friedrichstraße / Sandstraße








**Key**

-  Building entrance with key safe
-  Building entrance (for rescue service)
-  Door / escape door
-  Pillar hydrant
-  Underground hydrant
-  Boom gate
-  Fire rescue path
-  Parking area
-  Assembly point
-  Emergency terminal / AED

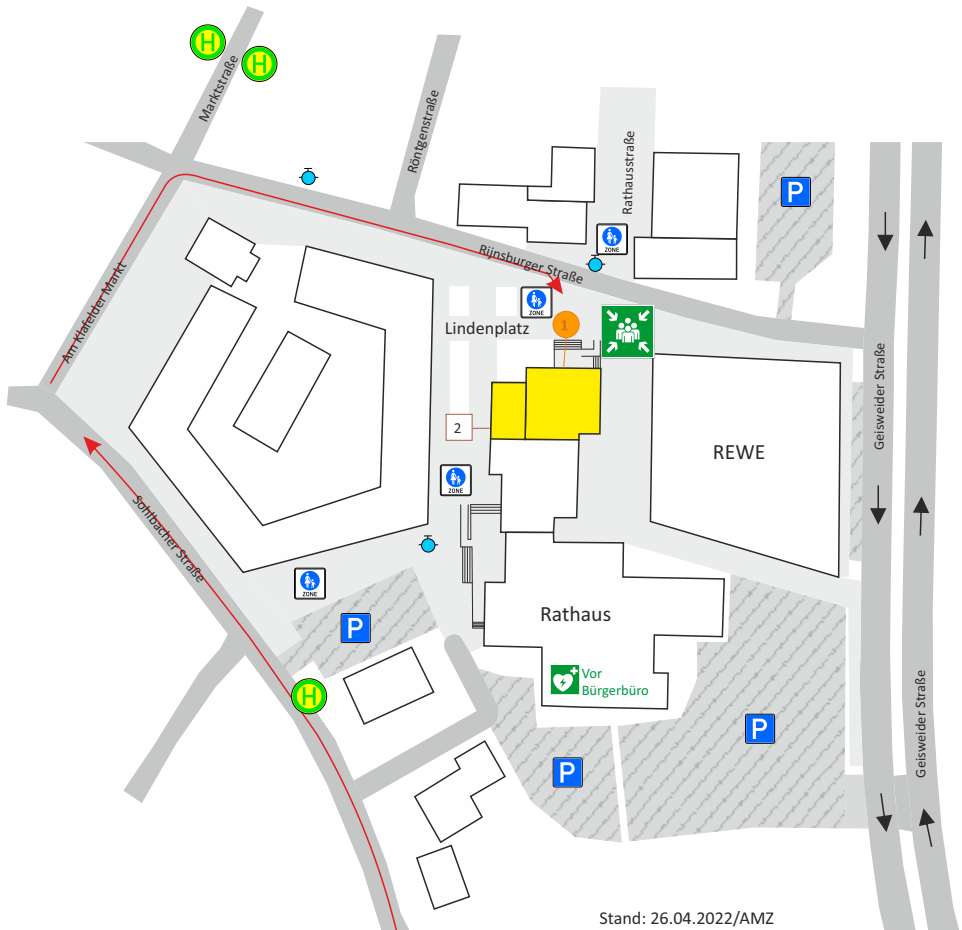


Stand: 26.04.2022/AMZ

## Key








-  Building entrance (for rescue services)
-  Door / escape door
-  Underground hydrant
-  Fire rescue path
-  Parking area
-  Assembly point
-  Emergency terminal / AED

# Site map of Lindenplatz 7

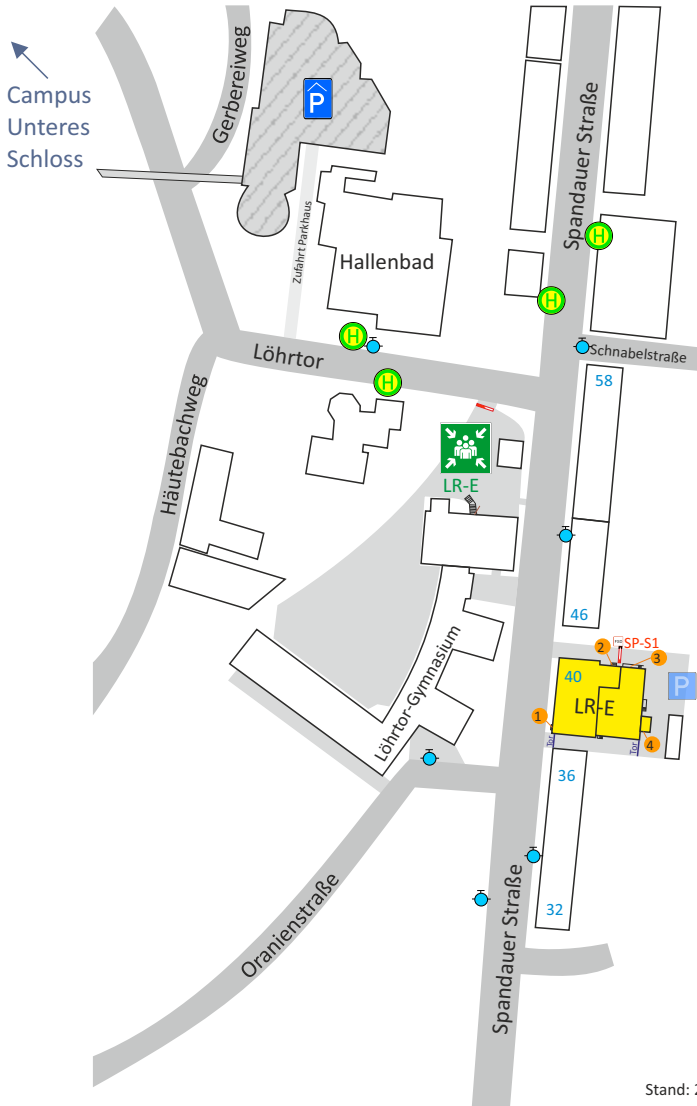


Stand: 26.04.2022/AMZ

## Keys

-  Building entrance for rescue services
-  Door / escape door
-  Underground hydrant
-  Fire rescue path
-  Parking area
-  Assembly point
-  Emergency terminal/AED

## Site map of Campus Löhrtor (LR)/ Spandauer Straße

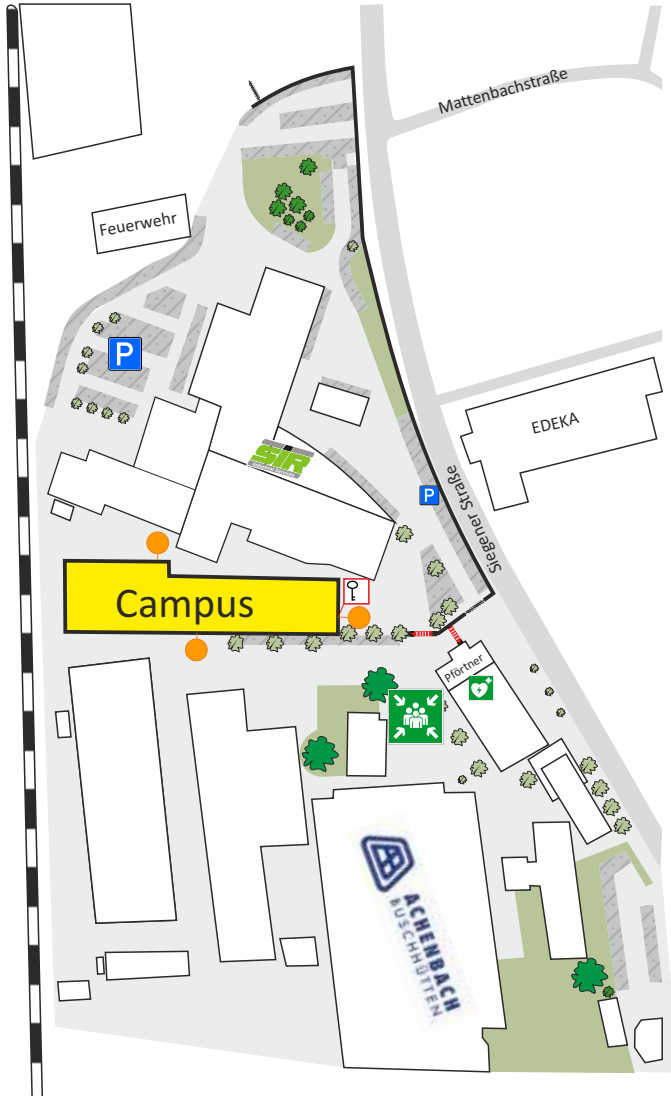


Stand: 27.04.2022/AMZ

## Key

- |   |  |
|---|--|
|  Building entrance with key safe |  Fire rescue path         |
|  Entrance for rescue services    |  Parking area             |
|  Door / escape door              |  Assembly point           |
|  Pillar hydrant                  |  Emergency terminal / AED |
|  Underground hydrant             |  |

## Site map of Campus Buschhütten (Siegener Straße 152)



Issued by:  
Arbeitsmedizinisches Zentrum Siegerland e.V.  
in cooperation with the safety and health division of Siegen University

[www.sicherheitswesen.uni-siegen.de](http://www.sicherheitswesen.uni-siegen.de)

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**We hope you always work safely  
and healthily!**

