

Instruction

# Basics of Occupational safety and health and fire protection at Goethe University (adapted for the ITP)



# Topics

First aid



Accident insurance /  
How to behave after working and commuting accidents



Fire protection / What to do in case of a fire



Occupational health care



Maternity protection



Ergonomics at computer workstations



Ladders





Everyone is obliged to provide first aid!

Inform yourself from the **notice board 'First aiders'** in your work area:

- who are appointed **first aiders**: **Birgit Rieger, Anna Tauschwitz, Thomas Pinho Coelho**
- where to find the **first-aid kit**:  
**PHYS 01.135, 01.102, 02.102, 02.142**
- where to find **first aid-relaxation rooms** within the building  
**PHYS \_\_.225 (Dean's Office)**

**GOETHE UNIVERSITÄT FRANKFURT AM MAIN**

**Rescue Chain**

Emergency Life Support/Immediate first aid measures

Emergency call

Inform (Main-) Gate

Ensure availability on phone

Ask for further help/First Aiders

Keep the elevator ready (Gate)

Pick up the rescue service & lead to accident location (Warning vests in gates)

**FIRST AIDERS**

Ms. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Ms. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Ms. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Mr. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Mr. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Mr. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>
Mr. <input type="text"/>	Room <input type="text"/>	Tel.: <input type="text"/>

First aid Material: Location of the nearest first aid box

First aid Room: Take the details from the list "Erste Hilfe-Räume\_Adressen\_Zufahrten"

Emergency Call: ☎ **112**

For the Ambulance: Address & access to the building:  
Take the details from the List "Erste Hilfe-Räume\_Adressen\_Zufahrten"

(Main-) Gate 📍: You can find the details in "Erste Hilfe-Räume\_Adressen\_Zufahrten"

The first aid notice is to be updated by the first aiders on site

Referat Arbeitsschutz Februar 2023

*The first aiders in the work area are responsible for completion / update of the notice on site.*

*First aiders have access to lists of all first aiders by buildings via the BSCW server.*

*These lists can be also requested at [orga-EH@uni-frankfurt.de](mailto:orga-EH@uni-frankfurt.de).*

# EMERGENCY telephone numbers

## Riedberg Campus

**Police**



**110**






**Fire department/emergency doctor/rescue services**



**112**



**Always inform **main gate** (24h) after emergency call!**

- **Biology Building (Biologicum)**  **069 - 798 - 42420**
- **Biocentre (Biozentrum)**  **069 - 798 - 29108**
- **Geosciences Building (Geowissenschaften)**  **069 - 798 - 40150**
- **Otto-Stern-Centre (Otto-Stern-Zentrum)**  **069 - 798 - 42666**
- **Physics Building (Physik)**  **069 - 798 - 47777**

## Further important telephone numbers:

- **Technical damage/ malfunction** (e.g. leaking chemicals, smell of gas, water damage, power outage)






**Estates helpdesk 24h**

 **069 - 798 – 29999**

Always inform **main gate** when you see other serious incidents such as **assault** or **property damage**.

## Nearby hospitals and accident insurance doctors

(to be consulted following accidents at work, or on the way to or from work):

- **Krankenhaus Nordwest**, trauma surgery, Steinbacher Hohl 2-26  069 - 7601 - 3447
- **Markus-Krankenhaus**, trauma surgery, Wilhelm-Epstein-Str. 4  069 - 95330
- **University Hospital**, trauma surgery, Theodor-Stern-Kai 7  069 - 6301 - 5069
- **Georg Filipowicz**, Surgeon and orthopedist Riedbergplatz 1, 60438 Frankfurt  069 - 7593 - 4862
- **Eye care centre FFM MVZ**, Tituscorso 5, Entrance F (Nordwestzentrum)  069 - 50682430

**More accident insurance consultants:** <http://www.dguv.de/landesverbaende/de/datenbanken/index.isp>

**Mainz Poison Hotline 24h**

 **06131 - 19240**



You can also find further **information** in:

- **Escape and rescue plan** (*Marking of location of first aid material, if necessary also first aid-relaxation room*)
- Notice **‘EMERGENCY telephone numbers’** (‘Rufnummern für den NOTFALL’)

**EMERGENCY telephone numbers** GOETHE UNIVERSITÄT FRANKFURT AM MAIN  
Westend Campus

Police ☎ 110

Fire department/emergency doctor/rescue services ☎ 112

Always inform **main gate** (24h) after emergency call!  
☎ 069 - 798 - 32250

Further important telephone numbers:

- Technical damage/malfunction (e.g. leaking chemicals, smell of gas, water damage, power outage)  
Estates helpdesk 24h ☎ 069 - 798 - 33481
- Always inform **main gate** when you see other serious incidents such as assault or property damage.

Nearby hospitals and accident insurance doctors (to be consulted following accidents at work, or on the way to or from work):

- Birger hospital, Trauma surgery, Hochengelsallee 37-41 ☎ 069 - 3500 - 324
- Marien-Krankenhaus, Trauma surgery, ☎ 069 - 93330
- University Hospital, Trauma surgery, Theodor-Stern-Kai ☎ 069 - 6301 - 5069

More accident insurance companies: <http://www.dgk.de/Service/Service/02/Vertrauensarzt.html>

• Main Gate Hotline 24h ☎ 06131 - 19240

Notruf-Alarmtafel Emergency numbers 06131

How to behave in the event of **minor injuries**:

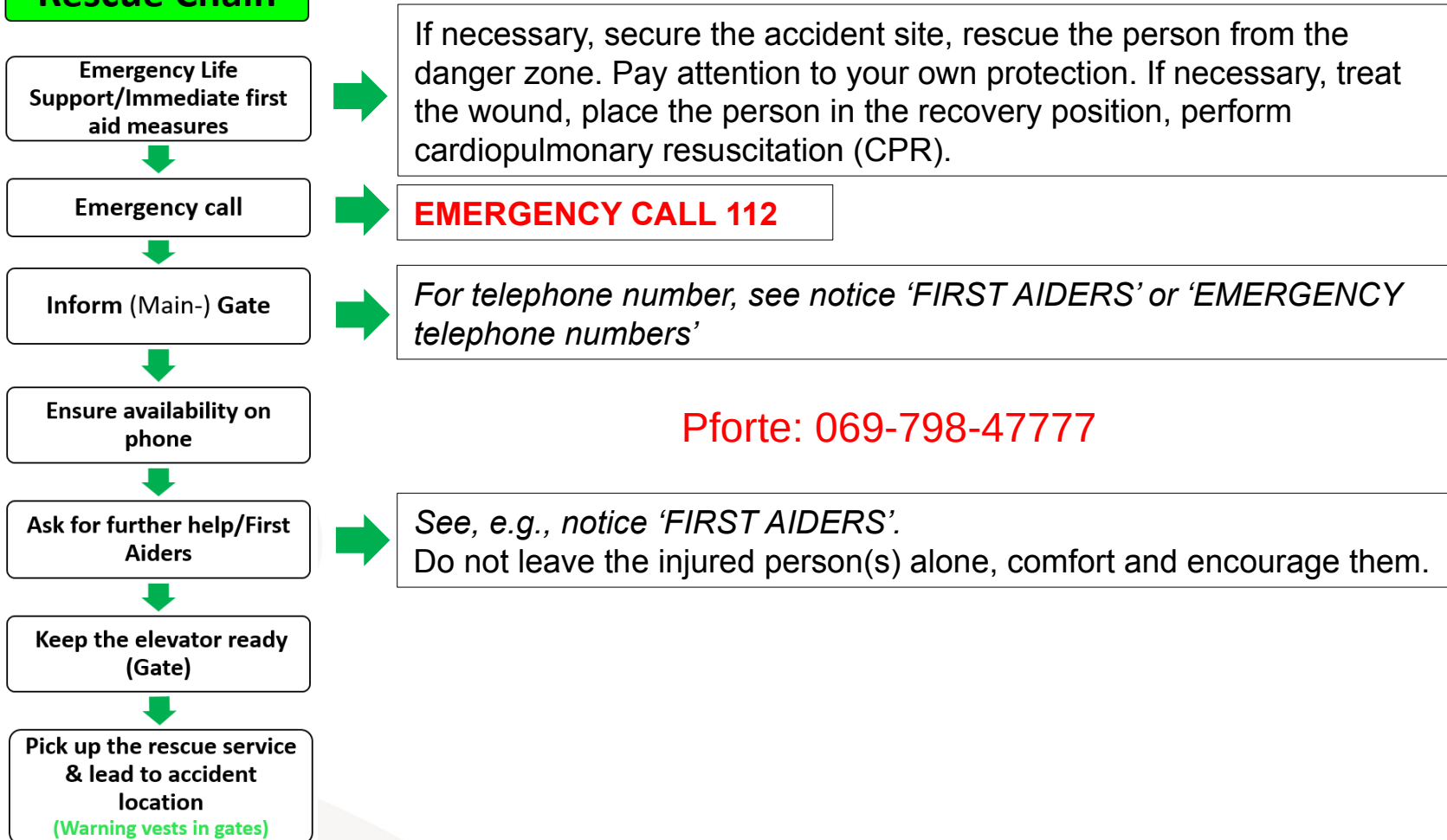
- Treat yourself (e.g. plasters) or have a first aider treat you
- Entry in the first aid/accident report book





How to behave **in an EMERGENCY**, in case of a serious injury, life-threatening, acute illness or poisoning:

## Rescue Chain





## Accident insurance/ How to behave after working and commuting accidents



- Employees and students of Goethe University are insured against accidents with the **German Social Accident Insurance Institution for the public sector in Hesse (Unfallkasse Hessen, UKH)**.
- Claims of the statutory social accident insurance are **occupational accidents and commuting accidents** as well as occupational diseases.
- **Civil servants** are not insured against accidents through the UKH. They are insured directly through their employer.
- **Activities that objectively serve the interests of the employer** (e.g. determined by the employment contract) are insured. This also includes teleworking and mobile working as well as participation in general university sports or company outings as far as these events are carried out by the employer.
- **There is no insurance cover** if injuries or damages to health occur accidentally during the insured activity without any external influence.





## What is an **occupational accident**?

- A sudden external event affecting the body that occurs at work or on business trips and is related to the insured activity and that causes damage to health.

It is no occupational accident if an existing health impairment becomes acute during an insured activity.

## What is a **commuting accident**?

- An accident that occurs on the direct route to or from the place of work. Detours can be insured, e.g. when taking a diversion, car sharing or taking children to kindergarten/school.

There is no insurance cover if the journey is interrupted for private reasons (e.g. while shopping).

## Accident insurance/ How to behave after working and commuting accidents



### NOTE

- The **Social Accident Insurance Institution (UKH) does not cover property damage** that occurs as a result of an accident at work or on the way to work. Only damage that occurs to a person's body is compensated.

### Exception:

- **Costs for the restoration or replacement of aids** (e.g. glasses, hearing aids, prostheses) that were worn at the time of an accident at work or on the way to work and were damaged in the process **will be covered by the UKH.**

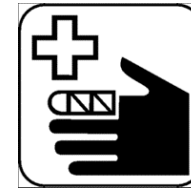
## Accident insurance/ How to behave after working and commuting accidents



- Record **every occupational or commuting accident in the first aid/accident report book** (i.e. every injury, every first aid treatment or every removal of the material from the first aid kit).  
**IMPORTANT** for any proof or insurance claim that may be required later!
- Accidents that require **medical care** and/or result in **incapacity for work for more than 3 calendar days** must be reported immediately to the supervisor. He/she must, with the support of the injured employee, prepare a **written accident report** (— to the Human Resources Department (HR) — from HR to UKH).
- If medical treatment is required, you should **ALWAYS consult an accident insurance consultant** (Unfall-/Durchgangsarzt; NOT the family doctor!).

You can find **addresses of accident insurance consultants** on the notice **‘EMERGENCY telephone numbers’** and on the **Homepage of the Occupational Safety and Health Department**.

# Accident insurance/ How to behave after working and commuting accidents



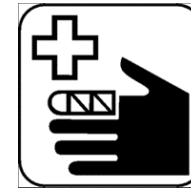
In the form center (Formularcenter) of the Human Resources Department (Abteilung Personalservices), under the keyword “work-related accidents” (“Dienstunfälle”) you will find

- the “employee accident report” (“Unfallanzeige Arbeitnehmer”) (also to be used in the case of accidents involving student assistants!)  
and
- the “civil servant accident report” (“Dienstunfallmeldung Beamte“).

[Goethe-Universität — Formularcenter \(uni-frankfurt.de\)](https://uni-frankfurt.de)

Information on accident reports involving **students** can be found at [Goethe-Universität — Unfallmeldestelle \(uni-frankfurt.de\)](https://uni-frankfurt.de)

# Accident insurance/ How to behave after working and commuting accidents



## Further information:

Homepage of the Occupational Safety and Health Department:

[Goethe-Universität — \(uni-frankfurt.de\)](https://uni-frankfurt.de)

Social Accident Insurance Institution for the public sector in Hesse  
(Unfallkasse Hessen):

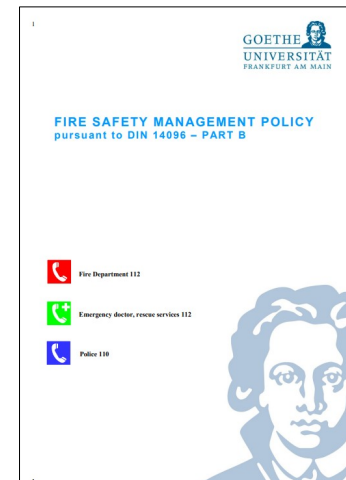
[UKH | Arbeitsunfall und Wegeunfall - Unfallkasse Hessen – Ihre gesetzliche Unfallversicherung](https://www.ukh.de)

[Hochschule - Unfallkasse Hessen – Ihre gesetzliche Unfallversicherung \(ukh.de\)](https://www.ukh.de)



- The **Fire Safety Management Policy** of Goethe University must be observed.
- The **Fire Safety Management Policy Part A** provides instructions on what to do in the event of fire and is valid for all people who are on the grounds of Goethe University. Part A is posted in all buildings of Goethe University.
- The **Fire Safety Management Policy Part B** provides extended instructions on fire prevention and behaviour. All members of Goethe University must inform themselves about its content and follow these instructions.

[Goethe-Universität — Brandschutz \(uni-frankfurt.de\)](https://uni-frankfurt.de)





Get yourself familiar on site with the **escape and rescue plan (Flucht- und Rettungsplan)** in your work area.

## Flucht- und Rettungsplan

### Verhalten im Brandfall Ruhe bewahren

1. Brand melden
  - Brandmelde betätigen
  - Telefon:** 0 - 112 wählen
  - Wer meldet es?
  - Was ist passiert?
  - Wie viele sind betroffen/verletzt?
  - Wo ist etwas passiert?
  - Warten auf Einsatz!
2. In Sicherheit bringen
  - Gefährdete Personen mitnehmen
  - Türen schließen
  - Gekennzeichneten Fluchtwegen folgen
  - Ausgang nicht benutzen
  - Anweisungen beachten
  - Gangweiser benutzen
3. Löschversuch unternehmen
  - Feuerlöscher benutzen
  - Wandhydrant benutzen

### Verhalten im Notfall Ruhe bewahren

1. Unfall melden
  - Telefon:** 0 - 112 wählen
  - Wo geschah es?
  - Was geschah?
  - Wie viele Verletzte?
  - Welche Art von Verletzungen?
  - Warten auf Rückfragen!
2. Sofortmaßnahmen
  - Absichern des Unfallortes
  - Verzögern der Verletzten
  - Anweisungen beachten
3. Weitere Maßnahmen
  - Fluchtwegleiste einweisen
  - Schulungsaufforderungen

### Übersichtsplan

Standort	Aufzug Nicht betreten	Brandmelde	Feuerlöscher	Wandhydrant	RWA Bedienstelle	Notausgang mit Richtungspfeil	Fluchtweg
Erste Hilfe Stelle	Notfahrtafel für Menschen mit Behinderungen						

Name: Johann Wolfgang Goethe Universität  
 Datum: 2024-10-24  
 Version: 1.0  
 MRP PLAN GmbH  
 Projektleiter: J. Obermann  
 Bearbeiter: J. Obermann  
 Freigegeben: 2024-10-24





## Inform yourself in the escape and rescue plan

- which safe and short escape routes you should use to leave the building in the event of an alarm;
- where **fire extinguishing equipment** is located, e.g. portable fire extinguishers or wall hydrants;
- where **fire alarm devices** are located, e.g. **push-button detectors**;
- where **safe waiting areas for people with restricted mobility** are located;
- where the **assembly point** is located that you should go to after leaving the building in the event of an alarm.



# How to behave in the event of fire



## Report fire:

- **Actuate push-button detector**  
*(Fire department and building (section) will be alarmed at the same time!)*

or

- **Alert the fire department via emergency number 112**  
*(Building (section) may also have to be alarmed via push-button detectors.)*

**NOTE:** Only the section of the building affected by the fire is alerted and evacuated.

The fire department can alert other parts of the building if necessary.

### Fire Safety Management Policy Part A

**Prevent fires**

Naked flames, fire, open ignitions sources and smoking are prohibited

**In case of fire:**

**Stay calm**

**Report fire**

Emergency number 112

**Leave the danger area**

24 hour technical help  
Riedberg Campus 29999  
Bockenheim Campus 23201  
Westend Campus 32250  
Ginnheim Campus 24520

**Attempt to put out the fire**

Use fire extinguisher  
Use wall hydrants  
Use other firefighting means

Warn people in danger  
Evacuate people in need of assistance  
Close doors  
Follow marked escape routes  
Do not use lifts  
Go to an assembly point  
Follow instructions

Goethe University Frankfurt am Main

Fire safety management policy, Part A pursuant to DIN 14096 05/2019 Goethe University Frankfurt am Main



## Following alarm signals:

- Stay calm and collected!
- Close windows and doors. Do not lock them!
- Warn people at risk!
- Fight incipient fires ONLY if this is possible without risk!
- Assist mobility restricted people; accompany them to safe areas.
- Only take personal belongings with you if they are immediately within reach!
- Leave building calmly and quickly using the marked escape and rescue routes!
- Do NOT use elevators!
- Avoid pushing, shoving and running; use the handrail in the stairwell!
- Always move below the smoke layer!
- Go to the assigned assembly point!
- Pass on important information to the emergency services! (e.g. about people remaining in the building, completeness)
- Follow instructions of the fire department, only re-enter building after clearance.
- Stop internal traffic during the evacuation! Private cars remain at the car park!



## Occupational health care

- is part of the preventive occupational health measures at Goethe University and is used to assess individual work-related stresses so that work-related health problems can be recognised and prevented at an early stage.
- is regulated in the **Ordinance on Preventive Occupational Health Care** (ArbMedVV) and can be carried out as **mandatory**, **optional** or **elective health care**.
- includes a **medical consultation**. Any **examinations** recommended by the company doctor **are only carried out with the consent of the employees**.
- The **need for preventive occupational health care is determined on the basis of a risk assessment** (assessment of hazards and stresses faced by employees). A **specific** reason for preventive care must be named in the **appendix of the Ordinance on Preventive Occupational Health Care** for any hazards identified in this process.

# Occupational health care



## Mandatory health care



Must be arranged by the employer.  
(before commencing work, repetition in defined intervals)  
Employees must attend  
Employer may only allow work to be carried out if preventive health care took place

**Example:** Business trips  
Activities in the tropics, subtropics and other temporary employments abroad with specific climatic stress and infection risks



## Optional health care



Must be offered by the employer.  
(before commencing work, repetition in defined intervals)  
Participation of employees is voluntary; preventive health care must be offered on a regular basis!

**Example:** Computer workstation  
Activities on screen devices/VDU



## Elective health care



Must be made available to employees by the employer at their request.  
  
However, not if there is no risk according to the risk assessment and no damage to health is to be expected.



- All employees who regularly work more than 2 hours a day at a computer screen can take advantage of the preventive optional health care “Activities on screen devices”.  
*Please register yourself for the first time. You will then be invited in writing every 3 years. Participation is voluntary.*
- Supervisors inform their employees of other necessary preventive occupational health care measures (mandatory and optional health care; e.g. when new employees are hired or on a regular basis as part of the instruction on occupational health and safety).
- **Preventive occupational health care** at Goethe University is performed by the **company doctors** during the planned consultation hours.
- **Appointment arrangements: Tel. 069-798 13629** or [orga-BA@uni-frankfurt.de](mailto:orga-BA@uni-frankfurt.de)

## Further information:

[Goethe-Universität — Arbeitsmedizinische Betreuung \(uni-frankfurt.de\)](https://www.uni-frankfurt.de)



- The **Maternity Protection Act** (Mutterschutzgesetz, MuSchG) protects the health of women and their children at work, training and study during pregnancy, after childbirth and while breastfeeding.
- For **pregnant/breastfeeding women**, special hazards must be taken into account in occupational health and safety measures.  
So that a risk assessment can be carried out at an early stage, a **pregnant woman should inform** her supervisor of her **pregnancy** and the expected date of delivery as soon as she knows that she is pregnant. A breastfeeding woman should inform her supervisor as soon as possible that she is breastfeeding.
- The notification of pregnancy is subject to data protection and may not be passed on to unauthorised third parties.
- In general, pregnant women may not be employed in the last 6 weeks before childbirth and 8 weeks after childbirth. (Note the exceptions according to Section 3 of the Maternity Protection Act!)





- **The supervisor**
  - **carries out the risk assessment** required by the Maternity Protection Act and, if necessary, **specifies special protective measures** for the woman,
  - **informs** the pregnant/breastfeeding woman **about the result of the risk assessment** and any necessary protective measures and **also offers** her a **discussion** about further adjustments to her working conditions.
  - **immediately sends the result** of the risk assessment **to the Human Resources Department** (Abteilung Personalservices, **PS**)
- **PS** forwards the result of the risk assessment to the supervisory authority (Regional Council of Darmstadt).

# Maternity protection



**Further information,  
instructions for action and  
checklist for risk assessment according to the Maternity Protection Act:**

Form center of the Human Resources Department:  
[Goethe-Universität — Formularcenter \(uni-frankfurt.de\)](https://uni-frankfurt.de/formularcenter)

Homepage of the Occupational Safety and Health Department:  
[Goethe-Universität — Mutterschutz \(uni-frankfurt.de\)](https://uni-frankfurt.de/mutterschutz)

# Ergonomics at computer workstations



- The basis for safe and healthy working in the office is an ergonomically designed computer workstation.
- Among other things, the **office swivel chair** and **desk** must be sufficiently customisable to the user's height and anatomical features and be state of the art.
- The Finance and Controlling / Purchasing Management Department provides framework contracts / agreements and order forms for the procurement of ergonomic office swivel chairs (also for computer workstations in laboratory areas) and work tables/desks.

[Goethe-Universität — Rahmenverträge \(uni-frankfurt.de\)](https://uni-frankfurt.de)

*Further information:*

[Ergonomische Gestaltung von Bildschirmarbeitsplätzen – Beschaffung von ergonomischen Bürodrehstühlen und Arbeitstischen](#)

# Ergonomics at computer workstations



- Please check independently if your computer workstation is sufficiently ergonomically designed. Use the '[Checklist for self-assessment of workstations](#)' for this purpose.

If you discover any deficits that cannot be corrected by yourself, please contact your supervisor.

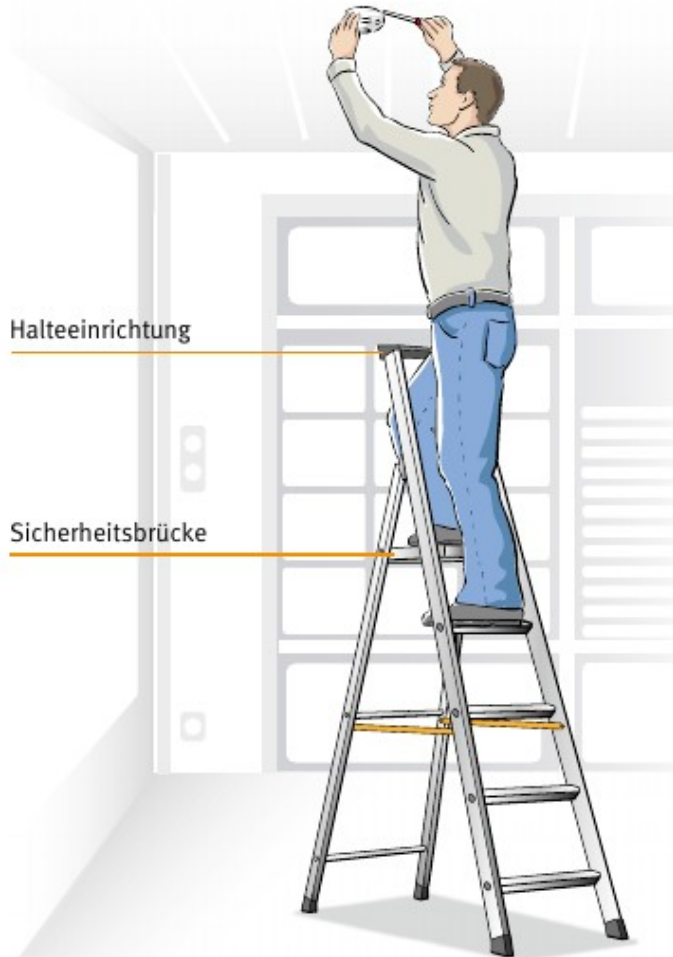
- The **Occupational Safety and Health Department** offers ergonomic advice on computer workstations (e.g. on the optimum individual adjustment of your office swivel chair).

[arbeitsschutz@uni-frankfurt.de](mailto:arbeitsschutz@uni-frankfurt.de)

4 Arbeitstisch		Ja	Nein	Ergebnis
4.1	Hat der Arbeitstisch eine ausreichend große Arbeitsfläche? (Breite: mind. 150 cm; Tiefe: mind. 80 cm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Ist ausreichend Beinraum vorhanden? (ausreichend Abstand zwischen Oberschenkel und Tischunterkante, Beinbewegungen und Streckbewegungen möglich)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Ist die Tischoberfläche nicht spiegelnd und frei von Reflexionen? (d.h. matt, höchstens seidenmat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Ist die Arbeitshöhe so eingestellt, dass eine ergonomisch günstige Arbeitshaltung und ausreichende Beinfreiheit erreicht werden kann? Beurteilungskriterien: - Oberarm hängt locker herab - Winkel zwischen Ober- u. Unterarm sowie zwischen Ober- u. Unterschenkel mindestens 90° bei Bedarf: Verwendung von Handballenauflagen u./o. Fußstützen (verstellbar in Höhe u. Neigung, Aufsatzfläche f. d. Füße mind. 25cm x 45 cm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Arbeitstuhl		Ja	Nein	Ergebnis
5.1	Steht ein kippelbarer Bürodrehstuhl mit 5 gebremsten Rollen zur Verfügung?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Ermöglicht der Stuhl individuell anpassbare, wechselnde, ergonomisch günstige Arbeitshaltungen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Sind die Rollen des Bürodrehstuhls dem Fußboden angepasst? (Teppichboden => harte Rollen (schwarz); Glatte Böden => weiche Rollen (grau))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Bildschirm		Ja	Nein	Ergebnis
6.1	Ist die Bildschirmgröße der Arbeitsaufgabe angemessen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Ist der Bildschirm dreh- und neigbar und in der Höhe verstellbar?  Ist die Bildschirmhöhe so eingestellt, dass die Sehachse bei Blick auf die Bildschirmmitte etwa 35° abwärts geneigt ist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Kann die Bildschirmarbeit bei nicht verdrehter und entspannter Kopf- und Körperhaltung ausgeführt werden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Beträgt der Sehabstand zum Bildschirm, je nach Bildschirmgröße und Auflösung, mindestens 50 - 70 cm? (Empfehlung: ca. drei Armänge)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Ist der Bildschirm durch richtige Aufstellung frei von Reflexionen und Spiegelungen? • Position nicht zu nahe am Fenster • Blickrichtung parallel zur Fensterfront • Blickrichtung parallel zu Deckenleuchten oder Leuchtbändern • Position zwischen - nicht unter - den Deckenleuchten/ Leuchtbändern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Ist das dargestellte Bild, auch bei seitlicher Blickrichtung, stabil und flimmerfrei?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

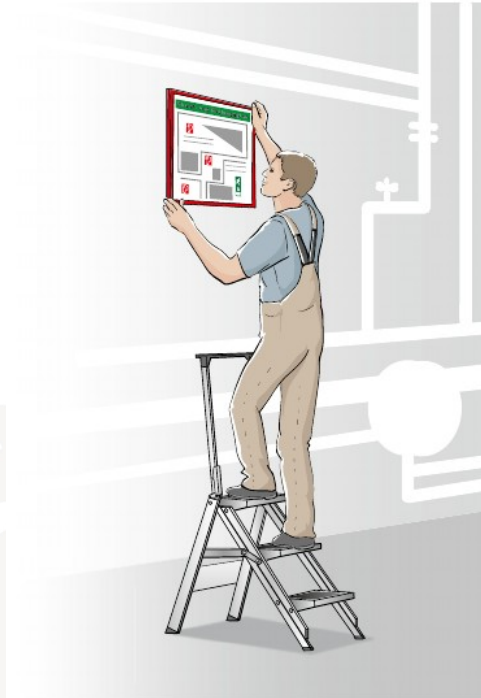
Gefährdungsbeurteilung Bildschirmarbeitsplatz Seite 2 von 5 Referat Arbeitsschutz - 06/2019

# Stepladders



- 1) Set up on solid ground
- 2) only climb when fully unfolded
- 3) Don't move directly from ladder onto shelves etc.
- 4) Don't use as leaning ladder

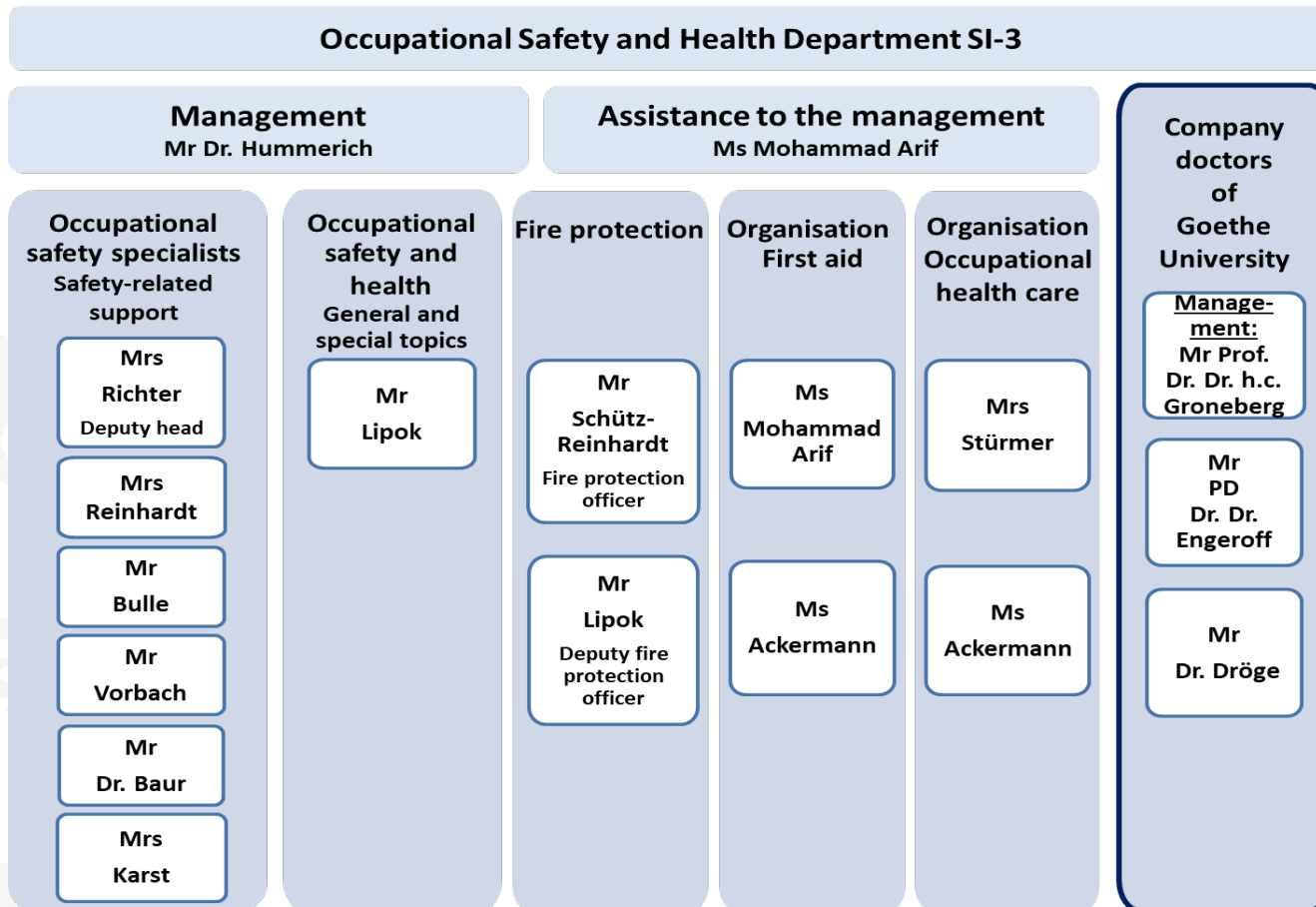
# Steps



- 1) use only provided steps (max. 1m high)
- 2) must be placed on firm, level and slip-resistant ground
- 3) Don't use damaged steps

If you have any questions or require advice, please contact the  
**Occupational Safety and Health Department**

[arbeitsschutz@uni-frankfurt.de](mailto:arbeitsschutz@uni-frankfurt.de)



or the other departments in the area of occupational safety and health and environmental protection.

[http://www.uni-frankfurt.de/74290366/Referate\\_Arbeits\\_Gesundheits\\_und\\_Umweltschutz](http://www.uni-frankfurt.de/74290366/Referate_Arbeits_Gesundheits_und_Umweltschutz)