

FIRE SAFETY AND OCCUPATIONAL HEALTH AND SAFETY TASKS AND OBLIGATIONS FOR THE STAFF MEMBERS AND STUDENTS.

1. Fire hazard.

Fire hazard is a set of factors which affect the outbreak and propagation of fire and, in consequence, affect the safety of people and property.

2. Occupational health and safety

Occupational health and safety is a set of regulations, methods and organisational, technical and investigation means, whose aim is to provide safe and hygienic work conditions. The right to safe and hygienic work conditions is one of the basic rights guaranteed by the Polish Constitution of 02 April 1997 (Journal of Laws Dz. U. no. 78, item 483, as amended).

3. The potential causes of fire in the building

The outbreak of fire in the rooms of the building may be caused by the following:

- casting glowing cigarette butts on combustible materials,
- short circuits, overloads in the electric system,
- leaving electrical devices unattended or putting heating devices directly on combustible materials,
- careless handling of open fire, including:
 - leaving stoves and other similar devices with open fire unattended,
 - leaving non-electrical sources of light unattended, e.g. candles,
- lightning discharge,
- non-observance of the basic fire safety rules and regulations,
- causing fire or fire hazard intendedly or accidentally.

4. The factors which affect the fire safety of buildings result most frequently from:

- the storage, accumulation of combustible materials in the place of fire protection separation,
- the storage, even if only temporary, of combustible materials on the internal passageways which may be used for evacuation or close to passage and exit doors,
- disorder and lack of cleanliness in the rooms and on the internal passageways, and the lack of systematic emptying of the waste buckets and garbage bins.

5. The building staff and the students are obliged to:

- read the relevant Fire Safety Instruction and the occupational health and safety rules for the dormitories
- participate in the fire safety trainings and the health and safety trainings (staff)
- know the fire emergency or other hazards procedure and the rules of notifying the Fire Service, Ambulance Service or the Police),
- know when and how to use the fire safety devices in the building,
- know the rules for the use of the portable fire-fighting equipment,
- immediately undertake activities to remove the irregularities which may cause an accident-, outbreak of fire- or explosion,
- share with the owner of the building their comments and conclusions regarding the improvement of the fire safety and the occupational health and safety.

6. In the case of fire or other hazard every staff member and student is obliged to:

- alarm the persons in the hazard zone and in its neighbourhood,
- notify the owner of the building about the event and about the necessity to call the Fire Service (phone no. 998 or 112 from mobile phones or land lines), about the obligation to give first aid (call 997 - the Police, 999 - the Ambulance or 112 from mobile phones or landlines),
- evacuate all persons from the building,
- begin the rescue-and-fire-fighting, life-saving or other operations,
- follow the orders of the person in charge of the rescue operation.

7. All staff members are obliged to know the current information regarding:

- the number of persons present in the building (reception officer)

- the distribution of the alarm means and the alarm rules
- the distribution of the hand fire-fighting equipment and the fire safety devices and how to use them
- the plan of the building, the passageways and the direction of emergency routes and exits,
- to give first aid to the injured (obligatory participation in the trainings)
- location of the keys including the spare keys,
- location of the emergency power off button,
- location of the emergency assembly points,
- know the rules and regulations concerning fire-safety and occupational health and safety.

8. The persons who lock rooms after the end of the work are obliged to:

- make sure that no fire has originated,
- switch off all electrical devices which are not devised for constant use with specific reference to the kitchen rooms.

9. Prohibited activities

To ensure proper safety in the building and in the adjacent area, it is prohibited to:

- store any materials on the general passageways designated for emergency or to place any items on the passageways in such a manner that their width or height is below the limits set forth in the adequate regulations;
- close the emergency exit doors in a manner which makes it impossible to use them immediately in the event of fire or other emergency;
- use open fire, smoke cigarettes and do anything which might initiate the inflammation of materials (the smoking ban and the ban on open fire is valid for the entire building);
- use installations, devices and tools which are not in a good state of repair or to use them in a manner other than their intended use and in the conditions other than those specified by the manufacturer;
- store combustible materials outside the buildings, closer than 4 m from the boundary of the adjacent plot of land;
- use electrical heating devices placed directly on combustible materials, with the exception of devices which are used in accordance with the conditions specified by the manufacturer;
- store combustible materials and to place combustible decoration or fixtures and fittings closer than 0.5m from:
 - the devices and equipment whose external surfaces may heat up to over 100 C,
- store combustible materials in the maintenance rooms, on the general passageways and in the cellars;
- fail to inform the health and safety officers about accidents;
- place room decoration elements, devices and equipment in such a manner that they decrease the size of the emergency passageway below the limits indicated in the technical-construction regulations;
- disable or limit the access to:
 - - fire extinguishers and fire safety devices,
 - - water sources for the purpose of fighting fire,
 - - emergency exits,
 - - emergency power off buttons and dashboards and the main gas valves.

10. The sanitary rooms should be adequately fitted and kept in good state of repair and cleanliness.

11. The rooms of the dormitory should meet the conditions regarding the lighting, ventilation, heating and the usable area, set forth in the order of the Minister of Work and Social Policy of 26 September 1997 on the General Occupational Health and Safety Regulations including the specific use needs and functions of the individual rooms.

12. The Students' Dormitory Administrator shall brief the accommodated students on the occupational health and safety and fire safety rules, the fire safety instruction and the students shall confirm their participation in the briefing with their signatures on a certificate provided to them by the Administrator.