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**General Instruction on Occupational Safety and Health for
Students, Interns, Volunteers, and Employees**

Katowice 2024

Table of Contents:

1. Purpose and Participants of the Training
2. Essence of Occupational Safety and Health
3. Scope of Duties
4. Liability for Violating Regulations
5. Basic Principles of Safe Work
6. Rules for Moving Around the Hospital Premises
7. Order and Cleanliness in the Workplace
8. First Aid

1. Purpose and Participants of the Training

This training is intended for students undergoing internships and pupils undertaking practical vocational training at the Hospital.

The training aims to familiarize participants with:

- The basic occupational safety and health regulations contained in the Labor Code, collective labor agreements, or workplace regulations.
- The occupational safety and health regulations and principles applicable at UCK in Katowice.
- The principles of providing first aid in case of an accident.

2. Essence of Occupational Safety and Health

The subject of protection in the work safety system is human health. Therefore, the concept of work safety encompasses legal guarantees that serve to secure human health and life in the work process. Broadly, it includes all labor law norms established in the interest of workers and protecting these interests. Occupational safety and health regulations constitute the primary set of work protection norms. In Poland, these regulations are statutorily defined in the tenth section of the Labor Code and other subordinate legal acts such as regulations. Their purpose is to counteract any threats to health and life arising in the work process. Compliance with these regulations by employees improves working conditions, thereby providing better protection for their health and life.

3. Scope of Duties and Rights of Employers, Employees, and Organizational Units in Occupational Safety and Health

According to the Labor Code, the duties of the employer include:

- Familiarizing employees starting work with their duties, methods of performing work at designated positions, and their basic rights.
- Ensuring safe and hygienic working conditions and conducting systematic training for employees in occupational safety and health.
- Organizing work in a manner that ensures safe and hygienic working conditions.
- Ensuring compliance with occupational safety and health regulations and principles in the workplace, issuing orders to eliminate deficiencies in this area, and supervising the implementation of these orders.
- Executing orders, statements, decisions, and directives issued by supervisory bodies over working conditions.
- Implementing recommendations of the social labor inspector.
- Ensuring that tasks posing particular threats to health or life are performed by at least two people to provide assistance.
- Informing employees about occupational risks associated with their work and the principles of protection against these threats.
- Conducting at its own expense tests and measurements of harmful factors for health, registering and storing the results of these tests and measurements, and making them available to employees.

- Providing employees working in particularly arduous conditions with appropriate meals and drinks free of charge if necessary for preventive reasons.
- Ensuring employees have appropriate sanitary facilities and providing necessary personal hygiene products, as well as means for first aid in case of an accident.
- Taking necessary action to eliminate or limit the threat, providing first aid to the injured, and determining the circumstances and causes of the accident and implementing appropriate preventive measures.
- Training employees in occupational safety and health before allowing them to work and conducting periodic training in this area.
- Providing employees with free personal protective equipment against dangerous and harmful factors in the work environment that meet conformity assessment requirements, and instructing them on how to use this equipment.
- Providing employees with free work clothes and footwear if their personal clothing may be damaged or heavily soiled due to technological, sanitary, or occupational safety and health requirements.

Employees' duties include:

- Adhering to the working hours established at the workplace.
- Following workplace regulations and the established order at the workplace.
- Familiarizing themselves with and adhering to occupational safety and health regulations and fire protection regulations.
- Maintaining machines, devices, tools, and equipment in proper condition and keeping the workplace orderly.
- Using collective protection measures.
- Using assigned personal protective equipment and work clothes and footwear according to their purpose.
- Undergoing initial, periodic, and control medical examinations and following medical recommendations.
- Immediately informing the supervisor about any workplace accident or life-threatening situation and warning colleagues and other persons in the hazard area about the danger.
- Cooperating with the employer and supervisors in fulfilling occupational safety and health obligations.

Procedures

All applicable procedures, ISO documents, and risk assessments for specific positions are available on the Hospital's intranet.

Employees have the right to refrain from performing work, notifying their supervisor immediately, if the working conditions do not meet occupational safety and health regulations and pose a direct threat to health or life or if the work performed threatens such danger to other persons.

Employees have the right to leave the hazard area, notifying their supervisor immediately if refraining from work does not eliminate the direct threat to health or life.

Employees have the right, after notifying the supervisor, to refrain from performing work requiring special psychophysical fitness if their psychophysical condition does not ensure safe performance of work and poses a threat to others.

The types of work requiring special psychophysical fitness are specified in the Regulation of the Minister of Labor and Social Policy of May 28, 1996, on the types of work requiring special psychophysical fitness (Journal of Laws No. 62, item 287).

The aforementioned employee rights do not apply to employees whose duty is to save human life or property.

4. Liability for Violating Occupational Safety and Health Regulations or Principles

Every employer and employee is responsible for violating occupational safety and health regulations or principles.

- **Disciplinary (Art. 108 of the Labor Code)** Applies to all employees in the workplace; the employer can punish all employees for violating occupational safety and health regulations and principles: with a reprimand, a warning, or a financial penalty.
- **For offenses against employees' rights (Art. 283 of the Labor Code)** Applies to individuals responsible for occupational safety and health in the workplace or those supervising employees in case of non-compliance with occupational safety and health regulations or principles. In cases of offenses against employees' rights, labor inspectors of the National Labor Inspectorate impose fines up to PLN 1,000 or request the district court to impose a fine.
- **Criminal (Art. 220 and 221 of the Penal Code)** Applies to individuals responsible for occupational safety and health in the workplace who fail to fulfill their duties, thereby exposing an employee to direct danger of losing life or severe health detriment. These individuals are subject to imprisonment for up to 3 years, or if the perpetrator acts unintentionally — to a fine, restriction of liberty, or imprisonment for up to one year.

Individuals who, despite their duty, fail to notify the relevant authority about a workplace accident or occupational disease within the specified time or fail to prepare the required documentation, are subject to a fine up to 180 daily rates or restriction of liberty.

5. Basic Principles of Safe Work

- Focus all attention on what you are doing, work carefully and diligently.
- Always perform work in accordance with the documentation and supervisor's instructions.
- If you do not know or understand something, ask the supervisor for instructions.
- Always use the necessary protective equipment (helmet, goggles, respirator, etc.).
- Be careful not to endanger others while working.
- Do not perform tasks for which you are not properly qualified.

- Do not remove protective guards from mechanical devices.
- Do not use damaged tools and equipment.
- Do not repair tools and equipment, especially electrical, by yourself.
- Do not smoke or use open flames in places where it is prohibited.
- Before performing any work, think about how to do it safely.

6. Rules for Moving Around the Hospital Premises

- Use only designated roads, sidewalks, and passages.
- Mechanical vehicles should move only on designated roads.
- When moving on foot within the facility, employees are required to use only designated pedestrian routes.
- In the absence of a pedestrian route (sidewalk), walk on the left side of the roadway.
- Secure items, machine parts, or tools when carrying them to avoid obstructing other road users.
- Exercise extreme caution when entering the roadway and ensure that no vehicles are moving on it.
- Do not block or litter transport routes.
- Do not obscure, relocate, alter, or remove road signs and signals or warning and protective devices.
- Exercise particular caution when walking on stairs.
- Do not enter rooms where entry is prohibited (operating rooms, X-ray laboratories, MRI laboratories) without the permission of the responsible person.

7. Order and Cleanliness in the Workplace and Personal Hygiene of the Employee - Their Impact on Employee Health and Safety

Personal Hygiene Principles

The employee's daily routine should conform to hygiene guidelines and include:

- Eating meals (e.g., preventive or regenerative) at a fixed, specified time.
- Organizing work rationally.
- Frequently changing underwear and clothing when possible.
- Regular body washing.

Employees should:

- After arriving at work and putting on work or protective clothing, leave their personal clothes in the locker room in designated lockers.
- Maintain the cleanliness and condition of work clothing; if soiled or torn, wash or repair it.
- Wash hands before each meal, and avoid touching the mouth and eyes with dirty hands.
- Remember that no materials intended for production should be rinsed or work-related liquids poured into washing facilities.
- Avoid drinking water that does not meet sanitary standards.
- Keep locker rooms orderly.

- After finishing work, wash thoroughly, preferably in the shower, change into personal clothing, clean work clothes, and clean and preserve footwear.

8. First Aid

First Aid Principles and Procedures in the attachment.