

APPROVED by
Order No. R-93 of the Chancellor of
Vilnius University of 19 February 2020

**VILNIUS UNIVERSITY SAFETY AND HEALTH INSTRUCTIONS FOR EMPLOYEES
WORKING WITH VIDEO TERMINALS AND OTHER ELECTRICAL EQUIPMENT
NO. SD-56**

**CHAPTER I
GENERAL PROVISIONS**

1. The Vilnius University Safety and Health Instructions for Employees Working with Video Terminals and Other Electrical Equipment (hereinafter – Instructions) aim to ensure that persons working at Vilnius University (hereinafter – University) under employment contracts (hereinafter – employees) safely perform the tasks assigned to them and avoid accidents or health disorders.

2. These Instructions are intended for all employees of the University who work with computers and use various office equipment or other electrical devices (hereinafter – work equipment).

3. An employee must:

3.1. know how to use the provided work equipment, comply with the occupational safety and health requirements established in legal acts, take care of his own safety and health and the safety and health of other employees by using his own knowledge, and follow the instructions of his immediate superior;

3.2. if it becomes apparent to the employee that he is unable or unfit to perform an assigned task safely, the employee must refrain from commencing work or immediately stop working, and must inform his immediate superior thereof;


3.3. maintain cleanliness and order in his workplace, observe the requirements of personal hygiene, be sober and not intoxicated with any psychotropic substances;

3.4. undergo regular health checks in accordance with the procedure laid down by the University;

3.5. in the event of an accident, incident at work, or in the event of witnessing an incident, immediately notify the immediate superior and employees of the Civil and Occupational Safety Service of the Central Administration of the University, immediately provide first aid to the injured person and, if necessary, call an ambulance via the emergency number 112, do not change anything at the site of the incident, and, if necessary, take a picture of the site before changing anything;

3.6. know the location of the first aid kit and how to provide first aid;


3.7. in the event of a fire, call the emergency number 112, extinguish the fire with the available fire-fighting equipment if this does not pose a risk to the employee's life and health, and inform the immediate superior. In all other cases, the employee must leave the building via the


nearest exit route (elevators must not be used during a fire), go to the marked assembly point , and notify the immediate superior of the successful evacuation;


3.8. know at least several exits from the building and be familiar with the evacuation plan of the floor.

CHAPTER II


OCCUPATIONAL RISK FACTORS AND MEASURES TO AVOID HAZARDS

4. Working on a computer  :
- 4.1. Possible consequences – fatigue, visual impairment, eye pain, dry eye syndrome, possible work errors.
- 4.2. Source of hazard – uncomfortable working position, limited working space, higher likelihood of eyestrain, etc.
- 4.3. To avoid hazards, an employee must:
- 4.3.1. use portable sources of light (desk lamps) if the overall illumination is too low. If there are no portable sources of light or the poor illumination problem is not resolved, the employee must notify his immediate superior and the Civil and Occupational Safety Service of the Central Administration of the University;
- 4.3.2. control the position of his body during work, and adjust his work chair in accordance with the recommendations provided in Annex 1 to the Instructions;
- 4.3.3. take 5 (10) minute breaks every hour after working on the video terminal for 1 hour.

5. Electric shock  :
- 5.1. Possible consequences – injuries of various severity, thermal burns, heart failure, death.
- 5.2. Source of hazard – broken ground wire, failure of equipment and tools, disorderly electrical plugs and sockets, careless behaviour, etc.
- 5.3. To avoid hazards, an employee must:
- 5.3.1. use only technically sound work equipment and electrical devices. Upon noticing any equipment malfunctions (electric shock, unusual smell or sound, sparks, etc.), the employee must immediately disconnect the equipment from the mains and inform his immediate superior. Employees should not attempt to repair equipment themselves. Employees can continue using the equipment after all of the malfunctions have been eliminated;
- 5.3.2. turn off and unplug electrical equipment when performing maintenance on office equipment (changing paper or ink cartridges, cleaning equipment, etc.) or when moving the equipment;
- 5.3.3. use work equipment and electrical devices for their intended purpose only and in accordance with the requirements for safe use specified in the documents of the equipment;
- 5.3.4. before switching on electrical equipment, make sure that the power cord length is sufficient or that there is no possibility of tripping over the wires. The employee must also ensure that the power cord does not come into contact with hot, humid and sharp surfaces, and is protected against mechanical damage;

6. Hot surfaces, hot parts of equipment and machinery  :
- 6.1. Possible consequences – thermal wounds of various severity (burns).
- 6.2. Source of hazard – hot liquids (coffee, tea), hot printer or household appliances, etc.
- 6.3. To avoid hazards, an employee must:
- 6.3.1. not touch hot surfaces that cannot be covered with protective measures;

6.3.2. be especially careful when carrying hot drinks, and be careful when walking around corners so as not to collide with other people.

7. Slipping, falling, obstacles :

7.1. Possible consequences – injuries of various severity (bone fractures, musculoskeletal injuries).

7.2. Source of hazard – wet floor, disorderly workplace, obstructions on passageways, unmaintained sidewalk, icy, potholed road, rushing, etc.

7.3. To avoid hazards, an employee must:

7.3.1. maintain cleanliness and order in the workplace at all times, remove unnecessary objects that could interfere with work, make sure that passageways are not obstructed, and not leave any drawers open;

7.3.2. after spilling liquids, the employee must clean them immediately so that the flooring in the workplace would be non-slippery and dry;

7.3.3. walk carefully in areas marked with the sign "Caution – slippery";

7.3.4. carefully climb up and down stairs by using handrails for support;

7.3.5. use only stable, orderly platforms for climbing. It is prohibited to climb on random items (chairs with wheels, cardboard boxes, etc.), or to jump off of platforms;

7.3.6. not rush when walking outside, pay attention to what is on the ground, especially in the cold season, when the road surface becomes slippery or ice clumps form due to weather conditions.

8. Psychological tension, stress, violence :

8.1. Possible consequences – various illnesses, acute or chronic diseases.


8.2. Source of hazard – noise, conflicts, pace of work, organizational changes, responsibility.

8.3. To avoid hazards, an employee must:

8.3.1. try to avoid stressful situations and resolve conflicts peacefully;

8.3.2. talk to his immediate superior about the organization, form and scope of work;

8.3.3. contact his immediate superior in situations of concern.

9. Other factors (remote work, business trips, etc.) :

9.1. Possible consequences – various injuries.

9.2. Source of hazard – factors present in other institutions or in the remote workplace.

9.3. To avoid hazards, an employee must:

9.3.1. when going to another institution, get acquainted with the requirements and possible hazards established in that institution, and be especially careful when going through doors (thresholds, glass doors) and climbing stairs (poor lighting, non-standard or broken stairs, etc.). When performing tasks in other companies or their areas, follow the requirements of safety signs, be aware of operating machinery, etc., and perform only those tasks that were assigned by the immediate superior;

9.3.2. when working remotely or in another institution, follow the safety rules in the same way as when working on the University premises;

9.3.3. before working remotely, independently assess the suitability and potential hazards of the intended remote workplace in accordance with the requirements set out in Annex 2. If a

remote workplace does not meet the requirements set out in Annex 2, the employee must immediately stop working and take measures to eliminate the hazards or choose another remote workplace that meets the requirements set out in Annex 2;

9.3.4. during the winter season, walk at a safe distance from buildings, beware of accumulated snow or icicles that may fall off the roofs of buildings.
