



SAFE UNIVERSITY



JUNE 2022



BERGISCHE
UNIVERSITÄT
WUPPERTAL

CONTENT

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PREFACE	4	4. INSTRUMENTS AND MEASURES OF OCCUPATIONAL SAFETY	31
1. WHAT TO DO IN CASE OF EMERGENCY, IN THE EVENT OF A FIRE AND IN THE EVENT OF A WORK-RELATED ACCIDENT	7	INSTRUMENTS OF OCCUPATIONAL SAFETY	32
IN CASE OF EMERGENCY	9	_Hazard assessment	32
IN THE EVENT OF A FIRE	10	_Safety operation instructions	33
IN THE EVENT OF A WORK-RELATED ACCIDENT	12	_Training	34
_Minor injuries	12	INSPECTING ELECTRICAL EQUIPMENT	36
_Work-related Accidents	13	PERSONAL PROTECTIVE EQUIPMENT	37
_Accident insurance consultants	14	REFUSE DISPOSAL	38
_Hospitals with casualty departments	15	OCCUPATIONAL HEALTH AND SAFETY	39
2. EMERGENCY INFRASTRUCTURE	17	_AGUM system	39
CONTACT PERSONS		(Health, Safety and Environmental Management System)	
EMERGENCY INFRASTRUCTURE	18	_Healthy university	40
_Assembly points, escape and emergency routes	18	_Advice on workplace ergonomics	40
_First aid room	19	5. HOW TO BEHAVE IN THE EVENT OF AN EMERGENCY, A CRISIS OR A THREAT	43
_Automated external defibrillator	19	CONFLICT MANAGEMENT	44
OCCUPATIONAL HEALTH AND SAFETY – CONTACT DETAILS	20	_Taking measures	44
_Occupational-medical care	20	_Solution-oriented dispute resolution	45
_Addiction	21	_Mental and psychological strain	45
_Conflict counselling	21	EXCEPTIONAL HAZARDOUS SITUATIONS AND CONFLICTS	46
3. LAWS AND DUTIES, SPECIFIC GROUPS OF PERSONS	23	ACTIVITIES OF EXTREMISTS AND AND INTELLIGENCE SERVICES	47
LAWS AND DUTIES	24	_Recruitment attempts by extremist groups of students	47
_Duties of the employer	24	_Attempts to obtain data of foreign students and visiting researchers by political opponents and dissidents	47
_Laws and duties of the employees	25	_Industrial and scientific espionage	48
SPECIFIC GROUPS OF PERSONS	26	_Extremists' propaganda	48
_Legal protection of working mothers	26	_Persons to contact in case of critical incidents	49
_Representative body for severely disabled employees	28	6. CAMPUS MAPS	51
		LEGAL NOTICE	55



Dear members of the university,

Our physical and mental health has a determining influence on our quality of life. An accident at work or a work-related illness can impair or reduce the quality of life permanently, and therefore will have an impact not only on you but on your family and colleagues as well.

In terms of a successful long-term occupational health and safety strategy, safe workplaces and a healthy working environment require that employees play their part in achieving this common goal. The legislator enacted prevention-oriented regulations based primarily on European Law (structural prevention).

These rules and regulations aim to support employers to take appropriate precautionary measures, to put them into practice, and to review their effectiveness. Furthermore a safe behaviour and a responsible dealing with e.g., equipment and materials are clearly defined, including not only the superiors' exemplary function, but also the actions of every single employee (behavioural prevention). Professors are responsible for their employees' occupational health and safety by statutory order. The same applies to you if the accomplishment of these tasks were assigned to you as administrative head of a central organizational unit or a department by your superior. This includes carrying out the hazard assessment and giving regular workplace-related briefings (cf. chapter 4). The brochure at hand aims to assist you and your employees in getting a secure start at the University of Wuppertal. On the following pages, you will find a summary of important information, contact details, and rules of conduct in a condensed form.

Prof. Dr.-Ing. habil. Anke Kahl
*Vice-President for Finance,
Planning and Transfer*

Dr. Roland Kischkel
*Vice-President for
Administration and Finance*



WHAT TO DO IN CASE
OF EMERGENCY,
IN THE EVENT OF A FIRE
AND IN THE EVENT
OF A WORK-RELATED
ACCIDENT



1

IN CASE OF EMERGENCY

A situation where urgent assistance is needed is generally called an emergency. In case of an emergency, please adhere to the following information. It is printed on cards in check card format and is distributed to all employees by Department 5, Section 5.5.

University
emergency number

2121

Or from a mobile phone 0202 439-2121

THE EMERGENCY CALL

- WHO** is calling? (Name/Room/Telephone number)
- WHERE** did it happen? (Building/Level/Room number)
- WHAT** happened? (Describe the situation)
- HOW MANY** casualties?
- WHAT** type of injury?
(Bleeding/ Is the person responsive?)
- WAIT** for further questions or queries!



The employees of the security centre will immediately forward the emergency call to the fire brigade, the university's paramedics, and the caretakers, who are sent to the scene of the accident to be briefed.

IN THE EVENT
OF AN ACCIDENT
OR FIRE: CALL
THE POLICE?

Always call the
in-house emergency
service first!



IN THE EVENT OF A FIRE

STAY CALM!

1. How to report a fire



1. In-house emergency number 2121 From a mobile phone 0202 439 - 2121

WHO is calling? (Name/Room/Telephone number)

WHERE did it happen? (Building/Level/Room number)

WHAT happened? (Describe the situation)

HOW MANY casualties?

WHAT type of injury? (Bleeding/ Is the person responsive?)

WAIT for further questions or queries!

2. Get yourself and others to a safe place



_In close proximity: Ask people to leave the building

_Take endangered people with you

_Close doors

_Follow marked escape routes

_Do not use lift

_Follow the instruction

3. Attempt to extinguish the fire



_Use fire extinguisher

_Stay in close proximity to the exit



FIRE FIGHTING EQUIPMENT

Become acquainted with the fire fighting equipment and how to use it. If there is no fire fighting equipment, please contact Section 5.5. The recommendations on the following pages will help you when using a fire extinguisher.

Take measures for self-protection and keep the exit route free before you fight the fire.

Fire safety training is offered on a regular basis by Section 5.5. The training takes between 2 and 3 hours. The dates will be announced in the internal memo.

- Extinguish the fire downwind. Keep your distance. Extinguish the burning material not the flames.
- Extinguish extensive blazes from the front to the back.
- Squeeze levers, release to stop. Use only as much extinguishing agent as needed. Use reserve in case of re-ignition.
- Extinguish liquid fires and fires caused by dripping substances from the top down.
- Use several fire extinguishers at once, not one after another.
- Extinguish fires burning on a person with a fire extinguisher.
- Take account of any back draft. Watch out for re-ignitions. Do not leave the fire immediately, but carefully observe it.
- Do not return once used fire extinguishers to their place. They must be refilled and checked. Replace fire extinguishing spray and check the fire extinguisher after use.

IN THE EVENT OF A WORK-RELATED ACCIDENT

In the event of a work-related accident, please adhere to the following procedure. This information is provided by Section 5.5 to all employees in various ways: printed on cards in check card format, online, and during the instruction.

STAY CALM!

1. Report an accident



In-house emergency number 2121
From a mobile phone 0202 439 - 2121

WHO is calling? (Name/Room/Telephone number)

WHERE did it happen? (Building/Level/Room number)

WHAT happened? (Describe the situation)

HOW MANY casualties?

WHAT kind of injuries? (Bleeding/Is the person responsive?)

WAIT for questions or queries!

2. First aid



_Secure the scene of the accident

_Care for the injured

_Follow instructions

3. Additional measures



_Brief rescue workers

_Keep onlookers away



MINOR INJURIES

If smaller injuries are treated (e.g., plasters to cover wounds), a documentation of first-aid services in an accident book is required. It can be used as a proof in case of insurance claims arising later. Each first-aid-box contains an accident book. Alternatively, it can be kept in the secretary's offices, in the university's workshops, or in the laboratories. If names lis-

ted in the accident book should not be made publicly available, it can be administered and kept centrally, e.g., in the dean's office. Registration forms can be used alternatively. They can be downloaded in the AGUM system (see Chapter Health, Safety and Environmental Management System, p. 39).



WORK-RELATED ACCIDENTS

A work-related accident is any accident that occurs during any professional activity at the university or during any other activity covered by the Statutory Accident Insurance.

An accident that occurs when travelling from home directly to the workplace at the university campus or back is a commuting accident. It is classified as an occupational accident and insured accordingly. If an employee has an accident when driving from one university site to another (official trip) it is a work-related road accident, which is treated like a work-related accident.

Any work-related accident which is followed by a consultation of a doctor or a visit to the hospital and thus incurs costs must be reported and include a description of the sequence and causes of the accident. An accident can also be reported even if the injured person has not been to the hospital or seen a medical specialist.

Our **employees' and students'** accident insurance agency is Unfallkasse NRW.

UNFALLKASSE NRW

Regionaldirektion Rheinland

P.O. box 330420

D-40437 Düsseldorf

Telephone 0211 28080

You can receive accident report forms at Department 5, Section 5.5. They have to be completed and returned promptly. Forms for an accident report can also be retrieved from the Health, Safety and Environment Management System, see "accident notification" (cf. Chapter Health, Safety and Environment Management System, p. 39).

After a work-related accident, an employee should visit an accident insurance consultant or a medical specialist for accident injuries in order to be treated and assessed medically.

IN THE EVENT OF A WORK-RELATED ACCIDENT

ACCIDENT INSURANCE CONSULTANTS

DOCTOR'S OFFICE	DOCTOR	ADDRESS	TELEPHONE NUMBER (external 0202 ...)
Praxis	Dr. Talal Adi	Kleine Klotzbahn 22, 42105 W-Elberfeld	0 445284
Praxis	Dr. Heinrich Heuer	Arrenberger Str. 20, 42117 W-Elberfeld	0 453525
COG – Chirurgisch- Orthopädische- Gemeinschaftspraxis	Dr. Werner Boxberg, Dr. Karl Elsner	Friedrich-Ebert-Str. 128a, 42117 W-Elberfeld	0 3099970
Praxisklinik Hofaue für Chirurgie, Standort Elberfeld	Dr. Tim Heinz	Hofaue 91–93, 42103 W-Elberfeld	0 459099
Praxis	Dr. Christoph Gekle	Neumarktstr. 46, 42103 W-Elberfeld	0 258590080
OCC – Orthopädisch Chirurgisches Centrum	Dr. Marc te Poel	Zwinglistr. 4–6, 42275 W-Barmen	0 5155140
Chirurgisch-berufs- genossenschaftliche Gemeinschaftspraxis	Dr. Christian Fuhrmann, Kai Sievers	Widukindstr. 4, 42289 W-Oberbarmen	0 2815840
Praxis	Dr. Volker Schmitt	Westkotter Str. 173, 42277 W-Oberbarmen	0 9746260
Praxis	Dr. Jochen Becker	Staubenthaler Höhe 54, 42369 W-Ronsdorf	0 465858
Chirurgisches Zentrum Vohwinkel	Dr. med. Vladimir Sinitsin, Dr. med. Tatjana Sinitsina	Kaiserstr. 39, 42329 W-Vohwinkel	0 784705



The up-to-date information can be retrieved via the search mask. It is also possible to search for an accident insurance consultant near one's place of residence.

In order to search for accident insurance consultants located in other cities, please visit the website of the DGUV (German Social Accident Insurance) (*in German available only*):

www.dguv.de/d-arzt

Pension entitlements for **officials** are regulated by the "Unfallfürsorgevorschriften" (accident prevention regulations for officials). A work-related accident and a request for welfare benefits must be reported to Department 4, Section 4.1.

ATTENTION,
in case of eye or dermal injuries, it is not necessary to visit an accident insurance consultant. **As a general rule,** the injured person needs to be transported to the hospital immediately.

HOSPITALS WITH CASUALTY DEPARTMENTS

HOSPITAL	ADDRESS	TELEPHONE NUMBER (external 0202 ...)
Helios Klinikum Wuppertal	Heusnerstraße 40, 42283 W-Barmen	0 8960
Agaplesion Bethesda Krankenhaus	Hainstraße 35, 42109 W-Elberfeld	0 2900
Petrus-Krankenhaus	Carnaper Straße 48, 42283 W-Barmen	0 2990





EMERGENCY
INFRASTRUCTURE

CONTACT PERSONS



2

EMERGENCY INFRASTRUCTURE

ASSEMBLY POINTS, ESCAPE AND EMERGENCY ROUTES

Familiarize yourself with the emergency facilities and escape routes around your workplace and in the building where you are located. The escape routes are displayed on each escape and rescue plan.

Because of the existing topography and the organizational as well as the building structure, it is not possible to determine assembly points for all buildings. For that reason specific rules apply to assembly points at individual sites.

GENERALLY THE FOLLOWING APPLIES:

In case of an emergency or in case of an alarm all persons must leave the building immediately.

For these cases assembly points are to be determined in your respective department. Our team in Section 5.5 offers support in determining assembly points in your respective department as part of the hazard assessment.



CAMPUS	ASSEMBLY POINTS
Griffenberg	in front of building VW, for the remaining buildings define internally
Freudenberg	Large parking lot, set internally
Haspel	set internally

Emergency exits may not be obstructed and must be clearly marked (emergency sign: emergency exit).



Fire doors must be kept closed at any time. It is strictly forbidden to wedge, adjust, or fasten the door or anything alike. A spreading of the smoke can only be prevented effectively by closed fire doors. Exceptions are fire doors equipped with an automatic locking mechanism.



In case of cardiac arrhythmia such as ventricular fibrillation or ventricular tachycardia (heart palpitations) a defibrillator can save lives.

FIRST AID ROOM

For emergency purposes or first aid measures, please go to the first aid room in building G (G.08.04). Here, preventive occupational medical examinations are carried out as well as personal consultations are offered to the employees.

When necessary, a key for the first aid room can be collected at the security centre (main entrance).

AUTOMATED EXTERNAL DEFIBTILLATOR (AED)

The following table lists the sites at the University of Wuppertal where defibrillators can be found. These AED can also be used by medical non-professionals, because they are equipped with easy-to-follow audio instructions to help (trained) first aiders to apply them correctly (step-by-step).

WHERE IS MY NEAREST DEFIBRILLATOR/AED?	LOCATION
Campus Griffenberg G.08	Main entrance/ security centre
Campus Griffenberg I.12	Refectory, between fitness centre BergWerk and sports & design cafeteria
Campus Griffenberg W.08.089	Central hallway, towards building W, next to the First Aid Room
Campus Haspel HA.00.13	Hallway
Uni-Halle	Instructors' room

OCCUPATIONAL HEALTH AND SAFETY – CONTACT DETAILS

INSTITUTION	NAME	TELEPHONE	ROOM
Dept. 5.5 – Occupational Health and Safety			
Safety engineer	Arno Ueberholz		L.10.09
Assistant	Birgitt Mütze	5002	L.10.08
Safety technician	Jens Künstler	2842	L.10.20
Safety engineer	Joy Schelkes	3401	L.10.20
First aid room			G.08.04
Other contacts			
Company doctor	über Abt. 5.5	2201	L.10.07
Representative of disabled members of staff	Renate Schürmann	3673	M.10.03
Radiological health and safety officer	Dr. Dirk Lützenkirchen-Hecht	3102/03	U.08.19
Biological safety officer	Dr. Antje Wehner	2820	V.12.084

OCCUPATIONAL-MEDICAL CARE

The university hired an external occupational-medical service to ensure occupational-medical care including preventive occupational health care measures.

The company doctor advises the person responsible for occupational health and safety. He or she examines the employees, offers a medical assessment, and records and evaluates all medical results. The company doctor is the person to contact when medical problems and issues related to work (e. g., because of a

suspected work-related illness) occur and he advises the employees regarding any further individual treatment.

Employees can receive an occupational medical examination unless the assessment of their working conditions and precautionary measures leads to the conclusion that their occupation may not cause any damages to their health. When joining the university, all employees are informed of the opportunity to be examined by the company doctor.

First aid course

First aid courses are offered on a regular basis by Section 5.5. The dates are announced in the university newsletter.

ADDICTIONS

If you are affected by an addiction, if you have any questions, or if you wish to receive information, you can contact our in-house addiction help service.

All information on addiction counselling at the University of Wuppertal can be found here (*addiction service; in German available only*):

www.dez5.uni-wuppertal.de → Services → Arbeitssicherheit → Suchtkrankenhilfe

NAME	TELEPHONE NUMBER	EMAIL ADDRESS
Birgitt Mütze	5002	bmuetze@uni-wuppertal.de
Viola Jäger	5100	vjaeger@uni-wuppertal.de
Claudia Limperg	5094	limperg@uni-wuppertal.de
Birgit Schinz	3569	schinz@bib.uni-wuppertal.de

CONFLICT COUNSELLING

In case you need help in finding a solution to a conflict with your superior, colleagues or students, please contact Dr. Britta Marfels by phone (2999) or by email (marfels@uni-wuppertal.de)

For further information on this topic see chapter 5 Conflict Management



LAWS AND DUTIES
SPECIFIC GROUPS
OF PERSONS

3

LAWS AND DUTIES

DUTIES OF THE EMPLOYER

According to clause 3 labour protection act (ArbSchG) the employer is obliged to take all necessary occupational health and safety measures in order to ensure his employees' health and safety. These measures must be checked regularly and accommodated to changing circumstances.

In accordance with the directive on the organization of occupational safety, health and environmental protection at the University of Wuppertal these tasks are carried out by executive staff members. They are responsible for the implementation of occupational safety measures and are supported by safety experts (Section 5.5), company doctors, safety officers, members of the works council, and other representatives. Safety officers are not more or less responsible than any other employee. However, they are important contacts regarding questions on health and safety; i.e., they report possible hazards or risks for the employees' safety and health at their workplaces. Safety engineers support safety-conscious and healthy behaviour. Furthermore, they participate in inspections and internal accident in-

vestigations. They do not bear any additional liability risk. The assignment of duties is made in writing by the Vice-president for Administration and Finance at the university.

These duties include, but are not limited to,

- _ carrying out and documenting hazard assessments,
- _ providing safe devices and work equipment,
- _ providing personal protective equipment including advice,
- _ providing first aid facilities,
- _ instructing all employees in risks at work and protective measures to be taken, including written documentation,
- _ arranging required inspections of machines and facilities.



For further information and guidelines regarding the Health, Safety and Environment Management System (AGUM), please visit the following link *(university network only/ in German available only):* www.dez5.uni-wuppertal.de → AGU-Managementsystem

Directive on the organization of occupational safety, health and environmental protection at the University of Wuppertal *(in German available only):* www.dez5.uni-wuppertal.de → Services → AGU-Managementsystem → Download → *Richtlinie zur Organisation des Arbeits-, Gesundheits- und Umweltschutzes an der BUW*



LAWS AND DUTIES OF THE EMPLOYEES

According to the labour protection act and DGUV Regulation 1 employees are obliged to take care of their safety and health and that of people affected by their work (third parties). Employees can present proposals on the topics of safety and health protection. They are represented by the works council for academic staff and the works council for administrative and technical staff.

Works council for academic staff

(in German available only):

www.prwiss.uni-wuppertal.de

Works council for administrative and technical staff

(in German available only):

www.pr-tuv.uni-wuppertal.de

Obligations include, among others,

- _ the proper use of work equipment and protective devices,
- _ the daily performance check and the proper use of the provided personal protective equipment,
- _ the immediate reporting of defaults, hazards, and dangers of protective devices or work equipment to the superior,
- _ that employees must not, by consuming alcohol, drugs or other intoxicating substances, put themselves in a state in which they might pose a risk to themselves or others,
- _ not to follow instructions that are obviously not aimed at the safety and health of the university's employees.

SPECIFIC GROUPS OF PERSONS

LEGAL PROTECTION OF WORKING MOTHERS

The German Maternity Protection Law provides a special protection to pregnant women. The law grants working mothers-to-be and nursing women a special legal protection before and after giving birth.

According to this law employers have to assess the working-conditions and determine whether there are any risks for a pregnant or nursing woman in a specific area of work, irrespective of a concrete or known pregnancy. All security measures which are established to enable a pregnant or nursing woman to pursue her occupation must be documented in writing. The pregnancy should be communicated to the superior at the earliest possible date to protect the health of the mother and the child.

If employers learn about the pregnancy of one of their female employees, they have to review and implement all measures already written down in a hazard assessment not bound to a specific occasion.

The focus of the hazard assessment is on designing a workplace layout and an occupation in such a way that neither the life nor the health of mother or child are endangered. At this, employers are supported by the safety engineer and the company doctor.

Rooms for nursing mothers and Babies' changing rooms:

Campus Griffenberg: I.13.86, U.08.01

Campus Freudenberg: FZH.00.02

Campus Haspel: HB.00.18

Babies' changing rooms:

Campus Griffenberg:

ME 03 (Cafeteria; in the ladies' and men's toilets),

ME 04 (Students' Council; in the toilets for the disabled),

K.11.42, K.12.29, BZ.09.67

(library, anteroom of the toilets)

Campus Freudenberg:

Building FZH (anteroom of the toilets for the disabled)

Campus Haspel:

HA.65 (in the ladies' toilets)

Relaxation area:

Campus Griffenberg: U.08.01,

W.08.089, G.08.04

Campus Freudenberg: FZH.00.02

Campus Haspel: HA.00.13

Special attention should be paid to pregnant employees and students who, as part of their work or degree course at university, handle e. g., hazardous and biological substances. Any other specific hazards for pregnant woman, e. g., injury-prone movements (sports), lifting heavy loads, or activities involving ionizing radiation must also be excluded.

During pregnancy and breastfeeding pregnant women have the possibility to use the university's relaxation areas to rest. Unauthorised persons must not enter the room as long as it is being used by persons in need of rest.

Female students expecting a child can inform the following department on their pregnancy:

National students:

Registration's office, main entrance
studierendensekretariat@uni-wuppertal.de

International students:

Registration's office for international students, building U, floor 11
intsek@uni-wuppertal.de

Information and advice:

Family support centre
building K, floor 12, room 30-35
familienbuero@uni-wuppertal.de



SPECIFIC GROUPS OF PERSONS

REPRESENTATIVE BODY FOR SEVERELY DISABLED EMPLOYEES

At the University of Wuppertal the representative body for severely disabled employees represents the interests of severely disabled employees, employees equal to disabled persons and employees who have applied for the status as a severely disabled person or who intend to file an application. This applies to administrative, academic and artistic staff members, including professors. They can consult the representative body for severely disabled employees during working hours.

Representative

Renate Schürmann

Telephone 0202 439-3673
sbv@uni-wuppertal.de

For further information please consult the following link

(in German available only):

www.sbv.uni-wuppertal.de → *Aufgaben*





INSTRUMENTS AND MEASURES OF OCCUPATIONAL SAFETY



4

INSTRUMENTS OF OCCUPATIONAL SAFETY

HAZARD ASSESSMENT

Hazard assessment is a key instrument in occupational safety. Its realization is legally required. The German Occupational Safety and Health Act states that

“The employer shall determine which measures of occupational safety and health are necessary by assessing the hazards to employees associated with their work.”

(§ 5 Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work).

For carrying out the risk assessment, templates are available in the AGUM system (Health, Safety and Environment Management

System), e.g., for laboratories, maintenance plants, and office workplaces. All implemented measures must be checked regularly with regard to their efficacy, and, if necessary, adapted or updated. A daily functional and visual inspection of the personal protective equipment is necessary when, e.g., checking its intactness and cleanliness, and when, in the case of chemical extractor fans, e.g., checking their effectiveness.

Reasons for adapting or updating the hazard assessment include the introduction of new work equipment, the use of new chemicals, or spatial changes. The amendment of a law, too, can make changes in the hazard assessment necessary.

Information on “Psychological strains” and “Psychological risk assessment” see Chapter 5 – Conflict Management



Students must also be instructed before each activity in laboratories, workshops and comparable facilities.

SAFETY OPERATION INSTRUCTION

The safety operation instruction is based on the hazard assessment. In contrast to operating instructions of manufacturers, a safety operation instruction is a document which points out hazards in the area of work or in connection with a professional activity and indicates necessary precautionary measures to safeguard health.

In the AGUM system (Health, Safety and Environment Management System) you can find templates for safety operation instructions, e.g., when dealing with hazardous substances or working with machines. The employees of Section 5.5 can support you in writing safety operation instructions upon request.

Safety instructions are needed for:

- _ specific professional purposes
- _ hazardous substances
- _ biological agents used
- _ engines
- _ technical facilities



Please follow the instructions which are relevant to your area of work.

If the instructions given in the AGUM system no longer correspond to current activities or the results of the hazard assessment, an update is required.

INSTRUMENTS OF OCCUPATIONAL SAFETY

TRAINING

The University of Wuppertal must provide all its employees with sufficient and appropriate training before taking up work. This training shall be repeated at least once a year and shall be provided by the employees' superior (§ 12 ArbSchG, § 4 DGUV V1). It is based on the hazard assessment and the resulting safety operations instructions.

All instructions must be documented in writing and signed by all participants.

General training or safety training

A general training must be provided. During this training the employee must be informed about risks at the workplace and must be instructed in how to behave safely and how to avoid or reduce risks. A general training (first time) includes possible hazards that may occur on the University's campus in particular.

The general training is offered by Section 5.5 and can be coordinated in accordance with the person responsible/professor. It is organised by the person responsible/professor (regarding room reservation, inviting the participants, checking the list of participants, etc.). Several employees of the same organizational unit (associated research staff or employees of a school) can be instructed in one joint safety training.

Workplace-related instruction or activity-specific instruction

A workplace-related or activity-specific instruction is based on the results of the hazard assessment. It includes both, instructions and explanations addressing the specific requirements of the employee's workplace or professional field as well as references to existing

hazards, necessary behaviour and the required handling of protective devices and equipment. A separate instruction, including several workplaces, is recommended for activities in laboratories or workshops.

Students participating in laboratory experiments or laboratory classes or working in the workshops as part of an internship or a thesis must be instructed as well.



ARE THERE ANY MORE QUESTIONS?

Section 5.5 will be happy to help you organising your employees' instructions.

Instructions should be

- _based on the hazard assessment and the operating instructions
- _adjusted to the hazard assessment and
- _repeated on a regular basis.

It is advisable to combine theoretical (acquiring specialized knowledge) and practical aspects (exercises).

INSPECTING ELECTRICAL EQUIPMENT

Acc. to § 14 Industrial Safety Regulations (BetrSichV) and DGUV Regulation 3 mobile electrical installations must be regularly checked by an expert.

If you bring along private electronic devices from home (kettle, microwave) and would like to use it in your office, they must be inspected before usage. The devices' proper condition must be documented.

All technical inspections are carried out by qualified technical staff of Section 5.5 (certified electricians). Please contact the department in order to make an appointment.



PERSONAL PROTECTIVE EQUIPMENT



Safety products and Personal Protective Equipment (PPE) are distributed centrally by Section 5.4 at campus Griffenberg, building A.

DATES & TIMES OF DISTRIBUTION:

Tuesday 1am – 2am and
Friday 10 am – 11 am
Phone: 2923 or 3424

For further information on the central distribution please visit *(in German available only):*
www.dez5.uni-wuppertal.de → Service → Verbrauchsmaterial → Schutzartikellager

Like all households and any other waste producers, the University of Wuppertal is obliged to separate waste. Every employee has to observe this rule.

The waste directive of Section 5.4 applies to the proper disposal of waste.

As defined in this directive of the University of Wuppertal, it is the responsibility of the individual causing the waste (e.g., cardboard boxes,

glass, large quantity of waste paper, etc.) to take heavy and bulky waste to the containers themselves (polluter pay principle).

In the university's corridors there are two separate collection bins, one for waste paper and one for general non-recyclable rubbish. In the offices only paper bins are provided, which are regularly emptied by members of the cleaning staff.

For more information on the proper disposal of waste, see *(in German available only):*

www.dez5.uni-wuppertal.de → Services → Abfall/Reinigung → Hausmüll



AGUM SYSTEM (HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM)

AGUM is a web-based Health, Safety and Environment Management System which has been specially developed for universities. In the AGUM system, topics and procedures which are relevant to work, health, and environment are illustrated in a practice-oriented way.

The procedures are organised by scientific departments and administration. Relevant information, documents and tools needed to accomplish tasks are provided in the system. Sample documents which can be used for example for hazard assessments or operating instructions, are made available. These sample documents can be adapted to the users own professional field. In addition to these sample documents, guidelines by accident insurance agencies and other institutions are provided.

The procedures described in the system include, amongst others, reporting an accident or the correct behaviour in emergencies.

Moreover, all officials/groups of employees at the university (university management, executive staff, and employees) are presented in the system including their rights, duties, and tasks. Important contacts are indicated as well.

All employees of the University of Wuppertal are supported by the AGUM system in order to take an active part in a systematically implemented health, safety and environmental protection.



Association for the maintenance and further development of work, health and environmental protection management e.V.

The AGUM system is available to all university members

(university network only/in German available only):

uni-wuppertal.agu-management.de

OCCUPATIONAL HEALTH AND SAFETY

HEALTHY UNIVERSITY

In cooperation with the University's Vice-president for Administration and Finance and the University Sports Centre the working group "Healthy University" aims to promote healthy living conditions and a healthy working environment.

The range of sporting activities on offer include yoga and fitness classes to prevent back pains as well as courses on nutrition.

For further information on the concept "Healthy University" please consult the following link (in German available only): www.gesunde.uni-wuppertal.de

ADVICE ON WORKPLACE ERGONOMICS

Section 5.5 offers advice on workplace ergonomics including an on-site assessment of the workplace and, if necessary, information on how individual workplaces could be further improved.

It is possible to borrow working appliances and test them with regard to individual suitability (e.g., office chairs, high desks, ergonomic keyboards and a special computer mouse).





HOW TO BEHAVE IN THE EVENT OF AN EMERGENCY, A CRISIS, OR A THREAT



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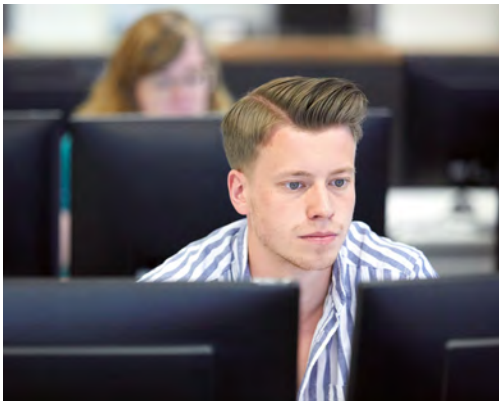
TAKING MEASURES

The university provides a suitable environment to ambitious societal objectives such as freedom of research and teaching or individual and multi-faceted opinion-building based on cultural diversity. This atmosphere of openness inevitably brings along risks. Even at an institution like a university accidents and negative events can suddenly occur. Since they can be rooted in a variety of causes they require a determined and professional effort by all members of the university, the university's management and administration. In order to foster an open and free coexistence, it is essential to sharpen sensitivity towards exceptional occurrences and create organizational structures and processes which allow to take appropriate measures as quickly as possible and to maintain freedom and openness permanently.

These events can start on a small scale but nevertheless create a mentally stressful situation for the person affected, e.g., a direct threat to their personality, cyberattacks, mobbing, stalking, and verbal attacks. They can also include sudden incidents like accidents or cases of violence.

Our university has been actively working on the prevention of such hazards and is implementing the structures, processes and responsibilities needed.

The shaping of our own communication strategies and our interaction with each other are based on the interest in other people, our experiences and individual sensitivities.



As a university member we would like to

- _sensitize you for events in university everyday life,
- _encourage you to talk about extraordinary, negative, or critical events (e.g., infringements or aggressive behaviours),
- _enable you to react quickly and appropriately to these events

Psychologist/Conflict Management

Dr. Britta Marfels, (Section 5.5)

Telephone 0202 439-2999, marfels@uni-wuppertal.de

The following web link www.dez5.uni-wuppertal.de will take you to the page „Hilfe in Krisensituationen für Beschäftigte der BUW“ (“Assistance in crisis situation for employees of the University of Wuppertal”) (in German available only).

In the sense of developing solution strategies and subsequent actions we recommend informing the Dean's office about any negative event and, if desired, about contacting Dr. Marfels. **Consulting her is strictly confidential. Dr. Marfels is bound to maintain confidentiality.**



SOLUTION-ORIENTED DISPUTE RESOLUTION

Conflicts between colleagues, between superiors and employees, between teaching staff, members of administration and students are frequently occurring events and must always be assessed individually in terms of their extent and severity. It is, nevertheless, the responsibility of all university members to serve as a mediator in such conflict situations and to achieve a compromise or to clarify the situation

as a third party. It is necessary to communicate in a calm and solution-oriented way. Esteem reflected in both written and spoken language should be the basis for one's own actions. If you do not find a solution to your conflict, or the situation occurs again and again, you can contact Dr. Marfels. As a psychologist with experience in conflict management she is the person to turn to with complete confidence.

MENTAL AND PSYCHOLOGICAL STRAIN

In the system AGUM you can find documents on psychological risk assessment. They are stored in the process “Durchführung der Gefährdungsbeurteilung” (“Performance of the risk assessment”).

Here you can find further information as well as questionnaires for risk assessment. If you have any questions on how to perform a risk assessment or need any support, please contact Dr. Britta Marfels.

The following web link will take you to the page (university network only/in German available only): uni-wuppertal.agu-hochschulen.de → [Ablauforganisation](#) → [Hochschulleitung](#) → [Führungs- und Managementprozesse](#) → [Kontinuierliche Verbesserung](#) → [Gefährdungsbeurteilungen](#)

In the event of very serious accidents or emergencies (fire, flood, bomb scare, or a rampage) the police will be informed immediately by the security centre.

**University emergency number
0202 439 - 2121**
**In-house emergency number
2121**

Any further measures will be determined by the university's crisis management team.

PLEASE NOTE:

- _ **Leave the campus immediately** and move to a place where you feel safe.
- _ **Help physically disabled** employees and students to **leave the building**.
- _ **Leave the building immediately** if an acoustic signal sounds. The building may only be entered after the fire brigade deactivated the signal.
- _ **Do not enter** the car park and do not use your car if you parked it there (risk of congestion).
- _ **Do not obstruct the police and the emergency task force** – e. g., the Technisches Hilfswerk (THW) or the fire brigade.
- _ **Take care of others:** Make sure that you leave the building together with all of your employees and students. You should call out for employees in the toilet facilities as well.
- _ **In the event of press inquiries, please refer to the university's crisis management team.** The University Communications' team is part of the crisis management team and responsible for answering these questions based on a coordinated approach with the police.

“Human dignity shall be inviolable.
To respect and protect it shall be the duty
of all state authority.”

Article 1 para. 1 Basic Law

In recent years the Office for the Protection of the Constitution in North Rhine-Westphalia registered various systematic activities of foreign intelligence services, extremist groups, and political movements at German universities, especially in North Rhine-Westphalia. This amount of critical activities – threatening fundamental rights – include the following fields.

RECRUITMENT ATTEMPTS BY EXTREMIST GROUPS OF STUDENTS

In this context, a recruitment attempt is understood as a targeted approach by representatives of extremist organisations which aim to motivate the people addressed, mainly students, to join their extremist student groups.

ATTEMPTS TO OBTAIN DATA OF FOREIGN STUDENTS AND VISITING RESEARCHERS BY POLITICAL OPPONENTS AND DISSIDENTS

The main focus is on foreign students and visiting researchers who support the democracy movement in their countries of origin.

ACTIVITIES OF EXTREMISTS AND INTELLIGENCE SERVICES

INDUSTRIAL AND SCIENTIFIC ESPIONAGE

The Office for the Protection of the Constitution draws particular attention to countries like China, Iran, or Pakistan. It presumes that spying activities are carried out very systematically in these countries. These activities include:



Electronic espionage, e.g., by systematically contacting students and researchers in social networks and via scientific platforms, e.g. ResearchGate, by creating professional-looking fake profiles, and by phishing attacks.

Direct espionage, e.g., by systematically contacting visiting researchers personally at scientific conferences and congresses or by interrogating them after their return from Germany to their home countries.

EXTREMISTS' PROPAGANDA

Extremist propaganda is a systematic means by left or right-wing movements and parties as well as Islamic groups, especially Salafist groups. Extremist propaganda is developed on the basis of long-term strategies which focus on weakening the liberal and democratic order and our system of values in favour of a totalitarian system.

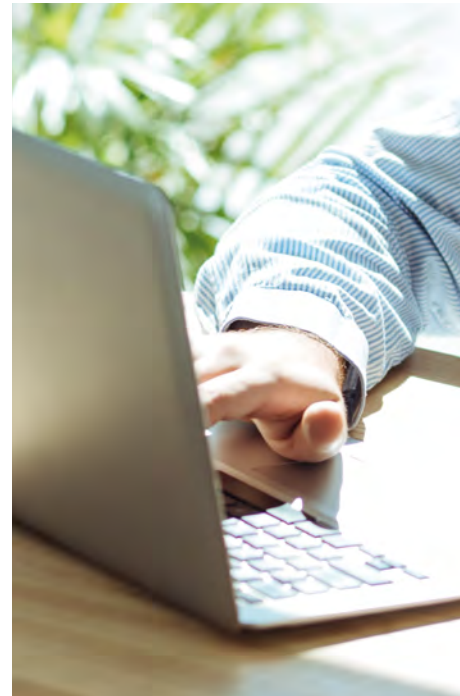
The Office for the Protection of the Constitution points out that right- and left-wing extremists use universities as a forum for their own purposes.

It may therefore be necessary to pay special attention to "alternative" visiting researchers or guest lecturers who are invited by university members, e.g., race theorists might present their racist beliefs in presentations at university.

Their organised actions aim at radicalising others, open dissolution of boundaries (tribalism), and the accompanying stigmatization of certain groups of people and members of other religions.

Unusual events and occurrences include

- _ Critical procedures on your computer, e.g., unusual mail requests,
- _ Unusual and strange requests from foreign visiting researchers and guest lecturers or foreign research institutions,
- _ Room bookings by unknown political or autonomous groups of students,
- _ Comments by students on unusual occurrences and developments,
- _ Signs and symbols of extremist groups on the campus.



PERSONS TO CONTACT IN CASE OF CRITICAL INCIDENTS:

If you observe critical incidents on your PC or receive unusual phishing-mails, please contact

**The Information Security Officer
N.N. (Section 2.2)**

Telephone 0202 439-3062

In case of presumed extremist activities:

**Psychologist/Conflict Management
Dr. Britta Marfels (Section 5.5)**

Telephone 0202 439 - 2999
marfels@uni-wuppertal.de

**or the Office for the Protection of the
Constitution in North Rhine-Westphalia
Telephone 0211 871 - 01**

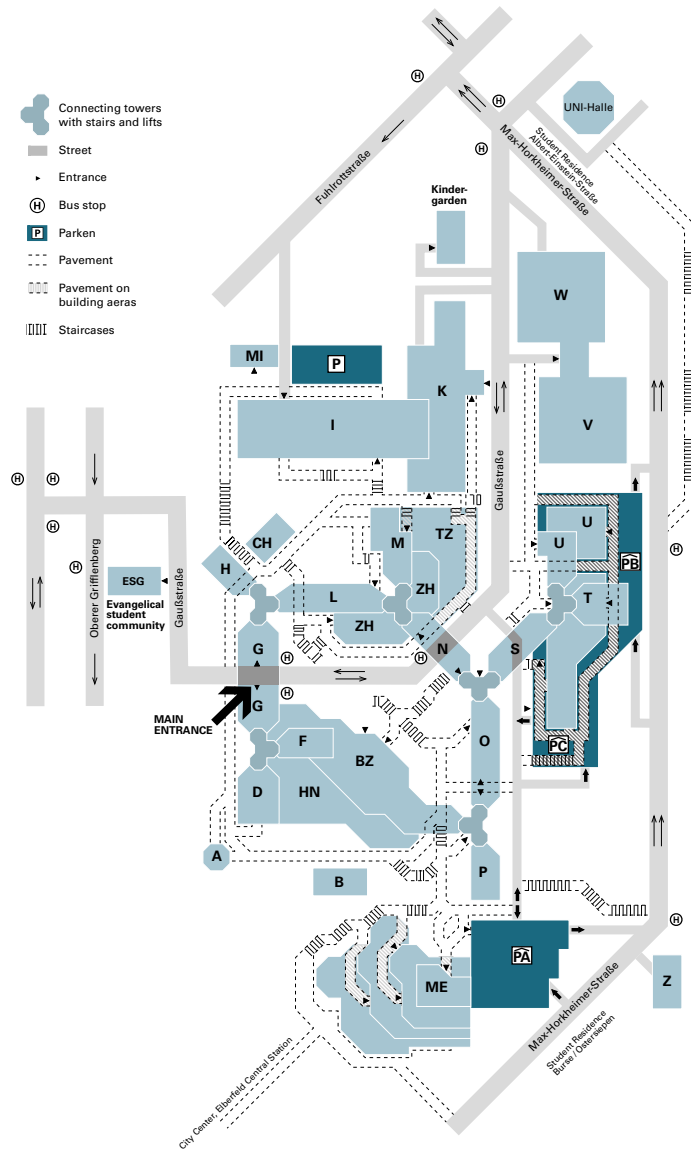


CAMPUS MAPS

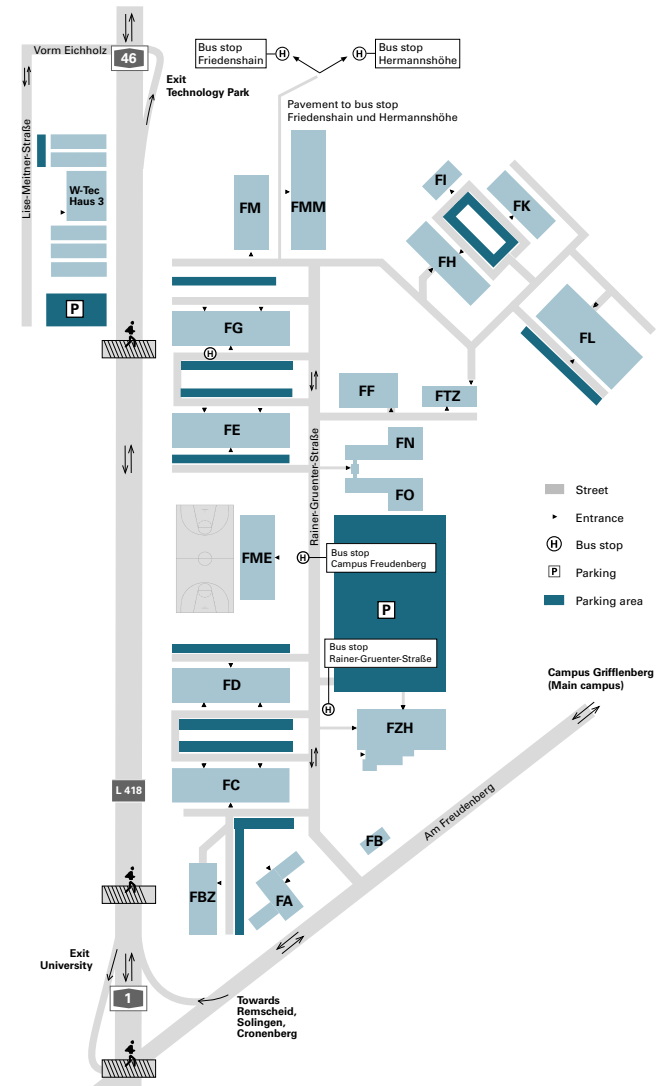
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CAMPUS MAPS

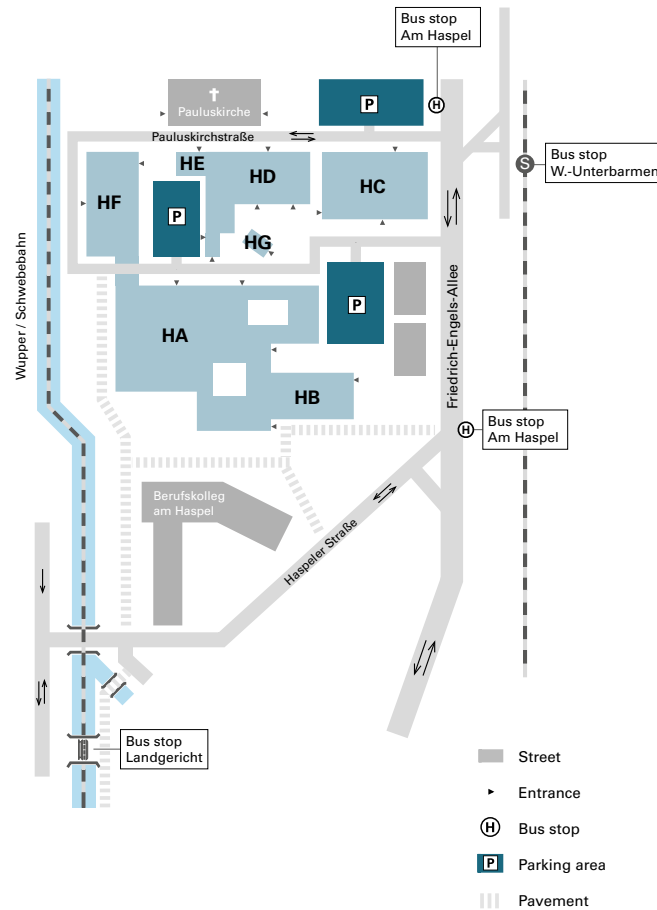
CAMPUS GRIFFLENBERG



CAMPUS FREUDENBERG



CAMPUS HASPEL



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University of Wuppertal
Gaußstraße 20, D-42119 Wuppertal

Telephone +49 (0)202 439-2342
prorektorin3@uni-wuppertal.de
www.uni-wuppertal.de

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University of Wuppertal
Gaußstraße 20
42119 Wuppertal

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