PhonInter Lab | VIZJA University

Health and Safety Protocols

Laboratory of Phonetics and Oral Interpretation

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Room 205, ul. Okopowa 59, 01-043 Warsaw, Poland

This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose and scope

These Health and Safety Protocols establish safe working conditions for teaching, research, training, recording, interpreting simulations, and equipment-based activities in the Laboratory. They apply to all students, staff, instructors, researchers, visitors, and external collaborators.

General health and safety principles

- Safety takes priority over teaching, research, or operational convenience.
- Users must follow instructions provided by instructors, supervisors, laboratory staff, technical staff, and university security personnel.
- Users must not operate equipment if they suspect damage, electrical fault, overheating, unstable installation, or any other hazard.
- All users must know the location of emergency exits, evacuation routes, fire extinguishers, and first aid resources before beginning work.

Access preconditions and user readiness

Receive the relevant instruction before independent operation of specialised equipment. Keep clothing, bags and cables clear of access routes. Discuss functional accessibility or assistance needs privately with the responsible staff; users are not required by this instruction to disclose diagnoses or complete a medical fitness declaration.

Laboratory conditions and setup

Area	Requirement
Lighting	Work areas should be well lit. Flickering, dim, or defective lighting must be reported.
Ventilation	Natural or mechanical ventilation should maintain adequate air circulation.
Temperature	Room temperature should remain suitable for study and equipment use, with particular attention during colder months.
Humidity and air quality	Humidity and air quality should support user comfort and equipment safety.
Workstation setup	Cables, chairs, desks, consoles, and devices must be arranged to reduce tripping, strain, and obstruction.
Emergency access	Emergency exits, evacuation routes, fire extinguishers, first aid resources, and access paths must remain unobstructed.

Pre use checklist

- Confirm that the room layout, workstations, and evacuation routes are clear and safe.
- Inspect microphones, headphones, consoles, recorders, cables, projectors, whiteboards, and computers for visible defects.
- Check that electrical connections are secure and not overloaded.
- Confirm that software needed for the session is available and functioning.
- Ensure that required consent, data protection, or research documentation has been prepared before any recording activity.

Conduct during laboratory work

- Maintain a clean and orderly workstation.
- Use equipment only according to instructions and approved academic purposes.
- Keep noise levels appropriate to the activity and avoid disturbing other users.
- Do not run, push, block access routes, or engage in behavior that may cause accidents.
- Immediately stop using any device that appears damaged, unstable, overheating, or malfunctioning.

Prohibited activities

- smoking, eating, or drinking in the Laboratory;
- operating damaged or unauthorized equipment;
- modifying, repairing, or tampering with equipment without approval;
- blocking evacuation routes, doors, emergency exits, or safety resources;
- allowing unauthorized persons to enter or use the Laboratory;
- using laboratory systems for non-academic, private, commercial, or unlawful purposes;
- uploading confidential recordings or personal data to unauthorized platforms or public AI systems.

Emergency procedures

For immediate danger to life, health or safety, call 112 without waiting for laboratory approval or a completed form. Give the address: VIZJA University, ul. Okopowa 59, 01-043 Warsaw, Room 205, and follow the dispatcher’s instructions. Alert university security or responsible staff as soon as it is safe.

For fire or smoke, stop work and follow the building evacuation instructions and designated assembly arrangements. Do not use lifts. Do not enter a dangerous area to recover property. Provide first aid only within your competence and when safe.

For a suspected electrical fault, keep away from damaged equipment and cables. Isolation of power or repairs must be undertaken only when safe and by an authorised person. Stop using faulty equipment, notify staff and prevent further use.

Report suspected data loss or disclosure immediately through the university incident process as well as to the Head. Preserve relevant evidence and do not attempt unauthorised deletion or investigation.

Equipment specific safety rules

- Clean shared equipment with products and methods approved for that device. Do not spray liquids directly onto equipment, openings or electrical connections. Ask staff if the correct method is unclear.
- Interpretation consoles: operate only after instruction; do not change wiring, channels, or central control settings without authorization.
- Recorders and data devices: use approved storage procedures; avoid accidental disclosure of recordings or participant data.
- Projector and interactive whiteboard: avoid liquid exposure, unstable mounting, cable hazards, and unauthorized firmware or configuration changes.
- Furniture and workstation layout: adjust chairs and desks safely and keep personal belongings away from walkways.

Hygiene and sanitation

- Users should maintain clean hands before using shared microphones, headphones, consoles, and keyboards.
- Clean shared equipment with products and methods approved for that device. Do not spray liquids directly onto equipment, openings or electrical connections. Ask staff if the correct method is unclear.
- Waste must be disposed of properly and workstations must be left ready for the next user.

Incident reporting

Report hazards, injuries, equipment faults and suspected data incidents immediately to the responsible staff. Complete the incident form promptly after urgent action, normally within 24 hours where practicable. This administrative target never postpones an emergency call or an immediate data incident notification.

Responsibilities

- Users: follow safety rules, report hazards, use equipment responsibly, and maintain clean workstations.
- Instructors and supervisors: brief users, monitor safe behavior, and ensure that activity-specific precautions are followed.
- Technical staff: inspect equipment, address faults, remove unsafe items from circulation, and update maintenance records.
- Head of the Laboratory: oversee health and safety implementation, documentation review, and corrective actions.

Quality assurance and continuous improvement

The Laboratory is reviewed regularly with regard to equipment functionality, user safety, accessibility, data protection, educational usefulness, and research support. Feedback from students, academic staff, technical staff, and approved external collaborators may be used to improve procedures, training, scheduling, and equipment planning.

Annual review outcomes should be reflected in maintenance plans, training updates, inventory revisions, and laboratory development priorities.

Emergency reference

112: https://www.gov.pl/web/mswia-en/emergency-number-112