AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
Laboratory of Phonetics and Oral Interpretation

HEALTH AND SAFETY PROTOCOLS
FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

Approved by:
Dean of the School of Humanities and Fine Arts
Dr. Adam Świątek

Date:
December 01, 2024

Location:

Room 205, Okopowa Street 59, Warsaw, Poland

Prepared based on
Attachment No. 9e to Order No. 6/10/2024 of the Rector of the Academy of Economics and Humanities in Warsaw, dated October 23, 2024: Health and Safety Instructions for Linguistic Laboratories.

Issued by:
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

WARSAW – 2024

AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts

Laboratory of Phonetics and Oral Interpretation

CONTENTS

1. Introduction
2. General Health Requirements
3. Laboratory Conditions and Setup
4. Preparation Before Using the Laboratory
5. Conduct During Laboratory Work
6. Prohibited Activities and Practices
7. Emergency and Incident Procedures
8. Equipment Usage Guidelines
9. Maintenance and Reporting Guidelines
10. Specific Guidelines for Multimedia Equipment
11. Final Notes

AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts

Laboratory of Phonetics and Oral Interpretation

1. Introduction

The **Health and Safety Protocols** aim to establish a safe and efficient working environment within the Laboratory of Phonetics and Oral Interpretation. These protocols apply to all faculty, students, and staff who use the laboratory. Strict adherence is mandatory to ensure the well-being of all users and the laboratory's proper functioning.

---

2. General Health Requirements

1. **Medical Clearance:**
   - Only individuals with valid medical certificates confirming their fitness for laboratory activities can work in the laboratory.
   - Supervisors must verify medical certifications before allowing access.
2. **Personal Hygiene:**
   - Users must maintain high personal hygiene standards, including clean clothing and washed hands, to ensure the cleanliness of shared equipment.
3. **Clothing and Accessories:**
   - Avoid wearing loose clothing or accessories that could interfere with equipment operation or create safety hazards.
   - Use any required protective gear as directed.

---

3. Laboratory Conditions and Setup

The laboratory must meet the following conditions for safe and efficient use:

Lighting: To prevent strain and accidents, ensure all work areas are well-lit, with no flickering or dim lights.

Ventilation: Operate natural or mechanical ventilation to maintain adequate air circulation.

Air Quality: Keep humidity above 40% to ensure user comfort and equipment safety.

Temperature: During colder months, room temperature must be maintained at a minimum of +18°C.

Sanitary Facilities: Hygienic facilities must be in good working order, including restrooms and handwashing stations.

---

4. Preparation Before Using the Laboratory

Before starting any activities, laboratory users and supervisors must:

1. **Familiarize Themselves With:**
   - The layout and placement of equipment, including emergency exits, fire extinguishers, and the first aid kit.
   - The laboratory's operational manual and multimedia equipment instructions.
2. **Inspect Equipment:**
   - Check all multimedia devices, workstations, and furniture for visible damage or malfunction.
   - Verify that lighting, ventilation, and electronic devices are functioning correctly.
3. **Plan for Emergencies:**
   - Identify evacuation routes and assembly points.
   - Note down emergency contact numbers for university security and external services.

---

5. Conduct During Laboratory Work

While using the laboratory:

1. **Maintain Order:**
   - Keep your workstation clean and organized. Avoid clutter and ensure easy access to emergency exits.
2. **Handle Equipment Safely:**
   - Use all devices according to their manuals. Report any irregularities immediately.
   - Avoid overloading electrical outlets or using devices with damaged cables.
3. **Monitor Behavior:**
   - Do not run, push, or engage in disruptive activities that could lead to accidents.
   - Ensure noise levels are kept to a minimum to maintain a professional atmosphere.
4. **Reporting Incidents:**
   - Immediately inform the laboratory supervisor of accidents, equipment malfunctions, or safety concerns.

---

6. Prohibited Activities and Practices

To ensure safety, the following activities are strictly prohibited:

1. **Equipment Misuse:**
   - Operating damaged or unauthorized equipment.
   - Modifying, repairing, or tampering with any devices without approval.
2. **Disruptive Behavior:**
   - Smoking, eating, or drinking within the laboratory.
   - Blocking evacuation routes or emergency exits with personal belongings.
3. **Unauthorized Access:**
   - Allowing individuals without proper clearance to enter or use the laboratory.

---

7. Emergency and Incident Procedures

1. **Emergency Response:**
   - In case of fire, follow evacuation routes immediately and proceed to the designated assembly point.
   - For injuries, administer basic first aid and contact university security or emergency services via **112**.
2. **Incident Reporting:**
   - Document all incidents, including accidents and near-misses, in the laboratory logbook.
   - Leave the site of any accident undisturbed until an investigation is completed.

---

8. Equipment Usage Guidelines

1. **User Responsibilities:**
   - Attend mandatory training sessions before operating specialized equipment.
   - Follow step-by-step operational guidelines provided in equipment manuals.
2. **Maintenance Checks:**
   - Conduct visual inspections before each use. Report worn or damaged parts immediately.
3. **Headphones and Microphones:**
   - Sanitize shared devices before and after use to prevent cross-contamination.

---

9. Maintenance and Reporting Guidelines

1. **Scheduled Maintenance:**

- Routine inspections and maintenance must be performed monthly by authorized personnel.

2. **Damage Reporting:**
   - Any damaged equipment must be reported immediately, tagged as "out of order," and removed from circulation until repaired.

---

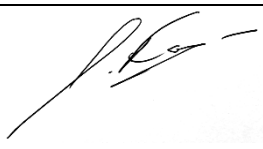
10. Specific Guidelines for Multimedia Equipment

1. **Pre-Use Inspection:**
   - Verify that projectors, sound systems, and other devices are fully operational.
   - Ensure proper connections to avoid short circuits or interruptions during use.
2. **Operational Precautions:**
   - Avoid using electronic devices in proximity to liquids.
   - Power down all devices after use to conserve energy and reduce wear.
3. **User Limits:**
   - Only one user or group may operate shared multimedia equipment simultaneously to avoid conflicts or equipment overload.

---

11. Final Notes

The **Health and Safety Protocols** outlined in this document are mandatory for all laboratory users. Laboratory supervisors will conduct regular compliance checks. Violations may result in restricted access or disciplinary measures in line with university policies.

HEAD of the Laboratory of Phonetics and Oral Interpretation		dr Yan Kapranov

December 01, 2024