



universität  
wien

Raum- und  
Ressourcenmanagement

## **SHORT INSTRUCTIONS FOR GUESTS**

### **LOCATION: OSKAR-MORGENSTERN-PLATZ 1**

**TOPICS: FIRST AID/ ACCIDENTS, FIRE SAFETY, ERGONOMIC  
WORKSTATION**

**Facility and Resources Management**

**Health, Safety and Security**

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## 1. Important emergency numbers

<b>EUROPEAN EMERGENCY NO.</b>	<b>112</b>
<b>FIRE BRIGADE</b>	<b>122</b>
<b>POLICE</b>	<b>133</b>
<b>AMBULANCE</b>	<b>144</b>
<b>POISON CONTROL CENTER AKH</b>	<b>01 - 406 43 43</b>
<b>SECURITY TEAM OF THE UNIVERSITY OF VIENNA</b>	<b>01/4277-12700</b>



### Tasks of the Security Team (24/7 on-call)

- ✓ Deployment 24 hours in all buildings
- ✓ Out-of-hours security patrols through the university buildings (at night, on weekends and holidays)
- ✓ Site surveys in the university buildings during the day
- ✓ Health and safety incidents are recorded, e.g. burglaries, theft, vandalism, threats

## 2. First Aid/Accidents

**2.1. First Aid Room:** 1. Floor, Room 01.122

**2.2. Defibrillator (SAED):** Porter's/Doormen's lodges on the ground floor building part A & D

### 2.3. Behaviour in case of accidents

**Stay calm!**

**RAISE THE ALARM** (rescue teams: fire brigade 122, police 133, ambulance 144)

- ✓ **WHERE** is the accident
- ✓ **WHERE** are you waiting for the rescue team
- ✓ **WHAT** happened
- ✓ **WHAT** kind of injuries
- ✓ **HOW MANY** injured people
- ✓ **WHO** is calling



**HELP**

- ✓ Provide first aid
- ✓ Call a first aider if necessary

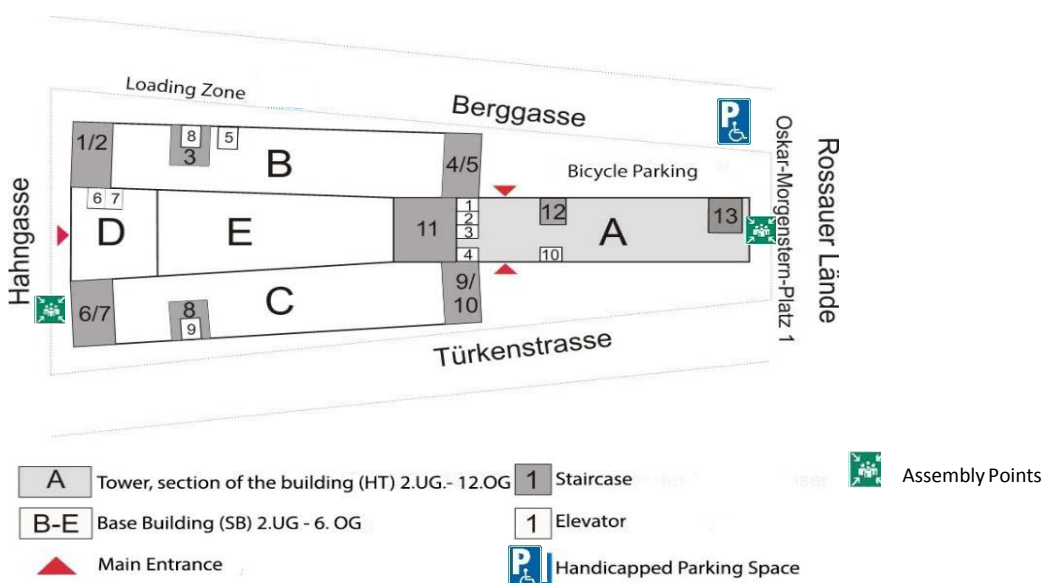
### 2.4. First Aid Box

Situated in the tea kitchens. The room is marked with the first aid symbol.



## 3. Fire safety

### 3.1. Overview of the building



### 3.2. Signage in the building

In the corridors information on correct behavior in cases of emergency is affixed. **Please** inform yourselves with the notices:

- ✓ How to quickly leave the building in case of an evacuation
- ✓ regarding the location of the next fire extinguisher



### 3.3. Behavior in case of evacuation

(at sounding an alarm / siren / announcement); The automatic alerting or all-clear-announcement takes place in German and English language.

#### Stay calm!

- ✓ Immediately leave the building by the shortest and safest way!
- ✓ Do not use elevators!
- ✓ In case of danger, follow the exit signs!
- ✓ Go to the assembly points and wait for further instructions



Help injured persons or persons with reduced mobility and persons unfamiliar with the building, without endangering yourself.

Personal things that can be taken immediately, if possible, take them along in case of evacuation

**Entering the building is no longer permitted after the evacuation. The building shall be entered only after approval by the respective forces on the ground.**

#### If you cannot get outside directly, go to:

- ✓ the pressure-ventilated main staircase (No.11) of the tower building
- ✓ waiting areas / evacuation facilities for people with restricted mobility

For people with reduced mobility there are evacuation areas or waiting areas with access to the fire service elevator which are marked for evacuation.

- The evacuation rooms or waiting areas are marked with the following sign
- The evacuation rooms are equipped with intercoms, which are directly connected to the porter's lodge
- People with limited mobility (eg. wheelchair users) are evacuated via the fire brigade elevators: in the base building (SB) BT-D / Elevator 6 & in the tower building (HT) BT-A / Elevator 4



### 3.4. Preventive Fire Protection

**For your personal health and safety please take the following advice:**

- ✓ Check where you can find the nearest fire extinguisher!
- ✓ **In case of fire, every second counts!**
- ✓ Comply to the fire safety regulations which can be found at uni:intra/Themen A-Z, Brandschutz
- ✓ Inform yourselves about the escape routes and where you can find the assembly point
- ✗ Keep fire extinguishers and fire alarm systems **clear** at all times
- ✗ **Keep escape routes clear**
- ✗ Escape routes are **no storage area**: Don't clutter escape routes with storage items
- ✗ In areas with fire hazard: **no use of open flames** or **other ignition sources**
- ✗ Fire doors are **never** to be wedged open!



## 4. Ergonomic Workstation

### 4.1. Positioning of your workstation

- ✓ To avoid glare from windows, position your computer workstation so when facing the monitor you are sitting beside or parallel to the window. High light levels from outside (e.g. when facing a window) may generate reflections and will make it difficult to focus on the screen.
- ✓ Don't clutter your leg space (e.g. with the computer tower). You need room under your desk to vary your leg posture throughout the day and to avoid awkward seating positions
- ✓ Don't clutter the space on your table, so that you can position your monitor, keyboard and mouse freely as needed according to your work tasks.
- ✓ Between table and other furniture a distance of 1 m should be kept; at least a minimum passage width of 0.6 m is required.
- ✓ In your office, pay attention to have enough free space on the floor and avoid storage of items you rarely need.

- ① glare-free lighting
- ② monitor 90 degrees from window
- ③ distance to monitor  $\geq 60$ cm
- ④ top of screen and eye level
- ⑤ glare-free monitor
- ⑥ monitor tilted  $10^{\circ}$ - $25^{\circ}$
- ⑦ table area  $\geq 160 \times 80$  cm
- ⑧ adjustable table height 68-82 cm
- ⑨ surrounding noise max 55 dB (printer)
- ⑩ footrest if required

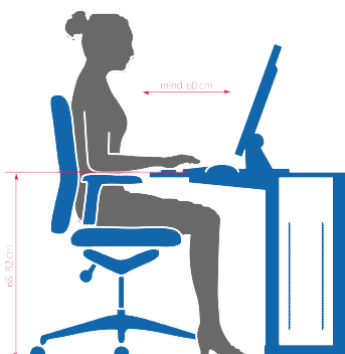


- ⑪ thighs horizontal
- ⑫ ergonomic mouse
- ⑬ palm rest max. 3 cm
- ⑭ space for hand rest  $\geq 10$ cm
- ⑮ elbows  $90^{\circ}$  angle
- ⑯ adjustable arm rests
- ⑰ dynamic seating function adjustable to body weight
- ⑱ 5-point base to avoid tip-over
- ⑲ adjustable seat height
- ⑳ back support

### 4.2. Adjust chair and table according to your needs



- ✓ Place your feet flat on the floor
- ✓ Right angle between thigh and calf
- ✓ Right angle between upper arm and forearm
- ✓ Sit straight, don't slouch
- ✓ Relax your shoulders



- ✓ In case you can't reach the floor when sitting, then your seating position is too high. You should lower the chair and the table. If this is not possible, you need a footrest.
- ✓ **Dynamic seating position – general rule:** There is no correct seating position, but the continuous **change from one position to the other** is beneficial for your intervertebral discs and your circulation.

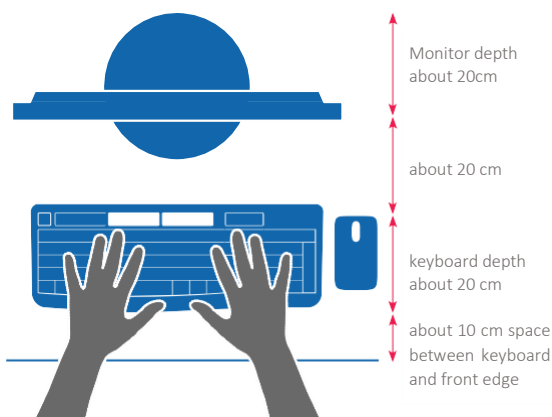
#### 4.3. Height and distance to monitor



- ✓ The monitor should be **tilted backwards**
- ✓ Adjust the height of the monitor so that the top line of text on your computer screen is at or **slightly below** eye level
- ✓ The distance between your eyes and the screen when sitting in a typing position should be about **arm's length**
- ✓ When sitting in a typing position, your neck should be **slightly flexed downwards** (10°-15°)

**Regularly take breaks every 50 minutes of continuous computer work:**  
 10 minutes break or change of work!!!

#### 4.4. Required space



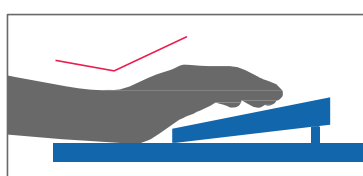
- ✓ Between the front edge of the table and the keyboard should be a minimum space of 10 cm for hand rest
- ✓ Between keyboard and monitor should be space for paper documents
- ✓ The monitor must not protrude over the rear edge of the table

#### 4.5. Working with the Laptop

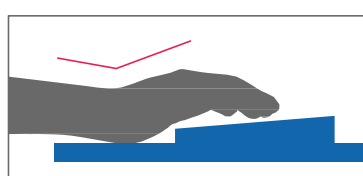
Connect your laptop to a docking station or use an external keyboard and an external monitor. This allows you to arrange your equipment freely according to your needs.

#### 4.6. Keyboard

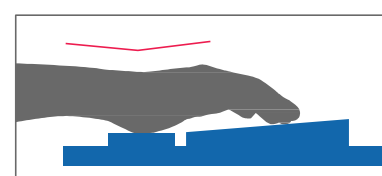
- ✓ The keyboard has to be separated from the monitor and needs to be tiltable
- ✓ Keep the small legs, found on the underside of most keyboards, folded in to keep the keyboard flat and prevent bending of your wrists. Optimal strain relief can be achieved by using a **palm support**.



Strain on wrists



Strain on wrists relieved



Optimal strain relief by using a palm support