

Guide to Occupational Safety at FB12 for Persons Responsible for Personnel

Occupational safety, environmental protection and fire safety in the workplace

Department 12: Mathematics and Computer Science

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Version: 1.1 (2018-03-28)

Version: 1.2 (2018-05-02)

* CHG: Occupational safety specialists now directly assigned to Division IV, C1

* ADD: Amended Maternity Protection Act

Version: 1.3 (2023-02-16)

* CHG: Update of EuPs at FB12 in IT-Solutions

* CHG: Link to first-aiders

* CHG: Link to the Occupational Safety Manual

* ADD: Link to the Safety Officer and Safety Representatives

Version: 1.4 (2026-08-10)

* CHG: Maternity protection information, inventory list, IT security, list of participants with date of instruction

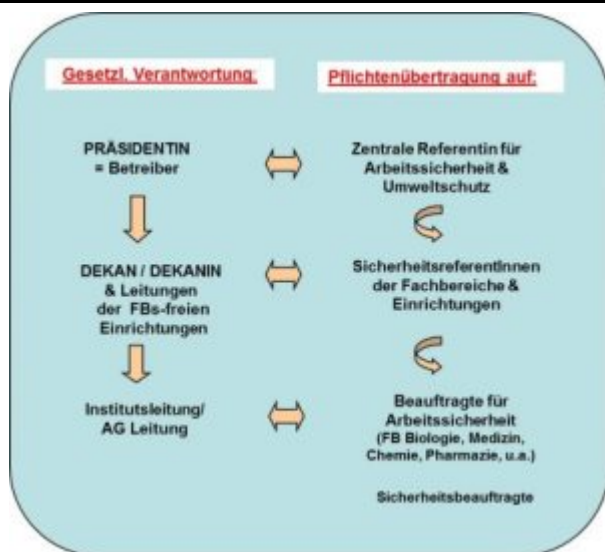
Based, among other sources, on the "Occupational Safety and Environmental Protection Manual of Philipps-Universität Marburg", [<https://www.uni-marburg.de/de/universitaet/administration/sicherheit/handbuch-arbeitssicherheit.pdf>]

- 1. Responsibility and Organization of Occupational and Environmental Protection
- 2. Duties of Office Holders
 - Central Officer for Occupational Safety, Environmental Protection and Fire Safety
 - Safety Officers
 - Occupational Safety Representatives
 - Safety Representatives (DGUV)
 - Occupational Safety Specialists (ASiG)
 - Company Physician (ASiG)
- 3. Duties of Persons with Responsibility
 - The President
 - Dean
 - Heads of Working Groups, Service Units and Department-Independent Institutions
- 4. Risk Assessment
 - a) Umbrella Definition of the Organization, Instructions and Occupational Safety Measures
 - b) Risk Assessment of a Workplace
- 5. Components of the Risk Assessment
 - a) General Instruction for New Employees; Different Instruction Priorities for Annual Refreshers
 - b) Fire Safety Instruction
 - c) Instruction for Workstations with Display Screen Equipment
 - d) First Aid
 - e) Testing of Portable Electrical Equipment
 - f) IT Security

1. Responsibility and Organization of Occupational and Environmental Protection

The employer (Chancellor) and every supervisor entrusted with management responsibilities (Dean, head of a working group or department) are responsible for carrying out the risk assessment and implementing the protective measures derived from it. Their task is to organize and implement occupational and operational safety requirements in order to ensure that workplaces and study areas within their respective areas of responsibility are safe and do not pose a risk to health.

Responsibilities and Delegated Duties



2. Duties of Office Holders

Central Officer for Occupational Safety, Environmental Protection and Fire Safety

- Managing the university's occupational safety organization
- Providing guidance on conducting risk assessments
- Organizing occupational health care (company physician)
- Organizing occupational safety support (occupational safety specialists)
- Inspecting safety-related and other work and operating equipment
- Organizing first aid and accident reporting procedures
- Personal protective equipment
- Biological agents: legally compliant handling
- Hazardous substances and guidance on safe laboratory equipment
- Narcotic drugs: legally compliant handling
- Disposal of hazardous waste
- Managing requirements arising from wastewater protection regulations and the TEHG

Safety Officers

- Supporting the implementation and documentation of risk assessments

- Additional “occupational safety representatives” may be appointed to assist working groups with, among other things, risk assessments and the delivery of instructions
- Providing annual information about the occupational health examinations available, signing registration forms, and maintaining the preventive-care file (submitted employer certificates)
- Organizing first-aiders and requesting first-aid materials
- Organizing the inspection of work equipment (portable electrical equipment, steps and ladders)
- Accompanying safety inspections and organizing measures
- Forwarding requests for personal protective equipment
- Participating in training for further qualification
- Appointment: In writing by the Dean, specifying the time commitment and involving the Staff Council

Occupational Safety Representatives

Occupational safety representatives have advisory and support duties.

- Carrying out risk assessments in accordance with Section 5 of the German Occupational Safety and Health Act (ArbSchG)
- Providing instructions in accordance with the Hazardous Substances Ordinance (GefStoffV) and the Industrial Safety Ordinance (BetrSichV). The Safety Officer, occupational safety specialist and company physician may be consulted
- Requesting advice from Safety Officers
- Participating in inspections
- Immediately notifying the responsible managers in the event of an accident or malfunction
- Assisting with investigations of malfunctions or accidents
- Participating in training sessions and meetings
- Appointment: In writing by the Dean, on the recommendation of the Safety Officer and with the involvement of the Staff Council

Safety Representatives (DGUV)

Safety representatives have monitoring duties.

- Checking the condition and use of protective equipment
- Checking the condition and use of personal protective equipment
- Reporting safety-related deficiencies to the head and the Safety Officer, and insisting on their elimination and on the implementation of improvements
- Participating in consultations
- Participating in training sessions
- Safety representatives have a monitoring function. They have neither supervisory authority nor the authority to issue instructions. They are not responsible for implementing regulations or eliminating deficiencies
- Appointment: In writing by the Dean, on the recommendation of the Safety Officer and with the involvement of the Staff Council

Occupational Safety Specialists (ASiG)

The occupational safety specialists (Division IV, C1) have advisory and support duties.

- At department level, contact is arranged through the Safety Officers

- Carrying out safety inspections
- Investigating occupational accidents together with the Safety Officer, including determining their causes and circumstances
- Advising on the performance of risk assessments and proposing ways to minimize risks
- Contributing to specific topics (e.g. display screen workstations) during annual instruction sessions
- Advising on the design of workplaces or the procurement of new work equipment

Company Physician (ASiG)

The company physician has advisory and support duties concerning occupational safety measures, accident prevention and health protection. The company physician conducts occupational medical examinations.

- Participating in safety inspections
- Involvement in questions concerning health assessments or first aid
- Advising on the introduction of new occupational safety measures
- May be consulted on questions concerning a change of workplace or reintegration
- Examining, assessing and advising employees, as well as recording and evaluating examination results
- Examination certificates are forwarded to the preventive-care records without findings
- No pre-employment examinations or fitness assessments are conducted by the company physician; these are carried out by the personnel physician

Appointed Office Holders at FB12

The currently appointed office holders at FB12 can be found at: [FB12 Occupational Safety](#).

3. Duties of Persons with Responsibility

The President

The President is responsible for occupational safety at the University. The President delegates the organization of occupational safety to the Central Officer for Occupational Safety. The President delegates responsibility for the departments and department-independent institutions to the Deans or the heads of the department-independent institutions.

Dean

The Dean is responsible for occupational safety within the department. The Dean delegates responsibility for the working groups and service units to the heads of the working groups and service units. The Dean receives occupational safety-related notices and minutes and forwards them to the responsible persons. The organization of central functions—first-aiders, central fire safety measures such as fire extinguishers, and requesting external advisers—is delegated to the Safety Officer.

Heads of Working Groups, Service Units and Department-Independent Institutions

The heads of working groups are responsible for occupational safety within their area of responsibility. They must provide their employees with documented occupational safety instruction on a regular basis—annually and whenever new employees are hired—and must document any deficiencies or shortcomings and report

them to the responsible persons. The risk assessment of workplaces (see below) is one of their most important tasks. In very large working groups, it may make sense to delegate these tasks—but not the responsibility—to internal occupational safety representatives (in effect, local Safety Officers on site).

4. Risk Assessment

The purpose of the risk assessment is to identify and evaluate risks to employees. It is the most important documentation tool for determining the state of occupational safety. The necessary protective measures must be established during the risk assessment in order to minimize accident-related or health risks. The effectiveness of the measures must be reviewed regularly on the basis of the documented risk assessment. All protective measures, such as instruction topics, required inspections and inspection intervals, first aid, personal protective equipment or occupational health care, must be listed in the risk assessment. Risk assessments must be updated regularly: whenever changes occur (people, work equipment or rooms), or at the latest after three years.

The following section contains a paragraph explaining the term “risk assessment”, followed by an explanation of the formal components of the formal risk assessment.

a) Umbrella Definition of the Organization, Instructions and Occupational Safety Measures

The term “risk assessment” suggests a one-time activity that may have to be carried out at specific intervals—at most every three years, or whenever personnel, technical or spatial changes occur. In practice, however, the risk assessment should be regarded more as an overarching catalogue of inspections, measures and occupational safety instructions. Its individual components are applied continuously by all involved parties, and their implementation must be documented by the responsible head of the working group, stating the measure, the date and the participants. If no written documentation exists, the implementation of a measure will not be recognized in case of doubt during an inspection or site visit by the Regional Council of Gießen.

b) Risk Assessment of a Workplace

The risk assessment is a central component of occupational safety. It always relates to a workplace and must therefore be available for every workplace or type of workplace. Since workplaces in our department are largely similar, a single risk assessment may also be prepared for all rooms belonging to a working group or service unit.

Cover Sheet

Checklist

Deficiency List

[illegible]

Teil 3: Mängel und Defizite / Handlungsbedarf			Raum-Nummer:	Seite:	
Thema / Projekt / Arbeitsphase:					
Nr.	Gestaltung z.B. im Rollenspiel, Gruppenarbeit, mündlichen Referatungen, Plakativen, etc.	Handlungs- bedarf ja / nein	Maßnahmen methodisch, organisatorisch, pädagogisch	Durchführung Wer Bis wann	Überprüfung Durchgeführt in Wann
1.1	Gestaltung durch nicht definierte Unterweisungen	ja, fort- laufender Handlungs- bedarf	Durchführung von Unterweisungen bei Neuorientierungen, sowie mind. 1 jährlich Dokumentation der Unterweisungen mit Inhalt der Unterweisung anwesende Person Ermitteln notwendiger Unterweisungsthemen		
1.2	Arbeitsmedizinische Vorsorge	ja, fort- laufender Handlungs- bedarf	1x jährlich schriftlich das Angebot für Arbeitsmedizinische Vorsorge „Inhaltsangabe in Richtliniegerüst“ (als CD) an alle Mitarbeiter Heraus- und Einbringen (möglichst) bei der Arbeitsmedizinischen Vorsorge Erklären des Themas „Vorsorgeeventualität“ im Rahmen der Unterweisung		
3.3	Gestaltung durch nicht geprüfte elektrische Geräte	ja, fortlaufender Handlungs- bedarf gemäß den vorge- gebenen Themen (Handbuch für stl. und Liniend- starke)	- Prüfung der elektrischen Betriebsmittel gemäß DGUV / VDE 311 „Elektrische Anlagen und Betriebsmittel“ und der Handlungsanweisung für die Arbeitsmittel (AS) und Umverpackung durch Herrn Torsten (Hilf) - Schulung der elektrischen Betriebsmittel durch Väter - Unterweisung im Umgang mit den elektrischen Betriebsmitteln - Hinweis auf die Brandabschaltung der Unterweisung der Inhalte - Keine Verwendung von einem anderen Arbeitsmittel beschreiben, das unbedingt		

The risk assessment document consists of three parts: cover sheet, checklist and deficiency list. Specific characteristics of individual workplaces or rooms must then be explicitly listed in the third part as a running list.

These documents are included in the appendix.

b1) Part 1: Cover Sheet

The cover sheet specifies the area of responsibility and the date on which the assessment was carried out.

b2) Part 2: Checklist of Risk Factors

In this checklist, all risk factors that could potentially occur in the work environment under consideration must be marked. The list should be read as follows: For example, there is always a risk of fire, such as from untested electrical equipment, cookers without fire-resistant bases and unnecessary fire loads, especially in corridors. This item must therefore be marked. By contrast, there is neither animal husbandry nor any accessible risk from electric arcs. These two items therefore do not need to be marked or examined further.

b3) Part 3: Deficiencies, Shortcomings and the Necessary Measures

In the third part of the risk assessment, identified deficiencies and shortcomings are recorded together with the necessary measures and an indication of by when and by whom the deficiency should be remedied at the latest. The date on which the effectiveness of the measures is reviewed must also be entered in this list.

All items and sub-items marked in Part 2 (checklist) must appear in this list and be briefly explained.

5 Components of the Risk Assessment

The following section lists examples of topics for general instruction, as well as examples of further instruction sessions. In addition, other components of the risk assessment from section 4b3 are addressed.

a) General Instruction for New Employees; Different Instruction Priorities for Annual Refreshers

Instructions are mandatory to ensure that employees behave appropriately in the workplace and handle work equipment correctly. Every employee must receive general occupational safety instruction at the beginning of their employment and subsequently on an annual basis, covering at least the following topics:

- Occupational health
 - Information about occupational health care and employee-requested preventive care
 - Amended Maternity Protection Act; procedures in the event of pregnancy; risk assessments for female students and employees
 - [Pregnancy Flyer](#) available from the secretariat or online
- Fire safety
 - Fire risks from cookers, hotplates, other electrical equipment or fire loads
 - Operate coffee machines and kettles on fire-resistant bases
 - Escape routes and assembly points in the building and in the office
- Ergonomics
 - Workplace ergonomics (desk size, height and position, chair settings)
 - Specific ergonomics for display screen workstations (see below)
- Ladders and steps
 - Handling and inspection of ladders and steps (competent person in 2026: Jens Viertelhausen)
- Electrical testing of portable electrical equipment
 - Handling electrical equipment and visual inspection by users
 - Route cables in an orderly manner (no trip hazards and no loops on the floor)
 - DO NOT cascade extension cables!
 - Testing of portable electrical equipment by EuPs (electrically instructed persons): Mario Knapp, assistants
- IT security

b) Fire Safety Instruction

The 2026 fire safety instruction will be provided by the Fire Safety Officer, Mr. Gröb. It can be requested through the Safety Officer. This generally engaging event, which lasts approximately two hours, usually consists of two parts: First, a presentation explains the fundamentals of handling fire-hazardous materials; the second part consists of a practical fire safety exercise. The aim is for every employee to have participated in this event at least once, preferably every two years.

c) Instruction for Workstations with Display Screen Equipment

Instruction on working at a display screen workstation should always be provided first in areas containing display screen workstations. Sitting position and screen alignment are discussed in detail in order to prevent postural damage or strain. Instruction materials are included in the Occupational Safety Manual. There are also alternative and more detailed sources. If required, advice can also be requested from the internal occupational safety specialists.

d) First Aid

First-aiders are available in the department to provide initial assistance in the event of accidents. The list of trained first-aiders can be found at: [First-Aiders](#)

If interested, you can also be trained as a first-aider in consultation with the Dean's Office!

e) Testing of Portable Electrical Equipment

It is the duty of the person responsible—the head of the working group—to ensure that portable electrical equipment is tested. In the event of an accident caused by untested electrical equipment, the insurance provider may refuse to cover the damage. If the equipment in question is privately owned, responsibility in this case lies with the private individual.

The head of the working group receives semi-annual lists from the electrical equipment inventory, including the inspection deadlines for the equipment. It is their responsibility to ensure that every portable electrical device within their area of responsibility is registered in this inventory and electrically tested. The testing itself is carried out by the IT-Solutions working group with EuPs (“electrically instructed persons”); in 2026: Mario Knapp, supported by assistants in the IT-Solutions service area. Tested equipment is identified accordingly by an inspection label and equipment identification.

f) IT Security

The following are some basic rules for ensuring IT security in the department:

- Read and implement the HRZ’s IT security emails
- Check email senders—what email address is listed in the “From:” field? If necessary, view the source text in Thunderbird using **<CTRL><U>**
- Check links in emails before clicking them; if necessary, view the source text in Thunderbird using **<CTRL><U>**
- Do not open external files of the types .doc, .ppt, .xls or .zip. If necessary, request a .docx, .pptx, .xlsx or PDF file from the sender
- Avoid active content: If opening an attachment prompts you to “Enable content” or something similar, cancel immediately
- If a security incident is suspected (malware, etc.), immediately inform the IT Security Staff Unit and the UB IT Service

The HRZ also offers online and in-person seminars at:

- [IT Security Online Training Course ILIAS](#)
- [IT Security Online or In-Person Seminars](#)
- [MarSkills “Data Literacy” Module in Marvin](#)