



Training General Safety & Health

Institute of Pathology, University of Bern

Guido Suter - GeSiBe

Yara Banz - medical responsible

Mathias Dettmer - deputy medical responsible

[P:\Path-Allgemein\Sicherheit & Umwelt](#)

<http://path-srv-dm01/QHB/UmweltSicherheit>

Gefährdungen

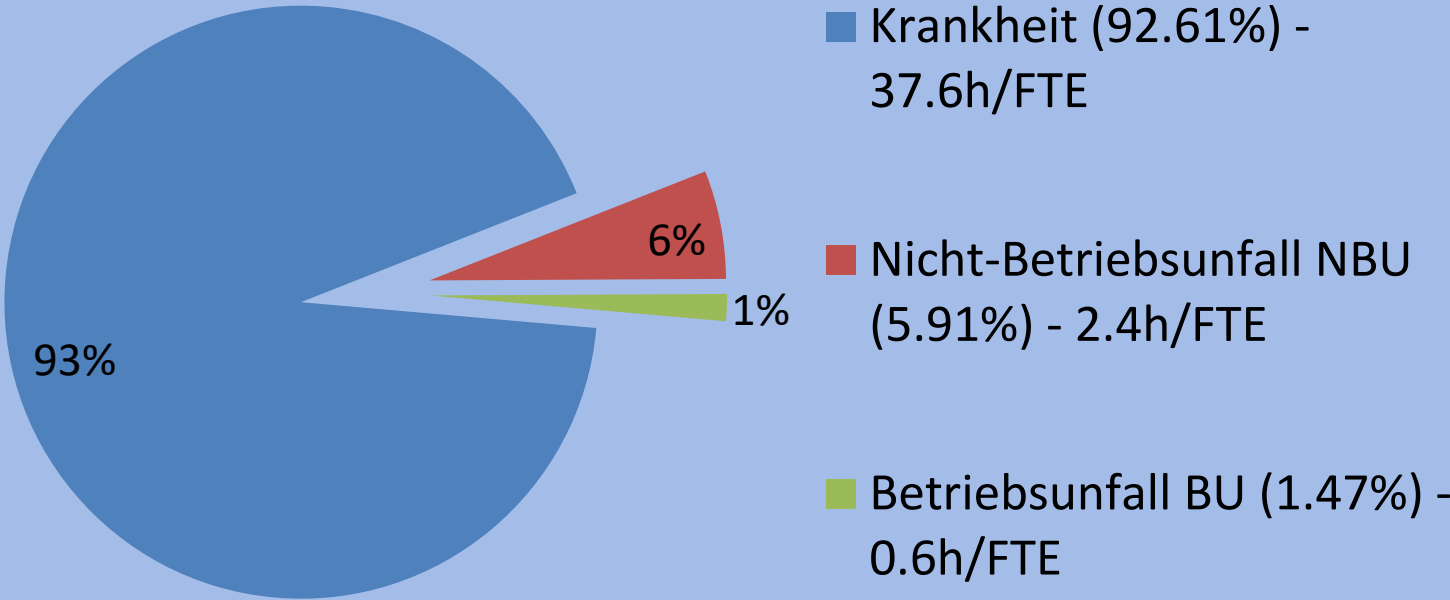
- Flammable liquids, gases, dusts
- Harmful substances
- Biological hazard potential, 2,3,4
- Maintenance,
- Manual movement of loads, posture
- Technical equipment and devices
- Alone working people
- Working with high mechanical hazard
- Working with danger of falling
- High and low temperatures (climatic loads)
- Explosive substances



AGU Bericht 2016

Key figures absences

Kennzahlen Absenzen 2016



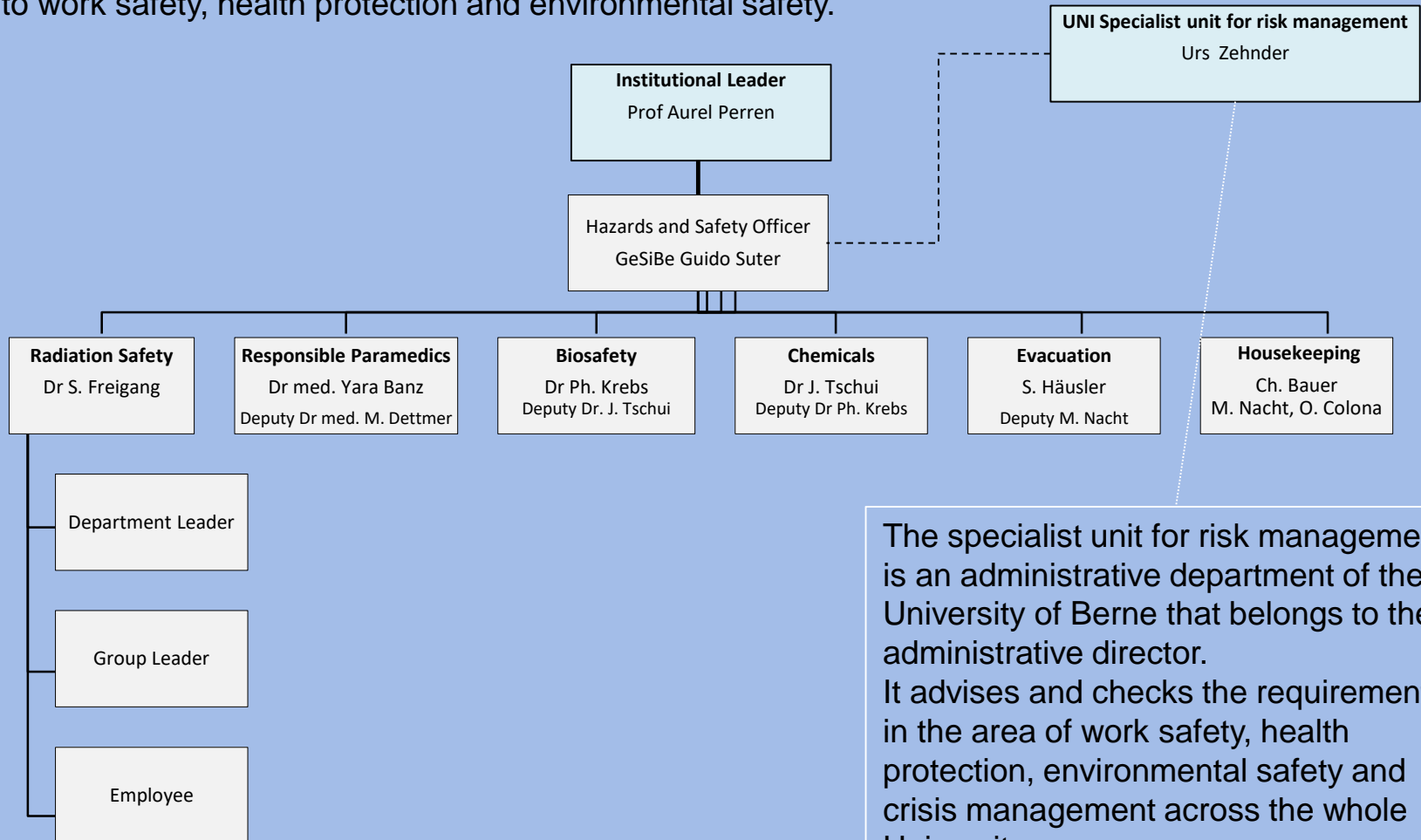
Anzahl Fälle	BU/NBU/FV		
Geschlecht	Berufsunfall	Nichtberufsunf	Total
männlich	50	288	338
weiblich	87	328	415
Total	137	616	753

Incident Unibe 2016

- Crash of ladder at pruning (BT)
- Stair fall (pathology)
- Asbestos Kramgasse (library)
- Threats / Harassment (Miscellaneous)
- Lightning strike with power failure (DCB => IEE)
- Steam outlet boiler room (DCB)
- Theft (Engehalde)
- Fires with smoke (microwave)
- Release of xylene vapors by runoff (DBMR)
- Cutting and puncture wounds (miscellaneous)

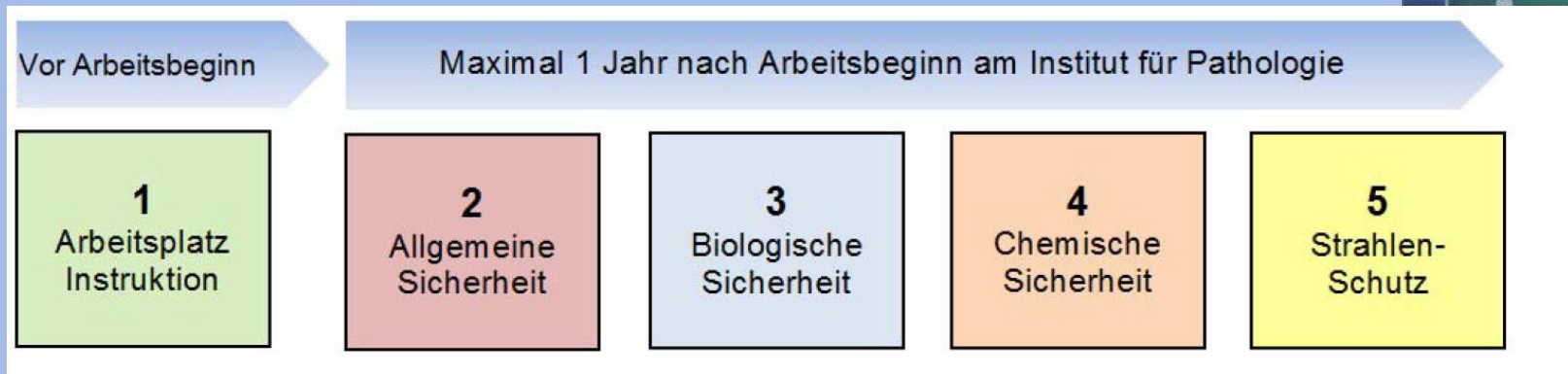
Safety organisation Institute of Pathology

In the institute, the safety organisation supervises duties, responsibilities and competences related to work safety, health protection and environmental safety.



The specialist unit for risk management is an administrative department of the University of Berne that belongs to the administrative director. It advises and checks the requirements in the area of work safety, health protection, environmental safety and crisis management across the whole University.

Security Training Concept



Bern, 14.09.2016

Bestätigung der Unterweisung in Arbeitssicherheit und Gesundheitsschutz

Name/Vorname:

Tätigkeit: Arbeitsbereich/e:

wurde über die bei seiner/ihrer Tätigkeit auftretenden Gefahren sowie über die Massnahmen zu ihrer Abwendung in folgender Punkten informiert:



Principles and objectives

We **care** for the **safety** and **health** of our **employees** and **protect** the **environment** from harmful and inconvenient impacts through an appropriate work organisation, leadership and instruction.

Safety objectives:

- Everybody uses strictly the **personal protective equipment**.
- We strictly follow the **work instructions** and **operating manuals**.
- We immediately report **defects on machines and tools** to your superior.

Liability Institute director and department heads

- The Institute director as well as their department heads are responsible for work safety, health protection and environmental safety in their unit.
- Provide resources
- Training in the workplace
- Write safety regulations
- Check, if safety regulations are followed

Liabilities of the employees

- The responsibility of the own safety lies with every employee.
- Supports the employer in carrying out the accident prevention and the health protection regulations.
- Follow the employer's instructions in relation to work safety and health protection.
- Take the recognised safety rules into account.
- Apply the safety instructions correctly; they must not impair their effectiveness.
- Report defects on machines or tools to the superior.

task area- Security team

- The security team is responsible for:
 - Make sure that the guidelines are complied with in accordance with the EKAS guidelines for the Federal Department for Occupational Safety (EKAS)
 - Advisory role as specialist
 - Tasks according to job description
 - Regular further education in the department
 - Annual audits

Indication of danger areas

Rooms with special danger



**No access for
unauthorized
persons!**



**Hazard
symbol**



**Behavior
note**

hazard symbols

promoting brand

etching
effect



gas under
pressure

ignite

Health hazard

Explosive

Dangerous for the
environment

Attention

Very poisonous

Interventionsteam

Funktion Role	Name	Telefon Telephone	Sucher Pager	Raum Room
Sicherheitsbeauftragter (GeSiBe) <i>Safety Officer (GeSiBe)</i>	Guido Suter	031 632 99 06	181 53 57	L076
Gebäudebetrieb / Hausdienst <i>Building Operations / Housekeeping</i>	Christian Bauer Osvaldo Colona	031 632 99 29 031 632 99 31	181 67 33 181 71 49	L016
Notfallkonzept <i>Emergency Concept</i>	Sascha Häusler	031 632 32 32	181 67 65	H186
Notfallkonzept Stv. <i>Emergency Concept deputy</i>	Michael Nacht	031 632 32 36	181 67 40	L016
Materialverwaltung <i>Materials management</i>	Markus Reusser Hans Thüler Vroni Wyss	031 632 22 35 031 632 34 16 031 632 22 35	181 47 98 181 67 03 181 67 03	L014

- In the event of an alarm, find out the location of the event
- Operate the fire alarm system
- Instruct the evacuation helpers
- Interface to the emergency services

Evacuation helpers

Stockwerk <i>Floor</i>	Evakuationshelfer <i>Evacuation helper</i>	Stellvertretung <i>Deputy</i>
L06	-	-
L05	Stefan Freigang	Philippe Krebs
L04	Maja Neuenschwander	Renaud Maire
L03	Daniela Fricke	Inti Zlobec
L02	Jacqueline Devincenti	Rupert Langer
L01	Bernd Kolb	Julia Ramseier / Ann-Sabrina Köhler
L0	Silvia Gränicher	Oliver Jochum
L-3 bis L-1	Christian Bauer	Michael Nacht
L00 Tierställe <i>L00 Animal stalls</i>	Sonja Reinhard	Sandra Liechti
Hörsaal <i>Auditorium</i>	Sascha Häusler	René Vögtli
Krebsregister <i>Cancer registry</i>	Anja Basci	Regina Anderegg

- Direct people to leave the building
- Carry out subsequent search
- Assembly point: Interface between the intervention team and the employees

Event Reasons for evacuation

- Fire
- Earthquake
- Bomb threat
- Technical problems
- Events with ABC-substances
 - Atomic (nuclear) substances
 - Biological agent
 - Chemical substances
- ...



Behaviour in the event evacuation

Behaviour in the event of evacuation

1. Evacuation alarm

- The evacuation alarm occurs by means of sirens

2. Follow instructions

- Follow the instructions of the evacuation helpers and/or public address systems

3. Leave building

- Use escape routes
- Help other people in need of help

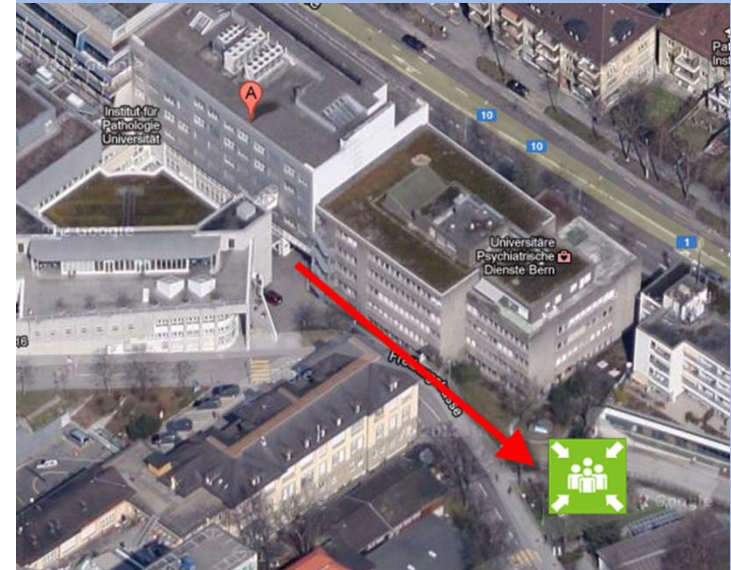
4. Assembly point

- Go to the assembly point

Assembly point = „green space“ between UPD and ophthalmic clinic

5. Do not go back

- Remain at the assembly point
- Follow further instructions



Emergency exit



FLUCHT- UND RETTUNGSPLAN / EMERGENCY PLAN

Erdgeschoss H



Feuer / Fire

- Alarmieren und Ruhe bewahren
Raise alarm and keep calm
- Retten und Warnen
Rescue and warn
- Löschen
Fight fire
- Fenster und Türen schliessen
Close windows and doors
- Aufzüge nicht benutzen
Do not use lifts

Erste Hilfe / First aid

- Schauen, Denken, Handeln
Observe, think and act
- Alarmieren und einweisen
Raise alarm and report
- Bei Gefahr retten
Rescue in event of danger
- Sofortmassnahmen
Immediate measures
- Betreuen
Assist injured persons

Evakuierung / Evacuation

- Zuhören und Anweisung befolgen
Listen out for and follow instructions
- Gebäude über Fluchtweg verlassen
Leave building via escape route
- Mitmenschen / Behinderten helfen
Help others / disabled persons
- Versammeln am Sammelplatz
Gather at assembly point
- Gefahrenbereich nicht betreten
Do not enter hazard area



Legende / Legend	Notfallorganisation / Emergency organisation		Sammelplatz / Assembly point	
<ul style="list-style-type: none"> Standort / Your position Handfeuerlöscher / Fire extinguisher Wasserlöschposten / Fire hose reel Handalarmtaster / Manual alarm Fluchtkorridor / Escape corridor Fluchttreppe / Escape stairs Fluchtrichtung / Escape direction 	Extern / External <ul style="list-style-type: none"> Allgemeiner Notruf General emergency service 112 Feuerwehr Fire brigade 118 Polizei Police 117 Ambulanz Ambulance 144 Vergiftungen Poisoning 		Intern / Internal <ul style="list-style-type: none"> Hausdienst Caretaker +41 31 632 9929 Telefonzentrale UniBe UniBe telephone switchboard +41 31 631 8111 Krisenstab Emergency task force +41 31 631 5555 Defibrillator Defibrillator Murtenstrasse 31 Korridor EG, L 070 	

Hand alarm button, fire proof door, extinguishing devices

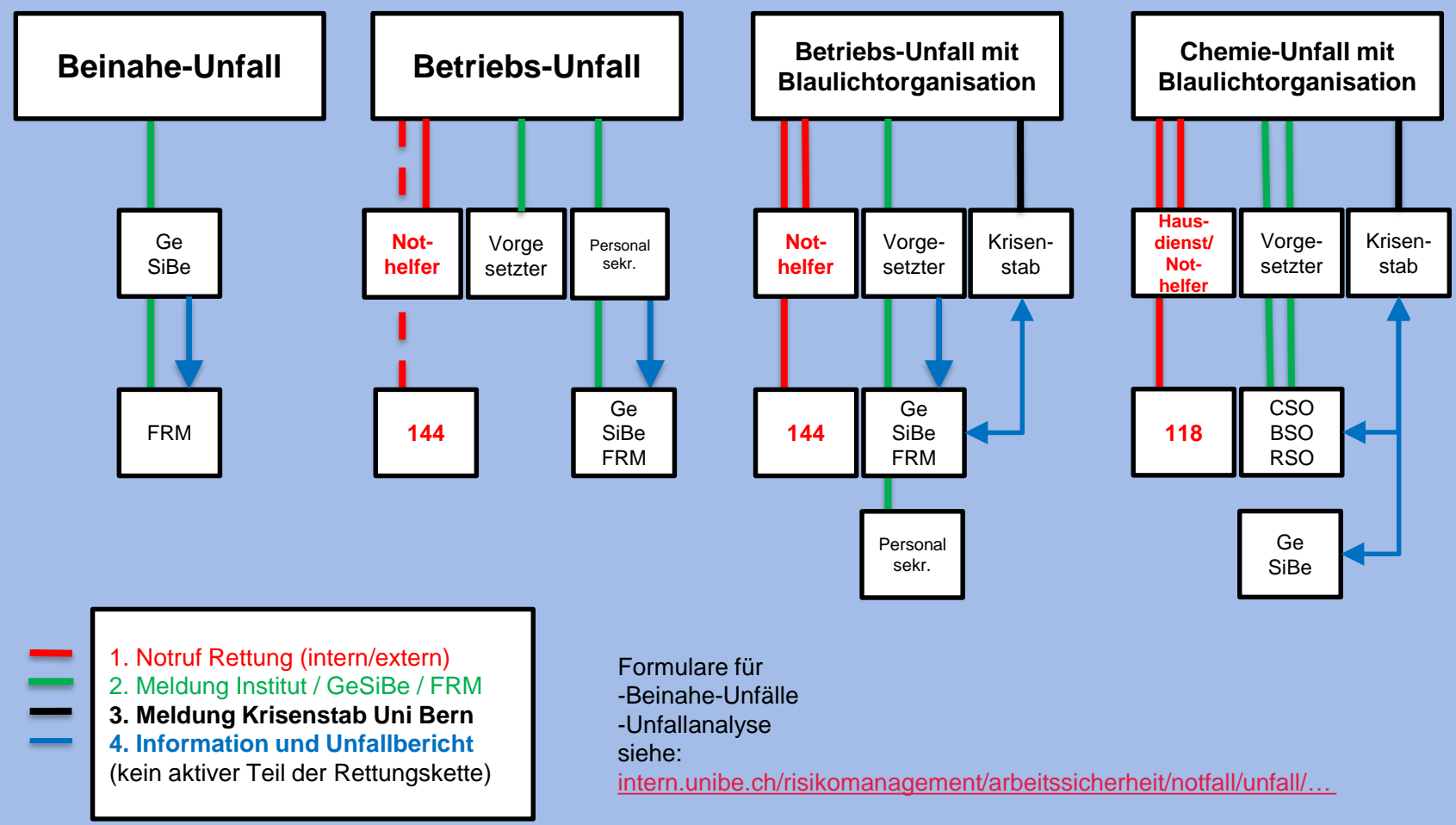


Emergency concept

Behaviour of the employees

- **Close doors and windows**
- **Alert**
- **Help people in need of help**
- **Follow the instructions of the evacuations helpers**
- **Go to the assembly point and remain there (do not go back)**
- **Wait for further instructions**

Reporting of accidents



Harassment, access control

- All visitors need to be registered at the reception
- The person in charge is responsible for the visitors
- Please approach unknown people without visitor badge
- If you are threatened, seek shelter and alert housekeeping or the safety officer
- In the event of an urgent threat, please contact immediately the police: 117
- Theft of personal belongings

Am Anfang die wichtigsten Telefonnummern kennen

... von jedem Telefon

 **Feuerwehr (0)118**

 **Polizei (0)117**

 **Ambulanz (0)144**

 **Insel Notfall 99 99**

 **Tox-Zentrum (0)145**

 **Allgemeiner Notruf (0)112**



**Wo? Wer?
Was?
Wann?
Wie viele?
Weiteres?**