

ORGANIZATIONAL AND OPERATIONAL REGULATIONS
OF ÓBUDA UNIVERSITY
VOLUME III



Annex 9 to
THE STUDENT REQUIREMENT SYSTEM
OF ÓBUDA UNIVERSITY

The order of procedures related to the prevention of student
accidents and to be followed in case of accidents

BUDAPEST, 2016

(version 1., effective from 28 June 2016.)

CONTENT

INTRODUCTION	3
PART ONE	3
CHAPTER I	3
Scope of the regulations.....	3
CHAPTER II	3
METHODS OF ACCIDENT PREVENTION	3
CHAPTER III	4
ACCIDENT TYPES.....	4
Accidents related to practice training	4
Accidents related to classroom activities	5
Accidents during curricular sports activities	5
Other accidents	5
PART TWO	5
ORDER OF PROCEDURES TO BE FOLLOWED IN CASE OF AN ACCIDENT	5
PART THREE	6
CLOSING PROVISIONS.....	6

INTRODUCTION

The order of procedures related to the prevention of student accidents and to be followed in case of accidents taken place (hereinafter: HBE) of Óbuda University (hereinafter: University) shall be determined by the University Senate – in agreement with the University’s Students’ Self-Government (hereinafter: EHÖK) – as follows, pursuant to Act CCIV of 2011 on national higher education (hereinafter Nftv.), Act XCIII of 1993 on health and safety and its implementing decree 5/1993 (XII. 26.) MüM, and based on Annex 1 to the Organizational and Operational Regulations of Óbuda University – the Health and Safety Regulations of Óbuda University.¹

PART ONE

CHAPTER I

Scope of the regulations

1. § The scope of these regulations covers each and every student of the University, as well as students accommodated at the student hostels maintained and operated by the University, regardless of the fact whether they are in a student relationship with the University.

CHAPTER II

METHODS OF ACCIDENT PREVENTION

2. § (1) At the time of enrollment, each first-year student receives the Fire Protection and Health and Safety Guide of Óbuda University, which is supposed to be produced and updated by the Head of Health and Safety and the person responsible for fire protection by 15 August of the current year.
(2) It is the duty of the registrar’s departments at each faculty to distribute and keep records of students’ fire protection and health and safety guides. Such guide serves for students to get acquainted with the health and safety operations conducted at the University, to provide information on health and safety requirements, the norms of behavior to be followed, and the order of conduct. After receiving and reading such information, students certify by their signature that they have understood and accepted its content.
(3) In order to prevent accidents, students shall be obligated to comply with the following:
 - a) to participate at student health and safety trainings, to learn the information heard there, and to demonstrate conduct in accordance therewith during their student relationship;
 - b) to properly use the protective equipment and clothing required during laboratory practice classes;
 - c) to behave in safe ways not to expose their health to danger, and to keep discipline, order and cleanliness;

¹ Regulations amended by the Senate session of 27 June 2016, by way of its resolution no. SZ-CXX/114912016. Effective from 28 June 2016.

- d) to fully comply with the house rules and local health and safety regulations of the student hostel;
- e) to promptly report any irregularities involving hazards, accidents or incidents to the teaching staff or the student hostel janitor.

(4) Student hostel residents receive written information on health and safety rules when moving in, acknowledgement of which is certified by their signature.

(5) The proper technical standards of tools and equipment applied in education and used by students are required to be ensured in a documented manner. Increased attention shall be paid to the existence of protective equipment thereon, quality certificates, and mandatory checks for protection against electric shock. In the case of any shortfall of documented compliance, the equipment, instrument or device concerned is prohibited to be put into use.

(6) As regards the application and presentation of hazardous technologies, students' attention should be drawn to compliance with technological discipline and to the use of appropriate protective equipment, and application thereof is required to be ensured in the course of the activity.

CHAPTER III

ACCIDENT TYPES

Accidents related to practice training

3. (1) In the course of their university studies, students are provided with and master the practical skills required in laboratories of various functions and facilities. The practice course instructor is required to acquaint students with the dangers of practice training in laboratories and with local specificities at the first practice training session. It is the duty of the leaders of the special groups to check for the completion of such training sessions.

(2) In the preparatory phase, practice course instructors are required to draw the attention of students to norms of behavior to be followed in the lab, to the hazards involved in the educational tools used, to strict adherence to the prescribed health and safety procedures, as well as to the health and safety regulations on laboratory use (students may not stay in the lab unattended), and machinery and equipment operation.

(3) In the event that a student fails to meet their obligation set out in section 2 (3) b), the person in control of organized operations will be required to prohibit such student from the activity to be carried out.

(4) The health and safety training conducted on the first laboratory class of students is required to be recorded on a designated Training Registration Sheet (Annex 1), to be signed by both the instructor and the students. Such signed records are required to be preserved at the archives of the relevant institute.

Accidents related to classroom activities

4. § (1) Accidents related to classroom activities include injuries caused by indoor furnishings, doors and windows, and tread surfaces; as well as accidents entailing injuries or electric shock during the use of electric equipment.

(2) In order to prevent accidents as specified in paragraph (1), it is highly important to comply with the requirement specified in section 2 (3) c), as well as to perform regular checks of the technical condition of electric equipment and to perform maintenance operations as required.

Accidents during curricular sports activities

5. § (1) Accidents related to sports activities include accidents occurring in the gym and on outdoor sports tracks, as well as injuries during the use of sports equipment.

(2) Before sports activity sessions, the instructor is required to call the attention of students to hazards other than usual and to the prevention thereof.

(3) In order to prevent accidents as specified in paragraph (1), it is highly important to comply with the requirement specified in section 2 (3) c), to use sports equipment properly, and to fully abide by the instructions of the person conducting the activity.

Other accidents

6. § The University shall be obligated to investigate into any accidents other than those specified in sections 3 to 5 only if the unavertable liability of the University for the occurrence thereof can be established. Such cases may include accidents and injuries occurring in the course of transport within the area of the University (elevator breakdown, road surface defects, non-conformity of stairs, etc.)

PART TWO

ORDER OF PROCEDURES TO BE FOLLOWED IN CASE OF AN ACCIDENT

7. § (1) Pursuant to Clause 30 of the Health and Safety Regulations of Óbuda University, accidents suffered by students in connection with their studies at practice classes shall be deemed as occupational accidents, required to be investigated and recorded in the same way as occupational accidents.

(2) The party injured or the person noticing the accident shall be obligated to report such accident to the person in control of organized operations (lecturer, professor, instructor), as well as to provide information on the continuation of any accident hazard.

(3) The person in control of organized operations shall take prompt action to terminate the situation reported under paragraph (2), being also liable to arrange for the proper care of the party injured.

(4) Incident records shall be drawn up of the accident taken place by the person in control of organized operations, which shall include the personal data of the student injured, a brief description of the incident, and statements by witnesses.

(5) Such incident records are required to be forwarded to the Head of Health and Safety of the University. The Head of Health and Safety shall involve in the investigation of the student accident the representative of the competent students' self-government (faculty, student hostel, etc.) and the person responsible for health and safety at the unit concerned (faculty, institute, student hostel, etc.); as a result of such investigation, an accident registration log is required to be created (Annex 2).

(6) Incident records and the accident registration log shall be preserved for five years.

8. § (1) The person carrying out health and safety operations shall make arrangements for the investigation of each accident they are made aware of.

(2) In the course of the investigation, the root causes of the accident are required to be identified together with the direct / immediate causes giving rise to such accident (immediate material, organizational and personal causes, causal relationships thereof), and the measures to prevent similar accidents need to be defined.

PART THREE

CLOSING PROVISIONS

9. § (1) These regulations shall enter into effect on the day following approval thereof by the Senate.

(2) Simultaneously with the entry into effect of these regulations, the following document shall cease to have effect: Organizational and Operational Regulations of Óbuda University, Annex 3 – Student Requirement System –, Schedule 18 – version 1 of the schedule on the order of procedures related to the prevention of student accidents and to be followed in case of accidents taken place.

Dated: Budapest, 27 June 2016.

Endorsement:

Annex 9 to the annex on the Student Requirement System to Volume III of the Organizational and Operational Regulations of Óbuda University – on the order of procedures related to the prevention of student accidents and to be followed in case of accidents taken place – was adopted by the Senate session of 27 June 2016, by its resolution no. SZ-CXXI149/2016. Effective from: 28 June 2016.