



FACULTY OF PHARMACY MEDICAL UNIVERSITY - SOFIA

2 Dunav str., 1000 Sofia; Tel./Fax: 02 9879 874; e-mail: dean@pharmfac.net

APPROVED!

Dean:

Prof. Nikolay Lambov, Pharm.D.



REGULATIONS

**TO ENSURE SAFE LABOUR/ EDUCATION CONDITIONS
IN THE FACULTY OF PHARMACY- MEDICAL
UNIVERSITY
SOFIA**

FOR THE 2014/2015 ACADEMIC YEAR

APPROVED BY A DECISION OF THE DEANS' COUNCIL - MINUTES №10 OF 16.03.2015

CONTENTS

SECTION I	GENERAL PROVISIONS	3
SECTION II	RIGHTS, DUTIES AND RESPONSIBILITIES OF THE TEACHING AND NON-TEACHING STAFF TO ENSURE COMPLIANCE WITH THE SAFE LABOUR CONDITIONS	4
SECTION III	STUDENTS – OBLIGATIONS, PROHIBITIONS AND RIGHTS	7
SECTION IV	BASIC REQUIREMENTS FOR THE PROVISION OF SAFETY AT WORK IN THE STUDY ROOMS AND LABORATORIES	8
SECTION V	SANITATION AND HYGIENE REQUIREMENTS TO PROVIDE SAFE LABOUR CONDITIONS	9
SECTION VI	FIRE SAFETY AND EMERGENCY	9
SECTION VII	SAFETY INSTRUCTIONS FOR WORK AND EDUCATION	10
SECTION VIII	REGULATIONS	28

SECTION I

GENERAL PROVISIONS

- Art. 1.** The present regulations set out the basic rules for safe and healthy working conditions, which must be provided and complied by in FPh-MU. The term "safe conditions of training, education and work" means working conditions that do not lead to occupational diseases and accidents at work and create conditions for complete physical, mental and social well-being of the working people.
This concept consists of two elements:
- * **Healthy labour conditions / occupational hygiene** / - These are the working conditions that allow for the normal functioning of the human organism. These are requirements to the conditions of the labour process. The aim is to prevent the adverse effects of the working environment.
 - * **Safe labour conditions / occupational safety / technical safety.**
They ensure the protection of the physical and mental integrity of the human body and Prevent any external adverse impact on it.
- Art. 2.** The present regulation applies to all participants in the labor / learning process, sports activities, as well as for citizens who on various occasions are on the territory of FPh-MU.
- Art. 3.** The present regulations determine the rights and obligations to ensure and control the safe education conditions in FPh-MU.
- Art. 4.** **In addition to the requirements of these regulations,** the uniform, industry and company rules, standards and requirements for safe working conditions, corresponding to the actual activity, established in the Republic of Bulgaria, shall be respected.
- Art. 5.** Amendments and addendums to the Regulations are made by vote of the Deans' Council of FPh.
- Art. 6.** The control over the implementation of the Regulations is performed by the Dean, a body on safe and healthy work, the manager of the sanitation unit, members of the Committee on labour conditions.
- Art. 7.** The guilty failure to comply with the Regulations by:
- the teaching and non-teaching staff in the FPH-MU is considered a violation of labor discipline;
 - students - a violation of the Regulations on education;
 - citizens - a violation of the internal regulations and documents of the university.
- Art. 8.** Wrongful conduct is sanctioned by the order adopted in the relevant documents - administrative, disciplinary, judicial, depending on the degree of the offense and the ensuing alleged or actual danger to the life and health of participants.
- Art. 9.** The present regulation was adopted by decision of the Dean's Council – (Minutes № 10 of 16.03.2015) and was enforced on 16.03.2015.

SECTION II

RIGHTS, DUTIES AND RESPONSIBILITIES OF THE TEACHING AND NON-TEACHING STAFF TO ENSURE COMPLIANCE WITH THE SAFE LABOUR CONDITIONS

- Art. 10.** Duties, responsibilities and rights under these Regulations shall be entered in the job descriptions of the persons who manage and implement the education process.
- Art. 11.** Duties, responsibilities and rights of the **DEAN**:
- (1) Approves Regulations to ensure safe labour/ education conditions in FPh-MU.
 - (2) Appoints an officer for the coordination and control to provide safe education conditions **in FPh-MU** – a Body on the safe and healthy work, according to Art. 24, para 1 of the Law For Healthy And Safe Labour Conditions (LHSLC).
 - (3) Interacts and coordinates with regional, municipal departments and local government authorities in their actions to ensure safe conditions of training.
 - (4) Approves and coordinates with the regional Mayor the *"Action plan for disasters, emergencies, accidents and fires in FPh-MU"*
 - (5) Provides service by the Occupational Health Service (OHS) for workers in the faculty.
 - (6) Approves the job descriptions of all employees.
 - (7) Approves the **Program for Risk assessment**, according to a methodology proposed by the Occupational Health Service. Assesses the risk of jobs and determines the period for re-assessment of the risk.
 - (8) Prepares and approves a Program of risk management, based on recommended actions after risk assessment.
 - (9) Submits an annual declaration / notification in the territorial directorate of "Labour Inspection", as required by the Ordinance № 3 of 23 February 2010 on the form, content and terms for filing and storing of the declaration under Art. 15, para. 1 of the Law For Healthy And Safe Labour Conditions (LHSLC).
 - (10) Organizes the formation of a Committee on labour conditions (CLC), which will organize the activities and bring working conditions in accordance with the requirements of the Law For Healthy And Safe Labour Conditions (Art. 27, para 1 LHSLC).
 - (11) Provides training to members of the Committee on labour conditions (CLC acc. Ordinance №4 / 1998
 - (12) Provides training on LHSLC of the officials, performing briefings of all workers in the Faculty, as required by Ordinance № RD-07-2 of 16.12.2009 on the conditions and procedures for conducting periodic training and instruction of employees under the rules to ensure healthy and safe working conditions.
 - (13) As an employer, complies with the requirements of Decree № 56 of 10 March 2011 on the amendments and addendums of the Regulation on the working time, holidays, breaks and leaves, adopted by a Decree № 72 of the Council of Ministers of 1986 (SG, No 6, 1987)
 - (14) Provides the necessary resources for ensuring and improving the working conditions and sanitary conditions in the FPh-MU.
 - (15) Appoints by order the Commission on vocational rehabilitation and annually determines the list of places for disabled workers.
 - (16) Investigates any accident, which has occurred on the territory of the Faculty.
 - (17) Immediately notifies the Head of the RIE Sofia-city, MES, prosecutors and the civil protection service in cases of serious accidents and incidents on the territory of the FPh-MU.
 - (18) Provides implementation of various health activities and preventive medical

examinations of the staff, according to the recommendations of the approved occupational health service.

(19) Ensures compliance with the requirements of ***Regulations to Ensure Safe Labour/ Education Conditions in the Faculty of Pharmacy- Medical University.***

(20) Ensures safe working conditions when signing contracts with other organizations for the individual or joint execution of repair, construction, loading and transportation.

(21) As an employer, has every right to demand responsibility from those who violate the requirements or do not perform their duties in relation to the healthy and safe working conditions by taking administrative action under the Labour Code.

Art. 12. Duties, responsibilities and rights of the **Body on the safe and healthy work** in the Faculty of Pharmacy:

- Coordinates with CLC and the head of the sanitation unit **the Regulations to ensure safe labour/ education conditions in the FPh-MU** and submit it to the Dean for approval
- On behalf of the Dean performs coordination and control on the work of providing safe and healthy working conditions in the FPh-MU.
- Coordinates with the Head of the sanitation unit and submits to the Dean of the Faculty of Philosophy-MU **an Action plan for responding to disasters, incidents, accidents and fires.**
- Prepares **an annual Analysis of activities on LHSLC** on the state of health and safe labour conditions during the previous calendar year, which is discussed in the CLC and Dean's Council.
- Drafts **a Programme of the activities on LHSLC**, containing preventive measures and methods to ensure and improve the level of protection of workers and students in the FPh-MU. Develops and registers all types of instructions on the territory of the FPh-MU as required by Ordinance № RD-07-2 of 16.12. 2009 on the conditions and procedures for conducting periodic training and instruction of employees on the rules to ensure healthy and safe working conditions.
- Periodically informs the Dean of the FPh-MU on the state of conditions of safety and health, and on the execution of the tasks, orders and recommendations.
- Examines and plans the need and promptly asks financial authorities for the necessary funds for the implementation of activities, providing for LHSLC
- The Head of the sanitary unit organizes events for civil protection, in accordance with the regulations and requirements of specialized institutions.
- organizes and participate in the work on the establishment and evaluation of occupational hazards;
- cooperates with and assist the occupational health services in the performance of their functions and tasks;
- organizes and participates in the development of the Rules for the internal work order on the obligations of officials and employees;
- coordinates the work of the officials and the management units in the implementation of their obligations to ensure healthy and safe working conditions;
- organizes the development of projects, programs and concrete measures to prevent the risks for the life and health of workers.
- organizes and participates in the preparation and working out of assessments and opinions regarding the compliance with the recommendations for safe and healthy conditions at work;
- explores the opportunities and quality of services offered by the units, included in the national infrastructure to help the employer;
- requires that the officials create work organization without damaging their health and safety;

- requires the development and implementation of operational action plans, aimed at ensuring safety in areas with a high level of occupational risks;
- coordinates the actions on the implementation of the obligations to ensure health and safety when workers from different enterprises work together;
- requires the introduction of facilities for collective defense and the provision of adequate personal protective equipment;
- organizes and participates in the development of company regulations for safe and healthy conditions at work;
- organizes and participates in the development and implementation of programs for training, retraining and coaching of employees and officials;
- consults officials, workers and employees;
- organizes and participates in the investigation of the causes for occupational accidents;
- assists and participates in the social dialogue between the partners in the faculty;
- organizes and participates in studies of the opinion of workers and employees;
- when violations or defaults are observed, informs the employer and proposes appropriate measures;
- organizes information dissemination and the promotion of measures;
- organizes the maintenance and the proper filling of the required statutory and regulatory documentation;
- carries out the interaction with fire departments, civil protection service, RHI and "Labour Inspection" Directorates.

Art. 13. Duties, responsibilities and rights of **teachers:**

Rights

- (1) To work in safe and healthy working conditions
- (2) To refuse or suspend the execution of the assignment in immediate danger to his life and health
- (3) To a compensation for legitimate refusal or work stoppage which had occurred in a serious and imminent danger
- (4) To a preferential terms of work, if it is for disabled workers
- (5) To receive personal protective equipment
- (6) To have an access to the available information on working conditions.
- (7) To make proposals for the provision of safe and healthy working conditions.
- (8) To an appropriate training in health and safety working conditions.

Obligations

- (1) They bring responsibility to safeguard the lives and health of the students during classes and other educational forms and activities organized by the FPH-MU.
- (2) They monitor the health of students and supervise compliance with health and hygiene standards and requirements during the learning process.
- (3) They monitor the compliance with operational and safety measures when working with materials and equipment in environments that may be a potential threat to the health and lives of the students.
- (4) **teachers** at the beginning of the school year made an initial briefing for health and safety training for students (with signature) in a special diary and approved by the Dean ***Program initial instruction***, including Section III of these ***rules: students - obligations prohibitions and rights***.
- (5) Incoming students are instructed in the first day of school at the University of the teacher.

(6) **Teachers** are obliged to systematically monitor students' progress and in case of violation of the safety rules to take immediate measures and to inform the leadership of the FPH-MU.

(7) **Teachers** are obliged to use all the switchgear according to the requirements of safety and hygiene. The use of electrical appliances is forbidden. In all cases at fault in the electronic equipment, instrumentation, sensation of smell, smoke, heat conductors and others is necessary to exclude the tension and to inform the head of the ICCA. Do not carry out repairs willfully!

(8) **The teachers** care about safety when working with chemicals, high voltage electronic appliances and others. Do not leave unattended plugged in devices (computers, printers, scanners, power. Cookers, TVs, etc.). It works according to the technical characteristics of the instrument.

To use the work equipment only as intended and under conditions for which it is intended.

(9) Immediately inform for all faults and hazards that threaten the health and life

(10) To examine the risk of assessment.

Art. 14. The Heads of events outside of the FPh-MU are responsible for compliance with the safety rules to protect the lives of students.

(1) They strictly comply with the approved by the Dean procedure for organizing and conducting student activities, internships, excursions and recreation in the country and abroad.

(2) Before each event, students get acquainted with the route, sites to be visited and must receive instructions / against signature / about safety measures that must be observed.

SECTION III

STUDENTS - OBLIGATIONS, PROHIBITIONS AND RIGHTS

Art. 15. Students are required to:

(1) to listen carefully to the instructions and participate in all forms of training in safety and hygiene.

(2) To score for the instructions, certifying that they are aware of safety rules and undertake the most strictly observe them.

(3) To participate in classes in disaster, accidents and catastrophes, fire protection, first aid and road safety, which are held in an approved schedule.

Art. 16. Students are strictly prohibited:

(1) willfully carry out repairs of electrical appliances. The tools el. installations, plugs, switches, furniture and more.

(2) Bringing in the building of FPH MU-alcohol, drugs, flammable and explosive materials, weapons.

(3) Sitting on the windows and railings and hanging over them.

(4) The entry into offices, laboratories in non-academic time without the knowledge of the teacher.

(5) Smoking in the building of the FPH-MU

(6) Running in the hallways, classrooms and offices.

(7) The use of mobile electronic devices during school hours.

Art. 17. Students have the following rights:

(1) To receive updated information on measures taken to provide safety training in FPH-MU.

(2) To be trained in healthy and safe working conditions.

SECTION IV

BASIC REQUIREMENTS FOR THE PROVISION OF SAFETY AT WORK IN THE STUDY ROOMS AND LABORATORIES

Art. 18. To ensure safe work practices in chemical disciplines, it is necessary:

- (1) The chemical reagents should be stored in a metal cabinet, which is locked.
- (2) All reagents should be stored in plastic, glass or ceramic containers tightly closed. The vessels must be glued labels with the name and concentration of the substance. Of toxic substances shall be labeled "poison" and the burning "flammable".
- (3) Upon dilution, the acids must be put in the water and not vice versa. Pouring of concentrated solutions into containers should be done in a trickle.
- (4) It is prohibited the outpouring of chemical reagents unsuitable for further use in drains.
- (5) It is necessary that in the office there is a supply of neutralizing substances in case of acids or bases falling on human skin or clothing.
- (6) easy inflammable liquids (ether, benzene, acetone) in the experiments have to be placed far from the heater, which may ignite them. Transfusion of these fluids should be done over a special cell, avoiding spilled. When working with such liquids should not smoke, to light a match or lighter.
- (7) In case of overflowing ether, gasoline or other flammable liquids in the laboratory, all heaters and spirit lamps are to be extinguished and the room to be ventilated.
- (8) It is strictly forbidden to use gasoline as fuel.
- (9) It should be a spirit lamp lights another burning spirit lamp. To avoid explosion Avoid burning alcohol more than 2/3 of the court. Spirit lamps do not extinguish the Spirit, but only with their caps.
- (10) Chemical laboratories shall be equipped with necessary medicines chests for assistance if necessary.
- (11) Before using the electrical equipment it is necessary to be thoroughly acquainted with their description and before turning on, it is necessary to check if the mains voltage is compatible with that of the instrument.
- (12) The instruments used by the students should have limiting devices that prevent the possibility of damage by electricity.
- (13) The presence of voltage in the circuit can be checked only with instruments rather than by its physiological action.

Art. 19. To ensure safety work in computer labs, it is necessary:

- (1) When working with computers, students should be located at a distance of 0,50 - 0,70m from the screen and the distance between the eyes and the keyboard is 0,40 - 0,50 m.
- (2) When working with computers this requires students to stand upright chairs, with conveniently located on the tables hands, so as to achieve maximum comfort while working with keyboard and mouse.
- (3) It is not permitted to hold two consecutive sessions without providing active rest between 10-15 minutes.
- (4) When working in the computer lab, students must be aware of the hazards associated with electrical faults. Installation (exposed wires, broken sockets, switches, plugs, etc.) And to detect these they must warn the teacher immediately, without making attempts to correct them.
- (5) When moving in the hall, students must not touch the power cords of computers and other equipment and cables to the computer network.
- (6) Computers and other equipment in the room are turned on only with the permission of the teacher.

(7) When entering the hall students have to wait for the departure of those whose classes have been completed.

(8) As electrical installation is present on worktables, it is prohibited to bring beverages and liquids in the hall.

SECTION V

SANITATION AND HYGIENE REQUIREMENTS TO PROVIDE SAFE LABOUR CONDITIONS FOR TRAINING, EDUCATION AND WORK

Art. 20. In the classrooms, laboratories and offices there must be maintained a constant temperature, while not allowing fluctuations greater than 5 ° - 6 ° C.

Art. 21. In the breaks air exchange in the school premises is to be repeatedly provided.

Art. 22. In the classrooms, laboratories and offices to observe the applicable standards for lighting.

Art. 23. The windows and lighting fixtures are to be cleaned at least once a month.

Art. 24. For laboratories and offices are required sanitary standards for noise and vibration.

Art. 25. The territory of the FPH-MU and yard areas should be kept clean and the waste is collected separately at designated places.

Art. 26. Toilet rooms are to be maintained in good condition and in accordance with accepted sanitary requirements.

Art. 27. Constant monitoring and maintenance of the water and district heating plants, sewage system is carried out under the direct supervision of the Head ICCA.

SECTION VI

FIRE SAFETY AND EMERGENCY

VI.I. Obligations of teaching, administrative and support staff.

Art. 28. Teachers, staff and workers in the FPH-MU are required to become familiar with:

- 1) *Plan for evacuation of students, teachers, staff and property in case of fire, natural calamities***
- 2) *Action Plan personnel for firefighting and emergency response to a failure***
- 3) *Plan to provide PAD in repairs, reconstruction and retrofitting facilities "***
- 4) *Instructions for fire safety within the FPH-MU***

VI.II. Fire protection requirements for classrooms, laboratories and workshops.

Art. 29. The premises of the *FPH-MU* are to be maintained clean. All combustible waste and refuse is to be discharged promptly.

Art. 30. The evacuation routes must be maintained according to the requirements of the fire building and technical norms.

Art. 31. In the studies office tables and chairs should be arranged so that the outputs to be free.

Art. 32. In the attic and the basement is prohibited storage of combustible materials.

Art. 33. Systematically checks the condition of the el. installations and equipment. To prevent electrical sparks, short circuits and overload power of the Network.

Art. 34. Doors designated for evacuation should always be free of any material. If necessary, they will be locked. To ensure rapid unlocking must have a set of keys for escape doors. One set of keys must be at a certain place, known to all staff.

VI.III. Basic rules for the use of different extinguishing fires and ignitions.

Art. 35. For extinguishing of solid combustible materials, inside hydrants and fire buckets are to be used.

Art. 36. For extinguishing of flammable and combustible liquids, the fire extinguisher with carbon dioxide or dry powder extinguishers are to be used.

Art. 37. Upon ignition of electrical installations, equipment and facilities, the electricity should immediately be switched off. If switching off is impossible, extinguish only with carbon dioxide extinguishers.

SECTION VII

INSTRUCTIONS

VII.1. INSTRUCTIONS FOR SAFETY TRAINING IN THE COMPUTER ROOMS AT THE FACULTY OF PHARMACY, MEDICAL UNIVERSITY

I. General conditions

1. Sit comfortably in front of the computer, without straining your body.
2. The display must be at eye level. The distance between the eyes and the display must be at minimum of 500 mm, between the eyes and the keyboard - minimum of 450 mm.
3. The monitors are to be adjusted so that there is no glare or reflection.
4. During breaks do not watch the monitor, allow your eyes to relax. Comply with the requirement: 1 hour of class work, 10 -15 min. of rest.

II. Organization of work

1. Entering the computer cabinets is allowed only in the presence of the lecturer in informatics and information technology, who is in charge of the cabinet.
2. Leaving the cabinets is organized after the end of the class or with the permission of the lecturer.
3. On entry and on exit from the cabinets, the leading lecturer must verify the availability of all computers and peripherals.
4. The bringing in and using of computers and devices in addition to the installed ones in the cabinet is allowed only after the permission of the leading lecturer and the Head of the computer cabinets.
5. Immediately notify the lecturer or the technical staff in the event of:
 - burning smell, excessive noise from a working computer, blurred or shimmering image on the display;
 - malfunctioning computers;
 - missing computers or components of their configuration;
 - any unusual situation.

III. Prohibited actions in all computer cabinets:

- dismantling of devices with any purpose whatsoever;
- switching on and off of cables and interfaces;
- change in the configuration of computers and exchange of their components;
- change in the general arrangement of the equipment and furniture;

- smoking;
- consumption of food and beverages, as well as bringing such items in a form allowing consumption;
- bringing in of bulky items and luggage, of strong smelling, irritating and dangerous objects and substances;
- bringing in animals.

IV. Actions in the event of danger

IV.1. In case of danger immediately notify the lecturer and follow his instructions.

IV.2. In case of failure or accident with a computer, the first and mandatory action is to switch it off by unplugging the power cord.

IV.3. In case of fire and availability of a fire extinguisher, it is to be used immediately by those present in the room.

V. Actions in the event of evacuations

In the event of evacuation, leave the room quickly, but do not panic:

- the people situated nearest to the exit leave first;
- assistance is provided to people with impaired mobility;
- people who are unable to leave alone are carefully carried out
- follow the signs for the nearest emergency exit.

VII.2. INSTRUCTIONS FOR SAFETY TRAINING IN THE LABORATORIES AT THE FACULTY OF PHARMACY, MU

1. The lecturer is responsible for the safe running of classes, but each student, after having studied the instructions, also bears personal responsibility.
2. Each student has his own work place, of which he is fully responsible.
3. Students are required to comply consciously and responsibly with the rules on safety, work hygiene and fire safety.
4. To avoid accidents and electrical failures, students are required to comply strictly with the instructions for electrical safety.
5. Use only fully tested and compliant devices, strictly following the instructions of the lecturer.
6. Any kind of tampering, adjustment and repair of electrical appliances, apparatuses, devices and repair of power cables is prohibited.
7. It is absolutely forbidden to spread water on appliances, apparatuses, equipment or on their controls.
8. Working with appliances is to be initiated only after a thorough instruction for their correct and safe usage.
9. In the event of ambiguous results from the experiment, work is to be immediately suspended and the lecturer is to be consulted.
10. It is forbidden for students to taste substances or touch them with their hands.
11. The smell is detected by carefully blowing vapours by hand towards the nose.
12. It is forbidden for students to use unwashed dishes.
13. It is forbidden for students to touch reactive glass and banks with wet or soapy hands.
14. When pouring liquid out, the label of the reactive glass must be faced towards the palm.
15. The monitoring of the tests comes from the side of the vessels and not through the openings.
16. The spirit-lamp is to be lit only with matches and is not to be carried around while burning.
17. The spirit-lamp is put out only by means of the cap and not in any other way.
18. On heating, the test-tube opening is directed away from the experimenter and the others.
19. Work with acids and bases with great caution. Such should not fall on the face, eyes, skin or clothing. If this occurs, the affected area is flushed with water and the lecturer is notified immediately.
20. On dilution of acids, the acid is poured into the water, but not vice versa.
21. The conducting of new, unknown experiments is not allowed without the permission of the lecturer.
22. It is forbidden for students to take chemical substances outside the laboratory.
23. It is forbidden for students to bring food into the cabinet and eat in the chemical laboratory.

24. Students are required to maintain perfect order and cleanliness in the laboratories and comply with all the rules for quality and flawless conducting of experiments in the training process.
25. After completion of the lesson, each student is obliged to leave his workplace in a perfect form.
26. In case of an accident in the laboratory, immediately notify the lecturer.

VII.3. INSTRUCTIONS FOR THE WORK SAFETY CONDITIONS OF THE MAINTENANCE WORKERS AT THE FACULTY OF PHARMACY, MU

During operation, workers are obliged to observe the following rules:

- 1) To work with the required personal protective equipment.
- 2) Not to get distracted by other activities and people.
- 3) To carry out the operations according to the safety instructions.
- 4) Not to smoke in the workshop.
- 5) When performing electrical work, switch off devices with insulated handles.
- 6) The state of isolation and security of the electrical safety is to be checked at least twice a year.
- 7) Not to touch exposed electricity conductive parts.
- 8) In case of ignition of the electrical wiring, appliances or equipment, immediately to switch off the mains supply and to use only fire extinguishers with carbon dioxide.
- 9) All faults in the installations, the damages to the technical equipment that affect the safety and health of students, lecturers and employees of the Faculty of Pharmacy – MU, are to be repaired in due course. If this is impossible, the equipment is to be stopped from exploitation or access is to be limited.

VII.4. INSTRUCTIONS FOR WORK SAFETY OF THE ORDERLIES AT THE FACULTY OF PHARMACY – MU

- 1) Cleaning of windows and railings is to be done with extreme caution, leaning out being minimal.
- 2) In preparing disinfectant solutions and applying of bleach, the proper ratios specified by the medical officer are to be observed, in order to prevent inhalation of poisonous gases / chlorine and others /.
- 3) When handling detergents such as acids or bleach, work is to be performed with rubber gloves and gauze dressing is to be placed on the mouth.
- 4) Cleaning of snow and ice in the area of the faculty building is to be carried out with appropriate clothing and shoes, to avoid sprains and fractures.
- 5) When sanitation of the yard and areas around the faculty building is carried out, waste is to be selected and disposed of in the designated areas.
- 6) In order to reduce fire hazards and avoid contamination with toxic substances from the burning process, incineration of waste is strictly prohibited on the territory of the Faculty of Pharmacy-MU.

VII.5. INSTRUCTIONS FOR WORK SAFETY OF THE ADMINISTRATIVE – TECHNICAL STAFF AT THE FACULTY OF PHARMACY – MU

- 1) When working with computers, the distance from the monitor must be 0,50 m - 0,70 m, and the distance between the eyes and the keyboard must be 0,40 m - 0,50 m.
- 2) When working with computers, the body needs to sit upright in the chair, hands conveniently placed on the table, so you achieve maximum operating comfort with the keyboard and the mouse.
- 3) Comply with the established and regulated breaks during working hours -2 breaks of 15 minutes each.
- 4) When working, caution is to be exercised for hazards associated with electrical faults and when such are detected, the electrician is to be notified and no attempts are to be made by the staff to repair the faults.
- 5) Switching on of heating appliances outside the specially equipped for this purpose fire-safety places is forbidden.

VII.6. INSTRUCTIONS / RULES FOR FIRST AID EMERGENCIES IN THE EVENT OF HEALTH IMPAIRMENT AT WORK

MINOR INJURIES

(with no injuries to the artery)

1. **FIND** the injured body part.
 2. **CLEAN** with running water, and if skin is dirty, clean with soap water.
 3. **DISINFECT** with germ-killing substance.
 4. **COVER** the wound with a sterile gauze.
 5. If the wound is severe and bleeds heavily, **COVER IT WITH A DRESSING. THAT IS HOW INFECTIONS AND EXTENSIVE BLOOD LOSS ARE PREVENTED.**
- DO NOT USE:**

- **COTTON**
- **ALCOHOL**
- **ANTIBIOTIC POWDER**

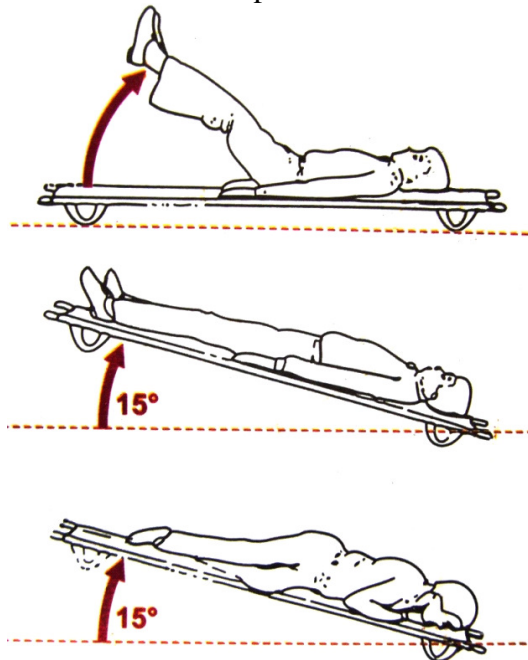
6. IN CASE OF PROLONGED BLEEDING:

- place the bleeding part of the body in an elevated position;
 - place second dressing with elastic bandage onto the first (compression bandage);
 - put ice or a cold compress.
7. In all cases **THE WOUND IS TO BE EXAMINED BY A DOCTOR OR BY MEDICAL STAFF**, when the wound is located :
- on the head;
 - on one of the **ARMS** or **LEGS** (risk of injury to tendons or nerves).
8. Presentation of a certificate of the last **VACCINATION AGAINST TETANUS** (if the person has such certificate available).

SEVERE INJURIES

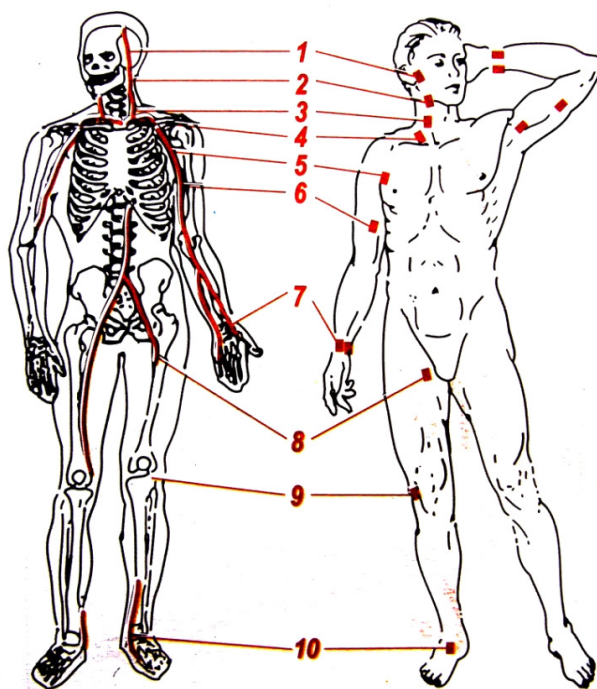
(injury to the artery, heavy blood loss, bright red blood gushing out)

1. **HAVE** the injured lie down (shock position) Fig.1
2. **FIND** the injured body part. Call a medical emergency team (Tel.150).
3. Immediately **TIGHTEN THE WOUND** to stop blood loss.



SPOTS FOR PRESSING THE ARTERIES

/Fig.2, 2-A, Б, В, ГРД, Ж /



Фиг. 2А



Фиг. 2Б



Фиг. 2В



Фиг. 2Г



Фиг. 2Д



Фиг. 2Е



Фиг. 2Ж

4. TRANSPORTATION OF THE INJURED TO HOSPITAL, WITHOUT RELEASING THE TIGHTENED BANDAGE.

5. TIGHTENING OF A LOWER LIMB IS NOT DONE IN THE AREA OF THE KNEE.

6. TIGHTENING OF A UPPER LIMB IS NEVER DONE BELOW THE ELBOW.

THE TIGHTENING OF THE WOUND IS TO BE KEPT FOR MAXIMUM OF 50 MINUTES

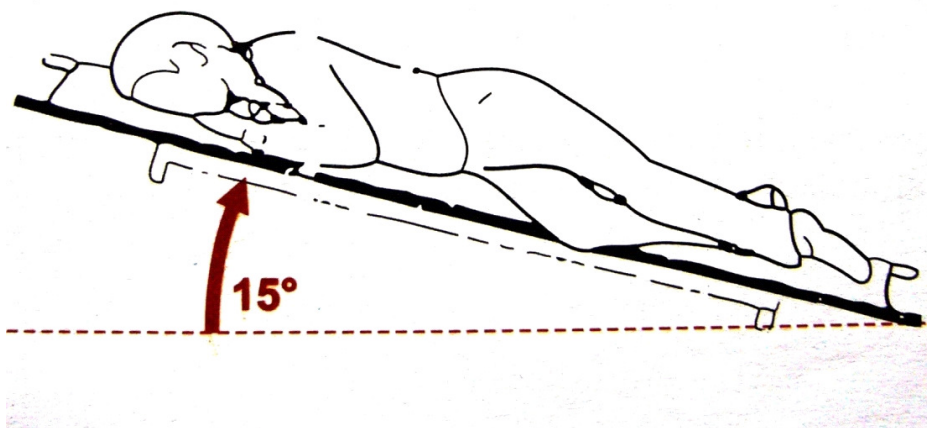
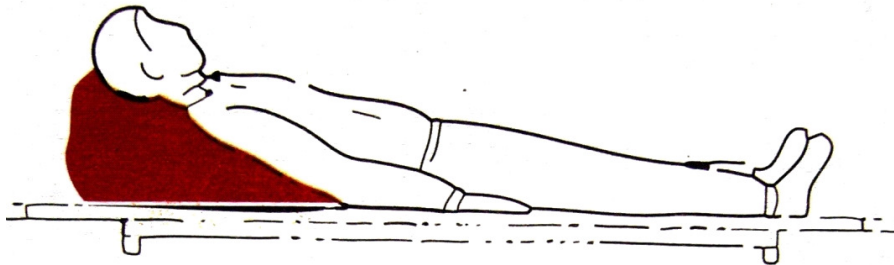
Write down the time of bandaging directly on the skin or on a piece of paper. If the time of 50 minutes is exceeded, the bandage is to be loosened for a few minutes and then tighten again.

INJURIES TO THE CHEST

(risk of suffocation due to injury to the lungs)

Cover the wound with a dressing compress.

PLACE THE INJURED IN HALF-SITTING OR LATERAL LYING POSITION ON THE INJURED SIDE. KEEP THE HEAD ELEVATED.



ABDOMINAL INJURIES

/ risk of internal bleeding /

- HALF-SITTING POSITION WITH FLEXED LEGS.
- DO NOT GIVE ANY DRINKS.
- IMMEDIATELY CALL A TEAM OF EMERGENCY MEDICAL CARE /TEL. 150 /.

AMPUTATION OF A BODY PART

- 1. IMMEDIATELY PRESS THE AMPUTATED LIMB.**
- 2. CALL A TEAM OF EMERGENCY MEDICAL CARE OR TRANSPORT THE INJURED TO HOSPITAL.**

3. Make a tightening bandage over the injured limb, bandaging the amputated part with a sterile dressing.

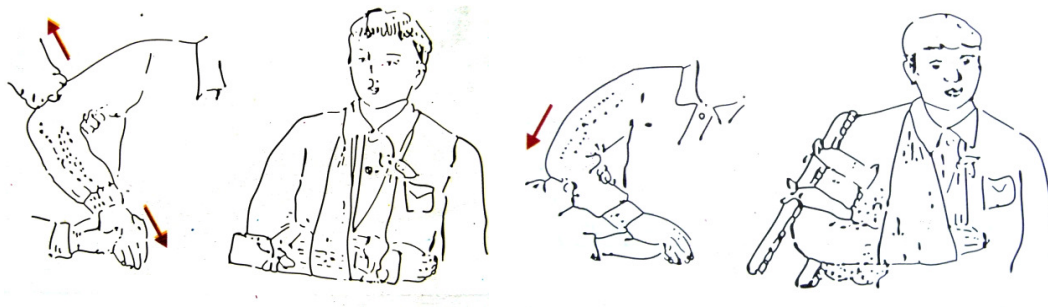
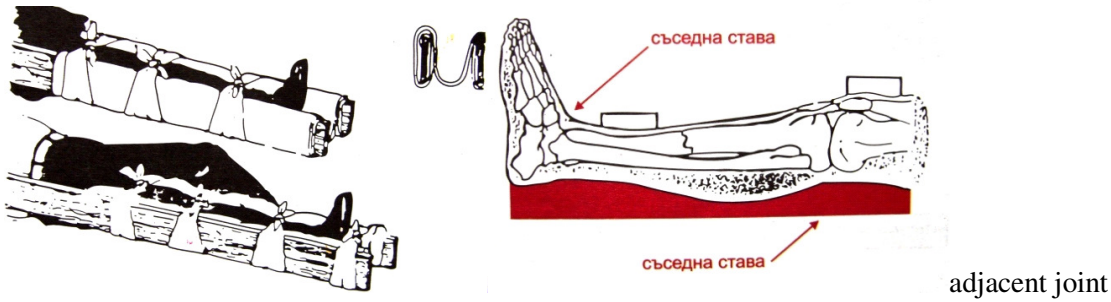
Note the time of bandaging (maximum of 50 minutes)

In case of a torn finger, pressing only is enough.

4. The separated part is **TO BE STORED** in the freezer, without direct contact with ice, and if possible, the part is to be stitched.

BONE FRACTURES

1. Uncovering of the injured body part; if necessary clothes should be cut with scissors.
2. When there is a FRACTURE, the limb is immobilized, covering two adjacent joints.

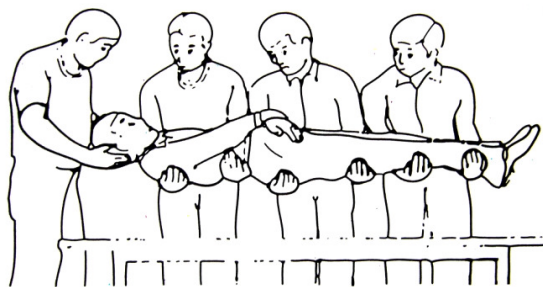


3. Transporting to hospital.
 4. IN CASE OF COMPLICATIONS
 - open wound; disinfection and covering the wound;
 - additional injuries in case of bone fracture; sealing bandage.
- SEARCH FOR EMERGENCY MEDICAL CARE

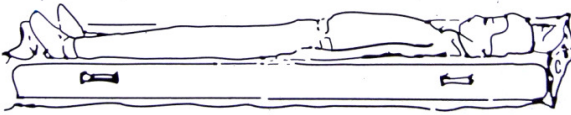
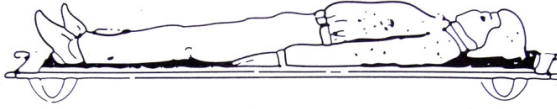
SPINAL CORD INJURY

/ spinal column injury with a risk of interrupting the spinal cord /

1. The injured left lying in the status quo
 - **DO NOT** sit;
 - **DO NOT** twist his back;
 - **DO NOT** twist the neck.
2. The injured **SHOULD BE ASKED** if he could feel his limbs.
3. **CALL FIRST AID TEAM.**
4. **IF HE HAS TO BE MOVED** provide a sound pad and stick stationary head, arms and legs.



Slow and careful transportation

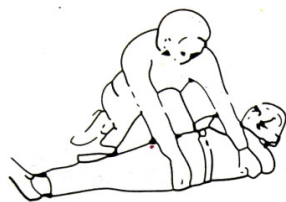
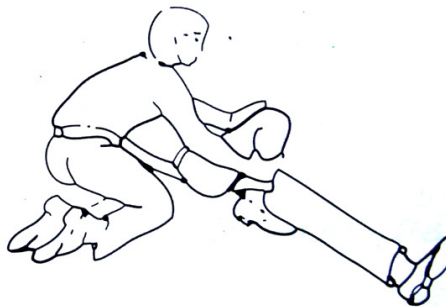


UNCONSCIOUSNESS

/ skull injury, electric shock, heat stroke, severe burns,
poisoning, choking, shock /

In case the unconscious person is breathing, do not give him anything to drink and do not raise him!

1. Loosen the clothing on the neck and chest.
2. Place the injured **on his side** / face to the floor and for more stability bend one leg at the knee /.



In case the unconscious person is not breathing, give artificial respiration.

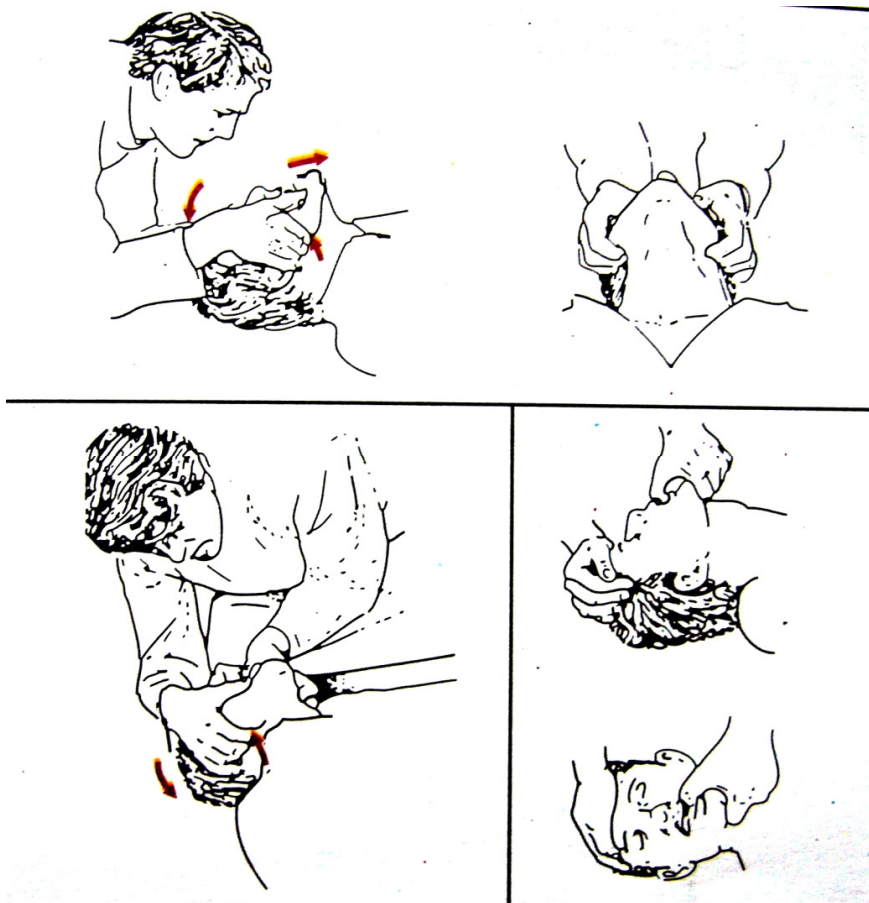
Gray-blue face, the chest does not move

ARTIFICIAL RESPIRATION
/ mouth to mouth or mouth to nose /

In the absence of pulse and dilated pupils **indirect heart massage and artificial respiration** should be made.

mouth to mouth resuscitation

- removal of foreign bodies from the mouth and throat / also removable dentures /
- displacement of the head far back



- pulling the lower jaw forward and pressing the nostrils;
- blow air into the mouth / from a hygienic point of view gauze can be used /.

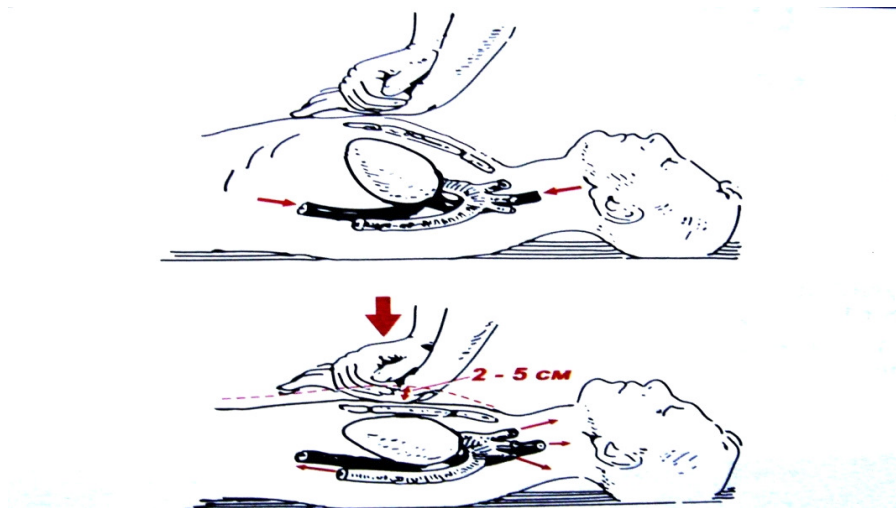
CALL A FIRST AID TEAM.

INDIRECT CARDIAC MASSAGE

- Place the injured on his back
- Place the your palm on the sternum;
- Place the other hand on top;
- Press the sternum downwards towards the spine.

If the person giving first aid is alone

/Fig.12/



If those giving first aid are two

/Fig.13/

The sequence of actions is as follows:

1. TWO ARTIFICIAL INHALATIONS –
each lasting 1-2 seconds

2. 15 HEART COMPRESSIONS

with frequency 80-100 / minute.

3. Further rhythm continues
in a ratio of 5:1;

4. The two rescuers should be
from different sides of the injured.

1.TWO ARTIFICIAL INHALATIONS –
each lasting 1-2 seconds

2. Carry out **FIVE HEART COMPRESSIONS**
with frequency 80-100 / minute;



/fig.12/



/fig.13/

Giving first aid is provided upon regaining respiratory and cardiac activity.

HEAD INJURIES

/ head blow, possible brain injury /

If injured is **conscious**, but:

- he feels sick or vomited;
- has a headache;
- is sleepy;
- fainted briefly:

CALL FIRST AID TEAM.

If injured is **unconscious**:

- make indirect heart massage;
- provide artificial respiration.

BURNS

- In case of **acid burns**, the site is treated with a solution of baking soda.
- When **burning with basic** / caustic soda / the site is treated with a solution of vinegar or lemon juice, citric acid.

The affected part of the body is bandaged with a clean bandage or gauze.

- **Do not burst blisters**
- **Do not smear with ointment**
- **Do not use cotton**

CALL A FIRST AID TEAM.

HEAT STROKE

Heat stroke occurs most often in people who are in closed and wet rooms with high ambient temperature under intense muscle exercises and toxic or inflammatory brain diseases. It violates normal heat exchange processes and the body can no longer cool. The condition develops rapidly and requires urgent medical attention.

How to know a person with heat stroke?

At first such a person complains of headache, pulsating tinnitus, dizziness, feeling sick, total warming. The person is agitated, irritable with red and dry skin and body temperature of 39-40 degrees. At the beginning the pulse rate is strong and fast, gradually slows down and becomes arrhythmic.

Immediate actions:

- Move the injured to a shady and cool place. Take off his clothes in order to cool the body better.
- Cooling the body with cold towels or ice. Pouring cold water.
- The temperature of the injured is taken every 5 minutes until it reaches 38 degrees. Then the injured is wrapped with dry sheet and keep in a cool place.
- Call for an ambulance and provide transportation to hospital as soon as possible.

FROSTBITE

Frost is obtained by the action of low temperatures, which cause a general or local damage to the body.

Frostbite is four degrees:

- In first stage the common complaints are numbness and pain at the site of frost;
- In second degree blisters appear and the pain is sharp;
- In third degree the pain is severe and the skin is killed;
- In fourth degree the tissues are killed in depth.

First aid:

- The injured is transferred to a warm place.
- Warming, which is performed very carefully and gradually to body temperature.
- Dry massage in the site of frost.
- Bandage the injured part of the body, preventing pollution.
- Giving hot sweetened drinks.
- Sending to hospital.

BITES

❖ Snakebites

Symptoms: two red spots at the site of bite, pain, swelling at the closest lymph nodes. The injured complained of restlessness, fatigue, nausea, vomiting, pallor.

First aid:

- Tightening bandage over the bite site.
- Washing the bite site with cold water and soap.
- Dressing in place.
- Giving painkillers.

❖ Dog bites:

- Disinfection of the area around the wound.
- Dressing.
- Transporting to hospital.

❖ Insect bites:

- Removing the sting with tweezers.
- Compress with ammonia solution and water in equal parts.
- Give fluids and painkillers.

FOREIGN BODY IN THE EYE

Grains, fibers, metal chips, etc. may fall in the eye. As a result eye irritation and inflammation is likely to follow.

First aid:

- Flush eyes with clean water.
- Placing dry dressing.
- Seek specialist help immediately.

Short Description
of the types, indications, dosage, and contraindications of medicines, dressings and other materials, which
must be a content of first aid kit

№	Material identification	Application (indications)	Dose	Min. store	Max. store	Contraindications
<i>I. Medicinal products</i>						
1.	Aspirin (tablets)	- Pains of different origin; - high temperature; - flu; - sciatica; - lumbago; - After excessive use of alcohol and nicotine; - in small doses to prevent heart attacks, etc.	1-2tablets when needed	10 gr.	20t.	- ulcers, asthma - sensitivity - pregnancy and others.
2.	Analgin (tablets)	- pains of different origins, including menstrual pain; - in case of snakebites, dog bites, insect bites; - lighter renal, biliary pain, cystitis, influenza etc.	1tablet 3-4 times a day	10t.	20t.	- allergies; - blood disorders; - pregnancy; - acute abdominal pain.
3.	Upfen (tablets)	Pains: - after acute trauma; - menstrual; - in case of a toothache	1tablet every12 hours	10t.	20t.	-active septic ulcer; -liver failure; -acute disorders of kidney function; -severe disturbances in blood coagulation; -inflammatory bowel disease; -asthma; -allergies; -pregnancy and lactation.
4.	Imodium (capsules)	- diarrhea;	1-2 tablets 3 times daily	10t.	20t.	–
5.	Panadol (tablets)	headaches; back pain; rheumatic and muscle aches; neuralgia; toothache; colds; flu; fever	1-3 tablets	6t.	12t.	- hypersensitivity to the preparation; -liver and kidney diseases.
6.	Nitroglycerin	- severe pain in the heart area	1 tablet under the tongue 0.5 mg	1	2	- brain hemorrhage; - allergy
7.	No-spa	- elastic aches/gall-stone and renal stone colic; - menstrual pains	1-2 tablets 3 times daily	10	20	No
8.	Talcid	- increased gastric acidity-acute and chronic inflammation of the lining of the stomach; -ulcers; -inflammation of the esophagus	1 to 2 tablets after meal	10t.	20t.	Impaired renal function, diarrhea

9.	Alcohol	- in case of insect bites-(on the wound after removing the sting)	Cotton or gauze soaked with alcohol	20ml	100ml	open wounds are not processed with alcohol
10.	Hydrogen peroxide	- for wound washing	pouring over the wound			- may increase the bleeding temporarily
11.	Ammonia (solution), (e)	- in case of insect bites-(on the wound after removing the sting) -loss of consciousness, etc.	- 1coffee spoon of ammonia in 5 coffee spoons of water -cotton soaked with ammonia	20ml	100ml	open wounds are not processed with ammonia
12.	Rivanol- ointment	- antiseptic for wounds, open abscesses, infections of the skin and visible mucous membranes with antimicrobial action	The injured site is smeared with medium thick layer and if needed cover with gauze	6gr	12gr	
13.	Nebacetin powder (powdered nemibacin)	- infected wounds and burns; -infected eczema;	apply evenly over affected area	1,5gr	5gr	Oversensitivity to neomycin or zinc bacitracin; do not apply on bleeding skin areas

II. Antidotes

1.	Medical charcoal (universal antidote)	-poisoning (with alkaloids, salts of heavy metals, alcohol poisoning) -food poisoning	-	10t.	20t.	-
----	---------------------------------------	--	---	------	------	---

III. Dressings

1.	Gauze bandage 5 cm/5 m	- dressing	-	2PCs.	4PCs.	-
2.	Gauze bandages 10 cm/8 cm	- fractures -dislocations -burns -thermal insulation pads, etc.	-	2PCs.	4PCs.	-
3.	Cotton 50gr	- for thermo-insulated dressing; -for the treatment of insect bites, burns, etc.	-	100g	200g	-
4.	Sterile dressings (PCs): 5 cm/5 cm 10cm/8 cm; 10 cm/cm;	- depending on the wound size	-	2 2 2	4 4 4	-
5.	Citoplast cut (big-3 cm/6 cm)	- dressing of shallow and small open wounds	-	6PCs.	24PCs.	-
6.	Citoplast-cut (small-2 cm/4 cm)	- dressing of shallow and small open wounds	-	6PCs.	24PCs.	-

7.	Citoplast 100 cm/4 cm	- dressing of shallow and small open wounds	-	1/2	1	-
8.	Tape 5 cm/5 m	- to strengthen the bandage	-	1/2PCs.	2PCs.	-
9.	Triangular towels	- as pad for styptic bandage -for limb immobilization, etc.	-	2PCs.	2PCs.	-
10.	Tourniquet (rubber band)	- for limb clamping when bleeding	-	1PCs.	2PCs.	Leave the note with exact time of placing
11.	Safety pins	- to strengthen the bandage	-	2PCs.	12PCs.	-
12.	Kramer splints	- for limb splinting and immobilizing fractured body parts	-	2PCs.	4PCs.	-

IV. Other materials

1.	Latex gloves, sterile, PCs. pair	- for treatment of open wounds and under excretion of bodily fluids from the injured	-	1	2	-
2.	Scissors-straight medium	- for preparation and processing of dressing materials; - release of clothes, shoes, etc.	-	1PCs.	1PCs.	-
3.	Mask for ventilation	- when applying the method "mouth to mouth"	-	1PCs.	1PCs.	-
4.	Pharmacy Cabinet	- for storage of medicines and dressing materials	-	1PCs.		
5.	Notebook- journal	- for reporting drugs and material consumption	-	1PCs.		

FIRST AID FOR VICTIMS OF ELECTRICAL ACCIDENTS

Electrical injuries can be caused by :

- a/ an electric current flow through the human body - electrocution
- b/ the effect of an electric arc on the human body
- c/ the effect of electric and magnetic fields created by high voltage and frequency on human body

Types of electric current damage on human body :

- a/ electric shock and burns;
- b/ injuries and fractures;
- c/ diseases caused by exposure to electric arc and electromagnetic fields.

An electric shock is a pathological effect of an electric current that flows through the body and results in affection of vital organs and functions such as breathing and heartbeat. The extent of this effect depends on the voltage of the electric current, its type and frequency, the path and duration of its flow through the body and the condition of the body itself.

An electric shock may occur when a person touches current-carrying energized parts (electrical wires, cables, connectors and others), or noncurrent -carrying conductive parts (engine housings,

machinery, boards and others), which, due to construction defects, lack of insulation, and protection failure, have also become energized parts.

The first aid for an electric shock victim consists of :

1. Separation of victim from current source in a fastest possible way. As well:

a / measures must be taken to prevent the person making the separation to be affected by the electric current. At voltage up to 1000 V, dry non-conductive items must be used . At voltage above 1000 V appropriate boots, gloves and rods for this voltage must be used:

b / in cases when the victim is high up, measures should be taken to prevent the risk of falling and getting additional trauma;

c / additional light sources should be provided when the unplugging of the electric source could lead to a suspension of lighting.

2. If the victim has a pulse and respiration, he is left lying, with clothes unbuttoned, fresh air is provided, a cotton wool pad soaked in ammonia is put to the nose, and his face is washed or sprayed with cold water.

3. If the victim is unconscious and the breathing is weak and convulsive or there is no breathing and pulse at all, he should not be considered dead but in clinical death and could be resuscitated. The following measures must be taken :

a / loosening of any tight clothing around the neck ;

b/ opening of the mouth by displacing the mandible forward;

c/ removal of any dirt , dental prostheses and others from the victim's mouth;

d/ unblocking of upper respiratory tract by pulling and holding the tongue forward, head bent backwards ;

e/ proceeding with artificial respiration, the most efficient methods being : "mouth to mouth" and "mouth to nose";

Cleaning the mouth Unblocking of URT Artificial respiration "Mouth to nose"

f / in case of absent pulse proceed to indirect heart massage.

4. The electricians working in maintenance of electrical installations and equipment must be trained to administer artificial respiration and indirect heart massage /CPR- cardio-pulmonary resuscitation/

5. The administration of first aid to electrical shock victims should not be stopped until the arrival of the medical emergency team or during transportation of the victim to hospital. Until then, the victim should be considered to be alive. Only competent medical specialist may determine legal death and then the termination of aid.

6. It is strictly prohibited to bury any parts of the electrocuted body , or to undertake any other actions that would hold the victim's breathing.

7. The flow of electrical current through the human body or the effect of an electric arc may cause burns. In these cases first aid is provided under section III of the present rules.

8. A continuous exposure of the eyes to the radiant effect of the electric arc causes electric ophthalmia. Electric ophthalmia is an inflammation of the eye retina and cornea caused by the ultraviolet radiation effect of the electrical arc. The most exposed to risk people are the welders or any observers of their work, who do not wear personal protective equipment. First aid in these cases consists in applying cold compresses soaked in PCO/oligomeric proanthocyanidin/ on the eyes and then sending the victim to a specialist.

9. In case of lightning the symptoms are the same as in the case of electric shock. Depending on the type and extent of the injuries the first aid that should be provided is similar to the aforementioned.

FIRST AID IN ACUTE POISONING

Acute poisonings are diseases that often begin suddenly or within a short period of time, and often with severe and fast development. At the outset of their first signs and before the arrival of medical emergency team, they require fast curative measures. Acute poisonings are caused by different types of poisons. Some of them are toxic gases that enter the body through the respiratory system, others are solid or liquid compounds and substances that enter the body through the digestive system, through the skin and mucous membranes. Third type are poisons released from certain animals - snakes, fish and others –in case of bites or punctures. For the milder course and favorable outcome

of acute poisoning it is very important to perform the following actions: quick removal of the source of poisoning, applying methods for neutralizing the poison in the body, performing CPR/cardiopulmonary resuscitation/

Techniques and methods of first aid in case of acute poisoning

I. In case of poison ingestion /penetration in the digestive system / the following actions must be performed until the arrival of a physician:

1. Induce vomiting by irritating the throat introducing a finger or a spoon handle in it. If the patient has swallowed a poison with strong chemical burning properties (acids, bases or other substances) before inducing vomiting make him drink 2 cups of milk, mixed with the whites of 1 or 2 eggs, mixed in emulsion with 2 cups of water. These liquids will form compounds (albuminates) with this type of poisons and will reduce or neutralize their burning effect in vomiting. Drinking fresh milk after poisoning with fat-soluble substances such as various pesticides, organic solvents and others, contrary to a widespread advice, is contraindicated and dangerous, because the milk facilitates the resorption of the poison in the blood. The same adverse effect is obtained when eating fat foods immediately after swallowing fat- soluble poisons
2. After vomiting drink several glasses of water or if possible a mixture of water and charcoal (3 tablespoons of charcoal dissolved in 1 liter of water), and then rapidly induce revomiting as described above .
3. After profuse vomiting, which eliminates the poison from the stomach, the patient is given 1 glass of water mixed with 2 teaspoons of charcoal; 15 min. later - 1 package of English and Glauber's salt dissolved in 1 glass of warm water. The salts act as a laxative and help the faster elimination of the poison from the intestines and limits its resorption in the blood.

II. In case of inhaled poison/penetration in the respiratory system / the following measures must be taken:

1. Poisoned person is immediately taken out in fresh air. Rescuers must wear gas masks and protective clothing. In industrial enterprises, in severe cases, rescuers must provide oxygen to victims from oxygen breathing apparatus until the medical emergency team arrives.
2. Once in fresh air , if the victim is conscious, he should breathe slowly to reduce the concentration of toxic gas in alveolar air and to eliminate it from the lungs. In poisoning with carbon monoxide an artificial respiration is carried out (see below). In cases of poisoning with other gases that affect the airways and lungs, no artificial respiration is conducted .

III. In case of skin or mucous contamination with poison proceed as follows:

1. Carefully remove contaminated clothes of the victim and sent them packed for chemical disposal.
2. The contaminated areas or the entire body are washed with soap and water - the best way is in the shower.
3. If the eyes are affected, in the first minutes of intoxication, carefully wash them under gently running stream of water.

IV. After applying the lavage procedures in cases of swallowing and poisoning through the digestive system proceed as follows:

1. Take a glass of diluted juicy soft drink or light tea at short intervals of time of about 15-30min, so that the amount of the excreted urine can be increased and thus enabling the elimination of the poison from the bloodflow. This procedure is contraindicated in cases of nephritis (inflammation of the kidneys), hypertension, and heart conditions particularly in a period of decompensation, as well as in poisoning with substances causing chemical burns in the mouth cavity and the oesophagus.
2. Apply cleansing enema in cases of delay of medical attention to precipitate the elimination of the intestinal poison.

V . The paramedicals can do the following as an antidote:

1. Use charcoal as a universal adsorbent. It is applied in cases of swallowing all kinds of poisons described above (mix 3 table spoonfuls in 1litre of water. Take this solution in several consecutive intakes and induce vomiting immediately after that.

2. Adsorgan: Take it after gastric lavage or vomiting . Put a teaspoonful of the drug into the mouth two times at intervals of 30min then drink it up in small swallows.
3. Drink up 500ml of milk slowly at a time. Take it in cases of corrosive substances poisoning (substances causing chemical burns in the mouth cavity , the stomach and intestine). It is contraindicated in cases of fat-soluble preparations and substances.
4. Protein and water mixture. Preparation: stir two yolks in 400ml of water (2 water glasses) and swallow it slowly at a time. Take it in cases of corrosive substances poisoning .
5. Diluted acetic solution or lemon juice. Preparation: mix two table spoonfuls of vinegar or the juice of a lemon with 500ml of water. Take it in cases of poisoning with highly corrosive substances (sodium hydroxide, potassium hydroxide – immediately after poisoning). After drinking induce vomiting, having previously applied milk protein and water mixture.

VI .Other procedures

In cases of severe poisoning accompanied by breathing or circulation disorders do the following before the doctor's arrival:

1. If breathing stops –ventilation mouth to mouth or other maneuvers of artificial respiration.
2. If the patient has circulation disorders – give them a cup of coffee or 20 drops of Korazol and wash down with a glass of water . In cardiac arrest –indirect heart massage done by a person who mastered this procedure in sanitary educational courses. Other drugs and treatment methods will be applied by qualified medical professionals. In accute poisoning it is necessary to take the patient to the doctor.

FIRST AID IN CHEMICAL BURNS

The main factors which define the severity of the chemical burns are the concentration and the duration of action of the chemical agent. Acids cause dry , dense and sharply circumscribed necrosis. Sulphuric acid burns cause brownish-black necrosis, hydrochloric acid –greyish, nitric acid - yellow , picric acid- golden yellow. These necrosis are moist greyish-yellow; phosphorus causes limited but deep burns. Foundations dissolve protein and saponificate fats in depth. The formed necrosis is damp, greyish-yellowish, thin, phosphorus causes burns as it auto-ignites and causes limited but deep skin burns. First aid helps termination of the action of the chemical agent and decrease its concentration . It is done by thorough washing – in the shower or spray. Acids are neutralized locally by 2-5% sodium bicarbonate solution and the bases by 1% solution of acetic acid . Such solutions must be available at every workplace where there are conditions for chemical burns. If clothes are wetted or spotted by this chemical agent they must not be worn after the washing of the affected skin and neutralization. Wounds must be bandaged and the patient referred to the nearest medical service.

Treat the phosphorus burns by cleaning the particles from the affected tissue and put a wet covering with 5% copper sulfate solution or with diluted solution of potassium permanganate (1:5000) and send the patient to a doctor.

First aid in such burns does not include the usage of many different medications. The main point here is the rapid termination of the offending agent . It is necessary to have bandages 10x10cm and 5x5cm, antiseptic gauze, cotton, a tube of Deflamol, a tube of Nifutsingel or Rivafilm available in the first aid kit.

If the work involves chemical substances , solutions for neutralization must be provided – respectively 2 – 5 % solution of sodium bicarbonate, 1% solution of acetic acid, 1:5000solution of potassium permanganate. Painkillers – Analgin must be available too.

SECTION VIII

ACCESS CONTROL AT MU – FACULTY OF PHARMACY

The access control is carried out by the security guards from 6.00a.m. to 9.00p.m.

Duties during the access control.

1. Visitors must present their ID cards and have their personal data recorded in the register.

2. Persons with odd behavior, alcohol abusers, or excessive luggage must not be allowed into the premises of the FPH – MU .
3. Students of FPH – MU are allowed to enter only after presenting their ID cards or student's books.
4. Parking of vehicles and entering the area of the FPH – MU is strictly forbidden , except for vehicles which help the education process or third persons related to the FPH – MU .

REGULATIONS

1. LC - Labour Code, promulgated. SG br.48 / 13.06.06, the
2. OSH - Law on health and safety at work, Reflected denomination of 05.07.1999, amended. SG. No.58 of 30 July 2010.
3. LTRP - Law on technical requirements for products Gazette No 86/1999
4. MIA - Ministry of Interior Act br.122 SG / 1997, as amended. issue 45/2002
5. Ordinance № 15 of 31 .05.1999 on terms and requirements for the development and implementation of physiological regimes of work and rest during work. Prom. - SG. 54 of 15/06/1999 d .;
6. Ordinance № RD-07-2 from 16.12.2009 on the conditions and procedures for conducting periodic training and instruction of employees in the rules to ensure healthy and safe working conditions. Prom. - SG. 102 of 22.12.2009, effective from 01.01.2010 .; corr. SG. 4 of 15.01.2010
7. Ordinance № 4 of 03 .11.1998 on training of representatives in committees and groups on working conditions in businesses
8. NURROTZ - Regulation on the establishment, investigation, registration and reporting of accidents, SG No. 6/2000, a model of Privacy accident prom. SG no.8 / 2000
9. Ordinance №7 - the minimum requirements for health and safety in workplaces and the use of work equipment, prom. SG 88/1999, as amended. br.52 / 2001
10. Ordinance №3 of MLSP - the functions and tasks of officials and specialized services to businesses of organization of the activities related to the protection and prevention of occupational risks, prom. SG 91/1998
11. Ordinance №5 of MLSP and MH order, manner and frequency of assessment of risk SG br.47 1999
12. Regulation №4 for the WCC and WCG - training of representatives in committees and groups on working conditions in businesses issue133 SG / 98, amended. SG issue 85/2000
13. Ordinance of the Ministry of Health №3 - the compulsory preliminary and periodic medical examinations of workers Gazette issue 16/1987
14. NBRUB - Ordinance on free work uniforms - SG no.8 / 1987
15. Ordinance №8 - down jobs suitable for vocational rehabilitation of persons with disabilities SG br.52 / 87, and issue 44/1993
16. Ordinance №5 for diseases in which workers suffering from them special protection acc. Article 333 paragraph 1 of the Labour Code, SG 33/1987
17. Ordinance №5 from 20.04.2006 of MLSP to ensure healthy and safe working conditions of workers in temporary employment relationship or a temporary employment relationship prom. SG br.43 from 26.05.2006, the
18. Ordinance № 9 on health and hygiene requirements in the use of computers in education and extra-curricular activities of students, Prom. SG. 46 from 7 June 1994.
19. Regulation № I-209 from 22.11.2004 on the rules and standards for fire and emergency safety of the sites in operation (prom. SG No 107 / 7.12.2004)
20. Ordinance №4 of 1995 on signs and signals for occupational safety and fire protection (SG 77 of 1995).
21. Decree №18 of 23.01.1998 on the adoption of the Rules of Organization and Procedure of prevention and eradication of consequences of disasters, accidents and catastrophes (State Gazette, issue 13/1998).
22. Ordinance №3 of 27 July / 1998. the functions and tasks of officials and specialized services in enterprises for organization of the activities related to the protection and prevention of occupational risks.