

# **Organisational and Operational Rules of the University of Veterinary Medicine**

## **Volume 3**

**Guidelines to be followed in order to prevent student accidents  
and in case of student accidents**



Budapest, 2016

Based on Law CCIV of 2011 on National Tertiary Education, on Law XCIII of 1993 on Work Safety, on Decree 5 of 1993 (26 Dec) of the Ministry of Labour and considering professional guidelines and standpoints, the Senate of the University of Veterinary Medicine establishes the guidelines on work safety to be followed in order to prevent student accidents in the following set of regulations. The present set of regulations forms part of the System of Requirements for Students, comprising Volume 3 of the Organisational and Operational Rules of the University.

## **I. SCOPE OF THE SET OF REGULATIONS**

### **§ 1**

- (1) The present set of regulations applies for every student and instructor of the university, and to every other employee of the university whose work is related to the students.
- (2) Health assessment tests, as part of the university admission requirements, are organised and carried out based on the Procedures of Admission in University Education, published as part of the System of Requirements for Students. Health requirements and occupational aptitude tests stipulated by the institution are to be published in the Guidebook of University Admission Requirements.

## **II. WORK SAFETY EDUCATION**

### **§ 2**

- (1) Work safety education is one of the most important means of preventing student accidents. All students enrolled in the University of Veterinary Medicine are to take part in a general theoretical work safety educational session at the beginning of the academic year. During the session the students are to be informed of the rules and regulations regarding the protection of their health and safety, as well as the rules and regulations regarding fire and work safety, including those referring to any services or events organised or supervised by the university. The professional content of the syllabus of the educational session is approved by the Chancellor's Office.
- (2) The vice rector in charge is responsible for organising the work safety educational session.
- (3) Work safety education can be carried out in writing or orally, in a language understood by the student.
- (4) The students acknowledge receiving and taking notice of the education with their signatures. The documents on the work safety educational session are preserved at the Department of Studies.
- (5) Those students who join the university after the beginning of the academic year (e.g. those who transfer from another university) are to be provided with an extra session of work safety education.

- (6) If there are any changes regarding the sources of danger or the safety regulations, the students concerned are to be notified in a way that they have sufficient time for making the required changes.

### § 3

- (1) Work safety education is to be prescribed for all students in the curriculum for the subject to which is it most closely linked. Students are to prove that they have mastered the general work safety regulations linked to theoretical subjects during the examinations in these subjects.
- (2) Besides the education described in § 2 and in part (1) of the present section, special work safety education is to be given to those students who take part in laboratory, agricultural, clinical, institutional and other special practicals and in field trips. This should be related to the professional fields concerned and should be held during the first practical. Besides general information, in the educational session special emphasis should be given to the risk factors, sources of danger and first aid requirements which are unique to the given practical, and also to the means of preventing accidents and reducing the risk of health impairment.
- (3) Any student who has not taken part in specific work safety education for a given subject cannot participate in the practicals.
- (4) The students acknowledge receiving work safety education and taking notice of the safety regulations with their signatures. The syllabus of the session on work safety education is to be signed by the instructor and attached to the attendance sheet.
- (5) If any substantial changes take place regarding the circumstances of work during the academic term, an additional educational session is to be held.
- (6) The head of the department is responsible for organising and carrying out the work safety educational session related to each subject and practical.
- (7) When specifying compulsory attendance at practicals, the health condition of students must be taken into consideration, with special emphasis on susceptible groups (such as those women who are pregnant, have recently given birth or are lactating, or the elderly), and those persons with reduced capacity to work.
- (8) In the case of practical sessions held outside the grounds of the University of Veterinary Medicine, work safety education is to be held by the instructor (or if this is impossible, the person directly supervising work), unless it is agreed otherwise.
- (9) Before physical education lessons the instructor must draw the students' attention to sources of danger other than general ones, and also to possible means of preventing accidents.
- (10) Students living in dormitories have to be given fire and work safety education related to living in the dormitory. The education has to include the correct use of

electrical appliances and/or those that might cause fire. Also, instructions should be given on what to do in case of accidents. The education can be carried out in writing or orally, in a language understood by the student. The students acknowledge receiving and taking notice of the education with their signatures. The director of the dormitory is responsible for organising and carrying out the educational session.

### **III. PROVISION OF PROTECTIVE TOOLS AND EQUIPMENT**

#### **§ 4**

- (1) In any place of work, university students must be supplied with the same protective equipment and clothing as the employees working there. Students must be instructed on the adequate use of the protective equipment handed out to them, and the instance of the instruction needs to be documented.
- (2) If any students do not use the protective equipment prescribed and supplied to them even after being cautioned, they cannot be employed there.
- (3) In places of work where preventive vaccination is compulsory, students lacking this cannot be employed. Administration of the vaccination is carried out by the occupational health service. Students must appear at the occupational medical examination prescribed for them.
- (4) The places of work are to be equipped with social rooms (for warming up, resting, changing clothes and for personal hygiene) at the students' disposal. The number and size of these rooms should meet the official requirements. There should always be a possibility for washing hands, and a continuous supply of cleaning substances and tools should be provided. If there is danger of infection, students should be supplied with a disinfectant (and skin protective agents as needed).
- (5) If the climatic conditions specified by the official regulations for a given type of work cannot be met due to technical reasons, arrangements must be made in order to protect students' health (e.g. providing rest periods), and protective beverages must be supplied to them, in the same amount as for the employees, with the quality specified in the official regulations. The climatic conditions and other regulations to be met are included in the Work Safety Regulations of the university.
- (6) In case of working outdoors, it must be ensured that students are protected from the harmful effects of extreme weather conditions, and that in case of danger they are able to leave the site of work safely.
- (7) First aid equipment must be provided at every place of work and in every shift, its constitution depending on the number of people working at the given place and on the level of danger for the work processes. Also, one employee must be present who is trained and appointed to provide first aid when needed.

- (8) Students can only take part in the practicals if they are in a condition fit for working safely, if they keep the regulations for work safety, and according to the specifications of the work safety education. During the practicals they are to cooperate with their fellow students and the employees, and do their work in a manner that they do not endanger their own or other people's health or safety.

#### **IV. EXTRAORDINARY ACTIVITIES**

##### **§ 5**

- (1) Work can only be undertaken under such working conditions and at such length that does not harm students' health or safety. If an activity is performed in a place, time or manner other than the ordinary, or it serves to end an emergency, the leader ordering it has to appoint somebody with the right to take action in work safety issues. Those concerned are to be informed of who has been appointed to be in charge.
- (2) Work safety education related to work done in an extraordinary situation can be held by such a responsible person who is clearly aware of the peculiarities of the situation. For work of this kind protective equipment must be provided that is adequate for the circumstances of the extraordinary situation.

#### **V. INSPECTION OF APPLIANCES, APPARATUSES AND TOOLS**

##### **§ 6**

- (1) The appliances and tools used by students during the practicals are to be inspected visually by the instructor before each practical. Students cannot work with damaged or faulty tools, appliances or apparatuses even under close supervision.
- (2) Besides the above, electrical appliances have to be examined by an electrician annually. Also, a standardised examination for protection against electric shock has to be carried out after any conversions or at least once in every three years (in case of public communal and residential buildings, once in every six years). The technical condition of electrical and protective appliances exposed to heavy duty use must be monitored with special care.
- (3) Only those appliances and machines can be used for any work purposes that meet the relevant technical requirements and the conditions of safety.
- (4) Students cannot stay unsupervised in the range of dangerous places of work, technologies or working equipment.
- (5) Unless it is allowed expressly, it is forbidden to use private heating appliances in the dormitory.

## **VI. REPORTING, INVESTIGATING AND DOCUMENTING STUDENT ACCIDENTS**

### **§ 7**

- (1) If somebody having the legal status of a student suffers an accident during practical training, this is regarded as a work accident and it is to be reported, investigated and documented in the same manner as a work accident.
- (2) If somebody having the legal status of a student suffers an accident outside of practical training, this does not fall under the scope of the Law on Work Safety, and as such it need not be investigated or reported by the university, except if the definite responsibility of the university as an institute can be established.
- (3) If a student of the university suffers an accident during a traineeship abroad, the university has to investigate and document it according to the regulations issued by the minister responsible for employment policies.
- (4) If a student of the university suffers an accident during practical training required for his/her diploma outside the bounds of the educational institution, the person employing him/her is referred to as the employer. This may be specified differently in a contract between the university and the person employing the student. The employer must notify the educational institution of any work accident a student has suffered, and he/she must also facilitate the investigation procedure.
- (5) According to the legal regulations, three years after the occurrence of the work accident the university is not required to report, investigate or document the work accident.

### **§ 8**

- (1) If a student suffers an accident or an injury or is unwell during theoretical or practical training, he/she must report this to the instructor without delay. If he/she is hindered in this, the people around him/her have the duty to report it.
- (2) The employer has to investigate any work accident resulting in incapacitation without delay and record the results of the investigation in the protocol of work accidents.
- (3) The instructor of a given practical has to record any student accident or injury that comes to his/her knowledge in the accident log book of the department.
- (4) The person appointed to lead practicals has to report every accident to the work safety organisation of the university (Safety Organisation Department), or in the case of external employers, to the representative of the employer. The report should contain the following data:
  - a) the name of the person injured (including name at birth), his/her mother's name, health insurance identification number, place and date of birth, gender, nationality, address;
  - b) the time, place and character of the accident with a short description;
  - c) the measures taken to attend the person injured;

- d) the fact whether the person injured continued his/her work.
- (5) The employer has to decide whether he/she considers any reported or acknowledged accident to be a work accident. The accident is investigated and qualified by a work safety specialist commissioned by the university, or in case of external employment, a person appointed by the employer, unless a previous agreement specifies it otherwise. The instructor of the practical and the work safety representative of the department need to be involved in the investigation of the work accident.
- (6) The site of a work accident and any related appliances or equipment have to be left in their places unaltered until the investigation has been finished, if this is made possible by the technical rescue operation.
- (7) Based on the data and assessments gathered during the investigation of student accidents, the work safety organisation draws up the “Work Accident Protocol” and sends:
- one copy to the person injured or to his/her lawful representative;
  - one copy to the employer;
  - one copy to the occupational health service;
  - one copy to the social security disbursement agency (National Health Care Fund) if the student receives a wage for the work done at practical training;
  - one copy to the vice rector for study affairs;
  - if the incapacity exceeds three workdays, one copy to the relevant board of work safety according to the place of the accident (until the 8<sup>th</sup> day of the following month).
- (8) If the person injured does not agree with the statements of the work accident protocol, he/she may turn to the competent local work safety authority for a review.
- (9) The work safety organisation of the university (the Chancellor’s Secretariat) keeps a record of work accidents according to the pertinent regulations.

## **VII. GUIDELINES FOR SERIOUS WORK ACCIDENTS AND QUASI ACCIDENTS**

### **§ 9**

- (1) The instructor of the practical must report any serious work accident involving a student without delay to his/her immediate superior, to the vice rector for study affairs and to the work safety organisation of the university (the Chancellor’s Secretariat).
- (2) The Chancellor’s Secretariat must report the serious work accident without delay in person, by phone, fax or email to:
- a) the board of work safety of the professional administrative body of the competent local government department;
  - b) the competent local police department;
  - c) the Ministry of Human Resources;

- d) the rector;
- e) the chancellor.

- (3) If the work accident of the type to be reported without delay occurred with an appliance that is placed under official supervision, the accident must be reported without delay to the competent local supervisory authority as well.

#### **§ 10**

- (1) The instructor leading the practical must report to the work safety organisation of the university (the Chancellor's Secretariat) any extraordinary events that may have caused a work accident, and failed to do so only because at the given moment nobody was present within the dangerous zone.
- (2) The situation that may have led to an accident (the quasi accident) has to be investigated in the same manner and as thoroughly as if an accident had occurred.
- (3) The work safety specialist in charge of investigating the quasi accident has to draw up a report on the investigation. Based on the report, the instructor leading the practical takes measures to prevent similar dangerous situations.

### **VIII. INVESTIGATING OCCUPATIONAL DISEASES**

#### **§ 11**

- (1) Investigation and reporting of any occupational diseases and cases of increased exposure among students is the duty of the physician of the occupational health service.
- (2) The previous sentence does not refer to the reporting obligations that clinical physicians fulfil within the scope of patient care.

### **IX. INDEMNIFICATION FOR HARM TO HEALTH AND PHYSICAL INTEGRITY**

#### **§ 12**

- (1) If a student incurs any damage during his/her studies by suffering an accident outside of practical training, and at the same time the definite responsibility of the university in the occurrence of the accident can be proved, the damage caused must be compensated for by the university or the employer.
- (2) If a student incurs any damage during his/her studies by suffering an accident during practical training, the damage caused must be compensated for by the university or the employer in accordance with the Labour Code; except if the accident was caused by an unavoidable circumstance outside of the control of the university or the employer, or if it was caused exclusively by the unavertable behaviour of the claimant.

- (3) Suicide and self-harm are not within the scope of the responsibility of the employer; neither are any accidents incurred on the way to or from work - except when it involves a vehicle owned or rented by the employer. Therefore, in such cases the employer does not have the obligation of indemnification.
- (4) Within 15 days of being informed of the accident, the work safety professional in charge of investigating the accident sends a request to the injured student to submit his/her claim for damages.
- (5) The claim for damages is considered by the chancellor, who sends his/her decision with a justification in a written form to the claimant within 15 days.
- (6) One copy of the decision has to be sent to the work safety organisation of the university.
- (7) Disciplinary proceedings and proceedings for damages against students, including damages to be paid to students, is regulated by the set of regulations on disciplinary proceedings and proceedings for damages against students, as specified in the System of Requirements for Students.

## **X. INTERPRETATIVE PROVISIONS**

### **§ 13**

- (1) **Accident:** a one-time external effect on the human body which occurs irrespective of the will of the injured person, suddenly or within a relatively short time, and causes injury, poisoning or any other (physical or mental) health damage, or death.
- (2) **Work accident:** an accident suffered by an employee (student) in the course of or in connection with organized employment, irrespective of its place and date, and the extent of contributory responsibility of the employee (student).
- (3) An accident suffered by an employee (student) in the course of transportation, material purchase, material handling, cleaning, organized provision of meals, occupational health service and any other services of the like which are provided by the employer in connection with the work performed within the field of employment shall be construed as having occurred in connection with the performance of work. An accident suffered by an employee while commuting from his/her place of residence (domicile) to the place of work, or from the place of work to his/her place of residence (domicile) shall not be construed as having occurred in connection with the performance of work (work accidents), unless the accident involved a vehicle owned or rented by the employer.
- (4) **Serious work accident:** a work accident that
  - a) resulted in the death of the injured party (an accident as a result of which the injured person dies within one year as established in the medical expert report shall also be considered a fatal occupational accident), death of a woman's foetus or newborn baby, or resulted in a permanent handicap depriving the person of an independent life;

- b) resulted in the loss of any sense organ or perceptivity, and in the loss or significant damage to the ability to reproduce;
  - c) caused a critical injury, or any serious damage to health according to a medical report;
  - d) caused serious mutilation, loss of the major part of a thumb or two or more fingers or toes (also more serious cases);
  - e) resulted in the loss of speech, or in conspicuous disfiguration, paralysis, and/or mental disorder.
- (5) **Work equipment:** all machines, appliances, instruments or equipment used in the course of or in connection with the performance of the work (with the exception of personal safety equipment).
- (6) **Workplace:** all outdoor or confined spaces (including underground facilities and vehicles) where employees (students) are situated for the purpose of or in connection with the performance of work.
- (7) **Unfit for work:** a worker (student) who is incapacitated to work due to a condition resulting from an accident or health injury and requiring medical treatment, regardless of whether he/she is eligible for sick pay or not.
- (8) **Employee:** in the present set of regulations, every student shall be considered an employee who performs work within the framework of organized employment, at university practicals or in the course of voluntary work.
- (9) **Employer:** the entity who hires employees for organized employment. An employer providing employment to a hired-out employee by way of a placement agency, employers of persons working on assignment and employers providing hands-on vocational training shall also be considered employers. With respect to community work, the organizers of the community work shall be considered employers.
- (10) **Organized employment:** Based on the Law on Work Safety, any of the following, among others, may be regarded as organised employment: work performed in an employment relationship, in public benefit employment, in the framework of students' legal relationship in vocational schools while carrying out the requirements of their professional training, as well as practical training on the basis of a student contract, during their professional training, volunteer activities under the Act on Voluntary Activities of Public Concern, as well as social work organized (initiated, managed or approved) by the employer.
- (11) **Dangerous:** any facility, piece of work equipment, material/mixtures, work procedure or technological process (including the activities where workers can be exposed to physical, chemical and biological factors), that is deemed to be harmful to the health and safety of workers in the absence of appropriate protection.
- (12) **Source of hazard:** all factors appearing in the course of or in connection with the performance of work, which may have hazardous or harmful effects on the workers or other personnel in the area of the performance of work. Sources of hazard may be, particularly:
1. physical sources of danger, such as

- work equipment, vehicles, transportation and material handling equipment, the components thereof, and/or the movement of such, as well as the movement of products and materials,
- disruption of the balance of structures,
- slippery surfaces,
- sharp, burred and uneven surfaces, edges and corners,
- temperature of objects,
- location of the workplace in comparison to the ground (floor) level,
- level differences,
- state of weightlessness,
- pressure, temperature, humidity, ionization and flow of air,
- noise, vibration, infra-acoustic sound and ultrasound,
- lighting,
- electromagnetic radiation or space,
- particle radiation,
- electric circuit voltage or static voltage,
- aerosols and dust in the air;

2. Hazardous material: any material or mixtures which may represent a source of hazard by virtue of its physical, chemical or biological attributes, particularly explosive, oxidizing, flammable, radioactive, toxic, corrosive, irritant, sensitizing, infectious, carcinogenic, mutagenic, teratogenic, harmful to reproduction (including spontaneous abortion, premature birth and the retarded development of the fetus, a well), and otherwise harmful materials;

3. biological source of hazard, including

- microorganisms and their metabolic by-products,
- macroorganisms (plants, animals),

4. physiological, neurological and psychological stress.

## I. CLOSING PROVISIONS

### § 14

The present set of regulations was accepted by the Senate of the University of Veterinary Medicine in their decision nr. 3/9/2015/2016 SZT on 1<sup>st</sup> July 2016. The regulations on work safety to be followed in order to prevent student accidents and in case of student accidents forms part of the System of Requirements for Students, and enter into force the day after being signed.

**In the name of the Senate of the University**

dr Battay Márton  
Secretary of the Senate

Dr Sótonyi Péter  
President of the Senate