

INTRODUCTORY INFORMATION FOR RESIDENTS ON OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION

1. For the purposes of assurance of occupational health and safety under Act 124/2006 as amended, the Resident is obliged in particular:

- a) to comply with generally binding legislation and other regulations related to assurance of occupational health and safety,
- b) to ensure to the best of my abilities my personal safety and my health and safety and the health of others directly affected by their activity,
- c) to use internal access routes (corridors and stairwells) in a safe manner (walking normally, and not sliding down railings),
- d) to act in such a way to allow others to fulfil their obligations related to the assurance of health and safety,
- e) if necessary, to use protective and safety equipment, to not damage such equipment or defeat and remove them from service,
- f) to respect the safety signs in the Dormitory and Catering Facility, in particular posted prohibitions and other signage, to not damage them, and to not enter premises where unauthorised access is prohibited,
- g) to report without any undue delay any deficiencies identified in the Dormitory and Catering Facility, that could pose a hazard to their health or safety,
- h) to keep the Dormitory and Catering Facility neat and tidy,
- i) to comply with the prohibition on the consumption of alcoholic beverages, narcotic and psychotropic substances in the Dormitory and Catering Facility,
- j) to comply with the prohibition on smoking in all areas of the Dormitory and Catering facility, to only smoke in designated smoking areas (outside in front of the entrance to the Dormitory and Catering Facility),

k) to review the trauma plan (posted at the main desk and on every floor).

2. If a Resident is injured, they are obliged:

a) to promptly report the injury they suffered or which they witness to management of the Dormitory and Catering Facility or at the main desk.

3. In accordance with Act 314/2001 on Fire Protection, as amended and Ministry of Interior Decree 121/2002 on Fire Prevention, as amended, the Resident is obliged, in particular:

a) to comply with generally binding legislation and other regulations related to fire protection and all issued orders, prohibitions and instructions related to fire protection,

b) to act in such a way as not to cause a fire,

c) to review fire emergency guidelines, in particular the manner in which fires are reported (fire emergency guidelines are posted in visible locations at the main desk and on every floor),

d) to review the fire evacuation plan, evacuation plans, and evacuation routes / graphic drawing with evacuation routes are posted in visible locations on every floor and at every exit from the Accommodation unit/,

e) to review the locations of fire extinguishers and to be able to use them,

f) to not damage or misuse fire extinguishers and other technical fire equipment,

g) to not smoke or use an open flame in prohibited areas and in areas with an elevated fire risk,

h) to only use electric and gas heating equipment per their operating instructions to report identified deficiencies or malfunctions without any undue delay to Dormitory and Catering Facility management and to not use such equipment until the deficiencies are remedied,

i) to not use private electric and gas heating equipment to prepare

meals or for space heating, with the exception of the appliances specified in the Dormitory Rules for the Dormitory and Catering Facility,

- j) to not store in accommodation spaces flammable liquids, hazardous chemicals or flammable gases,
- k) to not use an open flame in accommodation spaces (including candles, aromatic oil lamps, grills on balconies, etc.), to not use fireworks on balconies or in outdoor areas,
- l) to not start open fires at the Dormitory and Catering Facility without permission and first consulting with
Dormitory and Catering Facility and the fire protection officer, to start a fire, in no case
may liquid fire starters or other flammable liquids be used, and careful attention must be paid to ensure any fire is completely extinguished,
- m) to report any fire that occurs at the Dormitory and Catering Facility without undue delay
or secure its reporting at the designated location (FIRE REPORTING POINT – MAIN DESK),
- n) to follow the instructions of the desk staff and authorised
Dormitory and Catering Facility employees if a fire occurs, to remain calm during an evacuation and to leave the building through the closest emergency exit,
- o) to not use the lifts under any circumstances for evacuation (if they are not designated as
evacuation lifts),
- p) should a fire occur, to take the necessary measures to protect persons at risk,
- q) to extinguish a fire, if possible, or take the necessary measures to prevent the fire
from spreading,
- r) to provide personal and material support to the responding fire brigade at the request of the response
commander,
- s) to secure the area where a fire occurs until the arrival of investigating authorities and to cooperate

into any investigation into the causes of a fire.

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