

## Fire safety information

Act XXXI of 1996 on Fire Safety and Decree 54/2014 (XII.5.) of the Minister of Internal Affairs requires students to be taught and to learn the necessary fire safety information.

In line with this obligation, we request that you read this information carefully and adhere to and enforce its contents.

Please certify your acknowledgement of the contents of this information by signing the attached [statement](#).

### Fire safety requirements:

- a) All students are required to ensure that the contents of the fire safety rules and regulations are followed.
- b) If students notice any violation of fire safety rules, they are obligated to take steps to terminate the violation and inform a teacher.
- c) Students are obligated to study the fire safety training materials and learn and adhere to their contents.
- d) After finishing any fire hazard activities, students are required to ensure that no fire hazards remain.
- e) Students are obligated to check the condition of the equipment and tools they use from the aspect of fire safety and shall report any errors or damages.
- f) Students shall actively participate in the annual fire drill.
- g) In case of fire, students shall proceed in line with the "Fire Emergency Plan." The escape routes are marked along hallways and corridors.
- h) The above plans also contain the locations of fire extinguishers and the shut-off valves for public utilities.
- i) Smoking at the University is permitted only at the designated locations outside the buildings.
- j) Signs indicate the locations of smoking areas outside the buildings.
- k) In case of a fire within the building, immediately start extinguishing the fire to prevent it from spreading. Notify the security service immediately of the fire.
- l) The methods for raising the fire alarm are:
  - loudly shouting "FIRE" to call the attention of nearby persons to the fire. The shouting has to be loud and should catch people's attention without causing panic,
  - with the use of the manual fire alarms installed in the building and marked with pictograms.
- m) If the fire results in any personal injury or any conditions give rise to the suspicion of a crime, the security service must first be notified. At the same time, notify the ambulance at 104 and the police at 107 or 112.  
The fire brigade's call numbers are 105 and 112.
- n) The report of fire shall include the following:
  - the exact location and address of the fire,
  - what is on fire and what is in danger,
  - whether any lives are at risk,
  - the name of the person raising the alarm and the phone number from which the call is made.
- o) Depending on the given circumstances, any University student may call the fire department about the fire, but the security service should always be notified first.

### Use of fire extinguishing equipment:

- Remove the extinguisher from the wall
- Remove the pin or tab from the handle
- Aim the hose at the flames

- Keep a safe distance of 1.5-2 m from the fire and direct the extinguishing material at the upper third of the flames

Use wall-mounted fire hydrants:

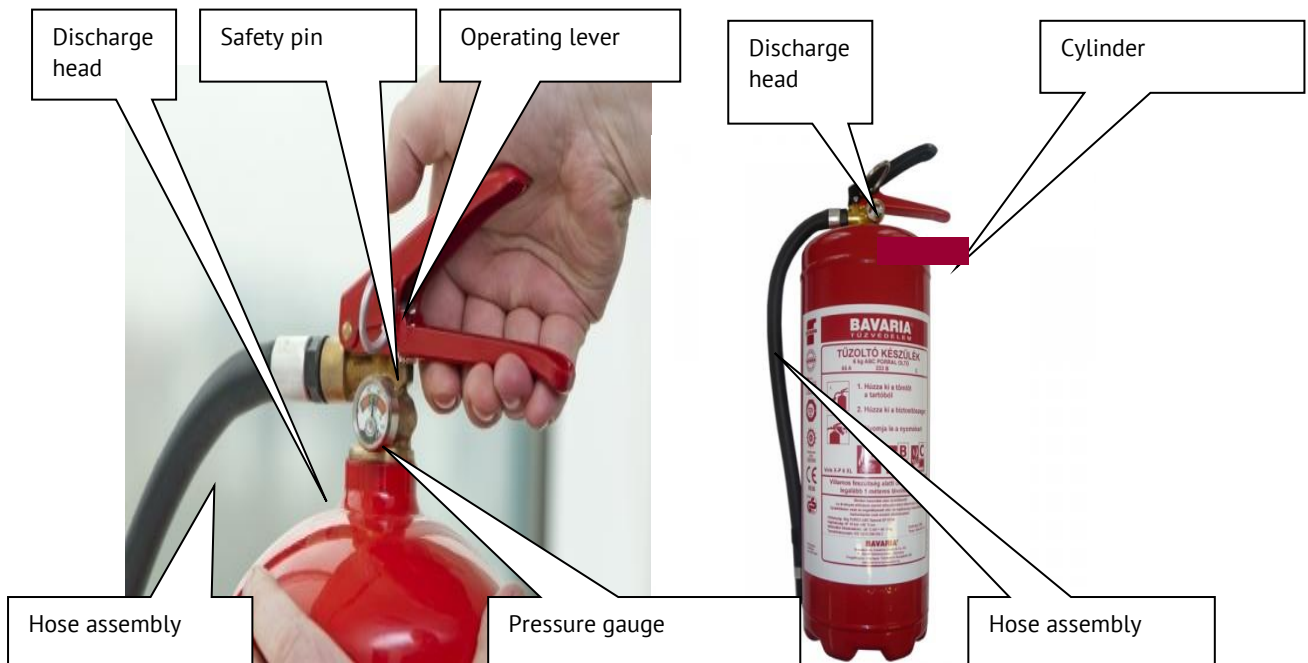
- Open the hydrant cabinet, remove the nozzle, and open the valve
- Grip the nozzle and use it to pull the hose towards the fire
- Open the nozzle and direct the stream towards the fire

All students have to sign a statement held by their education administrators stating that they have acknowledged their fire and occupational safety obligations.

### Using powder extinguishers

#### Parts of powder extinguishers

Cylinder and discharge head



**Figure 1 The parts of a powder extinguisher**

The discharge head includes the operating lever, the safety pin, the hose assembly, and the pressure gauge. (Figure 1)

The label on the cylinder includes the instructions and the type of powder contained in the extinguisher. (Figure 2)



**Figure 2 Pictograms on an ABC powder extinguisher**

Maintenance on fire extinguishers manufactured in line with the *MSZ EN 3 and 1866 standards* has to be performed annually. A self-adhesive sticker indicating the date of the last and of the next due inspection on the extinguisher attests that it has been checked. If the sticker is missing, the extinguisher cannot be considered operable. Extinguishers have to be regularly checked by authorized personnel. Only organizations registered by the Ministry of the Interior's National Directorate General for Disaster Management are authorized to check and perform maintenance on extinguishers. The year of manufacture and the date of the pressure test are stamped on the cylinder. Extinguishers are generally used for 20 years.

### **Using powder extinguishers:**

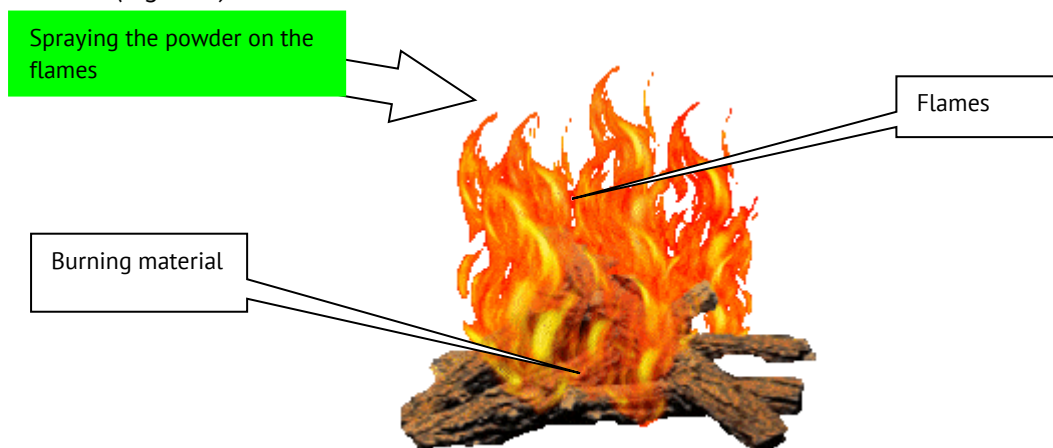
If possible, ask for help and call the fire department in case of fire. If the available powder extinguisher is suitable only for slowing the spreading of the fire but does not extinguish it, leave the room and inform the fire department. The arriving fire fighters will finish extinguishing the fire. Since the remaining embers may rekindle even after the flames have been extinguished, always notify the fire department (if they have not already been notified), who will ensure the fire is indeed out and that the heat conductivity has not resulted in fires in other, hidden areas (e.g. dropped ceiling, attic, roof structure, etc.).

The extinguisher label contains Hungarian instructions, including easy to understand pictograms. (Figure 3)



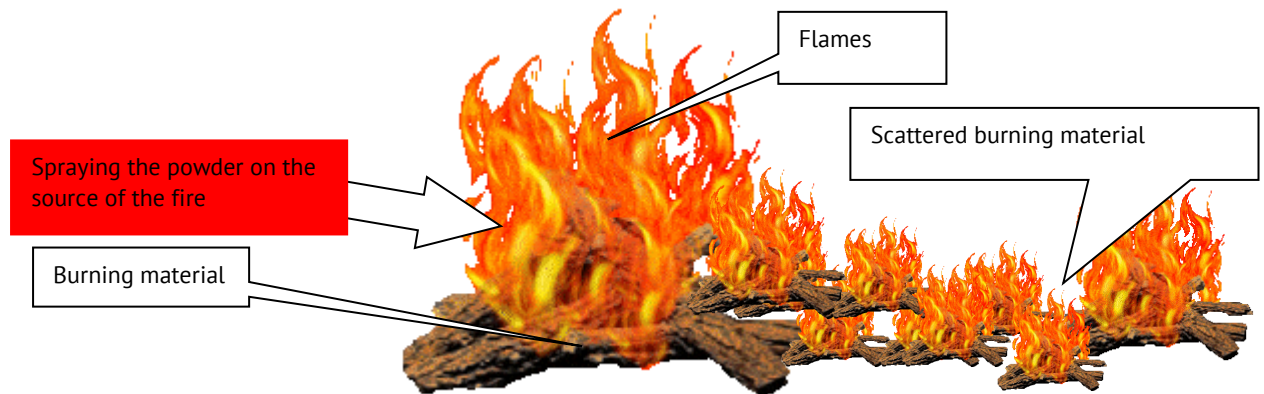
**Figure 3 The instructions and pictograms on a powder extinguisher**

Remove the safety pin, aim the hose towards the fire, and squeeze the handle to start extinguishing. While extinguishing the fire, take care that the powder reaches the flames and not the surface of the burning material, using a gentle sweeping motion from top to bottom and side to side to cover the entire fire (Figure 4).



**Figure 4 Aim the powder at the flames using a top to bottom sweeping motion**

Aiming the powder at the burning material may cause it to scatter and create new fires, which greatly reduces extinguishing efficiency. (Figure 5)



**Figure 5 The fire spreads when the powder is sprayed on the source of the fire**

Extinguishers unsuited for use and used extinguishers have to be replaced promptly. The fire safety regulations, available in the UNIVERSITY'S OFFICES, contain more detailed rules on fire safety.

## Occupational safety information

Act XCIII of 1993 on Occupational Safety specifies the rules and regulations applicable to the health and safety of students.

### The definition and main topics of occupational safety

The health and safety requirements pertaining to organized work, the protection of the health and the capacity of workers, the humanization of working conditions, the legislative, organizational, and institutional system of requirements aimed at realizing the prevention of work accidents and occupational diseases, and the execution of the above. The two main areas of occupational safety are safety and health at the workplace.

The following provides a summary of the main information that must be followed in the interest of ensuring that you comply with basic requirements in the course of your studies and will protect your own health and safety as well as that of your peers.

Please read this information carefully and certify that you have read it by signing the [statement](#).

The above mentioned law specifies the tasks, rights, and obligations of the state, the employer, and the employee. In addition to providing the technical and organizational conditions for safe work performance that are not detrimental to health and to preventing accidents, a basic requirement is that the student be in a physically and mentally suitable state.

### The student's basic obligations

- Students may stay in the area of the University and participate in training or other events only in a state suitable for the safe conducting of work that does not endanger health or safety.
- Students must follow occupational safety rules. A state suitable for work (or studying) means that the employee has the ability and reflexes expected of him to assess situations, is not under the influence of alcohol, medicinal products, or drugs, and is capable of fulfilling the social obligations of a student.
- Students are expected to be able to assess the safe condition of the study and other tools they use (chairs, tables, etc.) and to use them as intended or as instructed by the teacher.
- Any defects should be reported to the secretariat of the competent department. Students should wear clothing at the University that are appropriate for the Institution, with footwear allowing for safe walking and providing the necessary ankle support, thereby preventing ankle and foot injuries when walking.
- Students shall keep order, discipline, and cleanliness at the University, rectify, in the manner expectable of them, all circumstances that may pose a threat to others, and report such to a teacher and/or the secretariat of the competent department.
- Use machines and equipment only after learning the applicable knowledge (learning to use work equipment).
- Keep discipline, order, and cleanliness at the Faculty premises (disciplined behavior).
- Ask for action in case of any dangerous malfunctions or errors (immediately inform a teacher).
- Immediately report any accident or illness (immediately inform the teacher).

**Students are entitled to require** conditions for studying that are safe and are not hazardous to health and the provision of equipment and tools necessary for studying at the institution that are in a suitable condition.

### Potential sources of danger and pathogenic factors at the workplace:

1. Physical hazards (work equipment, noise, vibration)
2. Chemical hazards (hazardous substances, e.g. explosive, toxic, flammable, corrosive substances)

3. Biological hazards (micro-organisms: bacteria, fungi, viruses)
4. Psychosocial factors (stress, monotony)
5. Ergonomic factors (ergonomic workplace)

**Work accidents**

The definition of a work accident

Under Act XCIII of 1993, a work accident is an accident suffered by the employee during or in relation to organized performance of work, irrespective of its location and time and the intervention of the (injured) employee.

An accident is regarded as occurring in relation to the performance of work if it has been suffered by the employee during work-related transportation, material receipt, material handling, washing, organized catering at the workplace, occupational health services, or using other services provided by the employer.

*Those accidents may not be regarded as being in relation to the performance of work (work accidents) which have been suffered by the employee during transportation from his residence (accommodation) to the workplace or back, except if the accident has occurred with the employer's own or leased/rented vehicle.*

*A work accident is severe, which leads to:*

- the death of the injured party (a work accident is also considered deadly if the injured party passed away due to the accident within 1 year thereof, as certified by a medical expert opinion) or the injured party's fetus or newborn child, or caused permanent injury that prevents an independent lifestyle,
- the loss or severe impairment of any sensory organ (or sensory capability) and reproductive capabilities,
- a life-threatening injury or health impairment, as certified by a medical opinion,
- severe mutilation, loss of thumb or the greater part of two or more fingers or toes (and any more severe cases),
- loss of speaking ability or noticeable distortion, paralysis, or mental disorders.

**Reporting a work accident**

The employer is obligated to inspect and keep records of work accidents and occupational diseases. The employer is obligated to draw up records of accidents and events. Employers are required to immediately report severe work accidents to the Work Safety Authority competent at the location of the accident, by phone, fax, or in person, providing the available information.

**Inspection of work accidents**

The employer shall inspect all work accidents in line with Act XCIII of 1993 and Decree 5/1993 of December 26 of the Minister of Employment Policy and Labor.

If, due to the injured person's condition or the nature of the accident, the investigation cannot be completed by the time of the data report, a proper substantiation must be included in the work accident report.

Upon completion of the investigation but not later than the 8th day of the month following the target month, the employer shall send the report:

- to the injured person, or in the event of a lethal accident, the close relative of said person,
- in the case of a work accident leading to death or incapacity exceeding three days, to the Work Safety Authority competent at the location of the accident.
- in the case of foreign assignments or foreign service, to the Work Safety Authority competent at the registered seat of the employer registered in Hungary.
- to the National Health Fund (OEP) or, in the absence thereof, the competent health insurance administration body.

In all cases, the employer that (who) employs the injured person as part of organized work shall investigate, report, and keep records of the work accident.

In the case of an appointment to another employer for work performed in Hungary (assignment), the employer directly managing the injured person's work shall be responsible for fulfilling the obligations regarding the investigation, reporting, and record-keeping of the work accident.

### **Procedure in the event of a work accident**

All events and accidents must be reported immediately to the direct workplace supervisor or the teacher.

The direct workplace supervisor or teacher is responsible for and obligated to call an ambulance.

If the supervisor or teacher is not available, the person who noticed the accident may also call an ambulance.

All employees and students are required, as necessary and to the extent expectable of them, to help the injured person or any other person whose life or safety is directly threatened.

Accidents must be investigated, a report shall be drawn up, and records shall be kept as prescribed by law.

### **Use of electrical equipment and devices**

Only those electrical equipment, devices, machines, fixtures, and extension cords can be used and operated that meet the applicable safety requirements and that provide the necessary shock protection.

When handling electrical machinery and appliances, touch only those parts intended for handling which are specified in the operating instructions for the machinery. **It is PROHIBITED to reach inside any equipment under power!**

After working hours or teaching, electrical machinery in offices and classrooms (computers, printers, copiers) have to be turned off and unplugged.

### **Provision of first aid**

Providing first aid is a civic duty. Law requires all citizens to provide help to any injured person who has suffered an accident, in the manner expectable of them. At the same time, providing first aid is also a great responsibility, as persons who are not familiar with the basics of first aid may worsen the condition of the injured party by helping in good faith. That is why it is important that everyone provide the help they are able to. First aid can be provided by all persons who have the basic knowledge and the necessary self-discipline.

First aid providers must act confidently, calmly, and with great circumspection, and must be careful not to confuse first aid with treatment. The primary task of first aid is to save the person's life, followed by improving, or preventing the deterioration, of their condition until the arrival of a doctor or paramedics.

### **Requirements pertaining to providing first aid:**

- a confident, calming, decisive presence,
- a humane, gentle manner,
- quick assessment of information,
- proper positioning (sitting, laying down) and undressing (loosening of clothing) of the injured person,
- providing fresh air,
- leaving the scene of the accident undisturbed (the doctor can gain a lot of information by examining the location),
- removing bystanders and anyone else wishing to help.

In the case of any accident, first check for signs of life (movement or motion, state of consciousness and awareness, heartbeat, breathing). If the injured person shows no signs of life, immediately start resuscitation with artificial ventilation and continue until the signs of life return or the doctor (paramedics) arrives.

In case of fainting or loss of consciousness, the injured person has to be brought out into the fresh air, any obstructions must be cleared from his mouth (vomit, dentures), the tongue must be pulled forward (if it has slipped back), and a strong-smelling substance should be provided. If necessary, apply chest compressions.

First aid kits are available at the building reception offices.

The most urgent action has to be taken if the injured person's life is in danger.

The term **clinical death** is used to refer to the cessation of the injured party's breathing and the stopping of the heart. Biological death occurs when there is a permanent, irreversible cessation of breathing and heart function. Clinical death lasts approximately four minutes. Only those persons can participate in administering first aid who are familiar with at least the basics. An unconscious injured person has to be placed in a stable side position.

The steps of the resuscitation process:

- Clearing airways.
- Providing artificial ventilation (mouth-to-mouth breathing, 2 blows).
- Restoring heart functions (cardiac massage, 30 chest compressions).
- Repetitions: (artificial ventilation using the mouth-to-mouth technique, 2 blows + cardiac massage, 30 chest compressions).

Only those persons can participate in administering first aid who are familiar with at least the basics.

An unconscious injured person has to be placed in a stable side position.

In case of **electrical shock**, the most important step is to remove the person from the electrical circuit. If it is not possible to quickly interrupt the electrical circuit (e.g. shut off the equipment), the person has to be immediately freed from the equipment.

Use an insulating rod, a stick, or a wooden tool, or if there are two people available, the electrocuted person can also be pulled away by throwing a dry rope, dry trousers, or a jacket around him.

In case of equipment of more than 1000V, it is dangerous to approach the electrocuted person, and the only solution is to shut off the power.

Even if the electrocuted person does not feel any symptoms, he must be laid down and a doctor or paramedics must be called. It is prohibited to give the person anything to eat or drink.

### **Examining the condition of an electrocuted person**

Administer first aid immediately after freeing the person from the electrical current (or, if his clothing is on fire, after extinguishing the fire). As the method of assistance always depends on the condition of the injured person, first check his condition. If the electrocuted person has not lost consciousness (he can move around, talk, and give intelligible replies), he has to be examined for burns or other injuries that require care.

If the electrocuted person has lost consciousness, check for vital signs. To check breathing, the shock victim should be placed on his back on a firm surface (with a blanket or coat underneath) and the clothing should be removed from his chest. Then bend down to the level of the injured person's sternum, observing from the side whether his chest and abdominal wall rise and fall in a rhythmic manner. If movement is clearly visible, then breathing is satisfactory; if not, or only vaguely visible, then there is no or insufficient breathing. The sure method for checking circulation is to feel the carotid artery.

The steps taken as part of first aid now depend on the results of the above examinations.



If the injured person is conscious (and the examination shows no other injury), keep the victim lying on his back, ensuring his head also lies flat. Loosen any tight-fitting clothing and protect the victim from all further injuries (curious onlookers, heat, rain. etc.) and from the cold (cover the victim), but do not heat the victim. Continuously observe the victim (for example, for any signs of changes in consciousness) and wait for the arrival of a doctor or the paramedics.

If the electrocuted person is unconscious but has normal respiratory and cardiac functions, if there is no obvious serious bone fracture, he should be turned into the stable side position and the airway should be checked and cleared as necessary to ensure airway patency by checking the oral cavity and removing foreign objects. Continuously monitor the victim and the victim's breathing and again clean his mouth cavity (if necessary) to keep the victim safe until he regains consciousness or until the arrival of a doctor or the paramedics. Do not move the victim unnecessarily, attempt to revive him, and, most importantly, do not give the victim anything to eat or drink. In most cases, the victim will shortly regain consciousness.

If the shock victim is unconscious and not breathing, his face is conspicuously pale, the bridge of his nose is bluish-purple, and even if his pulse is still palpable in the neck, i.e. he still has blood circulation, the injured person is in mortal danger, because the lack of oxygen supply to vital organs can cause permanent damage within a short time. Immediately start resuscitation with artificial ventilation with the aim of providing enough fresh air for the oxygen supply of vital organs while also ensuring that carbon dioxide leaves the body. The best current method of artificial respiration is blowing air in: mouth-to-nose or mouth-to-mouth (only if the nose of the injured person is completely blocked). Before starting artificial ventilation, ensure that airways are clear.

If the injured person is not breathing and has no circulation, he has suffered clinical death. In this case, the shock victim is in a very serious but not a hopeless condition if resuscitation is administered within 4-5 minutes.

Chest compressions may be provided only by a first aid provider who is trained in checking the carotid artery and in administering compression.

In case of a **bone fracture**, place the victim in a resting position and keep the broken parts of the body from moving. In case of an open fracture, gently wrap the wound to prevent infections. Call a doctor (ambulance).

As far as possible, provide first aid under clean conditions, at the designated first aid station. If the victim is unable to walk, use a means of transport to take the victim to the station. If no suitable means of transport are available, use a door or ladder. The important thing is to ensure that it can take the victim's weight and is easy to grasp.

**Important phone numbers:**

Ambulance: 104

Fire department: 105

Police: 107

General emergency number: 112

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License number: 2009/PTA 101915

Registry number: 11-0019-04