



**THE BUDGETARY INSTITUTION OF HIGHER EDUCATION  
OF THE KHANTY-MANSIYSK AUTONOMOUS OKRUG - UGRA  
SURGUT STATE UNIVERSITY**

**AGREED BY**  
Chairman of primary  
trade union

 L.A. Popova

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**APPROVED BY**  
Rector of SurSU

 S.M. Kosenok

02 2023



**REGULATION**  
**for introductory briefing on labor protection**  
**for students of BU VO "Surgut State University"**

**IOTV-156/3-2023**

Surgut  
2023

**REGULATIONS**  
**for introductory briefing on labor protection for students**  
**IOTV-156/3-2023**

**I. General rules of conduct for students on the territory and in the buildings of the University**

1.1. The documented procedure DP-5.12.1-15 "Organization of work on labor protection and fire safety" provides for an introductory briefing on labor protection with all students of BU VO "Surgut State University" (hereinafter referred to as SurSU, University). Familiarization with the rules, precautions, labor protection and fire safety standards, with the methods of providing first aid to the victim – this is the task of introductory briefing.

1.2. All students who have entered studies at the University must undergo *introductory briefing on labor protection and fire safety* not less than once a year.

An introductory briefing on labor protection is carried out by the Director (Head of Department) in their units, whereas an introductory briefing on fire safety is carried out by the expert on fire prevention. All introductory briefings must be registered in the instructions log for students under obligatory signatures of the trainee and trainer.

1.3. Before laboratory and practical classes that involve the use of specific equipment and tools, as well as chemicals and substances *an initial briefing on occupational safety and health* is conducted by the head of practical and laboratory work, a teacher or a laboratory assistant for all students who have arrived for industrial training or internship. At the workplace, you should be explained the rules of work, possible hazards and precautions, as well as actions in case of a dangerous situation.

- *a target briefing on labor protection* is carried out during extracurricular activities (excursions, hikes, sports competitions).

- *an off-schedule briefing on labor protection* is carried out in case if the students fail to comply with labor protection requirements or when new or modified legislative and other statutory and regulatory acts containing labor protection requirements as well as labor protection regulations are implemented.

1.4. Occupational safety is a set of measures aimed at the safety of life and the preservation of your health.

The main legislative documents in the field of labor protection of the Russian Federation are the Constitution of the Russian Federation, the Labor Code of the Russian Federation, other federal laws, decrees of the President of the Russian Federation, decrees of the Government of the Russian Federation, internal local regulations, internal regulations, instructions for labor protection and fire safety, collective agreements, agreements, orders and other documents.

Labor protection requirements must be observed by all students when performing any type of activity, including the educational process.

1.5. The duties of the students of the University include compliance with the internal regulations, the schedule of classes, the established modes of work and rest, and the mask regime. Entrance into the University is carried out by student cards or passes only, so it is necessary that you always have them available.

1.6. According to the schedule, medical examinations are carried out, including fluorographic examinations of students. In the autumn-winter period, influenza vaccination and other vaccinations are carried out according to the national calendar. Don't miss these

events! This is the protection of your health! Before physical education classes, provide medical reports on permission to classes. In the medical center, provide a certificate of form 086u and a certificate of preventive vaccinations of form 156 / u-93, the result of a fluorographic examination.

1.7. All students of the University must observe the following precautions:

- do not stand or pass near buildings during the repair of roofs, cleaning roofs from icicles and snow, or any climbing work is being carried out;
- observe security measures when meeting with passing vehicles and moving around the territory of the University in the spring and autumn;
- be careful near wells, manholes, pits, and etc.;
- bypass at a safe distance places where welding, metal cutting and the like are carried out;
- do not go beyond the fences of hazardous areas;
- do not sit on the windowsills and railings of stairs;
- in order to prevent injuries when climbing or descending flights of stairs, do not rush, do not run, do not jump over steps, do not use mobile phones;
- wear shoes with non-slip soles (during the educational process girls shall wear shoes with heels no higher than 3 cm);
- do not use gas cartridges, explosives, firearms on the territory of the University.

Students of the University are forbidden to touch open live parts of electrical equipment, portable electrical wires, cables lying on the floor or on the ground, open the doors of electrical panels.

1.8. It is prohibited to drink alcoholic beverages, use narcotic or toxic substances, as well as smoke on the territory of the University.

1.9. Students need to take care of the property of the University. It is not allowed to write on walls and desks, break chairs, glue chewing gum in secluded places, leave garbage – both in classrooms and in laboratories.

1.10. You are future certified specialists, observe the rules of etiquette, as well as the rules of conduct with teachers and University staff. Treat each other with respect. Learn to dress beautifully and appropriately. Express your thoughts without using obscene language.

1.11. All students must observe the rules of personal hygiene, eat right, engage in any kind of sport (aerobics, swimming, basketball, yoga, etc.) In between lectures, it is recommended to go out into the corridor, get a little exercise, open windows, ventilate the room (fresh air will cheer you up).

1.12. During mass events (evenings, concerts, festivals, contests, conferences), do not use faulty electrical wiring, do not use objects where open fire is possible (torches, candles, fireworks, sparklers, firecrackers). And during sporting events, do not use faulty, unstable and not fixed sports equipment, simulators. Inform the teacher about the poor state of health.

1.13. When using the elevator in University buildings and dormitories, it is necessary to familiarize yourself with the "Rules for using the elevator" posted in the elevator cabin. When entering the elevator, do not push, do not create a commotion; you can not jump, smoke, spoil the walls and floor in the elevator cabin.

1.14. Students who have committed non-fulfillment or violation of the instructions on labor protection and fire safety are held accountable, and an unscheduled instruction on labor protection is conducted.

## II Fire safety

2.1 Each student (employee) of the University is obliged to know and strictly follow the rules of fire safety, and in the event of a fire – to take all measures depending on it to save people and extinguish the fire.

2.2 Regarding fire safety rules, students of SurSU are obliged to:

- comply with fire safety requirements at the University, standards, norms and rules approved in the established order, as well as observe and maintain the firefighting regime.
- be aware of the purpose, location and function of the fire safety equipment (fire extinguishers, fire hydrants) and fire alarms, fire alarm systems and occupational safety rules.
- take safety precautions when using electrical appliances, household chemicals, working with flammable and explosive liquids, and other hazardous substances, materials and equipment.
- immediately report to the University employee (supervisor, head of department, director of the institute or college) all noticed violations of fire safety measures, as well as the failure or improper use of fire equipment or fire communications equipment.
- study the escape plan, where the entrances and exits are located.
- receive a fire safety and occupational briefing conducted by the work supervisor, instructor or laboratory technician.
- not to use fire-fighting equipment or appliances for purposes other than extinguishing.
- not to allow activities which may result in fire or inflammation.

2.3 Upon detection of fire or any signs of fire (smoke, smell of burning, rise in temperature, etc.), or loudspeaker announcement of a fire, every employee or student of SurSU shall:

- call the fire services immediately by dialing 101 (112 from a mobile phone) and inform them of the exact address and name of the institution, the location of the fire, their surname, name and telephone number.
- notify the surrounding employees (students) and the SurSU security post.
- switch on (press) the manual fire alarm button.
- report to the higher supervisor.
- take, if it is possible, measures to evacuate people from the building to a safe place, according to the escape plan. Assist people with limited mobility in evacuating the building.
- proceed to extinguish the fire with available fire extinguishing equipment.
- leave the building at a general alarm, close all doors and windows behind them to prevent the spread of fire and smoke to neighboring rooms.

2.4 In the event of a fire the person responsible for fire safety in the organizational unit shall:

- duplicate the message about the occurrence of fire to the fire service, notify the management and duty services of SurSU;
- organize the rescue of people with the use of all available resources, including the provision of first aid to the injured.
- check the activation of automatic fire protection systems (fire warning, fire extinguishing, and smoke protection systems).

- stop the operation of technological equipment, turn off electricity (except for fire protection systems) and the operation of ventilation systems in the room where the fire is going on, as well as in the rooms adjacent to it.
- stop all work in the building, except for work related to fire-fighting activities.
- remove all employees not involved in extinguishing the fire from the danger zone.
- supervise the extinguishing of the fire using primary fire extinguishing means until the arrival of the person responsible for the fire safety of SurSU or the fire prevention unit.
- ensure that the personnel involved in extinguishing the fire comply with fire safety requirements.
- organize the evacuation of combustibles and material assets parallel to the fire extinguishing.

2.5 The basic requirements for the maintenance and use of primary fire extinguishing means at the University to ensure fire safety are determined by RI-5.5.9-21 "Working Instruction on the Maintenance and Use of Primary Fire Extinguishing Means". The requirements for the fire safety, evacuation procedure for employees and students in case of fire are determined by RI-5.5.3-21 "Working Instruction on the Measures of fire safety at the facilities of SurSU", RI-5.5.8-21 "Working Instruction on the procedures for SurSU employees in case of fire".

2.6 Primary fire-extinguishing means are located in fire shields, which are mounted in the walls on each floor, in each block and on staircases. They include powder injection type fire extinguishers OP-4(z)-AVCE-01 (OP-4(z)-VCE-02), designed to extinguish fires of solids (fire class A), liquids (fire class B), gases (fire class C) as well as extinguishing of electrical equipment under voltage up to 1000V in factories, warehouses, vehicles. These fire extinguishers are not intended for extinguishing fires of substances which may burn without air.

2.7. Carbon dioxide and powder fire extinguishers are used to extinguish solid combustible substances, highly-flammable liquids, flammable fluids and gases.

2.8. Powder and carbon dioxide fire extinguishers are used to extinguish electrical equipment under voltage up to 1000. Do not extinguish electrical installations, electrical equipment and wiring that are energized with water.

2.9. Persons authorized to operate the fire extinguisher should study the contents of the passport (operating instructions) and labels. When extinguishing a fire, it is necessary to:

- shake and bring the fire extinguisher to the place of fire no closer than 3 m., tear off the seal and pull out the pin by the ring;
- make sure that the slot of the nozzle (sprayer) is perpendicular to the axis of the fire extinguisher body;
- direct a hose with a sprayer (for OP-4, 5-10) to the fire source.
- take precautions when using carbon dioxide fire extinguishers using, use any glove or cloth while touching the discharge nozzle, in order to avoid thermal burns (the fire extinguisher discharge nozzle is cooled to minus 70-80 degrees);
- press the handle of the locking and starting device.

During extinguishing, periodically shake the fire extinguisher to ensure the complete release of the extinguishing agent.

2.10. Extinguishing a fire from a fire crane must be carried out by two people, but for this it is necessary to have certain skills (turning on a fire crane in a safe way "without

water hammer"), and also such extinguishing can be carried out only when the building is completely de-energized.

### **III. General rules for students living in a dormitory**

#### **3.1. Operation of household appliances.**

- Only serviceable electrical appliances certified in the Russian Federation are allowed to be used in the dormitory.
- It is allowed to use "tees", extension cords that have certificates of the Russian Federation.
- Do not turn on several devices at the same time through a "tee" or an extension cord into one electrical outlet in order to avoid overloading the power grid, avoid kinks or deformations of electrical cords.
- Do not put electrical cords behind water pipes, electric stoves, or heating system batteries.
- Do not operate cracked, broken, loosely attached electrical outlets.
- Do not drill walls, do not punch holes or furrows in them.
- To prevent electrical injury, it is necessary to follow the rules and instructions for the operation of electrical appliances (passport, manual).

#### **3.2. Safety requirements for the operation of electric stoves.**

- Before starting the operation of electric stoves, it is necessary to study and observe the "safety rules".
- When using an electric stove, it must be remembered that the surface of the electric stoves during cooking may have an elevated temperature. Inform the administration about malfunctions and comments identified during the operation of the electric stove.

#### **3.3. Heating appliances safety regulations.**

- room temperature control must be maintained evenly throughout the entire winter period. Avoid placing other objects near the heating appliances. Upon spotting a leak in a heating appliance, you must report immediately to the university administration or the on-duty plumbers.

#### **3.4. Sanitary and hygiene regulations.**

- All of the dormitory rooms must be kept clean and tidy, ventilated and wet-cleaned; all forms of trash and waste must be timely removed to garbage collectors.
- Do not store perishable food in refrigerators. Have meals only in the dining areas. Do not leave dirty dishes in sinks for too long.
- You must keep your shoes and clothes clean. The bedding must be changed timely (every 10 days).
- Use comfortable and non-slip shoes when entering shower rooms. Keep toiletry (shampoos, soap, shower gels) in unbreakable containers; they must be stored on separate shelves. When adjusting the water temperature, first run the cold water tap, then the hot one. Do not wash any clothes in the shower, do not clog the in-floor drain holes.
- Use the plumbing carefully, keep the public areas clean.
- In case of an emergency (flood, tap failure, etc.), report to the university administration.

## **IV. Occupational safety violation liability**

4.1. Individuals responsible for occupational safety violations, or interfering with the state supervision authorities maintaining occupational safety or civil order authorities are subject to disciplinary, administrative, material and criminal liability in accordance with the Russian Federation Law.

4.2. The following disciplinary actions are possible: warning, reprimand, expulsion on the corresponding grounds.

4.3. Administrative actions for violating occupational safety include fines and disqualification.

4.4. Criminal liability for violating occupational safety includes the following forms of punishment: fines, deposition, activity ban, community service, imprisonment.

Complying with all the above-mentioned terms will allow you to avoid accidents and save your health and life when engaging in any form of activity, including studies.

## **V. Providing first aid**

### **5.1. Aid for an electric shock.**

Move the person away from the source of electricity as soon as possible. The most reliable and simple way of doing this is disrupting the electric current by disabling the electricity switch or lever, disconnecting the fork from the electrical socket or removing the fuses. If none of the methods above helped disrupt the electric current, you need to cut each of the wires separately with a wire or any other tool with an insulating grip.

The individual providing aid must not touch any of the electric wires or components, or the person they are aiding if the person is still in contact with those parts. This rule must be observed at all times, regardless of whether the electric current is disabled or not.

If you are unable to disable the electric current with the above-mentioned methods, untangle the person by pulling on their clothes or any of their limbs while always wearing dielectric gloves and footwear. You can remove the wire covering the person's body with a dry stick, a wooden board or any other non-conductive object.

If the current voltage is higher than 1000 V, untangle the person with tongs with an insulative grip or special tools designed to operate at such voltage. The person offering aid must always wear dielectric gloves and footwear.

Upon untangling the person and disrupting the contact with the electric current, start performing first aid immediately at the location of the accident.

### **5.2. CPR**

Lay the person on their back and check their pulse and breathing. You can check their breathing by observing their chest movement. You can check their pulse by palpating their radial artery near the base of their thumb or the carotid artery on the neck, either left or right to their Adam's apple.

If there is no observable pulse, the person is in a cardiac arrest. In case of a cardiac arrest or lack of breathing, immediately begin closed-chest cardiac massage and artificial lung ventilation.

It is advised to carry out the resuscitation specifically with the mouth-to-mouth ventilation method. To do this, cover the person's mouth with a gauze or a napkin, push your mouth towards their and inhale air into them with 10-15 exhalations per minute.

Closed-chest cardiac massage is carried out by leaning onto the lower chest area of the person with your palms on top of each other and rhythmically pushing onto their chest 60-70 times per minute. You can keep track of the pulse areas on the radial or carotid areas of the person to maintain the effectiveness of the resuscitation procedure, as they correspond with your pushing movements. Carry out mouth-to-mouth ventilation simultaneously with the heart massage. Every 5 minutes, stop performing the cardiac massage and check the person's pulse to see if their heart began to function.

You need to carry out the resuscitation procedures until a doctor arrives. This can be done by several people at a time in shifts.

### 5.3. Aid for bleeding

External bleeding occurs with various injuries, accompanied by damage to arterial and venous vessels. The most dangerous is arterial bleeding, in which the blood flows out quickly, as a pulsating stream that has a scarlet color. Venous bleeding, even if it is strong, is characterized by the "influx" of blood deep from the wound and the absence of pulsation; dark red blood with a bluish tint.

In case of a bleeding, every minute counts, including looking for standard means to stop bleeding. The very first and the simplest way are to apply finger pressure to the place of a bleeding vessel or wound tamponade. The individual that applies pressure with a finger or fist presses directly on the place from which the blood flows, and holds until the bleeding stops or until other ways of stopping the bleeding are applied. It is advised to use sterile swabs, and apply pressure with finger to the bleeding vessel with them.

In case of minor bleeding pad that is applied to the wound can be tightly bandaged to the affected part of the body and in that way completely stop the bleeding. This method is called the "compression bandage" method and is almost always sufficient to stop bleeding.

Use of a tourniquet is only resorted to cases where all other methods of stopping the bleeding are ineffective. The place of application of the tourniquet is chosen so that it is located closer to the heart in relation to the location of the wound.

Before applying the tourniquet, lift the person's limb up and hold it in this position for several minutes to cause the outflow of blood, then place a pad of any soft tissue on the intended site of the tourniquet and apply the tourniquet with such force that is sufficient to stop the bleeding.

### 5.4. Aid for faints

Fainting is a loss of consciousness as a result of acute anemia of the brain. Fainting can occur due to overwork with physical or moral (emotional) overstrain as well as in case of malnutrition or severe consternation. Sometimes fainting occurs when taking medicines that have effect of lowering blood pressure. Overheating, work in a stuffy, poorly ventilated room can also contribute to the development of fainting.

In case of fainting, a person turns pale, breathing becomes faster, the pulse becomes weak, loss of consciousness lasts from a few seconds to 20-30 minutes. With prolonged deep fainting, convulsions may occur. Often people feel the approach of fainting and have time to complain about feeling unwell.

To provide aid to a fainting person, lay him or her so that the head is lower than the body and legs. Free the neck and chest from restrictive clothing, spray the face with cold water, apply small amounts of ammonium chloride on a pad so that the person can breathe it. After restoring consciousness, do not allow the person to immediately sit or get up.



### 5.5. Aid for gas poisoning

Gas poisoning most commonly occurs in the event of fire; sometimes severe poisoning may result from being in a closed space where exhaust gases of internal combustion engines (carbon monoxide) penetrate.

In all events of gas poisoning hypoxia is observed. If conscious, the victim complains of a strong headache, dizziness, nausea. In the event of more severe poisoning hallucinations and delirium may take place, sometimes with vomit. The skin acquires a purple-cyanotic color. With an extreme degree of poisoning, the victim may faint, develop respiratory and cardiac disorders, which can be lethal.

The aid includes removal of the victim from the poisoned atmosphere as fast as possible. It is advisable to provide the injured with an oxygen inhalation (using an oxygen bag) and put an ice pack on their head. In the event of respiratory and cardiac arrest it is vital to perform artificial lung ventilation and closed-chest massage.

### 5.6. Aid for burns

Burns occur as a result of the tissues of the body being affected by flammable liquids or flames (thermal burns) or if common integuments contact with aggressive media: acids or alkalis (chemical burns).

There are four degrees of burns – 1<sup>st</sup> degree involves reddening of skin; 2<sup>nd</sup> degree includes reddening of skin and formation of blisters; 3<sup>rd</sup> degree includes burnout of skin; 4<sup>th</sup> degree includes burnout of skin and deeper tissues down to the bones.

In the event of thermal burns a local cooling with cold tap water should be applied as soon as possible, with the help of ice packs or special cryopackages for 15-20 minutes. One must not open or remove blisters and touch the ambustial surface.

A gauze bandage should be applied to the ambustial area, which can be moistened with an antimicrobial liquid (nitrofurazone solution, 2% potassium permanganate solution, etc.) or at least with cold water.

In the event of chemical burns, the acid should be washed off with soapy water or a 1-2% soda solution, and the alkali should be washed off with an acetic or citric acid solution.

### 5.7. Aid for frostbites

Frostbites may take place at low ambient temperatures. High humidity, overfatigue, debility, tight footwear or clothes may contribute to frostbites.

Sensitivity is lost in the frostbitten part of the body; the skin acquires a pale cyanotic color. In the event of a widespread frostbite, there may occur a slowing of the pulse (less than 60 beats per minute), a decrease in blood pressure, loss of consciousness, and death.

The aid includes undressing the victim and plunging the frostbitten part of the body or the whole body into a bathtub with hot water of 35-40°C (95-104°F) temperature. In case of respiratory and cardiac arrest it is vital to perform artificial lung ventilation and closed-chest massage.

### 5.8. Aid for bruises

A tight bandage should be applied to the bruised area. Afterwards, an ice pack should be set to it for 10-15 minutes.

### 5.9. Aid for ligaments tension

The aid includes immobilizing the affected part of the body by applying a tight bandage or splints. An ice pack should be set to the ligaments tension area for 10-15 minutes.

### 5.10. Aid for dislocations


A dislocation is a partial or complete protrusion of the articular end of a bone from the glenoid cavity of another bone. Dislocations occur most frequently in the shoulder joint (shoulder dislocation) and in the hip joint (hip dislocation).

In all events of dislocations there is a noticeable change in the shape of the joint, which is easy to detect when compared with the shape of a typical symmetrical joint. Movements in the dislocated part of the limb are painful and limited. When providing for first aid, one must not attempt to eliminate the dislocation without medical consultation. It is required to ensure maximum immobilization of the dislocated bone with the help of splints or scarves.

### 5.11. Aid for fractures

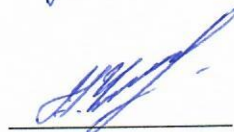
Bone fractures of the limbs can be determined visually. The shape of the limbs changes in the area of the fracture, therefore they may take a completely nontypical position. In an attempt to move, abnormal mobility is observed in the parts with no joint. These movements, even with minimal amplitude, are accompanied with sharp pain. In the event of fractures of pelvic bones, the victim cannot lift a straight leg in the prone position. Fractures of the ribs involve sharp pain during breathing, and deep breaths are accompanied by a crack, which is heard both by the victim and by the helper. Bleeding nose and ears are a characteristic sign of fractures of skull bones. Falling from height often causes spinal fractures. This type of fracture is dangerous due to possible paralysis of legs. The aid for fractures includes immobilizing the injured part of the body by using splints or placing the victim on a stretcher or an even surface. Before the arrival of ambulance, one must not raise the injured, force them to walk or make attempts to "straighten" the fracture. In the event of an open fracture, a sterile dressing should be applied to the wound.

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**The Program  
of introductory briefing on labor protection for students  
of BU VO "Surgut State University"**

1. General rules of students' behavior on the territory and at the facilities of BU VO "Surgut State University".
2. Fire safety. Basic requirements for fire prevention
3. General rules for students living in a dormitory. The main requirements for the prevention of electrical injuries.
4. Responsibility for violation of labor protection requirements
5. First aid to the victim.

**Cards  
for testing students' knowledge of occupational safety requirements**

CARD 1

1. What are the responsibilities of University students? What precautions should University students take?
2. Fire safety rules.
3. First aid for an electric shock.

CARD 2

1. General rules for students living in a dormitory during the operation of household appliances.
2. Fire safety rules.
3. First aid for burns.

CARD 3

1. Responsibility for violation of labor protection requirements.
2. Types of occupational safety briefings and the procedure for their conduct.
3. First aid for frostbites.

CARD 4

1. Responsibility for violation of labor protection requirements.
2. Rules for the use of available fire extinguishing equipment.
3. First aid for bruises, tensions and fractures.

CARD 5

1. General rules of behavior of students on the territory and at the facilities of the University.
2. Fire safety rules.
3. First aid for bleeding.