

 SAFETY FIRST

SAFETY NEWSLETTER

October 2022

Tampere University and Rescue Services will organise first-aid extinguishing trainings for staff on 25 and 26 October



Various safety-related exercises will be organised at the University during the autumn, including first-aid extinguishing training for staff at the end of October. The Pirkanmaa Rescue Department will organise half-hour first-aid extinguishing trainings for staff in Finnish and in English at the Hervanta, Kauppi and the City centre campuses on 25 and 26 October.

Registrations for the trainings are collected directly from the faculties and service units by the university's safety team. Places have been allocated to faculties and units on the basis of their sizes and by assessing the need for training, taking into account the fire safety risks related to the activities of the faculties and units.

Cleanliness and orderliness at the University are important factors in fire and accident prevention and rescue. In the interests of fire safety, it is important to ensure that the use of fire extinguishers or fire alarm buttons is not obstructed by placing items in front of them, even temporarily. Access routes, including less frequently used rescue routes, should be kept unobstructed.

Items should be stored in designated areas and not, for example, beneath stairs. Excess fire load may not be collected in the university facilities, corridors and stairwells. Instead, materials to be disposed of, such as **broken furniture** and **other waste**, should be disposed of properly and immediately. If needed, please make a service request at self-service channel.

Have you watched the safety orientation video for staff?

The safety orientation video, which lasts just over ten minutes, covers topics that are important to all employees. The video gives a concise overview of, for example, the responsibilities related to occupational safety and health and ensuring safety at work, how to prepare for an emergency, how to report safety deficiencies and where to find instructions and assistance when problems occur. The video is available in both Finnish and English. The safety video is also a good refresher for people who have worked at the university for a longer time, and it is especially useful to introduce new colleagues to the topic through the video.

The video can be viewed on [the Training on occupational health and safety, and security issues page](#).

Thursday Safety Hours offer information on various safety themes

The monthly Thursday Safety Hours will resume in the autumn, with such topics as preparedness management and data protection in the rest of the year. In addition to the presentations, there will be an opportunity to talk with specialists about safety and security at the University. The Safety Hours are aimed at all staff, and they are organised via Teams.

You can always find the next Thursday Safety Hour and a link for participation in the staff training section on the Intranet landing page. You can find out more about the topics of upcoming Safety Hours and materials from past hours on [the Training on occupational health and safety, and security issues page](#).

Campus safety – visiting campuses

When you visit the campuses, please remember that the University has both public premises and facilities with restricted access. It is each person's responsibility to ensure that no outsiders can enter the restricted premises when they are opening doors. People should also ensure that the doors are properly closed behind them. It is also a good idea to keep your ID card handy to avoid misunderstandings. The person/ID card combination, as well as keys, are personal and should not be lent to other people. The inviting party is responsible for the passage of invited guests on the campuses.

The University has an access control system to allow appropriate access while preventing unauthorised access to the premises. Access control is supported by camera surveillance and burglar alarms. Please report any suspicious activity to the Property's caretaker at the info desks and via [the safety observations platform](#).

The Intranet contains separate instructions for dealing with dangerous situations and emergency plans, which everyone should read in advance so that they know what to do in the event of an unexpected situation and how to gather at the meeting places if necessary. To ensure safe exit, everyone should plan an alternative exit route from their office in addition to the regular route. If the regular exit route cannot be used, planning an alternative route in advance will speed up exiting in an emergency

The campus-specific rescue plans are available at <https://tuni.pelastussuunnitelma.fi/tuni/>

Safety observation – what is it and how is it done?

When moving around the campuses, we each make our own safety observations. For example, we may come across items left on emergency exits or equipment that seems unsafe. Perhaps a near miss or an accident has occurred while working, such as slipping or tearing a muscle while lifting a load. Or perhaps you have noticed a good safety practice that could be adopted more widely at the University.

Any of the above should be recorded in a safety report so that we can gather essential information to promote safety at the University and avoid dangerous incidents. You can make a safety observation in the University's Risk Management Tool Rego (www.tuni.fi/rego > Quick link on the right at the top) through which you also get to follow up on how the observation is processed. Safety observations are processed by the University's safety and facilities management experts. More information on safety observations is available on the Intranet page: [Safety observations](#).

Join the University's occupational safety activities – Occupational Safety Representative election in autumn 2022

We are currently looking for Occupational Safety Representatives and members of the Occupational Safety Committee. The term of the Occupational Safety Representatives and the Committee is 4 years. The term of office of the new Committee will run from 1 January 2023 to 31 December 2026. The deadline for nominating candidates is at 16.00 on Friday, 14 October 2022. The election will be conducted in the election meeting on 7 November 2022.

More specific information is available from Intranet page: [Election of occupational safety representatives](#).

