

Instructions on labor protection for MSU employees

The University is legally obliged to provide a safe place for its employees to work. However, they are expected to take reasonable care for themselves and anyone else who may be affected by what they do at work.

In relation to health and safety MSU employees have the following duties:

- take reasonable care for the health and safety of themselves and all other persons likely to be affected by their actions or omissions;
- co-operate with the University in measures for health and safety;
- comply with any request from the head of the ITMP, to undergo any health check and monitoring that he may consider necessary in relation to your duties;
- not interfere with or misuse equipment etc. provided for health, safety, or welfare.

General information

The instruction includes the implementation of activities (training and testing), as well as the development and adoption of local acts in the field of Health and Safety. Each employee should know the requirements, which contain safety instructions. Typical requirements are developed and approved in accordance with the requirements of the Labor Law Protection of the Russian Federation.

General Requirements

According to the instruction on labor protection, MSU employees must undergo familiarization with the requirements and initial training. All briefings must be registered in the appropriate journals. Conduct training is certified by the signatures of the responsible person.

Requirements for Employees

In accordance with the provisions contained in the manual labor protection employees need to know:

1. place that has a medical kit.
2. how to act in case of an emergency or accidents.
3. characterization of hazardous or dangerous factors that can adversely affect their condition.

Health Hazards

1. a negative impact on eyesight as a result of an extended stay at the computer.
2. surges in the electrical circuit for a long-time operated appliance (scanner, printer, computer, lamps and other things).

Equipment Space

According to the instructions on labor protection for workspace, where it will carry out their professional activity, must be equipped with curtains, blinds, and other sun protection. It is forbidden to use open lamp in general lighting designs. In order to prevent dust should make regular wet cleaning. The room should be both artificial and natural light. The workplace should be a chair equipped with adjustment mechanism.

Before you start work, you need to:

1. inspect the equipment, remove all unnecessary.

2. clear dust from the PC screen, adjust the angle of inclination and height.
3. adjust the height of the chair.
4. report faults and shortcomings if any.

During the Day

ITMP employees are to comply with the internal regulations of the Institute. The employee must ensure that:

1. screen was below the eye five degrees, located in a sloping (15 deg. to the employee) or direct the plane at a distance of 60-80 cm.
2. local light source is positioned relative to the workplace, so sunlight does not shine directly into the eyes and provides uniform illumination without creating a blinding glare on the keyboard and other elements.

In order to reduce the general and eye fatigue every hour is necessary to arrange short (five-minute) breaks for rest. During the day, the workplace must be kept clean.

Prohibitions:

1. use defective equipment and operate damaged wiring.
2. suspended on nails, wood, or metal objects wires, twist them, lay on the radiators, and water pipes, pull the plug out of the socket on the power cord to hang anything on the cables.
3. simultaneously touch the pc and devices that have grounding, uninsulated wires are not shielded carrying elements of devices, instruments, apparatus.
4. use homemade electric heating equipment.
5. in order to avoid the need to hurry to come to work early. to avoid injury prohibited: running up and down the stairs, lean and sit on the fence, projecting structural elements, random items, embarking on activities of drugs or alcohol.

Security

Security arrangements in the MSU aim to protect people and property around the University. These include the monitoring of alarms and closed-circuit TV systems in many of the University sites, as well as a 24-hour a day uniformed patrol and response service. The University Security Control Centre is staffed 24 hours a day.

However, it is also the responsibility of every individual working in the MSU to be vigilant about security. Everyone should also take as much care of your personal belongings and the equipment in your department as you would at home. If you see anything of a suspicious nature, please report it to your coordinator.

Data protection

The Article 9 of the Federal Law of July 27, 2006 No. 152-FZ of the Russian Federation on Personal data sets out rules for processing personal information. This document gives individuals certain rights, and also imposes obligations on those who record and use personal information to be open about how information is used and to follow eight data protection principles. Personal data must be processed following these principles so that data are:

- processed fairly and lawfully and only if certain conditions are met
- obtained for specified and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than necessary
- processed in accordance with the subject's rights
- kept secure
- not transferred abroad without adequate protection.

The University will keep a record of the details you provided on your application form, any supporting documents requested. Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including some databases that are shared between the University and the Institute. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.