

Workplace Safety and Health

for the students at the University of Art and Design Offenbach

Preface

Health and safety measures are designed to ensure a high level of protection for the physical and mental well-being of students during their studies and when using university facilities and workspaces.

The university thus aims to ensure a safe and healthy learning and working environment that complies with both legal requirements and the latest findings in ergonomics.

Insurance Coverage

HfG students are automatically covered by statutory insurance through the Hessen Accident Insurance Fund at no cost to them; during field trips or internships, for example, they are covered by the relevant state accident insurance providers.

In the event of an accident that occurs as part of your studies, you must **immediately report the accident to the Student Secretary** by phone or email.

In the event of an injury, **a recognized accident insurance physician—or “D-Arzt”** for short—must be consulted to have the injury treated and documented. Appropriate D-Arzt physicians for the respective location of the accident can be found online.

Student Secretariat:

T 069.800 59-201

studieninfo@hfg-offenbach.de

Schlossgrabengasse 1

Covered Activities:

- Lectures, seminars, workshops, labs, and exams
- Accidents occurring while commuting (e.g., traveling between home and the university, direct trips to/from branch campuses and their buildings, or events organized by the university)
- Official university sports organized by the university
- Mandatory and elective internships that are integrated into the curriculum and organizational structure
- Participation in lectures, seminars, exercises, internships, and workshop/lab sessions
- Participation in field trips, provided they are organized or supervised by the university
- Use of university facilities such as the library, workshops, labs, or drawing rooms as part of the course of study

The following **are not covered**:

- Personal detours or interruptions, such as shopping or meetings on the way to the university
- Personal activities during your time at the HfG (e.g., breaks, eating in the cafeteria, personal conversations)
- Students who are outside the university context or not participating in a university event
- Personal leisure time (e.g., hobbies, parties, cooking in a shared apartment)
- Accidents while participating in individual sports outside of official university sports programs

commuting accident

by the most direct route

**to/from the HfG,
or to/from another
HfG building**

by a different route

**e.g., carpooling
or childcare
for children**

insured

**on the way to go shopping, fill up the car, stop at
a café, or do other activities**

uninsured

Students' Rights and Responsibilities

Students are responsible for

- their own safety and health!
- performing work in a safe manner!
- consistently wearing personal protective equipment when required! E.g., hearing protection, safety glasses, work gloves, etc.
- selecting and using materials they bring with them!
- behaving in a manner appropriate to their personal health situation and, in addition, reporting any special circumstances that are relevant to workplace safety (e.g., pregnancy, certain illnesses, or limitations).
- reporting defects and unsafe incidents!

Students have the right

- to make suggestions to the instructor or workshop management regarding all matters of safety and health protection! This also applies to professors, lecturers, or artistic/research staff
- to inform the building maintenance staff of any defects in or on the buildings.

Maternity Protection

The Maternity Protection Act (MuSchG) applies to pregnant or breastfeeding students. Therefore, the university must be notified of the pregnancy at an early stage through the Student Secretariat.

Work may involve dust or fumes that are hazardous to health. Or it may involve working with materials that could harm the health of the unborn child or the child being breastfed. The university is therefore obligated to take protective measures based on a risk assessment once notified.

Downloads are available [here](#) and on the homepage under: study-information-center (StuZ).

Of course, all HfG employees are bound by a duty of confidentiality. Information will only be disclosed within the limits prescribed by law.

Notice Regarding the Smoking Ban at the HfG and All Affiliated Buildings

In accordance with applicable legal provisions and internal regulations, smoking is strictly prohibited in all university buildings. This applies to both conventional tobacco products (e.g., cigarettes, cigars) and electronic cigarettes (e-cigarettes, so-called “vapes”) or cannabis.

Some areas are equipped with multiple smoke detectors that can trigger a fire alarm even from simple drilling dust. Therefore, when performing work that generates dust—such as using a drill—you must notify the facilities staff in advance so they can deactivate the smoke detectors.

If emergency responders are called due to negligent conduct, the cost of their services may, under certain circumstances, be billed to you.

Working under the influence of alcohol or drugs in the workshops and laboratories is prohibited.

Behavior in the Workplace

The respective workshop or room regulations apply to the HfG's facilities.

Rooms, workshops, laboratories, and machines are categorized, which means access is restricted for

students in some cases. Therefore, in certain areas, work may only be performed after receiving instruction and acknowledging the relevant regulations.

Further information is available in the respective rooms.

- **Category 1:** No restrictions.
 - **Category 2:** Use permitted only after instruction.
 - **Category 3:** Use only after appropriate training.
-
- Two people must always be present in the room to provide assistance in case of an emergency.
 - Do not move any emergency or first-aid equipment. This also applies to wedging, moving, or tying down fire doors.
 - Do not eat at your workstation.

Reporting Safety Deficiencies and Accident Hazards

Duty to Assist (Section 16 of the Occupational Safety and Health Act (ArbSchG)):

Students must immediately report to the responsible instructor or workshop management any immediate and significant hazard to safety and health that they identify, as well as any defect they discover in the safety systems.

Defects in the building:

- Examples: defective electrical outlets, doors that do not close properly, defective window handles: Report such issues to the instructor or the building maintenance staff.

Defects in work equipment:

- Example: defective power cables on machines: Report to the instructor or the responsible person.
- E.g., furniture (defective work chair, etc.): Report to a faculty member, the person in charge, or the facilities staff.

What to Do After an Accident

Minor Injuries

e.g., taking a band-aid from a **first-aid kit**, which are located in the rooms and hallways (bruises, cuts, etc.).

IMPORTANT: For data protection reasons, the practice of recording incidents in the first-aid logbook, which was previously standard, is no longer required.

Only the first aid provided should be documented. For this purpose, report forms are available in the first aid kits; these must be filled out and submitted to the Student Secretariat.

More Serious Injuries

Ask nearby staff members or first aid responders to provide first aid and immediately notify the **emergency services** by **dialing 112**. The list of designated first aid responders is posted in the rooms and hallways of the HfG.

In cases of poisoning, also contact the **Poison Control Center in Mainz** at **06 131.19 240**.

Preventive Fire Safety

Power Strips:

Connect only end devices to power strips; do not connect additional power strips. Doing so can create a fire hazard due to overloading.

Turn Off the Device After Use:

Unplug the device after each use to prevent potential fire hazards caused by technical defects.

Stable Placement:

Ensure that the device is placed in a **stable, tip-proof position** to avoid the risk of **scalding** or **electrical accidents**.

These measures are intended to **prevent fires and electrical accidents** and are an integral part of the responsible and safe use of small electrical appliances in the workplace.

Preventive Fire Safety

Personal electrical appliances such as electric kettles, coffee/tea makers, hot plates, or small power tools such as drills must not be brought to the HfG.

To prevent fires and electrical hazards, the following safety rules must be observed:

Placement:

Appliances must not be operated on flammable surfaces (e.g., wood, paper, textiles). Instead, use a **non-flammable, non-conductive surface** such as a **ceramic tile, glass plate, or metal tray**.

Operation Only Under Supervision:

Use is permitted only under supervision. Never leave the room while the device is in operation.

Small power tools

Do not bring in drills, routers, etc. Small power tools can be borrowed from the building services department. Before drilling or performing work that generates a lot of dust or smoke, notify the building services department so they can turn off the fire alarms.

Alarm Systems

Press the push-button alarm!

- Stay calm!
- Call emergency services and close the windows!
- Warn people who are in danger!
- Close the doors when leaving the room! Do not lock them!
- Do not use elevators!
- Use the marked escape routes.



Escape/Rescue Routes in an Emergency

- Follow the instructions of the fire safety officers.
- The escape routes are marked with signs throughout the building.
- Proceed directly to the assembly point.
- At the assembly point, a head count will be taken to ensure everyone is present!
- You are only considered safe if you proceed to the assembly point!

Evacuation and rescue plans are posted in clearly visible locations in all hallways, stairwells, and central intersections.

Emergency contact information can also be found [here](#).

Meeting Points

Main Campus: Schlossstraße 31

Main Building; West Wing; Castle

- Schlossplatz

Schlossgrabengasse

- Schlossplatz

KUBUS

- Berliner Straße, upper level, in front of the building

Geleitsstraße

- Courtyard, in front of the building

Höchster Porzellanmaufaktur

- Parking lot in the courtyard