

CAREGIVER CLEANING



Training
**Occupational Safety and Health and
Emergency Situations 2025**

Obligations of workers



To immediately inform the employer accidents suffered by one's own person



To use work equipment correctly



Do not decommission, modify, change or remove the safety devices of work equipment

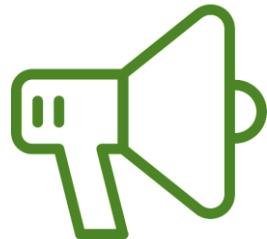


To immediately notify the employer of any work situation that they consider a danger as well as any deficiency of the protection systems



Accident communication

(Work events)



Any accident (event) will be immediately communicated to the employer by:

- the person involved or
- the head of the workplace, or
- any other person who has knowledge of its occurrence.

The state of things that led to the accident shall not change unless it endangers the lives of persons, their safety and property!



The communication is done by telephone or by any other means to:

- Hierarchical superior/workplace manager
- Department....., Email
- depending on the severity, the unique emergency telephone number 112 is called and, if necessary, the firefighters, the Police, etc

About accidents

Work accident = Violent injury to the body, as well as acute occupational intoxication, which occurs during the work process, or during the performance of job duties and which causes temporary incapacity of at least 3 calendar days, disability or death.

1

Work-related accident at least 3 consecutive calendar days of sick leave, disability or death

2

Minor accident 1-2 consecutive days of sick leave

3

Work-related accident = accident that occurred during and on the normal route of travel from work to home and vice versa and that resulted in injury or death



First aid in case of: Fainting

Grab the victim by the shoulders and move her gently trying to talk to her.

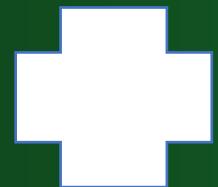
If she answers:

- Find out what happened and keep talking to her until she recovers; you may need to ventilate/wind her or moisten her lips

If she is unconscious - check if she is breathing

- If she is breathing, place her in the lateral safety position and call for help
- If he is not breathing, start resuscitation/cardiac massage maneuvers 100 compressions/min with 2 breaths every 30 compressions

In any situation where the victim does not respond, call 112 immediately.



First aid in case of: Dislocations / Sprains

The victim is placed in a position that does not involve the use of the injured area

Apply cold compresses or ice and keep the injured limb in position as high as possible.

Depending on the case, specialized medical help is requested – call 112 or go to the doctor.





First aid in case of: ELECTROCUTION

Do not touch the electrocuted person with your bare hands if they are still in contact with the power source.

Cut off the power supply.

If you cannot cut off the power supply, use a non-electrically conductive item to remove the person from the power source or remove the power source from the victim's body. They can be a wooden or rubber element, dried.

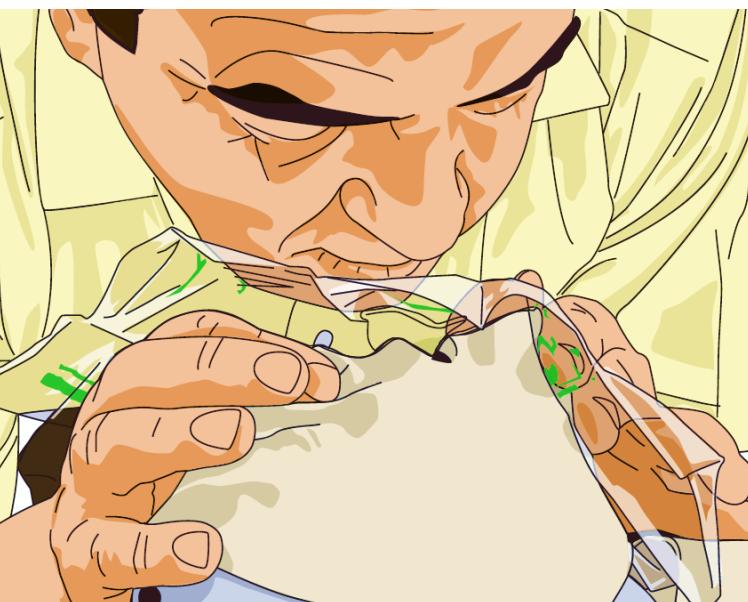
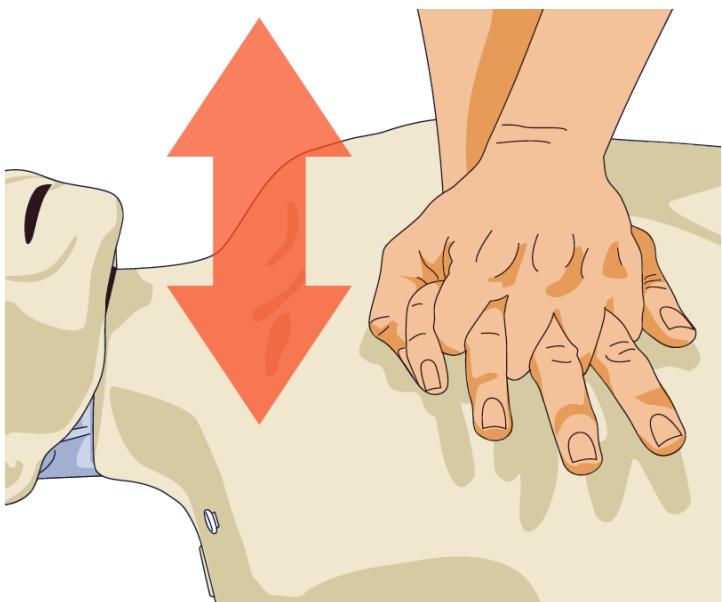
At the same time, make sure that the power source does not endanger you or other people around.

Depending on the case, specialized medical help is called – 112.





First aid in case of: ELECTROCUTION



If the victim is conscious:

- do not move her and assess if there are serious consequences (e.g. burns)
- if she feels unwell, shortness of breath, numbness, convulsions or feel that the heart is beating abnormally, **specialized medical help is called – 112.**

If the victim is unconscious:

- she will be placed lying on her back
- the airways are opened and vital signs are checked: breathing, pulse
- **Specialized medical help is called – 112.**
- if the victim is not breathing, pulmonary resuscitation will be performed in groups of 30 rapid sternum compressions and 2 mouth-to-mouth breaths

PREVENTIVE MEASURES: Cleaning activity



- Use utensils and equipment in perfect working order, check them before each use.
- Do not remove the protective parts of the equipment.
- Adopt the instructions for use of the work equipment (vacuum cleaner, etc.).
- If the electric power turns off, unplug the equipment.
- Do not use faulty electrical cables.

Attention, DANGER! Water is a good conductor of electricity!

- If electrical equipment comes into contact with liquids, do not touch them, unplug them first.
- If the liquid has reached the outlet, do not touch, notify the direct boss and technical staff.
- Do not keep containers of liquids near electrical equipment, they may accidentally damage you and cause electric shock.
- Unplug the equipment after each use.

PREVENTIVE MEASURES: Cleaning activity

CLEANING PRODUCTS

- Read the labels and instructions of the cleaning products used and follow them.
- Do not remove the labels (so that they can be read as many times as you need).
- Label the containers in which you keep cleaning products so they don't get confused.
- DO NOT remove labels from containers.
- Keep containers closed and away from heat sources in specially designed places.
- AVOID DIRECT CONTACT WITH SKIN OR EYES.
- Use personal protective equipment.
- Wash your hands after cleaning.
- DO NOT pour into containers that are not properly labelled.



PREVENTIVE MEASURES: Cleaning activity

Wear appropriate personal protective equipment:

- Rubber gloves, dust mask, gown, non-slip shoes.

Signal wet floors.



When moving heavy or bulky objects, you must:

- Have visibility.
- The route must be free of obstacles and non-slippery.
- Do not manipulate more objects at the same time, excepting cases when they are fixed to each other.
- Stand up using your leg muscles, not your back.



Commuting from home to work / vice versa



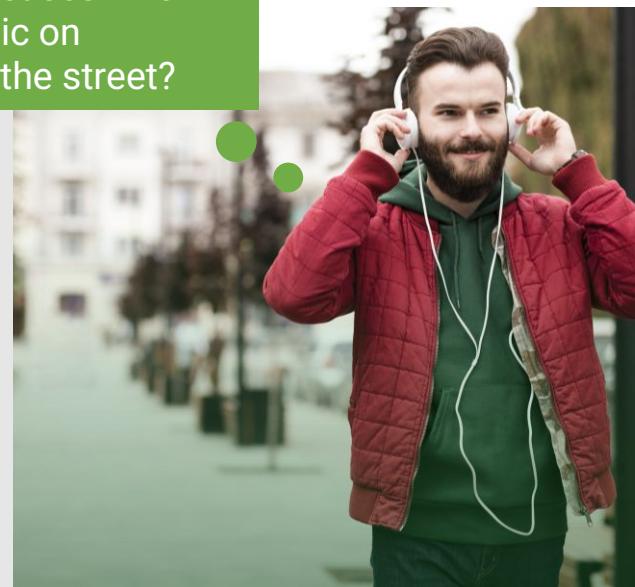
- Don't run after the means of transport
- Look ahead
- Don't use your phone / Don't listen to music on your headphones
- Cross only at the marked places
- Make sure before crossing
- Wait for the bus outside the roadway

Did you know that the risk of an accident increases when listening to music on headphones on the street?



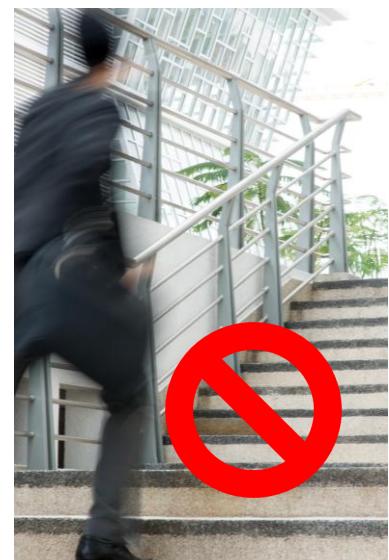
Electric scooters

- Only one person on the scooter
- Drive in alignment on public roads and bike lanes
- In the absence of a bicycle lane, traffic is allowed only on road sectors with a maximum allowed speed of 50km/h
- Forbidden: on sidewalks and alleys if there are no arranged tracks
- At night: with reflective elements, on illuminated streets, with means of lighting



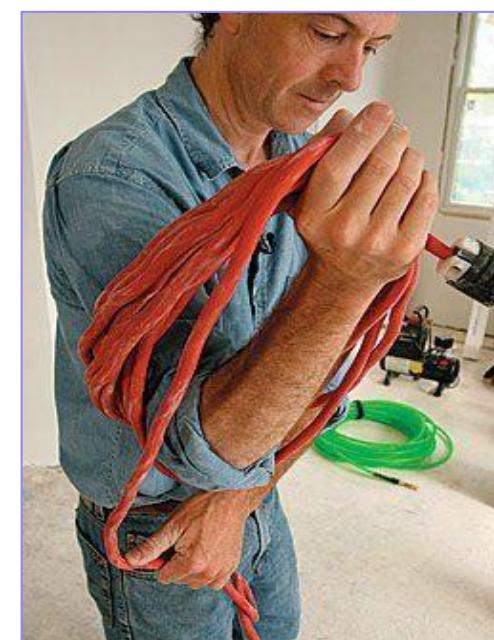
PREVENTIVE MEASURES FOR: slip falling, slipping, unbalanced, rolling

- Don't rush, be careful where you go, take small steps.
- Close drawers, doors after each use.
- Do not leave personal or work items on the floor.
- Remove objects from around the work area.
- Use the railing when descending the stairs.
- Do not run on stairs.
- Do not go up, go down two steps at a time.
- Obey the security signs.



PREVENTIVE MEASURES FOR: Electrocution

- Do not use cables, extension cords that have malfunctions, damage.
- Don't improvise.
- Do not interfere with electrical equipment.
- Do not use switches, sockets with wet hands.
- Do not use liquids near electrical equipment and installations.
- Do not power multiple electrical consumers in the same outlet.
- Do not tighten the cables by wrapping them in the arm – elbow.
- Always unplug before tightening cords.
- Follow the warning signs.
- Do not perform activities outside of the workload.



PREVENTIVE MEASURES FOR: Fatigue / Night work / Other factors

Measures:

- It is not recommended to present yourself at work in conditions that may affect your work capacity: advanced fatigue, illness, etc.
- It is forbidden to report to work under the influence of alcoholic beverages, medicines and hallucinogenic substances.
- Rest, hydrate and eat properly.
- Avoid excessive consumption of caffeinated beverages



PREVENTIVE MEASURES FOR: Scalding

Measures:

- Be careful when handling hot liquids (scalded with coffee/tea).
- Hot water from the tap/dispenser/coffee machine.
- Pay attention to the activities carried out.
- Avoid having conversations while handling hot liquids.



Emergency situations

Although emergencies such as fire or earthquake happen very rarely or we may never experience them, and **their consequences can be very serious**, it is especially important to know how to react to protect our health and save our lives.



Fire / Earthquake



- Keep access and intervention routes (corridors, stairs) free.
- Keep escape doors accessible, unlocked/unlocked.
- Know and obey the exhaust signs, the escape routes.
- Protect your airways in smoke-flooded spaces, the "dwarf's" walk.
- Immediate evacuation from the building in case of fire.
- Sheltering in safe places in case of an earthquake.

In case of fire



KEEP CALM
DON'T RUN



IN CASE OF FIRE. CALL
112



FOLLOW THE MARKED ESCAPE
ROUTES. DO NOT GO BACK TO
THE PLACES WHERE THE FIRE IS
MANIFESTING, TO RECOVER
YOUR BELONGINGS



GO THE MEETING POINT:
THE PARKING OUTSIDE OF
THE BUILDING, ACCORDING
TO THE EVACUATION PLAN

In case of earthquake



TAKE SHELTER
PROTECT YOUR HEAD
STAY AWAY FROM WINDOWS



DON'T RUN DOWN THE
STAIRS



LEAVE THE BUILDING ONLY
AFTER THE EARTHQUAKE
HAS STOPPED

In case of emergency evacuation of the building, do not allow other people to enter the building!

General Fire Prevention Rules

- Learn and comply with the measures for fire prevention and extinguishing.
- Maintain cleanliness and order at all times.
- Keep doors, access and escape routes free of obstacles and avoid blocking them.
- Do not use fire inside the building, do not smoke inside the building or in other prohibited, unarranged places.
- In case of fire starting, we intervene with the extinguisher provided.
- **Call 112 in case of emergency.**



General rules to be prepared in case of fire

- Study the evacuation plans displayed in common areas.
- Identify escape routes.
- Do not block escape doors and escape routes.
- Follow the emergency instructions.
- If you notice a fire, notify your direct supervisor immediately, providing help if possible.

EVACUATION INDICATORS

- They will always be kept visible.
- Escape routes are marked with arrows pointing to the exit.



Mode of action in case of fire



- Keep calm, don't panic.
- The intervention team leader (or any member of the team present) will give the fire alarm verbally and by pressing the alarm button, if it has not already started.



The other members will intervene to:

- Extinguishing the fire with the most at handy fire extinguisher if the fire is small.
- Shutting down, as the case may be, the supply of electricity, gas, etc.
- Evacuation of workers.
- Evacuation of valuables, as the case may be.
- After extinguishing the fire, one of the members of the intervention team will supervise the outbreak to ensure that the fire has been extinguished definitively.



Mode of action in case of fire



If the fire is large, the evacuation of people from the building begins immediately.

Call 112 immediately in the following situations:

- The fire cannot be extinguished quickly (1-2 minutes)
- There are injured people
- The fire spreads rapidly
- The fire gives off a lot of smoke
- Fire makes you uncomfortable, whatever it may be
- You don't have the physical or mental capacity to intervene and someone else can't help you



112

In case of emergency evacuation of the building, do not allow other people to enter the building, except the firefighters!

Fire Evacuation Rules



Evacuate yourself with hands-free!

In this way:

- Do not risk dropping objects on the ground that can become obstacles for others.
- You won't be tempted to go back and retrieve what you dropped on the floor.
- You won't waste time.
- You won't create a fuss.



- Keep calm, don't panic.
- Stop all activity, don't waste time recovering personal items, don't turn back.
- Leave the space calmly, following the escape signs.
- Follow the instructions given by the evacuation officers.
- Head to the nearest and safest exit.
- Go to the meeting point.
- Do not return to the scene of the fire until the decision-makers have allowed it.

Fire Evacuation Rules



In case of smoke releases:

- Protect your airways with a mask, scarf, coat, etc., preferably moistened.
- Walk as bent over as possible to have visibility and avoid inhaling smoke.



In case your clothes caught fire:

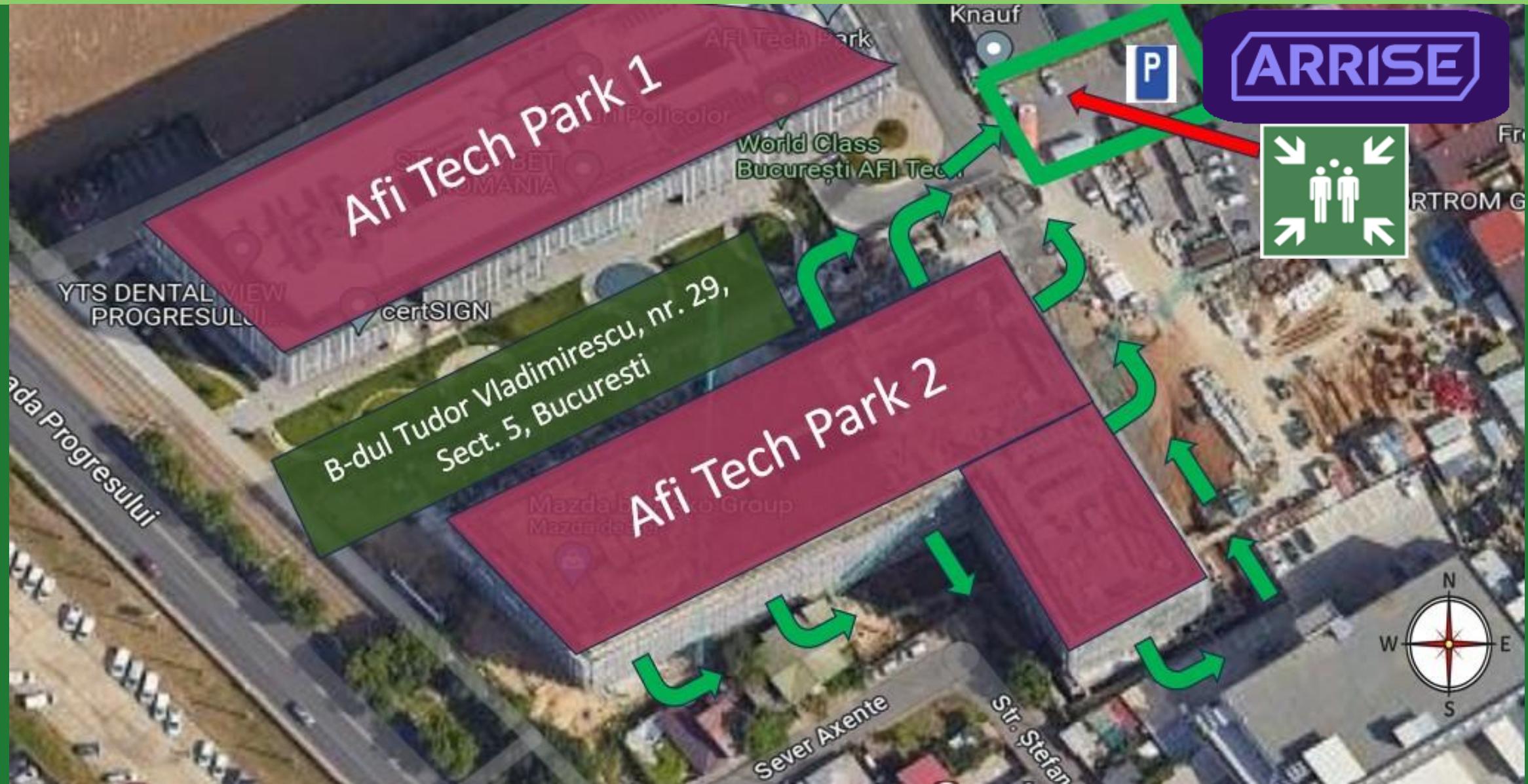
- Cover your face with your hands.
- Lie down on the ground and roll left-right until the fire goes out.
- Don't run! The fire will intensify in this way.



Meeting point for Calea Răvohei 240 buildings



Meeting point for Afi Tech Park 2 building



Use of fire extinguishers



- You can use a fire extinguisher for extinguishing only at the early stage of combustion.
- Never intervene in a fire if your instinct tells you not to.
- Never intervene with a fire that spreads very quickly or produces a lot of smoke.
- If the fire causes you discomfort, whatever the cause, do not intervene, wait for the firefighters

USE OF FIRE EXTINGUISHERS

1. pull out the safety pin



2. direct the hose towards the base of the flame



3. Press the handle to allow the extinguishing agent to be released



4. Gently move the hose from left to right, acting at the base of the fire



Rules for smoking places



- If you are a smoker, smoke in the specially designed place.
- Extinguish the cigarette and matchstick before throwing them in the ashtray.
- Don't throw away your cigarette or matchstick randomly.
- Do not leave lighters under the action of the sun's rays.
- Do not empty ashtrays into paper or other waste bins.
- Do not throw materials that can catch fire in ashtrays.



General rules for earthquakes



- Be prepared for the earthquake: determine possible places of shelter in advance.
- Under the desk.
- Under a beam.
- Next to a solid piece of furniture.
- Next to a resistance wall.
- Away from windows.

This way you will know exactly where to take shelter from the first seconds of the earthquake!



During the earthquake



- Go to the previously identified shelter.
- Rest with your palms on the floor or hold on to the foot of the table or with your hands to ensure your stability.
- Don't try to run away, don't run down the stairs, don't use the elevator.



After the earthquake



- **Do not leave the place where you are immediately, make sure that the earthquake is over and that what is around you is stable.**
- If a fire **has started** , you can try to put it **out**.
- Help those who need help, **if you know how to do it**.
- **Do not touch cables, electrical installations.**
- Check the area where you are going to evacuate beforehand.
- Don't run, be careful where you go.
- Do not move the seriously injured (unless they are in immediate danger of being further injured from other causes) if you are unable to provide them with qualified medical help. Help them where they are.



Recap



Get the task done
safely



Set a good example



Take shelter in case of
an earthquake



Always be prepared



In case of fire, evacuate
the building by following
the evacuation signs

Take the time to
think about safety

Immediately report any
accidents, incidents, unsafe
conditions/behaviors



**Thank you for your attention!
Stay safe!**