

**ПРИЛОЖЕНИЕ К ВВОДНОМУ ИНСТРУКТАЖУ НА АНГЛИЙСКОМ ЯЗЫКЕ**

**LABOR PROTECTION  
ORIENTATION GUIDE**

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## 1 DESIGNATIONS AND ABBREVIATIONS

- University, UrFU - Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the first President of Russia B.N. Yeltsin";
- LP- labor protection;
- LPD- Labor Protection Department;
- SLI - State Labor Inspectorate;
- PM - Personnel Management;
- PPE- personal protective equipment.

## 2 GENERAL PROVISIONS

In accordance with the Decree of the Government of the Russian Federation No. 2464 dated 12.24.2021 "On the procedure for training in occupational safety and testing knowledge of occupational safety requirements", the employer is obliged to conduct an orientation on occupational safety before starting to perform labor functions for newly hired employees and other persons involved in the production activities of the organization (employees seconded to the organization (division of the organization), persons undergoing practical training).

## 3 GOALS AND OBJECTIVES OF THE OCCUPATIONAL SAFETY ORIENTATION

Labor protection is a system of preserving the life and health of employees in the course of their work, including legal, socio-economic, organizational and technical, sanitary and hygienic, therapeutic and preventive, rehabilitation and other measures.

Orientation is organized for all newly hired persons (hereinafter referred to as trainees), regardless of their education, work experience in this profession or position, with temporary workers, seconded, students and students who arrived for industrial training or practice. An employee of the Labor Protection Department conducts the orientation.

Orientation on labor protection is carried out according to the program developed in accordance with legislative and other regulatory legal acts of the Russian Federation.

A record of the orientation is made in the log of the orientation and the employee's statement, with the mandatory signature of the person being instructed and instructing.

#### **4 URFU POLICY AND OBJECTIVES IN THE FIELD OF LABOR PROTECTION**

The main principles and directions of the policy in the field of labor protection are:

1. ensuring the priority of preserving the life and health of employees and students;
2. implementation of federal laws and other regulatory legal acts of the Russian Federation in the field of labor protection, as well as federal targeted, sectoral and territorial targeted programs to improve labor protection conditions;
3. effective, sustainable, scientifically-based, socially and economically balanced development of the University with ensuring labor protection of employees and students in accordance with the requirements of legislative and other regulatory legal acts;
4. compliance with the requirements of the state administration in the field of labor protection;
5. compliance with the requirements of state supervision and control of compliance with labor protection requirements;
6. promotion of public control over the observance of the rights and legitimate interests of workers in the field of labor protection;
7. provision of activities aimed at the prevention and prevention of occupational injuries and occupational morbidity, including:
  - investigation of industrial accidents and occupational diseases in accordance with the laws and regulations of the Russian Federation;
  - protection of the legitimate interests of workers and students affected by industrial accidents and occupational diseases, as well as their family members on the basis of compulsory social insurance of workers against industrial accidents and occupational diseases;
  - conducting medical examinations, etc.;
8. planning and coordination of activities in the field of occupational safety;
9. training and advanced training of occupational safety specialists;
10. organization of state static reporting on working conditions, occupational injuries, occupational morbidity and their material consequences at the enterprise;
11. ensuring the functioning of the labor protection information system;
12. conducting a special assessment of working conditions;
13. international cooperation in the field of occupational safety;

14. dissemination of advanced domestic and foreign experience in improving labor protection conditions;
15. development and implementation of safe equipment and technologies;
16. material and technical support of labor protection measures;
17. dissemination of advanced domestic and foreign experience in improving labor protection conditions;
18. development and implementation of safe equipment and technologies;
19. material and technical support of labor protection measures;
20. providing employees with means of individual and collective protection, as well as household facilities and devices;
21. training of workers on labor protection.

## **5 MAIN PROVISIONS OF LABOR PROTECTION LEGISLATION**

### **5.1 The concept of an employment contract. The parties to the employment contract**

**Employment contract** - an agreement between an employer and an employee, according to which the employer undertakes to provide the employee with work for a stipulated labor function, to ensure working conditions provided for by labor legislation and other regulatory legal acts containing labor law norms, collective agreement, agreements, local regulations and this agreement, to pay the employee wages in a timely manner and in full, and the employee undertakes to personally perform the labor function defined by this agreement in the interests of, under the management and control of the employer, comply with the internal labor regulations applicable to this employer.

An employment contract may be concluded:

- for an indefinite period;
- for a certain period of no more than five years (fixed-term employment contract), unless another term is established by the Labor Code of the Russian Federation and other federal laws.

### **5.2 Rights and obligations of the employee**

**The duties of the employee include:**

- to fulfill in good faith his/her labor duties assigned to him/her by the employment contract;

– observe the rules of internal labor regulations;

– observe labor discipline;

– comply with established labor standards;

– comply with occupational health and safety requirements;

– undergo occupational safety training in accordance with the established procedure, including training in safe methods and techniques for performing work, training in first aid at work, training in the use (application) of personal protective equipment, instruction on occupational safety, internship at the workplace (for certain categories of employees) and verification of knowledge of safety requirements labor;

– take care of the employer's property (including the property of third parties held by the employer, if the employer is responsible for the safety of this property) and other employees;

– properly use production equipment, tools, raw materials and materials, apply technology;

– immediately inform your immediate supervisor about the identified malfunctions of the equipment and tools used, violations of the technology used, inconsistencies of the raw materials and materials used, suspend work until they are eliminated;

– use and correctly apply individual and collective protective equipment;

– immediately inform the employer or direct supervisor about the occurrence of a situation that poses a threat to the life and health of people, the safety of the employer's property (including the property of third parties held by the employer, if the employer is responsible for the safety of this property).

– in cases provided for by labor legislation and other regulatory legal acts containing labor law norms, undergo mandatory preliminary (upon admission to work) and periodic (during employment) medical examinations, other mandatory medical examinations and mandatory psychiatric examinations, as well as extraordinary medical examinations at the direction of the employer, and (or) in accordance with regulatory legal acts, and (or) medical recommendations.

**Every employee has the right to:**

– conclusion, amendment and termination of an employment contract in accordance with the procedure and conditions established by the Labor Code of the Russian Federation and other federal laws;

– providing them with a job stipulated by an employment contract;

- workplace that meets the state regulatory requirements for labor protection and the conditions stipulated by the collective agreement;
- timely and full payment of wages in accordance with their qualifications, complexity of work, quantity and quality of work performed;
- rest provided by the establishment of normal working hours, reduced working hours for certain professions and categories of employees, the provision of weekly days off, non-working holidays, paid annual leave;
- complete reliable information about working conditions and occupational safety requirements at the workplace, including the exercise of rights granted by legislation on special assessment of working conditions;
- training and additional professional education in accordance with the procedure established by the Labor Code of the Russian Federation, other federal laws;
- association, including the right to form and join trade unions to protect their labor rights, freedoms and legitimate interests;
- participation in the management of the organization in the forms provided for by the Labor Code of the Russian Federation, other federal laws and the collective agreement;
- conducting collective negotiations and concluding collective agreements and agreements through their representatives, as well as for information on the implementation of the collective agreement, agreements;
- protection of their labor rights, freedoms and legitimate interests in all ways not prohibited by law;
- resolution of individual and collective labor disputes, including the right to strike, in accordance with the procedure established by the Labor Code of the Russian Federation and other federal laws;
- compensation for damage caused to them in connection with the performance of work duties, and compensation for moral damage in accordance with the procedure established by the Labor Code of the Russian Federation, other federal laws;
- refusal to perform work in case of danger to their life and health due to violation of labor protection requirements until such danger is eliminated, except in cases provided for by federal laws;

- providing, in accordance with the requirements of labor protection at the expense of the employer, collective and individual protective equipment and flushing agents that have passed conformity assessment in accordance with the procedure established by the legislation of the Russian Federation on technical regulation;
- occupational safety training at the expense of the employer;
- guarantees and compensation due to work under harmful and (or) dangerous working conditions, including medical support, in the manner and amounts not lower than those established by this Code, other federal laws and other regulatory legal acts of the Russian Federation or a collective agreement, an employment contract;
- compulsory social insurance in cases stipulated by federal laws.

### **5.3 Internal labor regulations.**

The Internal Labor Regulations (hereinafter referred to as the Labor Code) are a local regulatory act regulating, in accordance with this Code and other federal laws, the procedure for the admission and dismissal of employees, the basic rights, duties and responsibilities of the parties to an employment contract, working hours, rest time, labor discipline, incentives and penalties applied to employees, as well as other issues of regulation of labor relations with this employer.

The Rules are a local regulatory act, compliance with which is mandatory for all University employees, and are valid throughout the University (in all buildings and premises of the University and in adjacent territories, in premises rented by the University).

#### ***5.3.1 General rules of conduct of employees at the University***

It is prohibited in the premises of the university:

- to put up ads and visual agitation in places not designated for this purpose;
- litter;
- appear in a state of alcoholic, narcotic intoxication;
- drinking alcohol, using drugs, gambling;
- cause material damage to the premises and equipment of the University.

Move around the University grounds without haste.

Rules of safe behavior on stairs:

- always hold on to the railing and handrails, use at least three points of support;

- move along the stairs calmly;
- step correctly – with the whole foot – on each step;
- stay focused, put your phone in your pocket;
- pay attention to the condition of stairwells and flights, report faulty lighting, damage, stairs and railings, slippery surfaces.

### ***5.3.2 Liability for violation of internal labor regulations***

A disciplinary offense, that is, non-fulfillment or improper fulfillment by an employee through their fault of the work duties assigned to them, entails the application of disciplinary or social impact measures.

For committing a disciplinary offense, the employer has the right to apply the following disciplinary penalties established by the Labor Code of the Russian Federation:

- comment;
- reprimand;
- dismissal on the appropriate grounds.

Disciplinary dismissal is possible in the following cases:

- a) repeated failure by an employee to perform work duties without valid reasons, if they have a disciplinary penalty;
- b) a single gross violation by an employee of labor duties:
  - absenteeism, that is, absence from the workplace for no good reason during the entire working day (shift), regardless of its duration, as well as in case of absence from the workplace for no good reason for more than four hours in a row during the working day (shift);
  - the appearance of an employee at work (at his workplace or on the territory of a University or facility where, on behalf of the employer, the employee must perform a labor function) in a state of alcoholic, narcotic or other toxic intoxication;
  - disclosure of legally protected secrets (state, commercial, official and other) that have become known to an employee as a result of the performance of their duties, including disclosure of personal data of another employee;
  - committing theft (including petty) of someone else's property at the place of work, embezzlement, intentional destruction or damage thereof, established by a court verdict that has

entered into legal force or by a decision of a judge, body, official authorized to consider cases of administrative offenses;

– violation of labor protection requirements by an employee established by the labor protection commission or the labor protection commissioner, if this violation entailed serious consequences (an accident at work, an accident, a catastrophe) or knowingly created a real threat of such consequences;

c) the adoption of an unjustified decision by the head of the branch, representative office, vice-rectors and the head of the UBUiFK, which entailed a violation of the safety of property, its misuse or other damage to the property of the University (paragraph 9 of part one of Article 81 of the Labor Code of the Russian Federation);

d) a single gross violation by the head of a branch, representative office, vice-rectors of their work duties (paragraph 10 of the first part of Article 81 of the Labor Code of the Russian Federation);

e) repeated gross violation by a teaching employee of the University Charter within one year.

Prior to the application of a disciplinary penalty, a written explanation must be requested from the employee by the head of the department, the vice-rector or his deputy. If, after two working days, written explanations are not provided by the employee, an appropriate act is drawn up. The employee's refusal to give an explanation is not an obstacle to the application of disciplinary punishment.

Disciplinary punishment is applied no later than one month from the date of the discovery of the offense, not counting the time of the employee's illness, their stay on vacation, as well as the time necessary to take into account the opinion of the trade union organization.

Only one disciplinary penalty may be applied for each offense.

When applying the penalty, the severity of the committed act, the circumstances under which it was committed, the previous behavior of the employee, his attitude to work should be taken into account.

#### **5.4 Annual additional paid leave**

Annual additional paid leave is granted to employees whose working conditions, according to the special assessment of working conditions, are classified as harmful working conditions of the 2nd and 3rd degree.

The minimum duration of the annual additional paid leave to the employees specified in the first part of this article is 7 calendar days.

The duration of the annual additional paid leave of a particular employee is established by an employment contract on the basis of a collective agreement, taking into account the results of a special assessment of working conditions.

On the basis of the collective agreement, as well as the written consent of the employee, executed by concluding a separate agreement to the employment contract, the part of the annual additional paid leave that exceeds the minimum duration of this leave may be replaced by separately established monetary compensation in the manner, in the amount and on the terms that are established by the industry (inter-industry) agreement and collective agreements.

### 5.5 Ensuring women's health

Ensuring the protection of women's health is carried out by limiting the use of their labor in jobs with harmful working conditions.

The use of women's labor in jobs related to lifting and manually moving heavy loads exceeding the maximum permissible standards for them is limited.

**Table 1 – Maximum permissible load standards for women when lifting and moving weights manually**

Nature of work	Maximum permissible weight of cargo (including the weight of containers and packaging)
Lifting and moving weights when alternating with other work (up to 2 times per hour)	10 kg
Lifting and moving weights constantly during the working shift	7 kg
The total weight of goods transported during each hour of the working day (shift) should not exceed:	
from the working surface	350 kg
from the floor	175 kg
One-time lifting of weights (without moving)	15 kg
When moving goods on trolleys or in containers, the applied force should not exceed 10 kgf.	

## **6 PUBLIC CONTROL OVER LABOR PROTECTION**

Three-stage administrative and public control of compliance with labor protection requirements (hereinafter referred to as three-stage control) in the labor protection management system is the main form of control of the administration and trade union organization over the actual state of labor conditions and safety at workplaces, as well as compliance by all structural units, officials and employees with the requirements of labor legislation, rules, norms, instructions and others regulatory legal acts in the field of labor protection, regulations of state control (supervision) bodies.

Three-stage administrative and public control is aimed at:

- maintaining safe working conditions at each workplace;
- prevention of occupational injuries and occupational diseases;
- unconditional fulfillment of the terms of the collective agreement in force in UrFU;
- ensuring high labor discipline and production culture;
- improving the level of organization of work on labor protection;
- exclusion of accidents, fires and other accidents at work;
- identification and elimination of deficiencies in the organization of labor protection of workers.

In cases of detection of a gross violation of the rules and norms of labor protection, which may cause damage to the health of employees studying or lead to an accident, employees of the Labor Protection Department send an order to the head of the structural unit indicating the timing of the elimination of this violation.

## **7 THE MAIN DANGEROUS AND HARMFUL PRODUCTION FACTORS IN URFU, METHODS AND MEANS OF PREVENTING ACCIDENTS AND OCCUPATIONAL DISEASES, OCCUPATIONAL RISK MANAGEMENT**

A dangerous production factor is a factor of the production environment or labor process, the impact of which can lead to injury or death of an employee.

A harmful production factor is a factor of the production environment or the labor process, the impact of which can lead to an employee's occupational disease.

Dangerous and harmful production factors are divided into:

- physical;

- chemical;
- biological;
- psychophysiological.

### **7.1 The main sources of harmful and hazardous production factors in UrFU**

The main sources of harmful and hazardous production factors of UrFU:

- presence of harmful substances in the form of aerosols in the air of the working area;
- contact with chemical and biological substances;
- ionizing radiation;
- non-ionizing radiation;
- noise, vibration (general, local);
- the intensity and severity of the labor process;
- cluttering of workplaces, aisles, loose wires from PCs and electrical appliances, etc.;
- work at height;
- improper use of personal protective equipment;
- electric current.

### **7.2 Basic requirements for the prevention of electrical injuries**

Electric current is a hidden kind of danger. When touching live parts of equipment or exposed wires that are energized, a person may receive an electric injury (partial electric shock) or an electric shock (damage to the body as a whole with paralysis of the nervous system, chest muscles and ventricles of the heart).

In order to avoid electric shock, the following rules must be observed:

- do not touch the fittings of general lighting, electrical wires, uninsulated and unprotected live parts of electrical devices, apparatuses and devices (sockets, cartridges, switches, switches, fuses, etc.);
- in case of detection of a violation of the insulation of electrical wires, open live parts of electrical equipment or a violation of the grounding of equipment, immediately inform the manager;
- do not step on portable electrical wires lying on the floor. Do not remove fences and protective covers from current-carrying parts of equipment, apparatuses and devices, do not open

the doors of electrical distribution cabinets (shields), do not put any objects in them (for example, room keys);

- it is forbidden to use portable electric heating devices (electric kettles, electric boilers, electric stoves, etc.) in industrial premises;
- do not repair electrical equipment, apparatuses, appliances, lamps, replacement of electric lamps, cleaning of electric lights on your own;
- when there is a break and the supply of electricity and leaving the workplace, although for a short time, it is mandatory to turn off the equipment (mechanisms) on which the assigned work was performed.

### **7.3 Methods and means of preventing accidents and occupational diseases**

The main methods and means of preventing accidents and occupational diseases are:

- conducting a special assessment of working conditions as a single complex of consistently performed procedures for identifying harmful and dangerous factors of the production environment and the labor process, as well as assessing the level of their impact on the employee's body, taking into account the effectiveness of protective measures;
- regular passing of preliminary and periodic medical examinations by employees;
- installation of collective protection equipment and provision of employees with personal protective equipment;
- proper use of collective and individual protective equipment by employees;
- conducting briefings at the workplace;
- conducting training of employees in labor protection rules and testing knowledge of labor protection requirements, conducting training and testing knowledge of safe methods and techniques for performing work at height, training in first aid;
- conducting three-stage administrative and public control;
- assessment of occupational risk levels.

### **7.4 Assessment of occupational risk levels**

**Acceptable risk** is a risk reduced to a level that an organization can tolerate, taking into account legislative and other mandatory requirements, and its own policy in the field of labor protection;

**Hazard identification** is the process of identifying, compiling a list and describing risk elements;

**Occupational risk** is the probability of harm to the life and (or) health of an employee as a result of exposure to a harmful and (or) dangerous production factor while performing his work function, taking into account the possible severity of the damage to health;

**Risk assessment** is a process involving risk identification, risk analysis and comparative risk assessment;

**Occupational risk management** is a set of interrelated measures and procedures that are elements of the occupational health and safety management system and include the identification of hazards, assessment of occupational risks and the application of measures to reduce the levels of occupational risks or prevent their increase, monitoring and revision of identified occupational risks.

*The risk management process includes the following stages:*

- identification, analysis and determination of the degree of risks;
- planning of necessary measures to eliminate risks;
- implementation of measures to eliminate risks;
- analysis of the results and effectiveness of measures to eliminate risks.

When preparing for the identification of hazards and risk assessment, as well as when developing proposals for the management of unacceptable risks, it is necessary to study the necessary documents on labor protection of the structural unit in which the assessment was carried out:

- the results of a special assessment of working conditions in the workplace;
- records of all types of labor protection control (logs of administrative and public control over the state of labor protection, inspection reports, minutes of meetings on labor protection, to identify the most frequent violations of labor protection requirements and identify persons most often appearing as "violators" of industrial discipline);
- results of surveys and inspections of the state of labor protection by the state labor inspectorate and other state supervision and control bodies, the department of labor protection, etc. (to identify the most characteristic violations of the requirements of legislation in the field of labor protection);

- results of investigations of accidents, occupational diseases, accidents and incidents (to determine the completeness of the developed and implemented measures to prevent the recurrence of accidents, occupational diseases, accidents and incidents for similar reasons);
- the list of works with increased danger and work permits for the production of works of increased danger (to assess the completeness of the development of measures to ensure the safe production of works);
- records on training and testing of knowledge on occupational safety and first aid, conducting employee briefings (to monitor the timeliness of training, briefing and testing of knowledge, determining the preparedness, competence and awareness of employees);
- availability of documents confirming the passage of periodic medical examinations and mandatory psychiatric examination by employees (if necessary).

All employees are familiarized with the levels of occupational risks at their workplaces when applying for a job.

## **8 BASIC REQUIREMENTS FOR INDUSTRIAL SANITATION AND PERSONAL HYGIENE**

All employees must observe the rules of personal hygiene.

During work (depending on working conditions), wear overalls, safety shoes and other personal protective equipment.

Take food only in places designated for this purpose that meet sanitary and hygienic requirements. Eating at the workplace is prohibited.

Responsibility for compliance with the rules of personal hygiene and the maintenance of the workplace in proper condition is borne by every employee of the University.

The necessary sanitary and hygienic working conditions must be created at the workplaces of the University in accordance with the standards. These standards regulate the area and volume of industrial premises necessary for health and favorable work, lighting and heating, meteorological conditions (temperature, humidity, air pressure), noise and vibration, dust content in the air.

Lighting of industrial premises can be natural and artificial. Artificial lighting can be general, local and combined.

Lighting requirements: sufficient illumination of work surfaces, rational direction of light on them, absence of sharp shadows and glare on workplaces (surfaces). Good workplace lighting is one of the important factors of favorable and safe working conditions.

## **9 PERSONAL PROTECTIVE EQUIPMENT. THE PROCEDURE AND NORMS FOR ISSUING PPE, THE TERMS OF WEAR**

Personal protective equipment (hereinafter referred to as PPE) is a means used to prevent or reduce the impact on an employee of harmful production factors, special temperature conditions, as well as to protect against pollution.

All employees engaged in work with harmful working conditions, including temperature effects, pollution, are provided at the expense of the employer according to the established standards with overalls, special shoes, flushing and neutralizing agents and other personal protective equipment (PPE). Work wear must be issued to employees on time and comply with the standards. Work without work wear and other PPE provided for by the norms is prohibited.

The worker's work wear must be repaired and washed in a timely manner. The procedure for issuing, using and caring for special clothing is regulated by the Regulation on Providing UrFU employees with personal protective equipment.

Work wear, safety shoes and other PPE are the property of the University and are subject to return upon dismissal, transfer to another job, at the end of the terms of wear.

The heads of the structural unit keep records of the issuance of work wear, safety shoes and other PPE for each employee separately in personal PPE issuance registration cards.

In case of minor wear of the PPE, the head of the structural unit draws up an act of wear of the PPE indicating the % of wear.

## **10 MICROTRAUMA. CAUSES OF ACCIDENTS AT THE UNIVERSITY. EMERGENCY ACTION PLAN FOR THE EMPLOYEE AND EMPLOYER**

### **10.1 Accounting for micro-injuries (microtraumas)**

Microtraumas are abrasions, bruises, soft tissue bruises, superficial wounds and other injuries received by employees and other persons involved in the employer's production activities when they perform their duties or perform any work on behalf of the employer (his representative), as well as when performing other lawful actions due to labor relations with the employer or

committed in his interests, which do not cause/have not caused health disorders or the onset of temporary disability.

Registration of micro-injuries is carried out in the Registration Log in health centers and medical offices of UrFU.

In order to prevent occupational injuries and occupational diseases, the Labor Protection Department analyzes the causes of microtraumas of employees at least once a year.

## **10.2 Causes of accidents**

The main reasons why accidents occur at work:

- violation of rules and instructions on labor protection and fire safety;
- unsatisfactory training and instruction on labor protection;
- poor organization of work, lack of control by direct managers and responsible employees;
- non-use or improper use of collective and individual protective equipment;
- violation of the rules for the use of tools and mechanisms, their design flaws

### **Actions of an employee in case of an accident:**

In accordance with the Labor Code of the Russian Federation, accidents that have occurred with employees and other persons participating in the employer's production activities during the performance of their labor duties or the performance of any work on behalf of the employer (his representative), as well as during the implementation of other lawful actions caused by labor relations with the employer or committed by in his interests.

If a situation threatening the life and health of employees and students of the University is detected, including injuries, deterioration of health, it is necessary:

- 1) inform your direct supervisor;
- 2) provide assistance to the victim;
- 3) call an ambulance;
- 4) write down the coordinates (full name, phone number) of the victim and eyewitnesses of the accident.

### **Actions of the manager in case of an accident:**

When receiving information that an accident has occurred, it is necessary:

- 1) find out the coordinates of the victim, eyewitnesses of the accident;

2) if possible, to preserve the situation on the scene of an incident that was on the scene before the investigation, only if it does not threaten the life and health of the surrounding workers and does not lead to an accident, in case it is impossible to preserve the situation of the incident – to fix it (draw up a diagram, photograph);

3) inform the Labor Protection Department of the time and place of the accident, briefly state its circumstances, indicate the full name of the victim, the institution to which he was taken, his preliminary diagnosis;

## **11 ACTIONS OF AN EMPLOYEE IN CASE OF FIRE**

Every employee who has discovered a fire or its signs (smoke, gorenje or smoldering smell of various materials, temperature rise) is obliged to:

- immediately report this to the unified rescue service, name the address of the institution, the place of the fire, your last name;
- notify the head of your structural unit about the fire;
- immediately organize the evacuation of people and extinguishing the fire with the help of primary means before the arrival of fire departments;
- organize a power outage, stop ventilation systems;
- to organize a meeting of fire departments and escort them to the place of fire.

## **12 FIRST AID**

First aid is a complex of urgent measures carried out in case of accidents and sudden illnesses aimed at terminating the damaging factor, eliminating life-threatening phenomena, alleviating suffering and preparing the victim to be sent to a medical institution.

30 minutes after injury is considered to be the optimal time for first aid.

The first aid provider should adhere to the following recommendations:

- release the victim from further exposure to a dangerous production factor (electric current, chemicals, water, etc.), assess the condition of the victim, if necessary, take him out into the fresh air, free him from clothes that restrict breathing;
- to determine the nature and extent of the damage, for which to expose the damaged part of the body or remove all the clothes from the victim. Undressing and dressing the victim should be done carefully, without causing painful sensations or repeated damage;

- perform the necessary measures to rescue the victim as a matter of urgency (restore the patency of the respiratory tract, if necessary, perform artificial respiration, external heart massage, stop bleeding, immobilize the fracture site, apply a bandage, etc.);
- support the basic vital functions of the victim until the arrival of a medical worker;
- call medical workers or take measures to transport the victim to the nearest medical institution.

**The assisting person should know:**

- the basics of working in extreme conditions;
- the main signs of violations of vital functions of the human body;
- rules, methods, techniques of first aid in relation to the specifics of a particular accident, a particular person;
- the main ways of carrying and evacuating victims.

**The assisting person should be able to:**

- quickly and correctly assess the situation, navigate in extreme conditions (including: in electrical installations, on water, etc.);
- assess the condition of the victim, diagnose the type, features of the lesion (injury);
- determine the type of necessary first aid, the sequence of appropriate measures,
- to monitor their effectiveness, if necessary — to carry out correction of measures;
- properly carry out the whole complex of first aid, monitor the effectiveness, adjust;
- resuscitation measures taking into account the condition of the victim;
- temporarily stop bleeding by applying a tourniquet, pressure bandage, finger pressing of the vessel;
- perform mouth-to-mouth artificial respiration ("mouth-to-nose") and closed heart massage and evaluate their effectiveness;
- apply bandages, headscarves, transport tires for fractures of skeletal bones, severe bruises;
- immobilize the damaged part of the body in case of bone fracture, severe bruising, thermal injury;
- provide assistance in case of electric shock, including in extreme conditions;
- provide assistance in case of heat and sunstroke, drowning, acute poisoning, vomiting, unconsciousness;

- use improvised means in the provision of first aid, during the transfer, loading, transportation of the victim;
- determine the need to call an ambulance, a medical worker;
- evacuate the victim by passing (unsuitable) transport;
- use a first aid kit.

### **12.1 Basic first aid treatment on the scene of an accident**

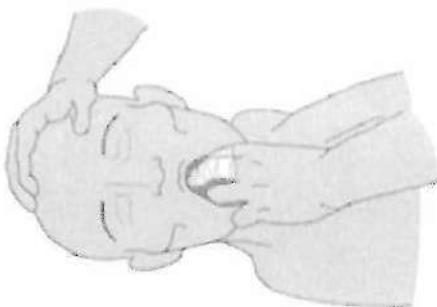
The rescue of the victim in most cases depends on the speed and correctness of provided assistance. Any delay may lead to the death of the victim.

The following sequence of actions must be followed:

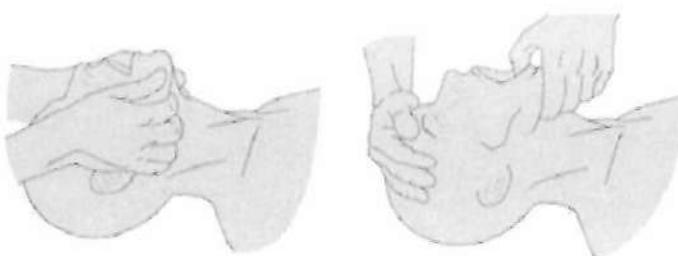
- eliminate the effects on the body of damaging factors that threaten the health and life of the victim (release from the action of electric current, remove from the infected atmosphere, extinguish burning clothes, etc.), assess the condition of the victim.
- to determine the nature and severity of the injury, the greatest threat to the life of the victim and the sequence of measures to save them.
- perform urgent measures to rescue the victim (for example, restore the patency of the respiratory tract; perform artificial respiration, external heart massage; stop bleeding; immobilize the fracture site, for example, by applying a splint or bandage), i.e. support the basic vital functions of the victim until the arrival of a medical worker.
- call an ambulance or a doctor or take measures to transport the victim to the nearest medical facility.

## CARDIOPULMONARY RESUSCITATION

### 1. Artificial respiration



1) Cleaning of the oral cavity

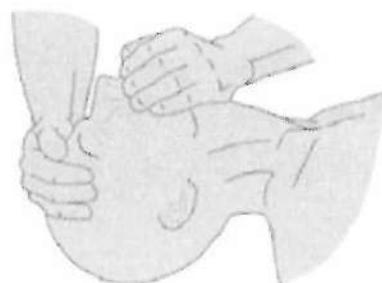


2) Preparation for artificial respiration



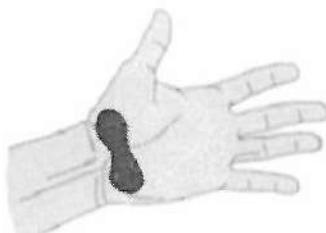
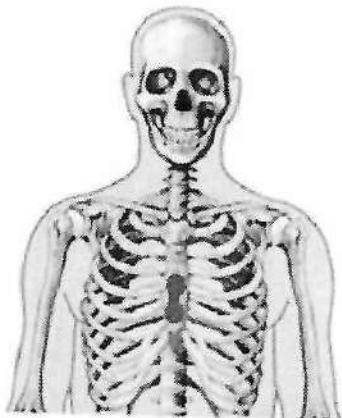
3) Mouth-to-mouth artificial respiration

If the victim cannot open his mouth or there are irreparable foreign bodies in the oral cavity, artificial respiration is carried out by the "mouth to nose" method

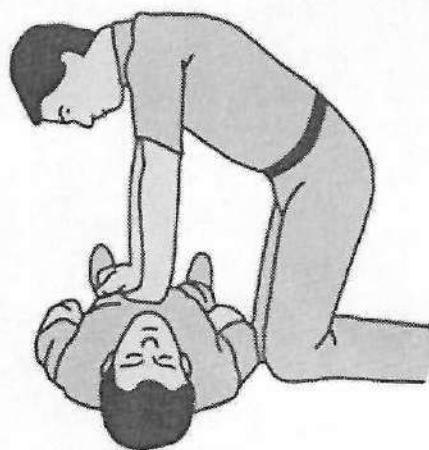


4) Artificial respiration by the "mouth to nose" method

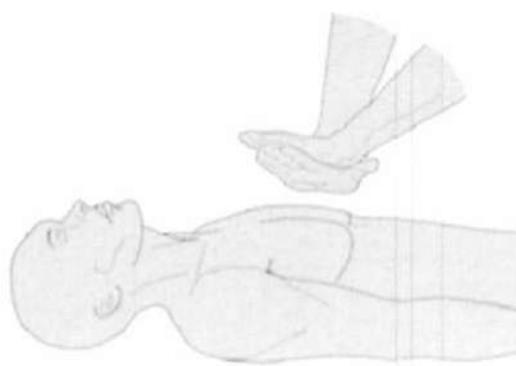
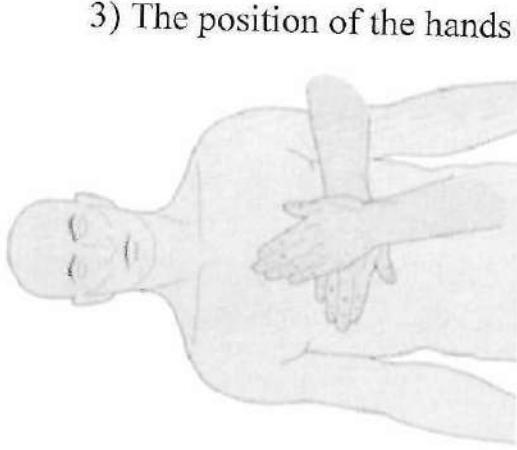
## 2. Indirect heart massage



1) Pressure point on the sternum



2) Lean over the victim in a strictly  
vertical position under 90°



a)

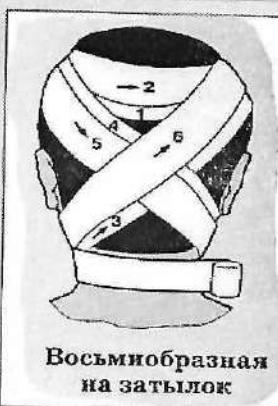
b)

Repeat cycles of **2 blowing and 30 pressing**. Monitor the pulse on the carotid artery after every 5 cycles. If your pulse has recovered, control your breathing. Make sure that the victim's chest rises and falls.

## Виды и техника наложения повязок



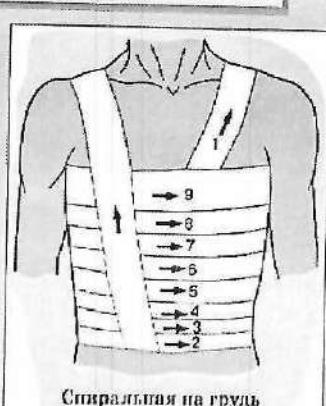
Специальная на голову  
«чепец»



Восьмиобразная  
на затылок



Правовидная  
на нос



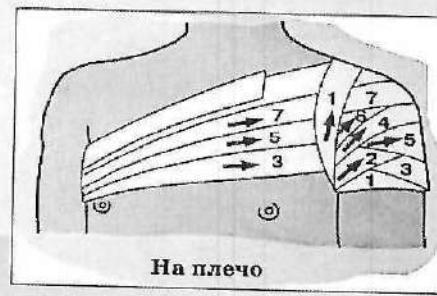
Сpirальная на грудь



Колесовидная  
на бедро

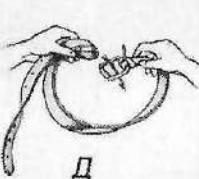
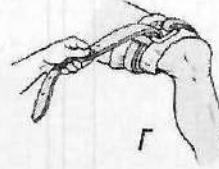
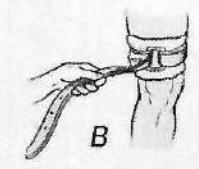
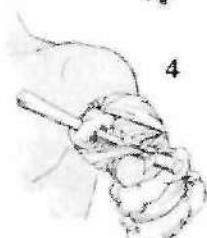
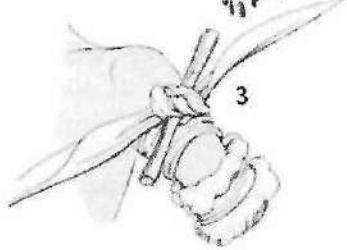
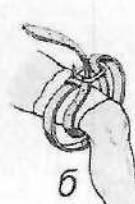
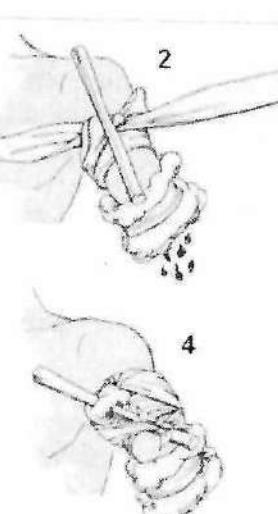
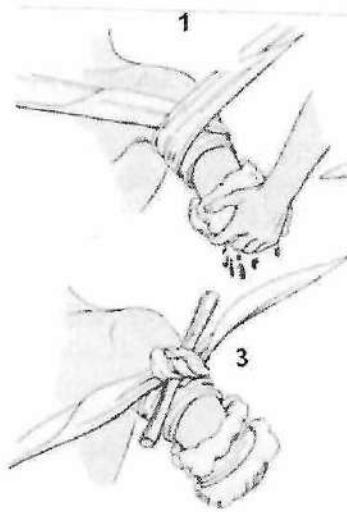


Сpirальная на палец



На плечо

## Наложение жгута и закрутки



**Укладка пострадавшего в позу «лягушки» при переломах костей таза**

