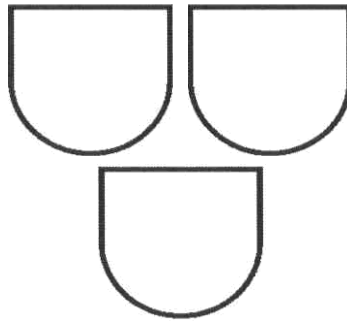


Hungarian University of Fine Arts



STUDENT ACCIDENT PREVENTION REGULATIONS

Approved by the Senate with Resolution No. 66/2016. (XII. 14.)

...Csanádi Judit...

Rector Prof. Judit
Csanádi

December 14, 2016

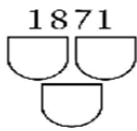
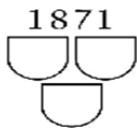


Table of contents

1. Interpretative provisions	3
2. General provisions	3
2.2. Accident prevention rights and obligations of students and pupils	3
2.3. Occupational safety training for students and pupils.....	4
3. General accident prevention requirements relating to education.....	5
4. Procedures to be followed in the event of accidents	5
5. Student accidents.....	6
6. Final and effective provisions.....	8



Student/pupil accident prevention regulations

Preamble

Act XCIII of 1993 on occupational safety (hereinafter referred to as Mvt.), the decrees issued for its implementation, Act CCIV of 2011 on National Higher Education, and the regulations, guidelines, and professional positions on occupational safety, the Senate of the Hungarian University of Fine Arts regulates the tasks related to the implementation of the requirements for safe learning and teaching that do not endanger health, as set out in these regulations.

1.

Accident: a single external impact on the human body that occurs suddenly or within a relatively short period of time, independently of the will of the injured person, and causes injury, poisoning or other (physical or mental) damage to health, or death.

Student accident: an accident that befalls a student during or in connection with organized education, regardless of its location and time and the extent of the student's (injured) involvement. An accident that the injured person deliberately caused to themselves is not considered a student accident.

Student: Student status is defined as the legal status of persons participating in undergraduate, master's, undivided, doctoral, higher vocational, or specialized further education programs at the University, regardless of the form of education in which they are enrolled.

Student: A person studying at the Secondary School of Fine and Applied Arts and College.

2. General provisions

(1) The territorial scope of the Student Accident Prevention Regulations (hereinafter: Regulations) extends to the Hungarian University of Fine Arts, as well as the Secondary School and College of Fine and Applied Arts (hereinafter collectively referred to as the University).

(2) The personal scope of the Regulations extends to students and students in a legal relationship with the University.

(3) The Regulations contain the tasks of the University's students and students related to healthy and safe education and the prevention of accidents and illnesses, as well as the procedures to be followed in the event of accidents or illnesses.

(4) The purpose of these Regulations is to regulate the conditions for safe, non-hazardous teaching and other activities at the University in accordance with legal requirements.

(5) Those involved in accident prevention are required to cooperate in the performance of their duties.

2.2. Accident prevention rights and obligations of students and students

(1) Students/students shall not be disadvantaged for taking action to ensure safe learning conditions that do not pose a health risk, or for reporting alleged omissions on the part of the University in good faith.

(2) Students/students are obliged to:

- a) to appear at the prescribed place and time, in a condition suitable for learning, and to spend the teaching time studying,

- b) cooperate with their peers and study in such a way, and generally behave in such a manner, that does not endanger the health and physical integrity of others, does not interfere with their studies, and does not cause material damage,
 - c) ensure that the work equipment provided to them is in a safe condition, as can be expected of them, use it in accordance with its intended purpose and the instructor's instructions, perform the maintenance tasks specified for them, and immediately initiate replacement if they notice wear and tear, damage, or a reduction in protective capacity;
 - d) keep the protective equipment entrusted to them in the designated place and use it in accordance with the regulations;
 - e) use personal protective equipment for its intended purpose and ensure that it is cleaned as required;
 - f) wear clothing that does not endanger health and physical integrity while studying,
 - g) maintain discipline, order, and cleanliness,
 - h) acquire the necessary accident prevention knowledge and apply it during learning,
 - i) to participate in the prescribed medical examination – in a specific range of fitness for work,
 - j) eliminate any dangerous malfunctions or disruptions as expected, request measures to be taken,
 - k) remove rings, necklaces, watches, earrings, wooden clogs, high-heeled shoes, etc. before learning, as wearing them poses a risk of accident in all activities where they are worn
 - l) accidents, injuries, and illnesses must be reported immediately.
- (3) Students who do not use the prescribed and provided protective equipment must be prohibited from further work and practical activities.

2.3.

- (1) In accordance with the Mvt., students and students must be familiarized with the basic rules of safe living and safe working practices that do not endanger their health as part of their school education and training.
- (2) General occupational safety training for students/students must be provided during the first academic year, in the case of transferred students/students, at the beginning of the first semester - at the same time as fire safety training, at the beginning of the school year - in the form of lectures, at a time agreed with the Study Department or the director of the vocational high school. If the training of students/students is delayed in the first academic year due to organizational or other shortcomings, the training must be made up for without delay.
- (3) The organization of general occupational safety training for students/students is the responsibility of the Study Department, the head of the vocational high school, and the occupational safety specialist. The occupational safety specialist is responsible for compiling the training topics and materials.
- (4) Students/students are required to sign the attendance sheet in person at the time of instruction.
- (5) Special occupational safety knowledge related to the subjects taught must be taught within the framework of each subject. Students/students participating in practical training involving chemicals must receive repeated, special occupational safety and fire safety training related to the activities performed at the beginning of each semester. Before each practical training session, students/students must be made aware of the hazards of the work process and the materials used.
- (6) A report must be prepared on the occupational safety training of students/students taught at the place of practice. The department is required to keep the report for 5 years. The head of the relevant organizational unit is responsible for organizing and implementing occupational safety training for students/students participating in practical training.

is the responsibility of the head of the relevant organizational unit.

(7) Occupational safety training for students/students who are not native Hungarian speakers or who do not speak and/or understand Hungarian sufficiently well shall be provided in English, at a separately arranged time and with a separate lecturer, or in writing, with the publication of training materials prepared by an occupational safety specialist. The Study Department or the director of the vocational high school is responsible for organizing this. After studying or listening to the English-language material, confirmation of familiarity with the topic is provided in the same way as for native Hungarian speakers.

(8) Even after students/students have received occupational safety training, instructor supervision must still be provided during each phase of work.

3. General accident prevention requirements for training

(1) The rules relating to training must be observed and enforced in accordance with the instructions. If no instructions are provided for the training processes to be carried out, the instructor or teacher must determine the safe conditions.

(2) Students/students may only be assigned tasks that they are mentally, physically, and health-wise capable of performing in a healthy and safe manner, and for which they have the knowledge necessary to perform the task safely without endangering their health.

(3) If the educational conditions are such that they directly endanger the life, physical integrity, or health of anyone, it is prohibited to conduct or instruct education until the danger has passed.

(4) Any source of danger must be indicated in such a way that it is recognizable to everyone and ensures that the danger can be avoided. This can be done by fencing off the area, placing warning signs, providing adequate supervision, or any other appropriate means.

(5) At the start of and during training, it must be checked that the classroom and training equipment meet health and safety requirements and hygiene standards.

(6) In the event of any malfunction that cannot be repaired by the instructor, teacher, student, or student, the equipment must be taken out of service immediately and the necessary measures taken to repair it.

4. procedure to be followed in the event of an accident

(1) In the event of an accident, the primary task is to eliminate the circumstances that caused the accident and thus rescue the injured person as quickly as possible from an environment that could cause their condition to deteriorate further. The rescue must be carried out in such a way that it does not endanger the physical integrity of the person performing the rescue.

(2) After the rescue—or if this is not necessary due to the nature of the accident—lay and/or professional first aid must be provided immediately, depending on the nature of the injury.

(3) Students are required to report any accidents or illnesses that occur in connection with their studies to their teacher immediately.

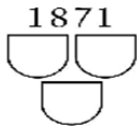
(4) Delayed reporting of an accident is a disciplinary offense, but this does not preclude the fact of the student's accident

- (5) If the injured person is unable to report the accident for any reason, it is the duty of the person who is aware of the accident to do so. The accident must be recorded in the student accident report form in accordance with Appendix 1.
- (6) After the report has been filed, the University's occupational safety specialist will investigate the accident in the case of accidents resulting in absence due to illness or any other justified reason.
- (7) Accidents that occur during theoretical classes or events organized by the University must also be investigated, and the findings of the investigation must be recorded in writing. The report on the incident must be sent to the occupational safety specialist without delay. The same rule shall apply to accidents involving visitors, students, guests, relatives, etc. who are on the University's premises or participating in an event organized by the University.
- (8) Accidents involving students and occupational illnesses, including cases of increased exposure (e.g., increased noise exposure, increased light exposure, inadequate climatic conditions, etc.), must be reported, investigated, and recorded.
- (9) When reporting, investigating, and recording student accidents and occupational illnesses, the University shall record the following personal data of the injured (ill) person:
 - a) name,
 - b) place and date of birth,
 - c) mother's name,
 - d) permanent address
 - e) the method of notifying the parent or guardian.
- (10) The educational institution employing the injured person within the framework of organized education is obliged to comply with the regulations concerning the investigation, reporting, and recording of accidents.
- (11) If the accident at work occurs to a student during practical training necessary for obtaining a professional qualification outside the educational institution, the employer shall be understood to be the person employing him or her. The institution and the employer may deviate from this in their contract. In the event of any accident, the employer is obliged to notify the educational institution and allow it to participate in the investigation.

5. Student accidents

- (1) A student accident is an accident that occurred in connection with the student's legal status as a student.
- (2) The head of education is required to fill out a "Student Accident" form about the accident, which must be sent to the occupational safety specialist right away.
- (3) The occupational safety specialist shall investigate and record (and forward) the reported accidents in accordance with the relevant legal regulations.
- (4) The representative of the Student Council is entitled to participate in the investigation of student accidents and to make comments.
- (5) The data and facts obtained during the investigation shall be recorded in the student accident report form in accordance with Annex 1. If, due to the condition of the injured person or the nature of the accident, the investigation cannot be completed by the date of data reporting, this shall be justified in the report. The University is required to keep accident reports for 5 years.

- (6) If the student is injured in an accident during a practical training session outside the University's premises, the investigating, reporting, and recording obligations shall be borne by the employing institution, with immediate notification to the University (in the case of serious accidents).
- (7) Three years after the occurrence of a student accident, the University is not required by law to report, investigate, or record the student accident.
- (8) The University is obliged to immediately record every student accident (hereinafter: student accident record).
- (9) In addition to the information specified in Section 64(3) of the Mvt, the student accident register shall contain the following data:
 - a) a) the number of student accidents, starting with the number I each year,
 - b) b) the grade of the injured student,
 - c) c) the date, location, and nature of the injury,
 - d) d) the measures taken to treat the injured person,
 - e) e) whether the injured person continued their studies, training, or rehearsals.
- (10) The student accident register shall be kept at the University's headquarters or at the organization (office) keeping the register, and shall be kept separately for each geographically separate unit.
- (11) The occupational safety specialist shall provide the necessary number of copies of the investigation material and report on student accidents and shall provide the names and addresses of the organizations and individuals to whom they should be sent. The University shall be responsible for mailing the materials.
- (12) The investigation and reporting (and sending) of reported accidents shall be carried out by the occupational safety specialist in accordance with the relevant legal requirements.
- (13) If the injured person does not agree with the findings of the accident report, they may apply to the competent occupational safety authority for a review.
- (14) The University must determine for each accident that is reported or comes to its attention - based on the opinion of the occupational safety specialist - whether it considers it to be a student accident. If it does not consider it to be a student accident, the injured person or, in the case of a fatal accident, the relatives must be notified of this and of the possibility of legal redress.
- (15) If the injured person or, in the event of death, their relatives take issue with the University's actions or omissions in reporting and investigating the accident, they may appeal to the Labor Inspection Department of the Ministry of National Economy (hereinafter referred to as NGM MF) or the Labor Court.
- (16) If a student of Hungarian nationality enrolled at an educational institution based in Hungary suffers an accident while on a foreign assignment, the University is obliged to fulfill its reporting and recording obligations in accordance with the procedure specified in the decree of the Minister of Labor.
- (17) Accidents involving sick leave must be investigated immediately. The findings of the investigation must be recorded in sufficient detail (e.g., with a transcript of witness interviews, a site plan, and photographs) to enable the causes of the accident to be determined and, in the event of a dispute, the facts to be clarified.
- (18) The documentation of the investigation described must be marked with the serial number in the accident register. This serial number must also be indicated on the student accident report.
- (19) Accidents shall be investigated by an occupational safety specialist. Minutes shall be taken of the interviews with the injured person(s) and witness(es).



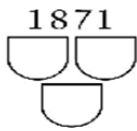
Student/pupil accident prevention regulations

(20) The immediate teacher or instructor of the injured person, or the person directly supervising the activity in question, may not conduct the accident investigation or be a member of the investigation committee, but must be informed of the results of the investigation.

6. Final and effective provisions

(1) Students/students are required to familiarize themselves with these Regulations and to apply and comply with them during their studies.

(2) These Regulations shall enter into force on the day following the decision of the Senate. Their provisions shall also apply to ongoing cases. Upon the entry into force of these Regulations, the University's previously issued regulations and provisions on accident prevention for students/students shall cease to be effective.



Appendix 1 – Student accident report form

Report on student accidents

Student accident **registration number** at the institution: _____/201

Name and address of the educational institution:

Telephone number _____ Department: _____

Major: _____

Year: _____

Name of the **INJURED PERSON** (including birth name): _____

Mother's maiden name: _____

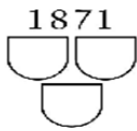
Place, year, month, and date of birth: _____

Permanent address, street number: _____ Mailing address (if different from permanent address): _____

Date of accident: _____

PRECURSORS TO THE ACCIDENT AND DETAILED DESCRIPTION: (precursors to the accident, location, course of events, activities of the injured person at the time of the accident, causes of the accident, role of materials, tools, environmental or personal factors)

What type of **injury** (damage) occurred, and to which part of the body?



Student/pupil accident prevention regulations

What **measures** are necessary to prevent similar accidents?

Budapest, 20...year..... Month.....Day

Name and signature of the head of the institution or
their representative

P.H.