**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| 1. Purpose of the procedure | page 2 |
| 2. Subject of the procedure | page 2 |
| 3. Scope of application | page 2 |
| 4. Legal basis | page 2 |
| 5. Definitions | page 2 |
| 6. Responsibility and authorization | page 3 |
| 7. Procedures concerning student/PHD student's  accidents | page 3 |
| 8. Procedures in the case of student/student's  occupational disease | page 4 |
| 9. Appendixes | page 5 |

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# Purpose of the procedure

The purpose of this procedure is to indicate the proceedings of reporting and documenting students/PhD students' accidents during university courses and students/PhD students' occupational diseases.

# Subject of the procedure

The subject of the procedure is the description of how to report and document students and PhD students' accidents during classes at the University,

as well as their occupational diseases.

# Scope of application

The provisions of this procedure shall apply to:

* 1. Students of the Jagiellonian University – Medical College
  2. PhD students of the Jagiellonian University - Medical College.

# Legal basis

* 1. Act of 30 October 2002 on the provision of services in occupational accidents and diseases arising in special circumstances (Polish Journal of Laws 2013.737, 27 June 2013).
  2. Regulation of the Minister of Science and Higher Education of 30 October 2018 on ensuring safe and hygienic working and educational conditions at universities (Polish Journal of Laws 2018.2090).

# Definitions

* 1. **injury** – damage to human body tissue or organs due to external factor.
  2. **student/PhD student's accident** – is an event:
     1. sudden,
     2. caused by an external cause,
     3. causing injury or death,
     4. which occurred during the courses organized at the University, because of pursued studies or during an internship in the course of studies.
  3. **fatal injury** – indicates an accident that has resulted in the death

during a period not exceeding six months from the date of the accident.

* 1. **heavy accident** – means an accident resulting in severe injury, namely: loss of vision, hearing, speech, reproductive capacity or other bodily injury or health disorder, which affects the basic functions of the organism; and an incurable or life-threatening disease, permanent mental illness, total or partial inability to work professionally, or permanent significant body disfigurement or deformation.
  2. **group accident** – means an accident involving two or more persons as a result of the same incident.
  3. **accident record –** created for student/PhD student in the case of an accident during a university course.
  4. **occupational disease** - is a disease listed in the register of occupational diseases if, as a result of the assessment of working conditions, it can be established without any question or with a high probability that it has been caused by factors harmful to health in working or educational environment or in connection with the way the work is carried out.

# Responsibility and authorization

* 1. The lecturer is responsible for:
     1. providing first aid to the injured person,
     2. notifying JU OSH Inspectorate immediately after an accident,
     3. interviewing the injured person (if his/her health condition permits) and possible witnesses, and drawing up a "Report on the Student/PhD Student's Accident", which form is included in the form library on the JU MC web site, in the OSH tab, the template is attached as Appendix 1,
     4. sending the report on the student/PhD student's accident to JU MC OSH Inspectorate,
     5. protection of the accident site in such a way as to preclude:
        1. accessing the place of the accident by unauthorized persons,
        2. starting without necessity any devices or other technical equipment which were stopped during the accident,
        3. moving devices and other technical equipment, or moving other objects which have caused the accident or which could help to explain its circumstances.
  2. Injured person – a student/PhD student involved in the accident is required to report the incident immediately (if his/her health condition permits) to the lecturer.
  3. The witness of the accident is responsible for:
     1. providing first aid,
     2. notifying the lecturer or head of the unit in which the accident occurred about the incident.
  4. The JU MC OSH Inspectorate is responsible for:
     1. conducting an accident investigation,
     2. producing evidence of a student/PhD student's accident following the applicable regulations, immediately upon the date of receiving a complete set of documents,
     3. transferring a copy of the accident record to the Dean's Office,
     4. maintaining JU MC register of students/PhD students' accidents,
     5. keeping records in the JU MC OSH Inspectorate,
     6. maintaining a register of students/PhD students' occupational diseases and any suspicions of such diseases.

# Proceedings on student/PhD students' accidents

* 1. A student/PhD student involved in the accident, if his or her medical condition so permits shall immediately report this fact to the lecturer.
  2. The lecturer shall report in writing to JU MC OSH Inspectorate

an accident on the form, which template is attached in Appendix 1.

* 1. As soon as the accident is reported, the JU MC OSH Inspectorate initiates an accident investigation to determine the circumstances and causes of the said accident.
  2. The accident investigation shall cover in particular:
     1. inspection of the accident location, the technical condition of devices and other technical equipment, the condition of the protective equipment and examination of the working conditions and other circumstances which may have affected the accident,
     2. receipt of written explanations from the injured student/PhD student,
     3. gathering information on the incident from accident witnesses and

documenting the descriptions on the specific form.

* 1. Once the circumstances and causes of the accident have been established, the JU CM OSH Inspectorate shall draw up a student/PhD student's accident record within 14 days of the accident notification date.
  2. The injured student or PhD student must provide the JU CM OSH Inspectorate with medical records to confirm first aid (if any).
  3. The injured student/PhD student is got acquainted with the content of the accident record.
  4. The accident record shall be drawn up in a sufficient number of copies and shall be delivered to the Dean's Office together with the remaining accident documents.

# Proceedings on student/PhD student's occupational disease:

* 1. The Dean's Offices of various JU MC departments are obliged to immediately report any case of occupational disease suspicion to the appropriate State Sanitary Inspector and the District Labour Inspector.
  2. The obligation referred to in point 8.1 shall also apply to the doctor competent for occupational disease diagnosis, which is mentioned in the current legislation.
  3. In any case, the suspicion of an occupational disease shall also be reported by:
     1. doctor,
     2. dentist while performing medical procedures.
  4. The notification of a suspected occupational disease shall be made:
     1. on the form specified in the provisions on the documentation of occupational

diseases,

* + 1. by telephone (this is an additional notification in the case of an occupational disease with a severe course or suspicion was the cause of employee's death).
  1. The appropriate State Sanitary Inspector shall take the decision confirming an occupational disease or its lack. The decision shall be notified to the appropriate student/PhD student and the Dean's Office.

# Appendixes

9.1. Appendix 1- Report of the Student/PhD Student's Accident