

CIRCULAR LETTER NO. 1
of the Vice-Rector for Collegium Medicum

of 15 July 2025

**Guidelines concerning occupational health and safety conditions in the educational process
for participants of classes conducted by NCU Collegium Medicum**

Pursuant to § 17(2) of Order No. 115 of the Rector of Nicolaus Copernicus University in Toruń of May 22, 2025, on internal acts of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2025, item 202)

The guidelines apply to teaching activities conducted by NCU Collegium Medicum on the premises of organisational units of NCU Collegium Medicum or other organisational units, in particular those providing medical treatment, healthcare services or social care services, hereinafter referred to as 'organisational units'.

Health and safety conditions at the teaching site

1. In rooms where classes are held, participants are required to wear a change of footwear and protective clothing appropriate to the nature of the class, as indicated by the teacher, including the necessary personal protective equipment to protect against factors that are dangerous or harmful to health.
2. Participants of teaching activities are not allowed to:
 - 1) use unsafe working methods;
 - 2) use damaged or faulty technical devices or equipment;
 - 3) repair technical devices or equipment;
 - 4) disturb the classes for the instructor or other participants;
 - 5) attend classes under the influence of alcohol, intoxicants, psychotropic substances, substitute substances or new psychoactive substances, unless they are used for medical purposes
 - 6) depending on the nature of the class, wear jewellery, especially if its possession affects the safety of that participant or other participants in the class.
3. Upon completion of the course, participants are required to:
 - 1) clean up the workplace, including switching off any technical devices or equipment in use and put them away in their designated storage areas;
 - 2) ensure that the workplace they leave behind does not pose a risk to other people or the environment.

Terms and conditions for conducting classes

1. The teacher conducting the classes is obliged to ensure safe and hygienic conditions for learning and education for the participants.

2. Before admitting participants to classes, the teacher is obliged to familiarise them, as far as possible, with the theoretical and practical aspects of:
 - 1) the terms and conditions of use of the premises where classes are held, i.e. classrooms, laboratories, specialist workrooms, etc., as specified in the general, disciplinary or teaching regulations in force at the organisational unit where the classes are held;
 - 2) health and safety regulations and rules, including regulations on the safe use of technical devices or equipment located in the place where teaching activities are conducted;
 - 3) hazards that may occur during classes in contact with factors that are dangerous or harmful to health, i.e. physical, chemical, biological, psychophysical, and personal factors (e.g. contact with a patient with specific behaviour) and the effects of their impact, including the regulations and rules of conduct applicable in this regard in the organisational unit where the classes are conducted;
 - 4) location and contents of the first aid kit and location of the defibrillator.
3. The teacher is obliged to provide participants with rules, instructions and regulations within the scope specified in the guidelines.
4. The fact that course participants have been familiarised with the conditions for conducting classes, as specified in the guidelines, should be documented, and the documents should be stored in accordance with the rules adopted by the organisational unit where the classes are conducted (a template form for the list of course participants is attached to the guidelines).
5. Before admitting participants to classes, the teacher is obliged to check the optimal conditions in the rooms where the classes are to be held, e.g. lighting, temperature, etc.

Conditions for participation in classes

Course participants are required, in particular, to:

- 1) knowledge and application of health and safety regulations and rules in force in the organisational unit where teaching activities are conducted;
- 2) participation in training courses and instruction on occupational health and safety;
- 3) performing tasks and activities related to the implementation of teaching activities in the premises of organisational units in a manner consistent with applicable regulations and occupational health and safety rules;
- 4) strict adherence to the instructions, recommendations and guidance of the teacher conducting the classes;
- 5) strict compliance with the operating instructions for technical devices or equipment used during teaching activities;
- 6) take care of the assigned personal protective equipment and use it as intended;
- 7) keeping order and tidiness in the place where classes are held.

Procedure in the event of a threat to health or life during classes

1. If any damage, faults or malfunctions of technical devices or equipment are found in the place where teaching activities are conducted, work must not be started and any work in progress must be stopped.
2. In the event of an accident occurring in the place where classes are held, in particular injury, fainting, falling, or in the event of occupational exposure to potentially infectious biological material, the following steps should be taken immediately:
 - 1) inform the teacher and the occupational health and safety service about this fact;
 - 2) provide assistance to the injured party;

- 3) secure the scene of the incident;
 - 4) warn other persons present at the scene of the incident about the danger;
 - 5) depending on the type of incident, notify the relevant other services.
3. Detailed rules of conduct in the event of an accident or breakdown are specified in No. 95 of the Rector of Nicolaus Copernicus University of July 1, 2019 on the safe and hygienic use of the premises and technical equipment of Nicolaus Copernicus University in Toruń and the procedure in the event of an accident or breakdown (NCU Legal Bulletin of 2019, item 246), available on NCU Collegium Medicum website at:
<https://www.cm.umk.pl/121-administracja-collegium-medicum/bhp/180-bhp-wypadki.html>
4. Detailed rules of conduct following occupational exposure to potentially infectious biological material are set out in Order No. 168 of the Rector of Nicolaus Copernicus University of August 19, 2014 on the rules of conduct following occupational exposure to potentially infectious biological material at the Nicolaus Copernicus University Collegium Medicum (NCU Legal Bulletin No. 3, item 318), available on NCU Collegium Medicum website at:
<https://www.cm.umk.pl/121-administracja-collegium-medicum/bhp/1927-bhp-ekspozycja-zawodowa-postepowanie.html>

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