

OCCUPATIONAL
HEALTH & SAFETY

HANDBOOK





LEGAL INFORMATION

Staff Unit 02

Staff Unit 08

University Printing Office

Last updated: November 2020

FOREWORD BY THE DIRECTOR OF FINANCE AND ADMINISTRATION | Dr. Martin Mehrtens

Ladies and Gentlemen,

The last few months have shown me that the University of Bremen is well positioned in the field of occupational health and safety. You have all made a major contribution to the fact that – although the coronavirus pandemic has left its mark on the University of Bremen – studying, teaching, and research are still possible. This is, among other things, also the result of competent occupational health and safety and the measures implemented with sensitivity for the special situation to contain the risk of infection.

In addition, the university – and thus all of us – is exposed to special occupational health and safety risks in many places every day. Occupational health and safety in particular is an area that is important for the proper functioning of the university in its studies, teaching, research, and operations. We should therefore not rest on our laurels thinking that everything has gone well so far. Today, I would like to provide you with the Occupational Health and Safety Handbook of the university. It comprises basic regulations and is to be understood as a work in progress that will also be subject to changes and additions in the future and should be an expression of successful collaboration.

Many things will seem familiar to you, but some things will serve as a reminder. And, with this, the Occupational Health and Safety Handbook has already achieved an important objective: it places the focus on the people who work and study at the university and their health.

We can only achieve the further objective through our actions. In the area of occupational health and safety in particular, the written word is not enough; what matters is that people act competently and that everyone contributes to the success.

Take advantage of the wide range of advisory services on the university campus to make the university a place where a good occupational health and safety system enables successful research, teaching, studying, and support. I ask for your support in these efforts.



Dr. Martin Mehrtens

Director of Finance and Administration of the University of Bremen

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1.

Overview of Responsibilities in Occupational Health and Safety

At the University of Bremen, occupational health and safety is supervised by Staff Unit 02 (Labor, Health and Environmental Protection). Further information on occupational health and safety can be found at www.uni-bremen.de/arbeitssicherheit.

Contact

Office of Staff Unit 02

☎ +49 421 218-60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.1.

Occupational Health and Safety Specialists

The task of the occupational health and safety specialists is to support the employer in occupational health and safety and accident prevention in all matters of occupational health and safety, including the humane organization of work (see the German Act on Occupational Physicians, Safety Engineers and Other Occupational Safety Specialists – section 6: Duties of occupational safety specialists).

Occupational Health and Safety Specialists Provide Advice and Support on the Following:

- Carrying out risk assessments, evaluating working conditions, inspecting work areas
- Improvement and integration of occupational health and safety in all work areas and processes
- Correction of faults
- Planning, execution, and maintenance of operating facilities and equipment
- Procurement and testing of work equipment and working materials, introduction of working procedures
- Creation of operating instructions
- Selection of personal protective equipment (PPE) and encouragement of its use, including effectiveness control

The occupational health and safety specialists work together with interest groups (Personnel Council, disabled persons' representatives, etc.), the in-house medical service, safety officers, and others involved in occupational health and safety. They investigate occupational accidents, are members of the occupational health and safety committee, and report regularly to the University Executive Board.

Occupational health and safety specialists are not bound by instructions when exercising their safety expertise. They are granted unrestricted access to all areas of the university by the University Executive Board. Upon request, the occupational health and safety specialists must also be provided with relevant operational documents (operating instructions, test reports, etc.) if they are required to fulfill the tasks.

Contact

Robert Crueger

Head of Staff Unit 02

☎ +49 421 218 60130

✉ crueger@uni-bremen.de

1.2.

Safety Officers

Safety officers support the University Executive Board, managers, occupational health and safety specialists, the in-house medical service, and colleagues in preventing accidents, occupational diseases, and health hazards. They support the persons responsible for occupational health and safety in the company under the motto of “Four eyes see more than two”.

Safety officers have operational experience and are familiar with the hazards and stresses at the specific workplace. They are appointed in writing by the University Executive Board on the recommendation of the responsible manager.

In regular basic training and continuing education courses, safety officers expand their technical, social, and methodological skills. Safety officers do not have the power to issue instructions and are in communication with Staff Unit 02.

The list of the current safety officers can be found on the AGUM home page.

1.3.

Other Contact Points of the University of Bremen

Authorized Representative for Biosafety, Hazardous Substances, and Radiation Protection

☎ +49 421 218 60130
✉ crueger@uni-bremen.de

Waste Management Officer

☎ +49 421 218 60088
✉ abfall@uni-bremen.de

Representative for the Hazardous Substances Register

☎ +49 421 218 60132
✉ babaian@uni-bremen.de

Fire Prevention Officer

✉ brandschutz@uni-bremen.de

In-House Medical Service

☎ +49 421 218 60140
✉ betriebsarzt@uni-bremen.de

Personnel Council

☎ +49 421 218 60060
✉ personalrat@uni-bremen.de

Equal Opportunity Officer for the Service Sector

☎ +49 421 218 60070
✉ frauenbeauftragte@uni-bremen.de

Central Equal Opportunity Officer

☎ +49 421 218 60075
✉ zfrauen@uni-bremen.de

Person of Trust for Severely Disabled Persons

☎ +49 421 218 60080
✉ sbv@uni-bremen.de

In-House Social Counseling of the University of Bremen

☎ +49 421 218 60106
✉ sozialberatung@uni-bremen.de

Advisory and Information Centre against Discrimination & Violence – Expertise and Conflict Counseling (ADE)

☎ +49 421 218 60170
✉ ade@uni-bremen.de

Office of Addiction Prevention

☎ +49 421 218 60105
✉ collet@uni-bremen.de

Psychological Counseling of Studierendenwerk Bremen

☎ +49 421 22 01 1 13 10
✉ pbs@stw-bremen.de

Horn Police Station

Lilienthaler Heerstr. 259
28 357 Bremen
☎ Call Center: +49 421 3620

Control Room:

☎ +49-421 218 2400
☎ +49 421 218 07 (for emergencies)

1.4.

Emergency Organization

The University of Bremen has created the organizational conditions to be able to react quickly and appropriately to emergencies.

University members and all persons staying at the university are obliged to comply with the requirements of the emergency organization.

1.4.1. | Emergency Calls

Emergency telephone messages from the university can be forwarded via different numbers:

☎ Police	110
☎ Fire department / rescue services	112

In addition, the police and fire department can be reached from the university via a standard emergency number:

☎ Police	9 - 1111
☎ Fire department / rescue services	9 - 1111

If employees of the university inform the police or the fire department/rescue services directly in an emergency, the control room of the university must also be contacted:

☎ Internal	07
☎ External	0421 - 218 07

The information for emergencies is summarized in an emergency call sheet, which is posted prominently in all university buildings:

- How do you report an emergency?
- Where did it happen? (location of accident, details as precise as possible)
- What happened? (short description of the emergency/accident)
- How many? (how many injured/sick people need help?)
- What kind of injuries?
- Wait for questions – do not end the call yourself!

1.4.2. | Fire Prevention

Fire prevention serves to protect human life and the environment and is, at the same time, a prerequisite for successful firefighting. Fire prevention refers to all measures by which the development of a fire can be prevented.

The University of Bremen regulates all measures for organizational and technical fire prevention in its [fire prevention regulations](#).

The university has currently transferred the tasks of a fire prevention officer to the service provider Brandschutzplanung-Nord. The fire prevention officer supports the University Executive Board in all matters relevant to fire prevention. Fire prevention officers are involved in particular in construction and renovation measures and develop the organizational fire prevention of the university together with the University Executive Board and the occupational health and safety department. The rules were published in the fire prevention regulations (see above) of the University of Bremen.

At the University of Bremen, fire prevention is supported by fire safety assistants, who are appointed by the respective manager and undergo regular training. In the event of a fire, the fire safety assistants are authorized to issue instructions to the persons to be brought to safety (employees, guests, students) in order to support the escape of all persons in a build-

ding. The authority to give instructions is limited to the area of deployment of the fire prevention or evacuation assistants and to the immediate evacuation case.

The list of the current fire safety assistants can be found on the AGUM home page.

Supervisors are responsible for having 10% of employees in their respective areas trained as fire safety assistants. This high percentage compared to other institutions takes into account the fact that not only university employees but also students have to be accompanied by fire safety assistants.

The theoretical and practical training of fire safety assistants is provided by the fire prevention officer of the University of Bremen. Registration for training should be sent to Staff Unit 02.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

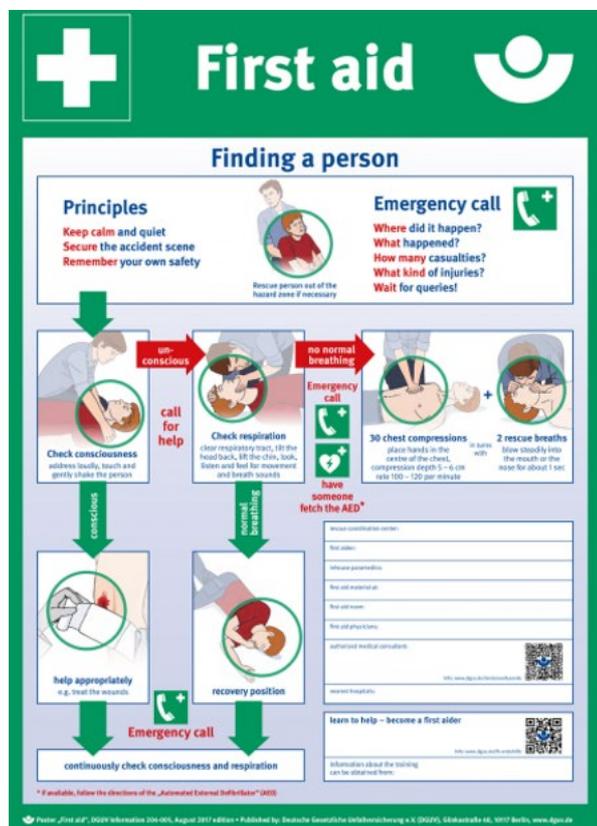
✉ sekr-arbeitssicherheit@uni-bremen.de

1.4.3. | First Aid

At the University of Bremen, employees have been trained and appointed as first-aiders. The first-aiders and first-aid rooms are indicated on the emergency call sheet, which is posted visibly in the university buildings. The managers inform the employees about the first-aiders, the first-aid rooms, and the contents of the emergency call sheet.

First-aiders are trained laypersons who can be the first to take measures at the scene of the incident to avert acute dangers to life and health.

The list of the current first-aiders can be found on the AGUM home page. Employees can be registered for training as first-aiders by their supervisors in Staff Unit 02.



First-Aid Material:

The procurement and maintenance of first-aid kits and the provision of first-aid rooms is the responsibility of the respective faculties, administrative departments, units without departments, and all other organizational units. Based on the risk assessment, supplementary first-aid equipment may be necessary in addition to the basic first-aid kit.

First-aid material (DIN 13157 and DIN 13169) should be easily accessible and checked annually. Repeat orders for the contents can be placed in the central warehouse.

First-aid posters and brochures are available on request from Staff Unit 02.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

Source: Deutsche Gesetzliche Unfallversicherung e.V. (DGUV)

1.4.4. | Accidents

Every accident on the university campus must be reported. There are different contact persons depending on the affiliation to the University of Bremen:

Civil Servants:

Civil servants must inform their supervisors of the workplace accident. In addition, the workplace accident must be reported immediately to the university administration via Staff Unit 21 (Administrative Department 2).

The form for reporting workplace accidents is available in Staff Unit 21. This must be completed and returned to the responsible employee of Staff Unit 21. Staff Unit 21 initiates the accident investigation and informs the occupational health and safety specialist and, if necessary, the in-house medical service. Evidence of costs incurred should be submitted to the responsible Staff Unit 21, not to the aid office.

Employees Who Are Not Civil Servants:

They must inform their supervisors of the workplace accident. The employee fills out the form titled "[Accident Report for Employees and Other Insured Persons](#)", has it signed by the supervisor, and forwards the accident report to Staff Unit 02.

In the event of an accident during the commute, the "[Commuting Accident Questionnaire](#)" must also be completed and signed by the employee and attached to the accident report.

Staff Unit 02 then takes over the further steps such as reporting to the Accident Insurance Fund of the Free Hanseatic City of Bremen.

Students:

Students fill out the form titled "[Accident Report for Students](#)" and have it signed by faculty management. The responsible persons forward the accident report to Staff Unit 02. From there, further steps are then taken such as reporting to the Accident Insurance Fund of the Free Hanseatic City of Bremen. In the event of an accident during the commute, the "[Commuting Accident Questionnaire](#)" must also be completed and signed by the student and attached to the accident report.

Employees who are not civil servants as well as students are obliged, according to the regulations of the statutory accident insurance, to present themselves to an accident insurance consultant if the accident injury leads to incapacity to work beyond the day of the accident, the necessary medical treatment is expected to last longer than one week, remedial or auxiliary means are necessary, or if illness is relapsed due to the consequences of the accident. Accident insurance consultants are employed in the outpatient departments of all Bremen hospitals and at BG Ambulanz, Industriestr. 3, 28199 Bremen; the nearest practice is Dr. Heitmann, Schwachhauser Heerstr. 367, 28211 Bremen (see emergency call list).

Employees who are not civil servants as well as students record accidents not subject to notification (minor accidents) in the form titled "[Documentation of First Aid](#)" and send the completed form to the occupational health and safety department.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.4.5. | Automated External Defibrillators (AED)

If an unconscious person is found, the rescue service (see 1.4.1. Emergency Calls) is to be notified and resuscitation (cardiac massage) is to be started immediately. If an AED is available in or near the building, it should be retrieved by another caregiver and used immediately. The devices are designed for safe use by laypersons and explain how to use the devices themselves by voice instructions.

The AEDs used on campus generally have multilingual instructions.

First-aiders who are experienced in using the AED are often located near the AED sites.

Locations of automated external defibrillators (AED) on campus:

- Sportturm [Sports Tower], equipment issue
- NW1 S 1240, AG Kaminski
- NW1, IUP, in front of room U2115, IMSAS, in front of room O 2090
- NW2, passage to block B
- Energiezentrale building
- Geo, first floor in front of room 1190
- Marum I, room 0200
- SFG, room 3060, FB 9
- GW1, level 0, Juridicum
- GW2, next to the Veranstaltungsbüro [Office for room reservation and multimedia equipment]
- SuUB, level 1 near the self-checkout facility, level 3 near the info desk
- Ecotec 5/TAB, entrance E, level 1, staircase
- Glass Hall, next to the entrance to Studierendenwerk
- Grazer Strasse, foyer
- MZH, next to room 0200
- Cartesium, room 00.025

Contact

In-House Medical Service

☎ +49 421 218 60140

✉ betriebsarzt@uni-bremen.de

1.5.

Occupational Health and Safety – For All Areas of the University

1.5.1. | Risk Assessment

Risk assessment is the central element in occupational health and safety and forms the basis for the safe and healthy design of work processes and workplaces. All legal bases in occupational health and safety are based on the performance of risk assessments and the derivation of suitable measures to best eliminate identified hazards.

The aim of risk assessment is:

- Minimizing the risks of accidents and health hazards at work (the assessment of working conditions can help identify the hazards that could become a danger)
- Continuous improvement of occupational health and safety
- Legal protection of the responsible persons and employees

To this end, the following is carried out:

- Recording and evaluating possible hazards including their interactions
- Defining and implementing appropriate protective measures (e.g. operating instructions)
- Checking measures for their effectiveness and, if necessary, improving them
- Documenting all steps of risk assessment

The risk assessment consists of seven steps:

1. Defining work areas and activities
2. Determining the hazards
3. Evaluating the hazards
4. Determining concrete occupational health and safety measures
5. Implementing the measures

6. Checking the effectiveness of the measures
7. Updating the risk assessment

As a core element of occupational health and safety, the risk assessment must be reviewed regularly.

- University management is responsible for monitoring the implementation of the risk assessment.
- Managers are responsible for conducting and updating the risk assessment. If the managers do not have sufficient knowledge, they are obliged to seek advice from the occupational health and safety specialists or the in-house medical service.
- The employees are involved in the preparation of the risk assessment.

At the University of Bremen, the AGUM database and work aid is bindingly available for the preparation of risk assessments.

For all employment-related trips abroad, the form titled "Risk Assessment of Foreign Activities" (see AGUM) should be completed before the trip. This is a prerequisite for any necessary examinations by the in-house medical service. The Risk Assessment of Foreign Activities form remains in the responsible faculty.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.5.2. | Instructions

At the University of Bremen, the management of an organizational unit is responsible for ensuring that employees or students receive regular instructions. They must be informed about the hazards at work and during studies and about measures to avoid them. The execution of issuing instructions can be delegated. However, the management of the organizational unit remains responsible for the content of the instructions. Instructions can be integrated into the usual departmental or team meetings, for example. The training must be adapted to the development of the hazard and repeated regularly if necessary.

When Do Instructions Have to Be Issued?

1. Before employment begins
2. At least once a year thereafter (particularly vulnerable groups must be taken into account)
3. In case of changes in the work area (e.g. introduction of new equipment or hazardous substances, change of activities, etc.; see [DGUV regulation 100-001](#))

The instructions must be specifically adapted to the activities of the employees and students and must be carried out orally and clearly on-site (section 12 of the ArbSchG). It must be comprehensible to everyone and therefore must be carried out in foreign languages if necessary.

Instruction topics result from the risk assessment.

All hazards that exist in a work area are possible subjects for instruction.

They must be weighted according to their hazard potential and are included in the instruction accordingly.

In addition to risk assessment, operating instructions are also a basis for instruction. Operating instructions are provided in writing by the persons responsible (in a form and language understandable to the employees) for the safe handling of working materials and equipment. They contain rules of conduct for safe working with hazardous substances or machines, for behavior in an emergency, for disposal, and for behavior during cleaning, disinfection and maintenance, servicing, and repair.

The instructions should be supplemented by practical demonstrations, exercises, and a workplace-related results review. The contents and participation in a training course must be documented on the verification form. You will find the verification forms in AGUM. The evidence of instruction must be kept for five years.

Instruction aids and materials are provided in the AGUM.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.5.3. | Office and Computer Workstations

An ergonomically designed office and computer workstation plays an important role in the context of occupational health and safety. The workplace must be designed in such a way that the health of the employees is protected.

The AGUM assessment database is available as a standard for risk assessments.

The implementation of risk assessment for office and computer workstations is the responsibility of managers. It can be delegated as a work order.

DGUV Information 215-410 is recommended for support and self-assessment of the respective computer workstation.

Employees of the University of Bremen at computer workstations are offered the “Bildschirmarbeit – G37” occupational health precautionary examination. You can register for occupational health precautions via Staff Unit 02.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.5.4. | Testing of Work Equipment

Almost all workstations at the university are equipped with a wide variety of devices (e.g. monitors), machines, or systems. This work equipment and technical building equipment systems must be regularly checked, maintained, and/or measured:

- in their respective areas, managers are responsible for testing, maintenance, and measurements and for meeting deadlines (risk assessment).
- According to sections 10, 14, and 15 of the German Ordinance on Occupational Safety (BetrSichV), persons qualified by the employer or operator or approved monitoring bodies must be tasked with the inspection.
- All technical building systems and work equipment must be recorded within the areas in a register of systems and work equipment.
- The inspection intervals are determined on the basis of the risk assessment and any existing legal requirements and are entered in the register of work equipment and systems.
- The test specifications of the manufacturer are to be observed.
- The proper performance of the inspection must be documented and kept at least until the next inspection (protocol templates are in the corresponding handling aids).
- The systems/equipment are marked as “inspected” with a reference to the next inspection date.
- Necessary protective measures/security precautions are to be taken.
- Specifications for recommissioning are to be complied with.

1.5.4.1. | Ladders and Stepladders

Proper use of ladders and stepladders is necessary to ensure safe and accident-free working for all members of the university.

Managers are responsible for providing suitable and tested ladders and stepladders. They also arrange for ladders and stepladders to be repeatedly inspected for proper condition (visual and functional inspection).

Before each use, users must visually inspect the ladders and stepladders and use them carefully and in accordance with their intended use:

- Ladders and stepladders comply with the operational requirements.
- The visual inspection of the ladder is carried out before use.
- Measures have been taken for safe installation.
- The correct angle for single ladders is observed.
- The substrate has sufficient load-bearing capacity.
- A safety device is provided to prevent slipping and tipping.
- Suitable containers for carrying tools are available.
- The user must wear suitable footwear.
- A ladder is only used as a workplace for a short period of time.

You will find instructions for handling ladders and stepladders on the home page of the German statutory accident insurance (DGUV).

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

1.5.5. | Maternity Leave

On January 1, 2018, a new Maternity Leave Act (“Gesetz zur Neuregelung des Mutterschutzrechts – MuSchG”) came into force. All expectant mothers who are members of the University of Bremen inform the responsible person(s) of their pregnancy as early as possible. Staff members of the University of Bremen also contact Administrative Department 2. On the website of Administrative Department 2, female employees can find further information on maternity leave.

1. The responsible persons carry out the risk assessment for maternity leave. According to the Maternity Leave Act (2018), maternity leave must always be taken into account when assessing the working conditions according to the ArbSchG, regardless of whether the job is occupied by a woman or whether a pregnancy exists.
2. In the event of a pregnancy or period of breastfeeding, the risk assessment is updated and discussed with the pregnant/breastfeeding individual. Any resulting adjustments, restrictions, or prohibitions of activities must be implemented. It is not possible to obtain the consent of individuals who are pregnant or breastfeeding, since the health and protection of pregnant individuals and their unborn child are given the highest priority. Any professional disadvantages should be compensated for.
3. The in-house physician and Staff Unit 02 can be called in for advice.

Additional Regulations for Students with Practical Laboratory Teaching Content:

Students may only start with laboratory work after attending the course titled “First Semester Instruction Including Fire Prevention Instruction.” This course will highlight, among other things, maternity leave provisions and the urgency to notify the responsible person(s) of a pregnancy as soon as possible.

Pregnant or breastfeeding students can contact the [Family Care Office](#) of the University of Bremen with their questions, which will then initiate any necessary safety measures.

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

🌐 www.uni-bremen.de/dezernat2

1.5.6. | Occupational Medical Precautions

An occupational medical precaution is a preventive measure and, in accordance with the Ordinance on Occupational Health Care (ArbMedVV), aims to detect and prevent work-related illnesses, including occupational diseases, at an early stage. At the same time, it should serve to maintain employability and further develop occupational health protection.

At the University of Bremen, occupational medical examinations for employees are carried out by the [in-house medical service](#).

The possible occasions for occupational medical precautions are listed in the ArbMedVV. A distinction is made here between compulsory and voluntary precautions. The performance of the compulsory precaution is a prerequisite for employment and must be carried out before employment commences. The voluntary precaution is only carried out at the request of the employees but must regularly be offered to them in writing. In addition, the employees are generally to be given the option of having the in-house physician provide the desired preventive care.

In addition to the occupational medical precautions in accordance with the ArbMedVV, further examinations by the in-house physician may be necessary:

For employees who handle radioactivity or radiation, an annual radiation protection examination is required by law. When using dangerous work equipment such as forklifts, the employer can require a medical examination of suitability in accordance with the regulations of the DGUV. In the case of professional truck drivers, a driver's license examination is required for the issue or renewal of the driver's license. For expedition trips, the organizers may require a fitness examination.

Managers are responsible in their respective areas for ensuring that the necessary occupational medical precautions are taken or offered to employees on the basis of the risk assessment. The in-house medical service carries out the preventive measure. A certificate of the preventive measure is then issued for the employees and the employer.

You can register for an occupational health preventive measure in Staff Unit 02:

Contact

Office of Staff Unit 02

☎ +49 421 218 60131

✉ sekr-arbeitssicherheit@uni-bremen.de

If you have any specific questions regarding occupational medical precautions or for advice, please contact the in-house medical service:

In-House Medical Service

☎ +49 421 218 60140

✉ betriebsarzt@uni-bremen.de

1.5.7. | Company Health Management (CHM)

The aim of company health management at the University of Bremen is to maintain and strengthen the health of employees in terms of behavioral and relational prevention. This is intended to support and improve work and performance, motivation, and job satisfaction in the long term.

The University of Bremen has created a steering committee for company health management and also created the position of a health manager. This is where the company health management system is coordinated, professionally supported, and further developed. Ongoing and new occupational health management projects are implemented, monitored, and evaluated by the health manager.

Company health management is based on the guidelines for company health support applicable to the public sector in the state of Bremen.

Further information is available on the home page of Administrative Department 2 of the University of Bremen.

Contact

Alexandra Baumkötter

☎ +49 421 218 60456

✉ a.baumkoetter@uni-bremen.de

1.5.8. | Waste Management

All waste must be disposed of properly. At the University of Bremen, this important basic service is provided and organized by Central Waste Disposal. Central Waste Disposal is a section of Staff Unit 02 and has the task of fulfilling the strict legal requirements that modern recycling management places on companies.

The legal basis for this elementary but strictly regulated service is the German Circular Economy Act (KrWG). It is to be seen as a fundamental set of rules whose aim is to conserve natural resources, to recycle them as often as possible, and thus to protect and preserve the environment.

Organization

In order to be able to guarantee smooth operation, basic rules must be followed. These are published in the official journal of the University of Bremen (No. 4/2018)

“Richtlinie zur Handhabung, Sammlung und Abgabe von Abfällen an der Universität Bremen” (“Guideline for Handling, Collection, and Delivery of Waste at the University of Bremen”).

Residual Waste and Recyclable Materials

The removal, scheduling, and collection of waste at the University of Bremen take place (for legal and organizational reasons) exclusively via Central Waste Disposal.

Waste must always be collected separately. For this reason, additional recycling stations have been set up on the campus for the following:

- Wastepaper
- Packaging foils
- Molded Styrofoam pieces
- Foam and packaging chips

In principle, small quantities of residual waste and the “yellow bags” are disposed of by the cleaning staff. For quantities exceeding the size of the waste basket, users are required to dispose of the waste themselves.

Used batteries can be placed in the appropriate collection containers, which can be found on campus (green boxes/ metal collection containers). It should be noted that only household batteries (zinc, manganese, lithium) should be disposed of in this way. Batteries and rechargeable batteries containing lead, mercury, and cadmium must be disposed of via Central Waste Disposal.

For the disposal of old electrical equipment, data waste, scrap metal, bulky waste, and hazardous waste, please contact Central Waste Disposal of the University of Bremen.

Hazardous Waste

Hazardous waste can generally only be disposed of via or in consultation with Central Waste Disposal. Please note the hours of operation in this regard. For larger quantities, it is advisable to arrange a separate disposal date.

The disposal of hazardous waste does not burden your cost center, but it is advisable to keep the quantities low by clever work planning and small quantities through preparation in advance. This saves costs and protects resources and the environment (section 3 of the KrWG).

Important: Central Waste Disposal does not dispose of gas cylinders (with the exception of spray cans), explosives, or radioactive material. However, if you wish to dispose of such waste, Central Waste Disposal can advise you or refer you to the appropriate office.

Contact

☎ +49 421 218 60088 (Hotline)

✉ abfall@uni-bremen.de

Hours of Operation for Hazardous Waste Disposal:

Wednesdays from 10 to 11:30 a.m. and, in special cases, by arrangement

Electronic scrap can also be handed in (in smaller quantities) at these times. Large-scale equipment and large-scale waste disposal must be notified in advance.

Location:

Location of the hazardous waste depot: Leobener Strasse SZL (between maintenance depot, Energiezentrale building, and NW2).

Current changes of the disposal dates will be announced on the home page of Central Waste Disposal of the University of Bremen, at the main entrance of the interim storage facility, and at the chemical storage facility of NW2.

2.

Annex

2.1.

Legal Basis

- [ArbSchG](#) | Occupational Safety and Health Act – Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work
- [ArbMedVV](#) | Ordinance on Occupational Health Care
- [ArbStättV](#) | Ordinance on Workplaces
- [ASiG](#) | Act on Occupational Physicians, Safety Engineers and Other Occupational Safety Specialists
- [BetrSichV](#) | Ordinance on Occupational Safety when Using Work Equipment
- [BremHG](#) | Bremen Higher Education Act
- [DGUV Regulations 1](#)
- [KrWG](#) | Act to Promote Circular Economy and Safeguard the Environmentally Compatible Management of Waste
- [MuSchG](#) | Act to Protect Mothers at Work, in Training, and in Studies

2.2.

General House Rules for Buildings, Rooms, and the University of Bremen Campus

PREAMBLE

In order to ensure orderly university operations, the president has issued the following General House Rules in accordance with article 81, paragraph 3, sentences 3 and 4, of the Bremen Higher Education Act (BremHG):

I. GENERAL PART

§ 1 I Scope

- (1) These house rules apply to all buildings used by the University of Bremen and the university grounds. They apply to all persons who are present there and are recognized upon entering the university grounds. The university grounds and buildings serve exclusively to fulfill the tasks of the university in accordance with the BremHG. Stay on the university grounds or in the buildings for other purpose is not permitted. Exceptions require prior consent.
- (2) Supplementary house rules may apply to individual buildings, parts of buildings, and laboratories.

§ 2 I Domestic Authority

- (1) The president holds the domestic authority according to article 81, paragraph 3, sentence 3, of the BremHG. They may transfer this right.

The following persons are also entrusted with the exercise of domestic authority:

- The Director of Finance and Administration of the University
 - The management of Department 4 (Technical Administration and Buildings)
 - Employees of the facility management technology unit of Department 4
 - Employees of the security service commissioned by the university (in accordance with the regulations in the service instructions)
 - Deans for areas directly assigned to the faculties
 - The management of the institutes/research centers for the areas assigned to them
 - The meeting chairs for the meeting rooms during the meetings of bodies and committees
 - Teachers for the rooms used by them within the framework of their courses
 - Responsible users in case of use by third parties (see article 6 – Events)
- (2) Domestic authority in the main cafeteria and the cafeterias of the Studierendenwerk are exercised by employees of the Studierendenwerk, and by the respective leaseholder in all other cafeterias, shops, etc.

§ 3 I Authorized Access / Hours of Operation

- (1) The use of the university buildings and campus is only permitted to members of the university and visitors for information and business purposes. Persons who do not have a legitimate interest may be expelled from the university buildings and/or the university grounds by the persons exercising domestic authority.
- (2) The university buildings are usually open on weekdays from 6 a.m. to 8 p.m. Deviating regulations in individual buildings or during the semester breaks are possible. The buildings must be kept locked outside of the hours of operation.
- (3) To the extent that access to university buildings is possible outside the general hours of operation, the presentation of employee or student identification and written sign-in and/or sign-out in a visitor list may be required for access.

§ 4 I Security, Safety, and Order

- (1) Buildings, facilities, equipment, and installations may only be used for their intended purpose. Exceptions require the prior consent of the president.

- (2) All members and visitors of the university are obliged to take steps to prevent damage of any kind – especially through fire, theft, burglary, or damage to property – and to ensure that all rooms, together with their inventory, and other facilities are used properly.

§ 5 | Punishment of Infringements / Bans

- (1) The persons authorized to exercise domestic authority are authorized to issue appropriate orders and take measures to maintain security, safety, and order. In particular, they have the right to expel troublemakers from the buildings and the university grounds. Damage, including increased cleaning costs, must be compensated for by the party responsible.
- (2) In the event of a concrete and immediate disturbance, the removal of which cannot be delayed, the persons responsible under article 2, paragraph 1, can verbally issue a ban.
- (3) All other bans must be issued in writing. The president is responsible for issuing written bans.
- (4) The right to file criminal charges for trespassing, damage to property, and other criminal offenses in connection with domestic authority lies exclusively with the president, the Director of Finance and Administration, and the head of Department 4.

§ 6 | Events

The staging of events in the buildings and on the university premises requires prior approval by the relevant competent authority. Information on responsibilities can be obtained from the office for room reservation and multimedia equipment in Department 5 (IT, media technology infrastructure, and central services).

§ 7 | Billposting, Advertising, Merchandise Trade

- (1) Commercial displays and posters are generally subject to approval and a fee. Prior approval is given by Department 3 (Budget and Finance) or the marketing company commissioned. This consent must be presented upon request.
- (2) Noncommercial displays, posters, and event announcements may only be displayed on the bulletin boards provided for this purpose in order to avoid damage to the substrate.

In the event of violations, the costs of removing the posted notices and repairing the damage to the areas must be reimbursed by the person or persons responsible. Displays relating to specific events/dates must be removed no later than the day after the event.

- (3) Advertisements of any kind, as well as the trade in goods and the installation of vending or reverse vending machines, are also subject to approval and fees. Prior approval is given by Department 3. This consent must be presented upon request.

§ 8 | Safety, Escape Routes, and Safety Equipment

- (1) Corridors, escape routes, safety equipment, assembly points, and fire department access routes must be kept clear and functional. Blocking of escape routes and fire lanes is prohibited.
- (2) Escape route signs, fire extinguishers, emergency exits, and glass doors may not be covered, in particular by posters and notices.

§ 9 | Activities Subject to Approval and Inadmissible Activities

- (1) The distribution of leaflets and flyers, brochures and advertising material, and the like requires the prior consent of Department 3. This also applies to the organization of collections. This does not apply to activities of student or higher education policy groups within the scope of the permissible performance of duties, or activities that are based on research and teaching.

(2) All behavior that is likely to disrupt the safety and order of university operations is prohibited on the university grounds and in the buildings or rooms of the university. These are violations of the prohibitions mentioned in these regulations and include in particular the following:

1. Contamination or pollution of any kind
2. Begging and peddling
3. Avoidable noise disturbances

II. USE OF THE BUILDINGS

§ 10 I Use of the Rooms and Furnishings

- (1) Buildings, facilities, equipment, and installations may only be used for their intended purpose. Safety regulations must be observed. The supplementary regulations for the individual building parts, for special facilities, institutes, and laboratories (e.g. fire safety regulations, laboratory regulations) must be observed. We point out that the general regulations of accident, fire, and regulatory law must be complied with.
- (2) Rooms, facilities, and equipment of the university must be treated with care. Attention must be paid to cleanliness and hygiene.
- (3) The responsible persons are obliged to ensure that the windows are closed and the lights are switched off at the end of use. In general, attention must be paid to energy-efficient behavior.
- (4) Using and bringing bicycles as well as the use of inline skates, roller skates, skate-boards, and the like are not permitted in the university buildings. Parking bicycles in the buildings and in or in front of the entrances is not permitted.
- (5) The use of private electrical devices is generally prohibited. Only the use of devices with low energy consumption (telephones, laptops, coffee machines, kettles, electric wheelchairs, etc.) is permitted (not permitted: refrigerators and microwave ovens). The use of the devices used and the devices themselves must meet safety requirements.
- (6) The building and room keys (mechanical and electronic) are managed by Department 4 or the respective faculty. The passing on of keys or electronic locking authorizations is only permitted with the express prior consent of the key-issuing authority. The installation of other or additional locking devices in buildings or rooms is prohibited.

§ 11 I Accessibility

Accessibility facilities such as special access routes, ramps, signs, markings, door openers, etc. must be kept free and/or functional.

§ 12 I Smoking Ban

Smoking – even of e-cigarettes – is prohibited in all buildings of the university.

INFORMATION:

Different regulations may apply in the privately run dining businesses in university buildings.

§ 13 I Alcohol Ban

- (1) The consumption of alcohol is prohibited in the buildings of the university. Exceptions exist for privately operated dining businesses in the university buildings. Further exemptions are granted by the Director of Finance and Administration.
- (2) All employees of the university are prohibited from consuming alcohol in the buildings and on the premises of the university during working hours.

§ 14 I Animals

- (1) Animals may not be brought into the buildings and rooms of the university (exception: business necessity).
- (2) Exceptions apply to – clearly recognizable – guide dogs for the blind as well as therapy and assistance animals with appropriate documentation. Guide dogs for the blind and therapy and assistance animals must be kept on a leash; therapy and assistance animals that cannot be kept on a leash must be led without endangering third parties. The owner of the animal is responsible for the disposal of feces.

§ 15 I Weapons

The carrying of weapons of any kind is prohibited.

§ 16 I Photography and Filming

Photographs as well as radio and television recordings by the press in the university buildings are generally subject to approval and require prior consultation with the press office. Commercial photography and radio and television recordings require approval and are subject to a fee. Prior approval is given by Department 3. The personal rights of the individual are to be respected in all film and radio recordings and photographs.

III. USE OF THE OUTDOOR FACILITIES

§ 17 I Green Spaces, Paths in the Outdoor Areas and in the Campus Park, Bodies of Water

The green spaces are to be treated with care. In particular, the following applies:

1. Leaving behind any kind of litter or waste is forbidden.
2. Entering planted areas, especially in the vicinity of bodies of water, is prohibited.
3. Motor vehicles of all kinds are not allowed to drive on the paths.
4. Putting up tents or other dwellings is not permitted. Exemptions are to be applied for with Department 4.
5. Removing benches, chairs, trash cans, etc. is not permitted.
6. Swimming in the waters of the university or sailing on these waters with watercraft of any kind (including model boats) is not permitted.
7. Lighting fires or barbecues are only permitted with the prior consent of Department 4.

§ 18 I Unmanned Flying Objects (Drones, Model Aircraft, Etc.)

Flying over the university grounds with model aircraft, drones, or other aircraft is not permitted. Exceptions for university purposes are granted by the Department 4. In the case of drone flights, the respective legal requirements for flying unmanned aerial systems must be observed.

§ 19 I Use of Roads and Paths (Parking Etc.) on the University Campus

- (1) On the roads and paths of the university, the rules of the road traffic regulations apply. Motor vehicles may only be parked in the parking spaces expressly provided for this purpose. The parking spaces of the university are subject to charges. In addition, the contractual conditions of the parking management company commissioned apply.
- (2) Illegally parked vehicles of any kind will be removed at the expense of the vehicle owner.
- (3) Cycling on footpaths, including the Boulevard, is prohibited.

IV. FINAL PROVISIONS

§ 20 I Lost Property

Lost property must be forwarded to the lost and found of the university. After one month, all lost property is handed over to the department for lost property matters at the city office.

§ 21 I Limitation of Liability

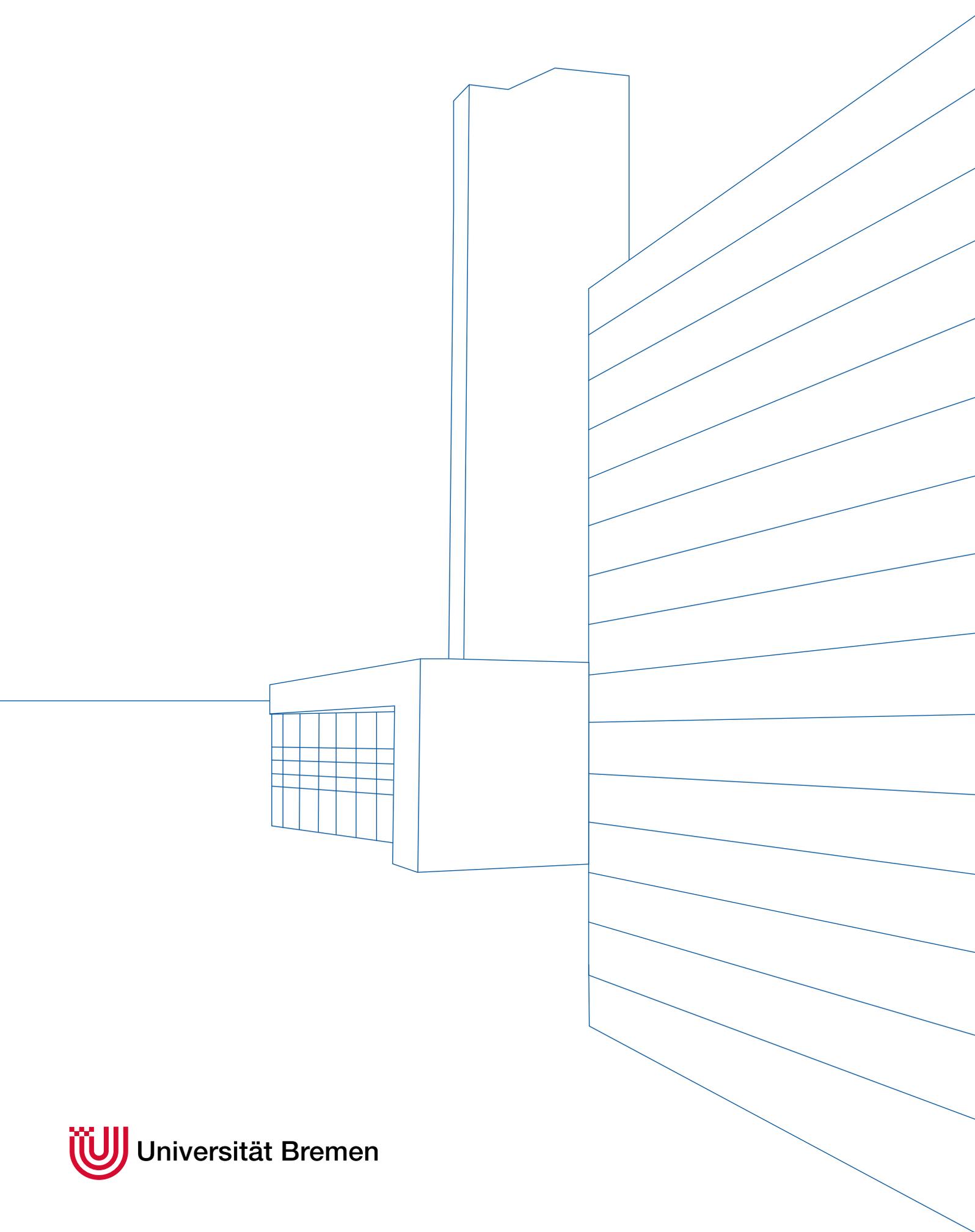
- (1) The university is only liable for personal injury, property damage, or financial loss in the event of deliberate or grossly negligent conduct by its staff. This limitation of liability is recognized as binding upon entering the university grounds.
- (2) It also applies to damage to vehicles of all kinds that occur when using the university grounds. The university is not liable for the destruction, damage, or loss of items brought along.

§ 22 I Effectiveness

The General House Rules for Buildings, Rooms, and the University of Bremen Campus become effective on the date of signing.

Bremen, September 4, 2018

President of the University of Bremen



Universität Bremen