

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

Safety & Security Code of TU Vienna

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(Decision by the Chancellor's Office dated 14 February 2014)

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1. General

- (1) The Safety & Security Code of the Vienna University of Technology (TU Vienna) has been developed to ensure safety, security and order, especially with respect to the performance of research, teaching and administration tasks.
- (2) The Safety & Security Code shall, without any exception, apply to any real property, building, room and facility available to the Vienna University of Technology for the fulfilment of its tasks.
- (3) This Safety & Security Code must be observed by all users of such real properties, buildings and rooms.

2. Definitions

- (1) The Safety & Security Service within the meaning of these guidelines shall consist of the group of persons (hereinafter also called "Safety & Security Specialists") employed with the Organisational Unit "Building and Infrastructure" (OE Gebäude und Technik) of TU Vienna (hereinafter called "TU GUT") and responsible for the protection, safety & security of buildings, property and persons.
- (2) The Safety & Security Lodge within the meaning of these guidelines shall be the room where the Safety & Security Specialists stay and where all safety and fire safety devices of the attended premises are centrally controlled and operated.
- (3) A Safety & Security Officer within the meaning of these guidelines shall be an appropriately trained and appointed person.
- (4) A Safety & Security Specialist within the meaning of these guidelines shall be a person trained according to the Employee Protection Act and appointed to fulfil the appropriate tasks.
- (5) A Safety Representative within the meaning of these guidelines shall be an appropriately trained and appointed person.
- (6) A Security Representative within the meaning of these guidelines shall be an appropriately trained and appointed person.
- (7) A Waste Representative within the meaning of these guidelines shall be a person trained according to the Waste Management Act and appointed to fulfil the appropriate tasks.

3. Responsibility

- (1) The implementation of the Safety & Security Code, especially the supervision of the maintenance of safety, security and order, shall fall into the area of responsibility of the Chancellor or, in the event of a delegation of said responsibility according to the rules of procedure of the Chancellor's Office, of the competent Vice Chancellor and TU GUT engaged in this respect.
- (2) The responsible person/unit shall be obliged to carry out or to have carried out audits in order to verify the compliance with the safety & security-related regulations in all divisions and areas of Vienna University of Technology in reasonable intervals.

4. Damage to buildings and conduct in case of imminent danger

- (1) Any damage and anomaly at the building shall be reported to TU GUT without any delay.

- (2) In case of imminent danger, the Safety & Security Service of TU GUT shall be informed by reporting the imminent danger to the respective Safety & Security Lodge either personally or by phone (emergency numbers to be found at <http://www.gut.tuwien.ac.at>) without any delay and at any time of day and night.

5. Locking of rooms when leaving

- (1) When leaving rooms, such rooms must always be locked, unless other requirements apply for reasons of safety & security (e.g. in areas of natural science research). This also applies to temporary absence. In the absence of the room user, rooms may only be entered by third parties if the room user has been informed about said access or if the respective room must be entered for urgent service or business reasons. The responsibility for permitting third parties (e.g. employees of other institutes, tradespeople, external companies, etc.) to use such rooms shall in any case lie with the room user and be at the room user's risk.
- (2) As far as possible, visitors may enter the buildings of the University during scheduled opening hours only.

6. Conduct in case of theft

- (1) Any theft or attempted theft shall immediately be reported to the police. The Safety & Security Service shall be informed correspondingly without any delay. Due to the insurance cover, any burglary shall be reported to TU GUT. Reference is made to <http://www.gut.tuwien.ac.at/versicherungen/>.

7. Access for emergency services

- (1) Access routes must be kept clear for possible ambulance vehicles and vehicles of the fire brigade and police. Likewise, the floor spaces for the fire brigade must be kept clear. Vehicles shall only be parked in the areas envisaged for this purpose.
- (2) Fire doors must be kept closed at any time. The self-closure mechanism of fire doors kept open for operational reasons must not be blocked or deactivated.

8. Safety & security rules

- (1) With respect to building safety & security, the appropriate provisions in the applicable versions shall be complied with, especially
 - a) Employee Protection Act (AschG)
 - b) Workplace Ordinance (AstV)
 - c) Fire Safety Code (BSO)
 - d) Laboratory and Workshop Code
 - e) Parking Rules
 - f) Event Rules
 - g) External Companies Guidelines
- (2) The provisions mentioned above shall be distributed or displayed in accordance with statutory provisions (ASchG). In addition, they have been published on the website of TU Vienna.

9. Safety & Security Service

- (1) The Organisational Unit "Building and Infrastructure" has been entrusted with the establishment of a Safety & Security Service at TU Vienna.

- (2) The Safety & Security Service shall implement the goals and targets set forth by the Chancellor or, in the event of a delegation of said responsibility according to the rules of procedure of the Chancellor's Office, by the competent Vice Chancellor, by observing any applicable laws, regulations and standards. The sphere of action the Safety & Security Service shall include
- a) the performance of the general safety & security tasks going beyond the local and substantive scope of duties of the institutes and other university facilities and departments,
 - b) the corresponding consulting, supervision/control, coordination and training of university members as well as providing information to them.
- (3) Consequently, the Safety & Security Service shall be responsible for
- a) the protection of buildings, property and persons
 - b) fire safety and disaster control
 - c) environmental protection
 - d) occupational safety
 - e) handling, storage, safekeeping and disposal of hazardous substances
 - f) alarm systems and protection of cultural assets
- (4) The Security Representative shall be appointed for an indefinite period of time by the competent member of the Chancellor's Office upon recommendation of the head of TU GUT. The employees shall be appointed by TU GUT according to the tasks to be fulfilled. All employees of the Safety & Security Service shall be obliged to comply with the qualifications set forth in directives and standards. TU GUT/TU Vienna shall be entitled to delegate individual areas of responsibility to external forces by observing statutory regulations, guidelines and the statutes of TU Vienna, always provided that said tasks be fulfilled in accordance with the criteria mentioned in clauses (2) and (3).

10. Special tasks of the Safety & Security Service

The following enumerations are deemed to give as comprehensive an overview as possible of the Safety & Security Service's areas of responsibility but are by no means exhaustive.

The Safety & Security Service shall be charged with the following tasks:

- (1) General tasks:
- a) Sorting and inspecting all legal rules with respect to their actual relevance for the university context
 - b) Keeping all safety & security-related standards, rules and information sheets up to date and establishing a standards file
 - c) Coordinating and controlling the agendas to be fulfilled with the Safety Representative and the Waste Representative
 - d) Representing the University vis-à-vis third parties in all areas mentioned above (e.g. establishing and maintaining contacts to competent federal, state, local or other agencies, e.g. private disposal points, technical inspection associations, etc.)
 - e) Providing for further education courses for appointed employees (e.g. Safety & Security Officers, etc.) to keep them familiar with the progress of technical safety devices
 - f) Organising and arranging for further education courses for employees of TU Vienna in the scope of the Safety & Security Service (such as e.g. first-aid courses, handling of hand fire extinguishers, etc.)
 - g) Forwarding information on existing hazard potential to commissioned external companies and controlling said companies in order to verify their compliance with existing safety and disposal regulations

- h) Evaluating reports about damage events to be attributed to the areas mentioned under g) and planning of countermeasures
 - i) Preparing building-specific codes of conduct for the case of fire or other incidents which comply with the safety & security standard
- (2) Environmental protection and disaster control:
- a) Controlling the implementation of all activities concerning environmental protection and disaster control, as they are prescribed by applicable standards and regulations, highlighting any deficiencies detected, contacting the responsible persons in order to eliminate such deficiencies
 - b) Consulting and training the representatives/university members and coordinating/organising safety & security training measures
 - c) Issuing instructions in case of imminent danger in environmental protection and disaster control matters in order to prevent hazards
 - d) Serving as contact point for any reports concerning environmental protection and disaster control; assuming the responsibility for any other initiatives resulting therefrom
 - e) Providing comments when establishing, applying for and modifying rooms in which activities regulated in the environmental protection and disaster control standards are carried out; providing comments when purchasing safety-relevant devices
 - f) Preparing/updating a waste management concept to be submitted according to § 9, par 2 of the Waste Management Act (AWG) for new installations and modifications to installations together with the application for authorisation, and for old installations (established by 1 July 1990)
 - g) Permanent updating of the waste management concept to be prepared according to § 9, par 2 of the AWG when erecting and commissioning installations and when modifying installations the operation of which results in waste
 - h) Elaborating a disposal concept for packaging waste such as waste paper, waste glass, plastics, scrap metals and styrofoam:
According to §§ 7 and 11 of the AWG, packaging waste like waste paper, waste glass, plastics, scrap metals and styrofoam must be separately collected and stored and it must be ensured that such waste is consigned to recovery.
 - i) Organising disposals for the total area of TU Vienna
 - j) Maintaining an overall file about all hazardous substances existing in the organisational units on the basis of computerised reports of the organisational units (also with respect to possible hazardous situations)
 - k) Controlling or arranging for the control of measurements of exhaust air, wastewater and noise emissions in regular intervals
- (3) Fire safety: all aspects of fire safety are included in the Fire Safety Code.
- (4) Protection of buildings, property and persons:
- a) Participation in defining the tasks of the Safety Representative
 - b) Participation in preparing locking plans and access systems
 - c) Planning and organising special measures for extraordinary circumstances and incidents
- (5) Alarm systems:
- a) Maintaining an overall file about all existing alarm systems
 - b) Controlling the keeping of inspection and maintenance logs for alarm systems, arranging for inspections and maintenance works
 - c) Participating in the planning and installation of alarm systems when erecting and modifying buildings and rooms
 - d) Preparing guidelines and codes of conduct for the case of a triggered alarm

- (6) Occupational safety:
- a) Preparing guidelines for workplace design and participating in workplace design works; controlling compliance with such guidelines in their applicable versions
 - b) Controlling compliance with all applicable regulations in order to ensure technical equipment safety (maintenance works, inspections, etc.)
 - c) Consulting and training the Safety & Security Officers/the university members
 - d) In the event of imminent danger: instructing all employees regarding occupational safety measures
 - e) Arranging for the prescribed health examinations to be carried out in cooperation with the personnel administration and the heads of the respective organisational units
 - f) Controlling all verifications concerning activities subject to trainings and identifications (e.g. lift attendant, fire safety warden, etc.); arranging for the respective trainings and training courses
 - g) Arranging for the establishment, review and supplementation of first-aid facilities
 - h) Organising and administering all safety & security and health protection documents (inspection and maintenance logs, safety & security protocols, documents concerning the Explosive Atmospheres Regulation (Vexat), the Noise and Vibrations Regulation (VOLV), the Optical Radiation Regulation (VOPST), machinery safety documents, etc.)
- (7) Protection of cultural assets:
- a) Maintaining an overall file for protected buildings, monuments, ensembles, collections and individual movable cultural assets (e.g. paintings)
 - b) Planning protective measures to prevent movable cultural assets from being destroyed or stolen (alarm systems etc. – see there)
 - c) Reporting foreseeable risks of destruction or modifications to historic buildings, monuments, ensembles or collections or their intended sale to the respective agencies or bodies (Austrian Federal Monuments Office, State Conservatory, Historical Landmark Advisory Board)

11. Authorised representatives

- (1) The Chancellor or, in the event of a delegation of powers according to the rules of procedure of the Chancellor's Office, the competent Vice Chancellor (safety & security, fire safety, occupational safety, and others) shall appoint properly qualified and trained representatives to fulfil the tasks falling into the area of responsibility of the Safety & Security Service.
- (2) All tasks falling into the area of responsibility of the Safety & Security Service are intended to be carried out at site by employees of the organisational units. Said employees shall be trained and appointed correspondingly after having been nominated by the head of the respective organisational unit. In the event that no employee is available for the performance of such tasks, the responsibility for the actual fulfilment of the tasks of the local Safety & Security Service shall remain with the respective head of the organisational unit.
- (3) Any external forces commissioned in this respect must fulfil requirements at least corresponding to the qualifications mentioned above.
- (4) Representatives shall be appointed for the following areas stipulated by law:
- a) Safety & security
 - b) Fire safety and disaster control
 - c) Waste
 - d) Dangerous goods

- (5) A representative shall be appointed for the following area specifically defined by TU Vienna:
- a) Security

12. Conduct towards external persons

- (1) In accordance with their use, the buildings and facilities of TU Vienna are as a rule accessible to the public under the conditions of the site rules. The supervisory authority in this respect shall generally rest with the Safety & Security Service and, with respect to specific objects, with the respective local safety & security service.
- (2) The manner of interaction with external persons
- a) has been provided for in the job description of the Safety & Security Specialists and in the External Companies Guidelines
 - b) has been described in the site rules and defined by means of corresponding work instructions, especially with respect to a need for action in case of disturbing or interfering activities causing harm to property or persons.
- (3) All events shall be written down in the respective logbook and reported to TU GUT. In case of major events, this must be done immediately.

13. Facilities for accident prevention

The facilities for accident prevention must at any time be kept in a workable condition. They must not be eliminated or made ineffective. A lack of protective devices or deficiencies or other irregularities likely to cause an accident shall immediately be reported to the respective competent Safety & Security Officer.

14. First-aid equipment

TU GUT shall make a first-aid equipment according to § 39 of the Workplace Ordinance (AstV) available at each work site. The kind and volume of said equipment shall correspond to the number of employees working at the respective work site as well as to the possible risks of injury connected with the kind of work, the work materials and substances. The institutes shall be obliged to check the equipment continually and replace or supplement it as required.

15. Conduct in emergency situations

- (1) In the event of danger to life and property, the Safety & Security Service shall be alerted. Said Service shall act as command centre and shall be entitled to give instructions to any person present in or at TU Vienna.
- (2) Rules concerning the conduct in emergency situations have been provided for in the Service Instructions for the Safety & Security Service of TU Vienna.
- (3) Rules concerning the conduct in case of fire have been provided for in the Fire Safety Code.
- (4) In the event of a bomb threat or another dangerous threat, the police and the Safety & Security Service must be informed immediately and shall issue further instructions.

16. Infringements of the Safety & Security Code

The provisions applicable in the event of infringements of the site rules shall apply.

17. Prohibited activities

- (1) As a rule, any conduct having an adverse effect upon public order, peace and safety or the reputation of TU Vienna shall be prohibited at the premises of TU Vienna.
- (2) Consequently, anybody staying at said premises shall, in particular, refrain from
 - a) consuming alcohol, except during approved events,
 - b) consuming addictive drugs,
 - c) carrying firearms or other weapons; this shall not apply to the public security forces or other companies or persons (e.g. the Safety & Security Service) authorised in this respect by the Chancellor's Office or the Chancellor,
 - d) soiling or contaminating rooms and premises,
 - e) using sports equipment in public areas,
 - f) carrying out sales transactions without the approval of the Chancellor's Office,
 - g) performing political acts, unless they are specifically permitted by law (e.g. the University Students' Union Act),
 - h) producing image or sound recordings at the premises or in the rooms of TU Vienna or of study courses or examinations, except for recordings permitted by TU Vienna,
 - i) making music (except within the framework of an admitted orchestra) and listening to loud music,
 - j) begging,
 - k) staying overnight, except within the framework of approved events.
- (3) Sanitary facilities may only be used for their usual intended purposes.

In the event of business or operational interruptions or endangerment of or threat to persons, the Safety & Security Service, which shall also be entitled to use the services of the police, shall have the right to remove interferers and to issue temporary prohibitions to return.

