

**ABSTRACT**  
**FROM JOB SAFETY INDUCTION BRIEFING FOR FOREIGN STAFF OF JANUARY**  
**14, 2014, ADOPTED AT THE FEDERAL STATE AUTONOMOUS INSTITUTION OF**  
**HIGHER EDUCATION “KAZAN FEDERAL UNIVERSITY”**

**General Provisions**

Induction briefing purpose: to explain the mission of compliance with operational, labour and academic discipline to newly employed staff and newly enrolled students; to familiarize them with: the nature of work and study at KFU, general safety conditions of the educational process, basic provisions of job safety legislation.

After the induction briefing the newly employed staff and newly enrolled students shall complete an initial workplace induction with their immediate supervisors.

**Employment Contract**

Employment Contract is an agreement between the employer and employee under which: the employer shall offer the employee a job complying with a stipulated labour function, provide him with corresponding working environment, and pay him a salary; the employee shall personally fulfil his labour function stipulated by the Employment Contract and comply with internal labour regulations adopted at the University.

The Employment Contract shall be concluded in writing in two copies, with each copy signed by both Parties.

One copy shall be delivered to the employee. The second copy shall be kept by the employer.

The Employment Contract shall stipulate subscription to a compulsory medical insurance policy (medical examination) according to the labour function fulfilled.

**Working Hours. Rest Time. Leaves**

Normal working time set for employees shall not exceed 40 working hours per week.

Teaching staff shall enjoy shortened working time of maximum 36 working hours per week.

The employees shall be given a break for rest and meals.

A service break lasting minimum 15 minutes shall be taken after each academic hour spent at a personal computer.

The employees shall be granted annual job-protected (position-protected) leaves with retention of average earnings. The basic annual paid leave granted to the employees shall make 28 calendar days.

The teaching staff shall enjoy the extended basic paid leave with the length established by the Government of the Russian Federation.

Employees working in harmful and (or) hazardous working environment shall be granted additional paid leaves for working time actually spent in the respective environment.

The length of (basic and additional) annual paid leaves granted to the employees shall be fixed in calendar days.

### **Internal Labour Regulations Liability for Violation of the Regulations**

Labour routine shall be determined by the Internal Labour Regulations.

Internal Labour Regulations are company bylaws regulating staff employment and dismissal procedures, basic rights, obligations and liability of the parties to the Employment Contract, working time pattern, rest time, incentives offered to and sanctions applied against the staff, as well as other issues of labour relationship regulation in KFU. The aforesaid Regulations shall comply with the Labour Code of the Russian Federation and other federal laws.

### **General Rules of Staff Conduct in KFU Territory and Premises**

General Rules of Staff Conduct in KFU Territory and Premises shall be determined by Internal Regulations of KFU, KFU bylaws and Labour Safety Regulations for specific types of work and professions.

When getting employed and during workplace briefing the staff shall be familiarized with the above-listed documents and location of main and auxiliary rooms and services. The fact of familiarization shall be confirmed by the signature put in logs of established standard form.

University academic buildings are spaced apart one from another, therefore the staff members and students shall be especially attentive and observe road traffic regulations when walking (riding/driving) from one building to another.

The speed of vehicles driving into the University territory shall not exceed 5 km/hour.

Private vehicles shall be parked in areas specially allocated for this purpose.

Access ways of the University buildings shall always be open for KFU vehicles and response in case of an emergency situation.

During transportation by lifting mechanisms (elevators etc.) one shall follow guidelines for their use.

## **Accident Investigation and Registration Procedure**

Each occupational accident and accident during studies or education shall be immediately reported by a victim or eyewitness to his immediate supervisor or upper manager.

The employer shall promptly set up an investigation board to investigate an accident occurring in the University. The accident investigation board shall be obliged to investigate the circumstances and causes of the accident, examine eyewitnesses and persons violating labour protection rules, seek clarification from the victim, if possible, and draw up a report within three days using H-1 form (for occupational accident) or H-2 form (for accident during studies or education). One copy of H-1 (H-2) report shall be delivered to the victim or his authorised delegate, the second copy of the accident report along with the investigation file shall be preserved for 45 years at the victim's place of employment as of the moment of the occupational accident.

## **Basic Requirements for Electric Injury Prevention**

The following rules shall be observed to avoid electric shock:

- avoid touching ambient light fittings, electrical wires, uninsulated and non-guarded conducting parts of electric devices, apparatuses and gauges (sockets, lamp holders, switches etc.);
- avoid stepping on portable electric wires, removing railing and protective housing from conducting parts of equipment and devices;
- avoid using portable electric heaters (teapots/kettles, electric water heaters, electric cookers etc.);
- avoid repairing electrical equipment by oneself;
- disconnect electrical equipment from electrical power source when leaving the place of work, even for a short time;
- report on electrical equipment disfunctions to the supervisor, when detected.

## **Fire Safety**

Security and fire alarm informs fire-fighting agencies of the fire origin point. Telephone communication is also widely used for fire warning.

Each employee and student shall:

- abide by fire safety regulations;
- be familiar with a fire escape plan of his department;
- know the location of emergency fire-fighting equipment;
- fulfil fire-fighting requirements and have fire-fighting media near-hand when working with inflammable materials;
- switch off lighting and equipment when being the last to leave a workroom, classroom;
- report on all noticed violations to the supervisor.

In case of fire one shall:

- stop working;
- call a fire department by the phone Nos. 01, 112;

- disconnect equipment from electrical power network;
- inform people around of the fire, take measures to evacuate people from the danger area;
- take part in fire extinguishing using emergency fire-fighting equipment available; leave the danger area acting according to fire safety guidelines and escape plans, if impossible to bring a fire under control.

### **First Aid to Accident Victims**

All staff members newly employed by the University shall complete an initial briefing (hereafter refresher briefing) on the first aid to victims and practical training in freeing from electrical current action and mouth to mouth resuscitation, know the first-aid kit storage location, phone numbers of a medical assistance service.

When giving the first aid one shall follow "First aid instructions for accidents for KFU students and staff".