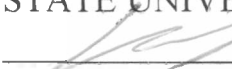


AGREED  
Resolution of the Trade Union  
Committee of students  
"18" March 2020 No. 5

APPROVED  
FIRST VICE-RECTOR  
EDUCATIONAL INSTITUTIONS  
"FRANCISK SKORINA GOMEL  
STATE UNIVERSITY"  
  
A.V. KRUK  
"19" MARCH 2020

**SAFETY RULES No. 74**  
**when working at a personal computer for students**

**CHAPTER 1**  
**GENERAL SAFETY REQUIREMENTS**

1. This Instruction sets out the requirements for safe operation when working at a personal computer (hereinafter referred to as a PC) in computer classes.

2. Students, undergraduates, postgraduates and students of courses who have completed training in accordance with the procedure established by law on the rules of safe work on a computer (hereinafter referred to as students) are allowed to perform work with a PC.

3. It is not allowed for students to be in a state of alcoholic, narcotic or toxic intoxication, as well as drinking alcoholic beverages, smoking tobacco, consumption of narcotic drugs, psychotropic substances, their analogues, toxic substances, at the workplace and during school hours.

4. Students, in addition to the requirements of this Instruction, must:  
comply with safety requirements when performing work at a PC, fire safety requirements provided for by internal regulations;

take care of personal safety and personal health, as well as the safety of others while staying at the university;

observe the work and rest regime established by the internal regulations, rules of personal hygiene;

immediately inform the university staff about any situation threatening the life or health of students and others, about the deterioration of their health;

know the location of the universal first aid kit and the fire extinguisher;

keep the workplace in order and clean;

inform the teacher or the employee of the information and computing center service sector (hereinafter referred to as the employee of the Information and computing center) about the malfunction of the PC and (or) peripheral devices (printer, scanner, PC keyboard, electrical computer network devices, uninterruptible power supply unit and other devices connected to the PC) (hereinafter referred to as equipment) and other problems that hinder the educational process, and not to join the educational process until they are eliminated;

perform other duties stipulated by the legislation and other regulatory documents developed at the university.

5. In the process of working at a PC, students may be exposed to the following harmful and (or) dangerous factors:

Dangerous situations	Measures of influence for dangerous situations
1	2
An increased voltage value in an electrical circuit, the closure of which can occur through the human body during the operation of the equipment	- compliance with the requirements of the instructions for safe work at the PC;
Overvoltage of visual analyzers during operation of a personal computer	- regulated breaks in work (time protection); - performing a set of exercises for the eyes;
Increased light brightness	- the use of adjustable blinds, thick curtains;
Direct and reflected brilliance	- placement of the monitor screen, equipment, location of local lighting fixtures in such a way that reflections and reflections on the screen are not formed;
Increased level of electromagnetic radiation	- compliance with work and rest regimes; - compliance with the requirements of the instructions for safe work at the PC;
Increased level of static electricity	- compliance with work and rest regimes; - compliance with the requirements of the instructions for safe work at the PC;
Increased or decreased air ionization	- compliance with work and rest regimes; - compliance with the requirements of the instructions for safe work at the PC;
Static overloads of the musculoskeletal system and dynamic local overloads of the muscles of the hands	- compliance with work and rest regimes; - compliance with the requirements of the instructions for safe work at the PC;
Mental overstrain	- compliance with work and rest regimes;
Emotional overload	- compliance with work and rest regimes; - psychological training;

Depending on the working conditions in which PCs are used and the nature of the work, students may also be affected by other harmful and (or) dangerous factors.

6. A student has the right to refuse to perform an educational task in the event of an immediate danger to the life and health of him or others until this danger is eliminated.

7. Failure of the student to comply with the requirements of this Instruction is considered as a violation of labor discipline and non-compliance with internal regulations.

## CHAPTER 2

### SAFETY REQUIREMENTS BEFORE STARTING CLASSES

8. Before starting work at the PC, the student must:

8.1. inspect the workplace and make sure:

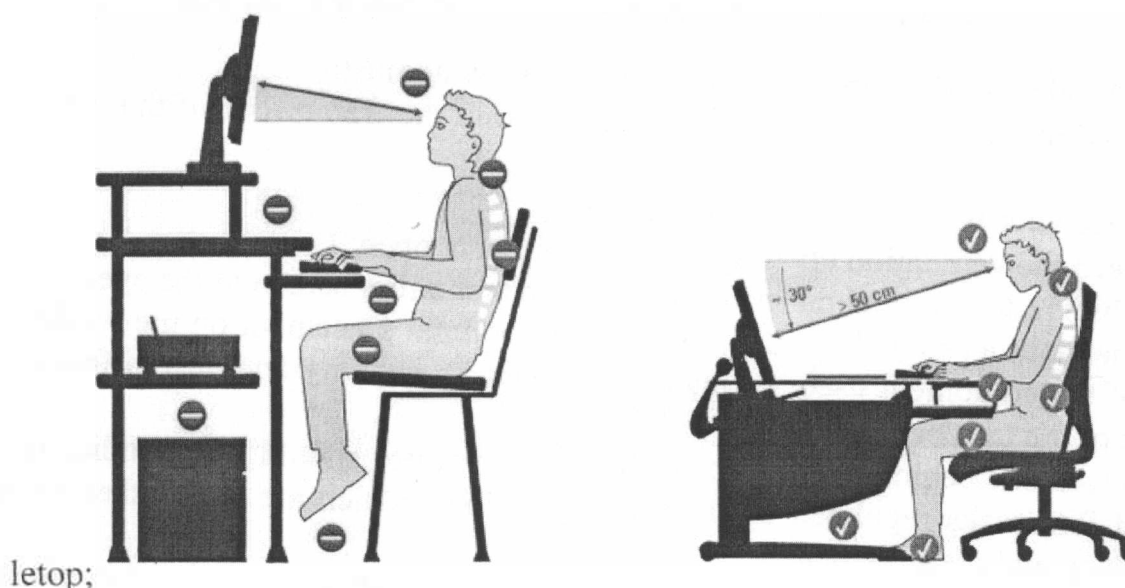
the stability of the position of the equipment on the desktop;

in the absence of visible damage to the equipment;

in the serviceability and integrity of the supply and connecting cables, connectors and plug connections;

in the serviceability of general and local lighting, furniture;

8.2. place the PC keyboard on the desktop surface at a distance of 100-300 mm from the edge facing the student, or on a special height-adjustable surface separated from the main table



letop;

8.3. place the video monitor screen at a distance of 600-700 mm from the eyes, but no closer than 500 mm, taking into account the size of alphanumeric signs and symbols (hereinafter - the optimal distance from the video monitor screen to the eyes) so that the eye level with a vertically positioned video monitor screen falls on the center or 2/3 of the screen height. The line of sight should be perpendicular to the center of the screen, and its optimal deviation from the perpendicular passing through the center of the screen in the vertical plane should not exceed  $\pm 5$  degrees, permissible :  $\pm 10$  degrees;

8.4. make sure that there are no glare (reflections) on the screen of the video monitor, an oncoming light flux. Possible interfering reflections and reflections on the screen of the video monitor and other equipment are eliminated by their appropriate placement, the location of local lighting fixtures. To reduce the brightness in the field of view in natural light, it is necessary to use adjustable blinds, blackout curtains;

8.5. if necessary, contact the IVC employee with a request to turn on local lighting, wipe the surface of the video monitor screen with a special cleaning cloth designed for all types of screens, ventilate the room;

8.6. adjust the lifting and turning computer chair (computer chair) according to the height and angles of inclination of the seat and backrest, as well as the distance of

the backrest from the front edge of the seat, taking into account the height. The adjustment of each parameter of the lifting and turning chair (chair) should be independent, easily carried out and have a reliable fixation;

8.7. adjust the position of the footrest (if used);

9. The student is not allowed to:

independently turn on any equipment in the electrical network and turn it off;

independently change the location of the system unit and peripheral devices, as well as furniture in the computer classroom;

start working at the PC when the image flashes on the monitor screen, in case of a malfunction of the equipment, cables or wires, connectors, plug connections, in the absence or malfunction of the protective grounding (zeroing) of the equipment.

### **CHAPTER 3**

#### **SAFETY REQUIREMENTS DURING CLASSES**

10. When performing work for a PC, the student must:  
perform only the task assigned to him within the framework of the educational process;

keep your workplace in order and clean;

keep the ventilation openings of the equipment open;

observe the optimal distance from the video monitor screen to the eyes;

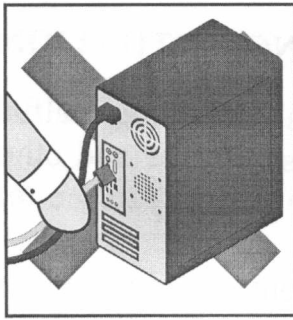
maintain a rational working posture and optimal placement on the working surface of the equipment used, taking into account its quantity and design features, the nature of the task being performed.

11. Work behind the screen of the video monitor should be periodically interrupted for breaks regulated by internal regulations, which are established to ensure efficiency and preserve health.

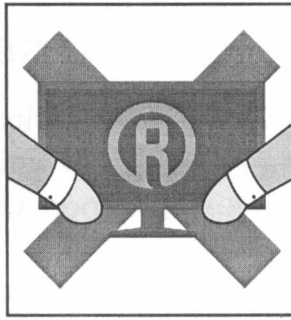
12. The duration of continuous work at the PC without a regulated break should not exceed two hours.

13. During regulated breaks, in order to reduce nervous and emotional tension, fatigue of the visual analyzer, eliminate the influence of hypodynamia and hypokinesia, and prevent the development of static fatigue, it is necessary to perform physical exercises and exercises for the eyes.

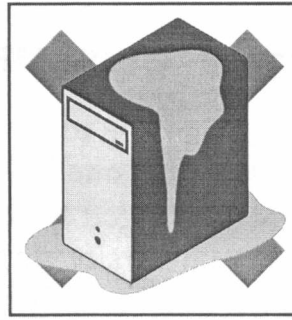
14. When working at a PC, it is not allowed:



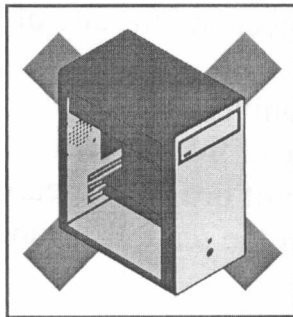
Прикасаться к задней панели системного блока и переключать разъемы интерфейсных кабелей при включенном питании.



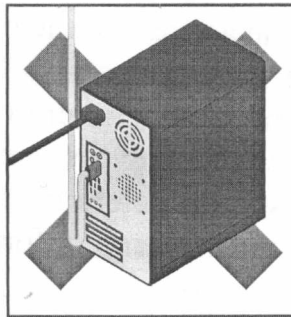
Сдвигать с места включенную компьютерную технику, подвергать ее ударам и вибрации.



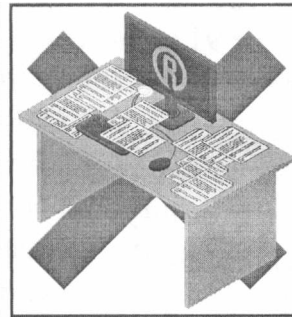
Допускать попадание влаги на поверхность системного блока, монитора и других устройств.



Производить самостоятельное вскрытие и ремонт оборудования. Выдергивать штепсельную вилку из розетки за шнур.



Натягивать или перегибать провода, а также располагать их вблизи от нагревательных приборов, батарей отопления.



Допускать захламленность рабочего места, загромождать верхние панели устройств бумагами и другими предметами.

touch panels with equipment connectors, connectors of supply and connecting cables, the screen of the video monitor when the power is turned on;  
pull, twist and bend the cable, put objects on it;  
clutter up the workplace;  
restrict access to primary fire extinguishing equipment, first aid kits, universal;  
perform switching, power off during the execution of an active task;  
ingress of moisture on the surface of the equipment;  
perform self-opening and repair of equipment;  
wipe the dust on the included equipment;  
presence of unauthorized persons near the equipment;  
leave the equipment turned on without supervision;  
to eat or drink at the workplace, including when the PC is turned off.

#### **CHAPTER 4**

#### **SAFETY REQUIREMENTS AT THE END OF CLASSES**

15. Upon completion of work at the PC, the student is obliged, in agreement with the teacher:

- correctly close all active tasks;
- safely remove external media (flash memory, floppy disks, disks, etc.);
- inspect and tidy up the workplace;
- if necessary, contact an employee of the IVC with a request to wipe the surfaces of peripheral devices (PC keyboard, mouse manipulator, printer, scanner, etc.) with the use of specialized tools and in compliance with the rules of personal hygiene.

## CHAPTER 5

### SAFETY REQUIREMENTS IN EMERGENCY SITUATIONS

16. In case of damage to equipment, cables, wires, grounding malfunctions, the appearance of a burning smell, the occurrence of unusual noise and other malfunctions, the student is obliged to immediately report the incident to the teacher (IVC employee) or other university employee.

17. In the event of a malfunction of the equipment or software, the student is obliged to inform the teacher (employee of the IVC) about this in order to eliminate the problems.

18. In the event of a fire or a fire, the student is obliged to immediately report the incident to the teacher or university staff, call the emergency department by phone 101, 112 or 911, indicating the address of the object and the site of the fire.

19. In case of an accident, the student must:

immediately report the accident to the teacher or university staff;  
take measures to call medical workers to the scene of the incident.

20. In case of injury and (or) sudden deterioration of health (increased heartbeat, headache, etc.), the student must stop working, inform the teacher or university staff about it and, if necessary, consult a doctor.

AGREED

Head of the Labor  
Protection Department



S.I. Yakovenko

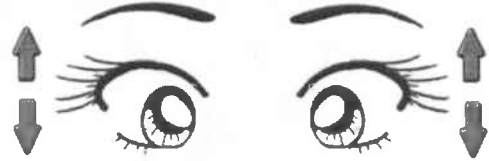
(recommended)  
to the Instructions on labor protection  
when working with a personal  
by computer

## COMPLEXES OF EXERCISES FOR THE EYES

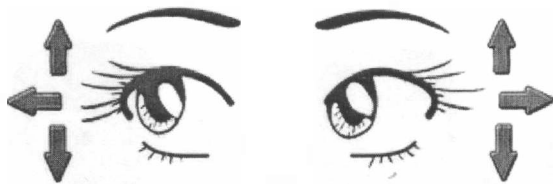
Exercises are performed sitting or standing, turning away from the screen with rhythmic breathing, with the maximum amplitude of eye movement.



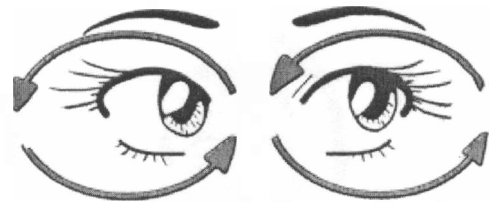
1. Крепко зажмурились пару секунд.



2. Быстро моргаем минутку.



3. Смотрим вверх, вниз, вправо, влево 2 раза.



4. Вращаем по кругу туда и обратно.



5. Закроем глаза. Темнота 3 секунды.



6. Откроем глаза, начнём заниматься.

## SET OF EXERCISES FOR THE ARMS AND LEGS

