



APPROVED

Vice-Rector for

Academic Affairs Educational

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## **SAFETY RULES FOR THE USE OF OFFICE EQUIPMENT IN WORK**

### **CHAPTER 1 REGULATORY FRAMEWORK**

The safety rules for organizing the educational process, the organization of the educational process during the implementation of educational programs for vocational-technical, secondary special, and higher education, approved by the resolution of the Ministry of Education of the Republic of Belarus on August 3, 2022, No. 227.

### **CHAPTER 2 GENERAL SAFETY REQUIREMENTS**

1. This Instruction sets the requirements for safe operation when using office equipment in computer classrooms.

For the purposes of this Instruction, office equipment refers to personal electronic computing devices (hereinafter referred to as PECMs), copy and print equipment, scanning devices, which, analyzing any object (image, text), create a digital copy of the image of the object (hereinafter referred to as office equipment).

2. Only students, graduate students, doctoral students, and course attendees who have undergone training in accordance with the established legislative procedure for safe work with office equipment are allowed to work with office equipment (hereinafter referred to as trainees).

3. When using office equipment for its intended purpose, trainees are required to:

- Know and strictly follow the requirements of these Rules;
- Comply with the safety requirements for working with office equipment;
- Behave correctly towards the teacher, university staff, and other trainees;
- Treat the educational equipment with care and use it for its intended purpose;
- Maintain cleanliness while working with office equipment;
- Follow personal and public hygiene rules;
- Follow the rules of conduct on the university premises, the class schedule, and maintain discipline during the educational process;
- Take care of their personal safety and health, as well as the safety of others during work with office equipment or while on the university premises;