



UNIwersytet
Warszawski

DZIENNIK UNIwersytetu WarsZawskiego
CENTRUM NOWYCH TECHNOLOGII
UNIwersytetu WarsZawskiego

ORDER NO. 2

DIRECTOR OF THE CENTER OF NEW TECHNOLOGIES

UNIVERSITY OF WARSAW

of February 1, 2024

**regarding the adoption of the Regulations on the employee's stay in the CeNT I
building at night, Saturdays, Sundays and holidays**

§1

Pursuant to §6 section 1 point 7 and 10 of the Regulations of the Center of New Technologies of the University of Warsaw Order No. 202 of the Rector of the University of Warsaw of August 31, 2020 at the Center of New Technologies of the University of Warsaw (hereinafter referred to as CeNT UW), the regulations for an employee's presence in the CeNT I building at night, on Saturdays are established , Sundays and holidays.

§2

The ordinance enters into force on the day of its announcement.

Acting Director

Professor Wojciech Dominik

to Order No. 2 of February 1, 2024 on the adoption of the Regulations on the employee's presence in the CeNT I building at night, Saturdays, Sundays and holidays at the Center of New Technologies of the University of Warsaw

REGULATIONS

the employee's presence in the CeNT I building at night, on Saturdays, Sundays and holidays at the Center of New Technologies of the University of Warsaw

§1

The regulations specify the rules for an employee to perform work in the CeNT I building outside working hours, i.e. on weekdays 7:00 p.m. - 7:00 a.m., Saturdays, Sundays and holidays.

§2

1. The Regulations apply to all persons working and staying in laboratories, as follows:
 - 1) employees,
 - 2) PhD students,
 - 3) students,
 - 4) volunteers/users.
2. The people responsible for the laboratory are the managers of scientific laboratories.
3. Managers of scientific laboratories are responsible for the safety of the group they manage.

§3

1. The laboratory manager is obliged to report persons working and staying in the laboratories referred to in §2 section 1 point 1-4 outside the working hours referred to in §1 to the infrastructure coordinator and the firefighter on duty via e-mail no later than:

1) until 4:00 p.m. on weekdays,

2) by 4:00 p.m. on the working day preceding Saturday, Sunday and holidays.

2. People working in chemical, biological and physics laboratories, the so-called "Wet labs" performing experimental work that may pose a threat to health or life may only perform the work with the assistance of another person from the laboratory.

3. Persons working in "wet labs" performing experimental work and theoretical laboratories referred to in §2 section 1 point 1-4 who report staying in the CeNT UW building at night, Saturdays, Sundays and holidays should include the following information in their e-mail:

1) name and surname of people who will stay in the laboratory,

2) room number,

3) date and at what times.

4. It is strictly forbidden for persons working in experimental laboratories referred to in §2 section 1 point 1-4 to be left unattended by the head of the scientific laboratory or a person designated by the head.

5. Persons working in theoretical laboratories who work only with a computer, referred to in §2 section 1 point 1 and 2 can work alone.

6. Persons working and staying in the laboratories outside the building's working hours referred to in §1 are obliged to report to the firefighter on duty by phone at specified periods of time (e.g. every hour). This provision applies in particular to people working and living alone, §3 section 5. If an employee fails to check in at the scheduled time, the firefighter will check whether an accident has occurred.

7. Failure to comply with the above obligation to report by persons working and staying in the laboratories, as well as failure to report work within the hours specified in §1 and failure to assist a second person from the laboratory during experimental work will result in blocking the access card to the CeNT I building at night, as well as on Saturdays, Sundays and holidays for a period of two months. Failure to fulfill this obligation again will result in permanent blocking of the card.

§4

1. In the event of an accident, immediately notify the firefighter on duty and the head of the scientific laboratory.
2. Contact information for the firefighter on duty: telephone number: 600 723 015, email: strazak@cent.uw.edu.pl.
3. Contact the infrastructure coordinator, email: offhours@cent.uw.edu.pl.
4. Each head of a scientific laboratory will be obliged to familiarize the members of his scientific team with these Regulations, as well as to sign a declaration of familiarity with the Regulations.

to Order No. 2 of February 1, 2024 on the adoption of the Regulations on the employee's presence in the CeNT I building at night, Saturdays, Sundays and holidays at the Center of New Technologies of the University of Warsaw

DECLARATION

I, the undersigned, declare, as the head of the scientific laboratory, that I have read the Regulations on the employee's stay in the CeNT I building at night, Saturdays, Sundays and holidays at the Center of New Technologies of the University of Warsaw and I have familiarized the members of my scientific team with these Regulations.

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date and signature