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I confirm

Director

...../**Jevgenija Dehtjare**/
signature first name last name

September 15, 2026

OCCUPATIONAL SAFETY AND FIRE SAFETY REQUIREMENTS FOR STUDENT

1. INTRODUCTION

The purpose of the occupational safety and evacuation plan is to ensure the student's safe actions during studies, practical work, or internships, as well as to determine actions in emergency situations.

The student is responsible for following safety regulations, maintaining the order of the workplace, and timely reporting of hazardous situations.

Compliance with occupational safety and evacuation requirements helps prevent accidents and reduce risks in emergency situations. Students must know their workplace, possible risks, evacuation routes, the nearest evacuation exit, and gathering points.

2. OCCUPATIONAL SAFETY PLAN

2.1. General occupational safety regulations

During working hours, students must follow these safety rules:

1. Observe the safety requirements set by the instructor, supervisor, and educational institution.
2. Before starting work, familiarize yourself with the workplace and possible risks.
3. Keep the workplace clean, tidy, and free from unnecessary items.
4. Use work equipment only for its intended purpose.
5. Do not use damaged equipment, tools, or electrical wiring.
6. Do not operate equipment without obtaining permission or the necessary training.
7. It is the students' duty to protect the college's property and to treat the college premises and equipment with care.
8. Observe personal hygiene and safety requirements during work.
9. Immediately inform the responsible person of any accident, injury, or dangerous situation.
10. In cases where a student perceives threats to their own or others' safety in someone's actions, they must immediately inform the class teacher, support staff, or school administration.

11. You must not be in the workplace under the influence of alcohol or other intoxicating substances.
12. Comply with fire safety and evacuation requirements.

2. ELECTRICAL SAFETY

When working with electrical equipment or using electrical devices located in the educational institution, the student must follow these rules:

1. Use electrical equipment only for its intended purpose.
2. Before starting work, make sure the device is not damaged.
3. Electrical devices must not be touched with wet hands.
4. In case of damaged electrical wires, plugs, or sockets, stop work immediately.
5. Do not repair electrical equipment yourself.
6. Before cleaning or maintaining the equipment, disconnect it from the power supply.
7. Do not place electrical cables in places where they could be damaged or caught.
8. Do not overload sockets and extension cords.

3. WORKPLACE SAFETY

Before starting work, the student:

1. ensure that the workplace is safe;
2. familiarize yourself with the equipment and tools used;
3. find out where the first aid kit is located;
4. it is necessary to determine where the fire extinguishers are located;
5. familiarize oneself with evacuation routes and exits;
6. must know the contact information of the responsible person;
7. All safety regulations established at the specific workplace must be followed.

4. ACTION IN CASE OF AN ACCIDENT

In case of an accident:

1. Stop working immediately.
2. Inform the instructor, supervisor, or other responsible person.
3. If necessary, call emergency services at **112**.
4. If possible and has the necessary knowledge, provide first aid.
5. Do not risk your health by trying to help the victim.
6. If necessary, clear the scene of other people and prevent further threats.

5. FIRE SAFETY

In case of fire:

1. stay calm;
2. immediately stop working;
3. if safe, disconnect the electrical equipment in use;
4. immediately notify those around and the responsible person;
5. call **112**; by stating your address (Valērijas Seiles Street 1 k-4, Riga), your first and last name, your phone number, the floor of the building. Provide information requested by the State Fire and Rescue Service dispatcher.
6. move to the nearest evacuation exit;
7. follow evacuation signs and instructions from responsible persons;
8. do not use the elevator;
9. do not move in the opposite direction of the flow of people during evacuation;
10. do not endanger your health when trying to extinguish a fire;
11. after evacuation, gather at the designated assembly point;
12. not to return to the building until permitted by the responsible authorities.

6. EVACUATION PLAN

Actions in Case of Evacuation

Upon receiving information about the need to evacuate, the student:

1. Stop working immediately.
2. Stay calm.
3. Listen to the instructions of the lecturer, supervisor, or other responsible persons.
4. Proceed to the nearest safe evacuation exit.
5. Use only the designated evacuation routes.
6. Do not use the elevator.
7. If possible, help those who need assistance.
8. Upon arrival at the assembly point, stay there until further instructions.
9. Do not return to the building without permission from the responsible persons or emergency services.

7. EVACUATION SCHEME

An evacuation plan is located on each floor of the building. The plan indicates your location. Carefully familiarize yourself with the evacuation route indicated in the evacuation plan to safely move to the exit and assembly point.

8. SAFETY EQUIPMENT

Fire extinguisher



8. SAFETY EQUIPMENT

First aid kit



Emergency exit



Evacuation plan



Meeting place



9. STUDENT CERTIFICATE

I certify that I have read and understood the occupational safety, fire safety, and evacuation requirements and undertake to comply with them.

Student: _____

Signature: _____

Date: _____