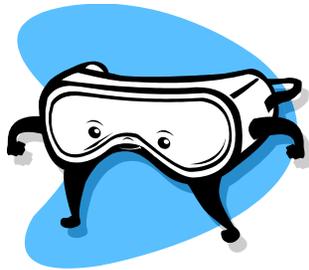


Ben Gurion University of the Negev



Instructions for the New Employee



Dear new employee!

This guide is the summary of the safety training you received upon entering your new job. This guide does not replace the instructions of the first safety manual and/or any other specific instruction received at your work place from your direct manager. We wish you a safe and uneventful work process.

Rules and regulations

Worker's duties:

- The worker will not intentionally do anything that may put himself or others at risk unless reasonably necessary.
- The worker will not wrongfully use any measure, installation or any other item that was supplied or installed to ensure the safety, health or wellbeing of other workers.
- A worker must use the items that were provided or installed for his benefit for ensuring his health or safety.
- The worker must:
 - Notify his superior regarding any risk discovered during his work that was unknown prior to his discovery.
 - Be present in any training to which he was summoned by the safety department, unless there was a good reason for his absence.
 - Undergo medical examinations as required by law.

In each work you must:

- Follow all safety and hygiene instructions strictly.
- Use the appropriate work tools correctly.
- Use protective gear provided to you by the university.
- Report to your superior immediately regarding any hazardous situation noticed at the work place, such as injury, fire, defective tools, etc., and warn any other person in the area regarding them.

You have the right to demand and receive:

- Safety guidance and information regarding the risks involved in your work.
- Professional guidance related to your job.
- Proper work tools and personal, adequate and proper protective gear.
- Assistance in the job from your superior upon necessity.
- First aid and medical care upon necessity.



Safety instructions:

Behavior

- you must follow the instructions of your superiors.
- You must behave and act according to the University's instructions and safety rules.
- Do not carry out somebody else's work without receiving approval or authorization for this purpose.

- At the work place you must not use drugs, drink alcohol or work under their influence.
- When leaving the work site, make sure the place is neat and tidy, so that no one is hurt (stop the machines, turn off electrical devices, etc.).
- During your work, avoid harming the equipment and work tools.
- Do not install or remove warning signs without permission.
- In each work site with potential hazards that may put workers and others at risk, you must fence the work place.

Walking and running

Walking without paying attention to your surroundings may cause you to slip and/or fall.

- Pay attention to where you are going, look ahead and to the sides, and beware of obstacles and sharp objects.
- Pay attention to avoid slipping or falling while walking or while ascending/descending stairs, ladders, etc.
- Beware of holes and openings that were not fenced or covered and oily surfaces that were not cleaned, and report them to the safety center.
- Do not work under a lifted load.
- Stay away from places where welding works are being carried out or places where there are sparks, slivers, dust and radiation, as well as any place where your presence is unnecessary.



- When crossing a path, passage or road in the university compound, look both ways and cross only when the way is clear.
- Always walk in ways marked as safe and secure, even if they may seem longer.

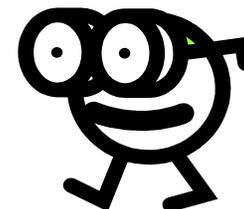
Attire at labs, workshops, archeological digging sites, etc.

- you must wear for work clean and neat clothing. Torn or worn-out clothing at the work site puts you at risk.
- Do not work with disheveled clothes – meaning untucked shirts and unbuttoned sleeves.
- Do not wear dirty work clothes immersed in grease or inflammable materials, since they may cause infection or conflagration.
- During summer you are at risk of being harmed by the sun or becoming dehydrated during work. Therefore, do not expose your body to the sun. wear long shirts and pants, apply sunscreen to bare body parts, remain in the shade as much as possible, and drink water frequently- around 7 liters a day.
- A worker who received work uniforms from the University will use them and will not make changes in them.



Personal protective gear

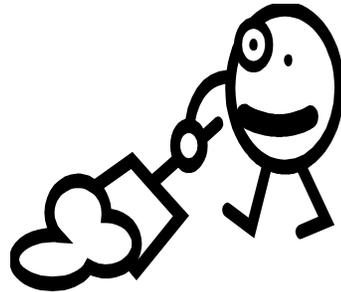
- Lab managers and those in charge of the research will provide you with personal protective gear such as:
- Protective helmet (in the geology and archeology departments), protective glasses, face mask, ear protectors, various breathing masks, safety belt, and protective gloves of any type to protect you from work hazards.
- Prior to your work:
- Wear a helmet on your head at the digging site, in a cave and in a place where objects may fall on you, or where you may bump into hard or sharp objects, and in any place where the safety rules may apply.
- Protect your eyes with adequate protective glasses when carrying out works in which flying objects may harm your eyes, such as: sharpening, cutting with a chainsaw, polishing and welding, or when using liquids in biological or chemical labs.
- Use adequate gloves in any work that may harm your hands.
- Wear a safety belt/harness at work or at a place where you may fall more than 2 meters down.
- Wear closed shoes upon your entrance into the lab.
- You must use ear protectors at work sites with noise, or when using noisy equipment.
- Use personal, proper and clean protective gear.



Order and cleanliness

Order and cleanliness at the work place are the basic conditions for preventing accidents. To ensure a safe work environment:

- Store and lift objects, materials and equipment in a neat and proper manner.
- Ensure the stability of objects, materials and equipment that may roll over and fall.
- Make sure that the equipment and work tools are put in place and not scattered.
- Do not place in the passages equipment and tools that may cause others to trip.
- Store in an adequate and neat place: hazardous chemical materials, deluders/solvents, condensed gas rolls, biological materials, paints, glues, lubricants, etc.
- Handle chemical or biological waste according to the safety instructions. Remove grey waste and paper towels from the work place to the garbage can.
- Make sure you and your clothes are clean.



Manual work tools

- Use only proper tools that match the standards.
- Maintain the work tools in a proper condition.
- Do not drop tools on the ground, and do not throw them down/up.



- Tools will be transported only in a toolbox, basket or bag.
- Do not use work tools that you do not know how to use.

Do not use:

- A key that does not fit the nut.
- An extension tube for the key as additional force for unscrewing screws, etc.
- Knife or chisel while pointing the sharp edge at your body.
- dulled cutting devices that may slip.

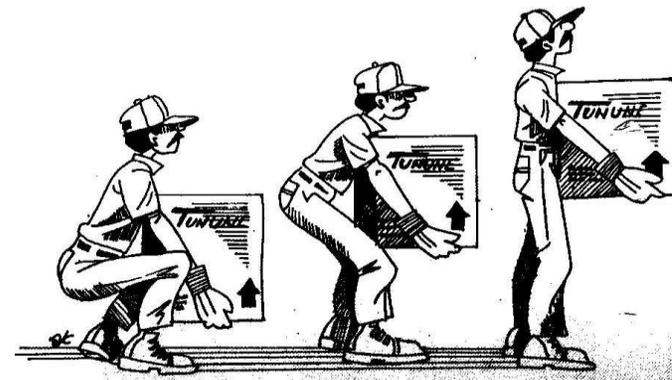
Use:

- The right tool for its right purpose and in the right manner.
- Keep the tools in drawers, cases, baskets or in a neat toolbox, not in your belt, shirt pocket or pants.

Lifting and moving loads with your hands

- Lifting a load improperly may cause an accident.
- If the load is heavy, use the assistance of other staff members.
- If the load is very heavy, use lifting devices.

How to lift a load correctly:



• old your knees to around 90 degrees

towards the load while maintaining your back straight.

- Make sure that the gravity center of the load is closer to the gravity center of your body.
- Hold the opposite corners of the bottom of the load on one side and the upper part on the other side. Pull the load to your body, and lift it while lifting your body and straightening your knees with your leg muscles and not your back muscles.

Lifting a load with your hands:

- When lifting a load, make sure it is close to your body and make sure to walk with a straight back.
- Advance with the load in a manner that does not hide your vision.
- Sharp objects will be moved with adequate gloves.

Putting down the load:

- Put down the load while bending your knees 90 degrees and keeping your back straight.
- When putting down a load at height, make sure to maintain your balance. Make sure that the load does not slip and fall and use a stool upon necessity.

Lifting a load with a rope (to be carried out only with a written permission from the Safety and Security Department):

- Make sure that the rope is proper and can bare the load.
- Lift the material or dispersed equipment inside the adequate container.

- When lifting a load to a high surface with a rope, do not bend beyond the rail in a manner that will make you lose your balance.
- Make sure to fence the place where the load may fall due to failure.

Moving a load with a cart:

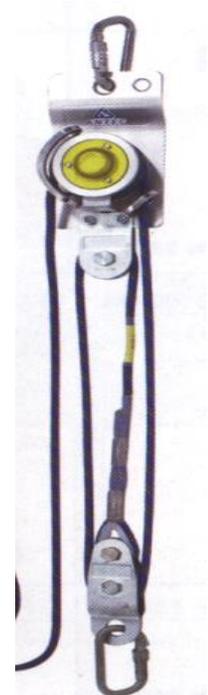
- Before moving the load with a cart, make sure that there are no obstacles on the way.
- Check the permitted load for the surface to which you are moving the cart.
- Check the permitted load for the cart.
- Do not load a heavy load or one that sticks out of the cart's sides.
- Make sure the load is stable, do not load the cart in a manner that blocks your vision.

Lifting machines and transport of loads

- The lifting machine will be examined once in 14 months by an authorized examiner.
- The lifting device will be checked once in 6 months by an authorized examiner.

a. Lifting machines – cranes

- Do not operate a crane, unless you are an authorized crane operator, with a valid authorization certificate to operate a crane of the right type suitable to the right load, and



according to the agreements with the university.

- A person will not stand on or under a lifted cargo during the lifting process.
- Operate the crane according to the safety instructions and avoid carrying out irregular actions.

b. Lifting devices:

- Make sure the lifting devices are adequate to the load that is to be lifted.
- Make sure that the lifting devices, such as slings and hooks, are proper.
- Do not lift long cargos in one sling.
- When tying slings or stretching them, make sure your fingers are not caught between the sling and the cargo.

c. Lifting works

- Cargos will be lifted and transferred only by authorized persons.
- Make sure the hook of the cable or the lifting chain is connected above the cargo's center of gravity.
- Use the upholster while lifting a cargo with sharp edges, to protect the slings.

d. winch

- Do not operate the winch for lifting/pulling in the air or with electricity without guidance or training.
- Prior to the operation, make sure the winch is fixed as required, and that the lifting cable is properly routed along its entire length. In addition, make sure that there is no friction between the cable to items on the transport rout.
- Ask the work manager for a safety chart of the materials and become familiar with the risks. Before each

experiment, you must evaluate the risk level and adjust the safety measures.

Safety in labs

In the university there are many labs that are defined as chemical, biological and physical ones. In each lab there are various risks and risk factors. Nonetheless, there are commons risks and measures to prevent them. You must receive from the work manager a specific work guidance regarding the risks in the lab where you will work. In this chapter, we will refer to the general risks and their prevention in all types of labs. Remember! Each lab worker is responsible to plan and carry out lab activities in a safe manner for his and his colleagues' sake. Each lab worker must follow general and specific safety rules for lab activities!



General principles:

- Do not work with hazardous materials without receiving adequate instructions and training.
- Ask the work manager to provide you a safety chart of the hazardous materials and become familiar with the risks entailed in the hazardous materials and the ways to prevent them.
- Prior to each experiment, you must evaluate the level of risks and adjust the safety measures. Do not use a hazardous material which identity and features are not clearly known.
- When working with hazardous materials, use the appropriate fume cupboard and/or the personal protective gear required for you protection in accordance with the safety rules in the chart. When

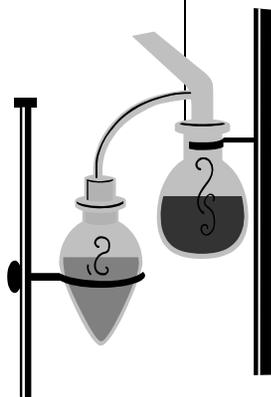
working with a hazardous biological material, make sure that the fume cupboard matches the required risk level. Become familiar with the existing protective gear.

- Do not work without protective glasses, gloves, robes and closed shoes.
- Do not store food in the refrigerators that store hazardous materials.
- Do not eat or drink in the labs.
- Do not smoke in the labs.

Hazardous chemical materials

In most labs and in specific works in the university, you are required to use hazardous chemical materials. When working with a hazardous material, there is a risk that the material will be poisonous, explosive, flammable, corrosive, oxidant, etc. incorrect usage of hazardous materials may cause accidents and/or occupational diseases. Therefore, when working with hazardous materials, you must take the required safety precautions and in accordance with the safety rules. In addition, you must follow the following rules:

- Make sure the storage place for hazardous materials is ventilated and demarcated with proper access and clear passages.
- Do not store in one space materials that react to each other.
- Do not store at the work place materials in an amount that exceeds the required amount for carrying out the job.
- Use only the suitable canister that matches the instructions for each material.
- Use the equipment only for its purpose.



- Carry out each activity with hazardous materials such as deluding, transferal and filling ingredients carefully and according to the safety instructions, using a fume cupboard and the required personal protective gear.
- Upon the completion of work, make sure to clean the work site. Do not leave remnants or residues of materials outside of the appropriate tools or out in the open.
- In the event of injury from the material, report immediately to the security center and request medical treatment.
- Work with hazardous materials will be carried out according to the experiment's protocol only.

Treatment of hazardous waste

- For packing chemical waste, use a complete, proper package, with the suitable lid.
- Each package will be marked with the label "chemical waste". The chemical ingredients of the waste will be stated on the package.
- If you use combined packages, do not pack in the main package secondary packages with waste that belongs to different chemical branches.
- The overall volume of the secondary packages will be stated on the main package.
 - Prior to the eviction you must apply to the safety department and receive permission for the eviction.
 - Do not throw chemical waste to the sewage!

Safety in biological labs

In each biological lab in the university, chemical materials are used, and all general safety rules mentioned above apply to each worker. In addition to the chemical risks in these labs, there are biological risks- meaning, contagion.

- It is strictly forbidden to work with biological materials of risk level 3 and 4 in the university labs.
- At the end of the work day or the experiment you must disinfect the area.
- You must sample only via mechanical or electrical means.
- Do not work with a fume cupboard that did not undergo a periodical test which is stated on the usability label.
- Remove needles from the syringes only via a device that prevents contact with the skin.
- Do not fold or cut needles.
- Collect and lift sharp items only via a collector or a dust pan.

Treatment of biological waste

- To collect the biological waste, use only bags marked with the symbol and caption "Biohazard".
- Do not use Biohazard bags for other purposes!
- Remove biological waste before throwing the general waste into the waste bin.
- Removal with autoclave will be carried out according to the instructions of the safety department of the University. If there are no such instructions in the lab, you must contact the safety department.
- Do not insert chemical waste into the autoclave.

Treatment of sharp waste

- Collect and lift sharp objects and glass shreds only with a collector or dust pan.
- Do not throw sharp waste into the sink, garbage can, random packages or bags. Store sharp waste in hard containers from metal or plastic that are meant for this purpose.
- It is forbidden to use food packages for collecting waste, especially sharp waste.
- Mark sharp waste according to the type of waste.
- Remove sharp waste that is polluted with biological materials prior to its eviction from the lab.
- Sharp waste that is polluted by a chemical material will be removed, as any regular chemical waste according to the above-mentioned orders.

Radioactive decay

Radioactive decay is hazardous and may harm a person's health.

You must make sure to follow all safety rules as required by law as well as the radiation safety instructions of the University.



- Do not work with a radioactive material without guidance and without being authorized for this purpose by the radiation safety manager of the university.
- Repairs, calibration and maintenance of equipment that emits radiation will be carried out only by persons authorized for this task, and under the approval of the radiation safety manager.
- If there is any concern regarding a safety hazard, you must report to the radiation safety manager and to the security

center. Work will be resumed only upon the receipt of an approval from the radiation safety manager.

Usage of electrical carts

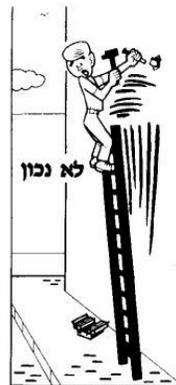
Using these carts that are based on electricity involves risks and possibly accidents, therefore, you must make sure to use them according to the instructions of the transport safety official. Do not operate a motorized cart prior to receiving instructions from the transport safety official.

Works at height (to be carried out under the written approval of the safety department)

When working at height, avoid climbing chairs, tables, random, unstable or defective objects, as well as pipes. Use scaffoldings or ladders. Prior to using a ladder or a scaffolding, make sure that they are in proper condition. Use them correctly, according to the safety instructions of the University.

Ladders:

- Place the ladder on a stable base. Make sure that the distance between the legs of the ladder to the wall will not exceed a third of the ladder's length, and not be smaller than a quarter of the ladder's length.
- Lock the doors when the ladder is placed in an area of passerby, and supervise the person climbing the ladder.
- When working at a height that exceeds 1.5 meters, tie yourself with a safety harness to a strong base.
- When working on the ladder requires stretching out the hand to a distant point that



exceeds the length of the arm, tie yourself with a safety harness to a strong basis.

- Report immediately to your supervisor regarding any defect in the ladder and/or the safety harness.

Works in a fenced compound (to be carried out under a written approval from the safety department)

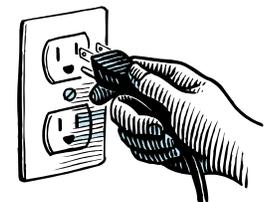
when working in an enclosed compound such as: a room, cell, a container, a hole, a pipe, a channel for electricity cables, a concrete channel or a metal one, or any other facility or enclosed space in which a person may be trapped in a dangerous situation, i.e.: poisonous air, conflagration, or lack of oxygen, and which is not meant for long stays, including a sewage system or a granary, you must carry out the job according to the safety instructions.



- Do not enter an enclosed area without receiving proper guidance and written approval from the safety department.
- Entrance into an enclosed compound will be permitted only with an approval from the authorized person in charge of the job (work manager, supervisor).
- Do not work alone in an enclosed compound. Work in an enclosed compound will be carried out by two workers at least. One of them will be outside of the facility to supervise the work and the communication with the workers inside.

Electricity

The Israel Electric Corporation produces most of the electricity in the state, by which the construction industry is operated. You must



use the electricity correctly and smartly, to prevent accidents. If you use electricity in a manner contradictory to the safety instructions, you may get electrical shock. In this case, the electrical current passes through the human body, and the injured becomes a conductor in an electrical circuit. Electrical shock does not have identification signs and you cannot feel the approaching danger until the actual injury. Harm from electricity may be lethal.

Main causes of accidents:

- Defective insulation in the feeding wicks and/or the extension cables of the electrical equipment
- Defect in the electrical equipment- devices/machines, mobile hand- lamps, etc., or making changes in the equipment.
- Defect in the grounding or lack of grounding in the electricity facilities.
- Failing to use the personal protective equipment.
- Carrying out work in a manner that is contradictory to the safety instructions.

Conflagration

- Mind warning signs such as “beware, inflammable material”, “do not smoke”, etc., that are placed at the work place.
- Do not throw a lit cigarette or match, and make sure that they are extinguished before throwing them into the waste bin.
- Know the location of the fire extinguishment equipment at your



work place, and maintain available access ways to the equipment.

- Maintenance work with open fire or heat will be carried out in accordance with the university’s instructions and after guidance and written approval from the safety department.
- In case of a fire near the electricity facilities or in them, disconnect the power source first.
- If you located a conflagration, call the staff by providing a notice to the safety department center, and notify the supervisor on spot. At the same time, act to extinguish the fire:
- Remove any inflammable material from the fire. If possible, remove the object on fire.
- Beware and bar workers from entering into the conflagrated area so that they are not harmed from inhaling smoke.

Office work

although it may seem that no accident can happen in the office, and the office workers cannot be harmed from working there, it is not so. Sometimes there are accidents in the office, due to negligence.

Below are examples of accidents that happened in the past:

- A clerk was hurt in his leg from a table drawer that was left open.
- A clerk was burnt in her hand from hot tea that was spilt from a cup.
- A manager fell and was hurt in his pelvis while attempting to sit in his chair.



- An engineer was hurt in his head by a leaflet while attempting to pull out a sketch that was placed above the closet.

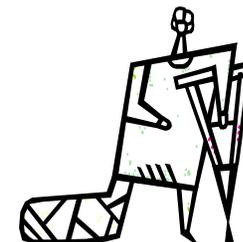
This may sound funny, but these accidents and others occurred in an office. Therefore, you must pay attention at work and when carrying out various office assignments.

- Make sure that the access to the office as well as its internal passages are not blocked.
- Do not repair equipment and electricity devices and do not replace light bulbs. Leave it to the electrician.
- Do not climb on a chair or table that is unstable. Use a stool or an office ladder.
- Do not move heavy office furniture or cartons full of equipment/materials by yourself.
- Do not store in the office hazardous, flammable and poisonous materials.
- Do not insert plugs into one electricity outlet in a cumbersome manner and do not place an extension electricity cable in the passages.
- Do not smoke in your office! You are allowed to smoke only in places designated for this purpose.
- Any failure in the various systems such as aircon and fire extinguishment and any hazard or defect must be reported immediately to your superior or the maintenance department center.

First aid

- If you were injured during work, request first aid immediately at the safety department center.

- If a foreign object has entered your eyes, do not try to extract it alone or with the help of your colleague, and do not trust unprofessional help.
- In case of a slippage- do not move the injured. Call the paramedic. Unprofessional treatment of the injured may do more harm than good.
- In any case of harm from chemical materials, wash the area that was harmed with water.
- Remove immediately clothes that were immersed in chemical, poisonous or inflammable materials.



Do not:

In addition to the safety instructions, you must follow the following instructions:

- When carrying out works in bad vision (due to weather conditions, fog, hail or insufficient lighting), work carefully.
- Do not carry out electricity works if you were not authorized for this task.
- Do not disassemble or repair pressure valves, burners and lifting devices or any type of tools and equipment.
- Do not carry out work with equipment and lifting devices of contractors.
- Do not lend university equipment to contractors.

Emergency numbers:

In any irregular event such as accidents, conflagrations, leak of hazardous materials and injuries, contact the safety department center from any phone:

61555 or 61888

Or from any cellphone or external phone:

08-6461555 or 08-6461888.

Save these numbers in your device!



Declaration

I hereby confirm that I received the worker's manual and undertake to follow the safety regulations at work which I may receive by writing or orally from time to time from my superiors, as well as the safety rules stated in this booklet. In addition, I undertake to use the protective gear that was supplied to me or that will be supplied to me in the future.

Given name:

Surname:

ID no.:

Role:

Department:

Date:

Signature: