

Agreement on the rules for remote working (teleworking)

concluded in Kielce on 14 October 2024 by and between:

Jan Kochanowski University of Kielce with its registered office at ul. Żeromskiego 5, 25-369 Kielce, represented by:

Prof. dr. hab. Beata Wojciechowska – Rector,

and trade unions operating at the Jan Kochanowski University of Kielce:

1) **Trade Union of Librarians and Library Employees 'Bibliotekarze Polscy'** represented by:

mgr. Justyna Adamczyk – President of the Workplace Organisation at the University Library;

2) **NSZZ 'Solidarność' at the Jan Kochanowski University of Kielce**, represented by:

mgr. Kazimierz Kunisz – President of the Workplace Committee, mgr. Marcin Wicha – Vice-President of the Workplace Committee;

3) **Polish Teachers' Union at the Jan Kochanowski University of Kielce**, represented by:

dr Rafał Kołodziejczyk – President of the University Board of the Polish Teachers' Union (ZNP) at the Jan Kochanowski University of Kielce;

4) **Trade Union of Employees at the Jan Kochanowski University of Kielce**, represented by:

dr. hab. Paweł Rodziewicz, Professor at the UJK – President.

§ 1

General Provisions

1. Pursuant to Article 6720 of the Act of 26 June 1974, Labour Code (Journal of Laws of 2023, item 1465, hereinafter referred to as the LC) the Parties to this Agreement define the rules applicable at Jan Kochanowski University of Kielce for employees working remotely (teleworkers) and the related rights and obligations of the employer and the employee.
2. Whenever the Agreement refers to:
 - 1) Employer – this shall be understood as the Jan Kochanowski University of Kielce (also referred to as the 'University') represented in labour relations by the Rector or employees of the University authorised by the Rector within the scope of their authorisation;
 - 2) Employee – this shall be understood as a person in an employment relationship with the Employer;
 - 3) remote working/telework – this shall be understood as work performed entirely or partially at a location specified by the Employee and agreed with the Employer on a case-by-case basis, including at the Employee's place of residence, in particular using means of direct remote communication;
 - 4) occasional remote working – this shall be understood as telework performed occasionally, at the employee's request submitted on paper or in electronic form, for a period not exceeding 24 days in a calendar year.

§ 2

Groups of employees covered by remote working

1. The employer allows remote working for employees employed as academic teachers and non-academic staff if all of the following conditions are met:
 - 1) the nature and scope of the employee's activities or the organisation of work and the specific nature of the tasks performed by the organisational unit in which the employee is employed do not require the employee's direct presence in that unit;
 - 2) remote working will be performed in conditions ensuring compliance with the rules on occupational health and safety (OHS) and information security and protection, including personal data protection procedures.
2. Employees may perform occasional remote working for up to 24 days in a calendar year, based on the employee's request in this respect and with the employer's approval. The request must be considered without undue delay.
3. Remote working does not include work that is:
 - 1) particularly dangerous;
 - 2) as a result of which the permissible standards for physical factors specified for residential rooms are exceeded;
 - 3) with hazardous chemical factors referred to in the regulations on occupational health and safety (OHS) related to the presence of chemical factors in the workplace;
 - 4) related to the use or release of harmful biological agents, radioactive substances and other substances or mixtures emitting unpleasant odours;
 - 5) causing intense soiling.
4. The employer is obliged to consider a request for remote working:
 - 1) the employee who is a parent of the child with a certificate referred to in Article 4(3) of the Act of 4 November 2016 on support for pregnant women and families 'Za życiem' (Journal of Laws of 2020, item 1329 and of 2022, item 2140),
 - 2) the employee being a parent of:
 - a) the child with a disability certificate or a certificate of moderate or severe disability as defined in the provisions on vocational and social rehabilitation and employment of persons with disabilities,
 - b) the child who has an opinion on the need for early childhood development support, a certificate of the need for special education or a certificate of the need for rehabilitation and educational classes, referred to in the provisions of the Act of 14 December 2016 – Education Law (Journal of Laws of 2023, item 900) ,
 - 3) pregnant employees,
 - 4) employees raising a child until the child reaches the age of 4,
 - 5) employees caring for another member of their immediate family or another person living in the same household who has a disability certificate or a certificate of significant disability.
5. In the cases referred to in paragraph 4(1) and (2), the employee's request shall also be granted after the child reaches the age of 18.
6. The employer may refuse to grant the request referred to in paragraph 4 if this is not possible due to the organisation of work or the type of work performed by the employee. The

employer shall inform the employee of the reason for refusing the request in paper or electronic form within 7 working days from the date of submission of the request by the employee.

§ 3

Basis for performing remote working

Remote working may be performed based on:

- 1) agreements made between the employer and the employee:
 - a) when concluding an employment contract,
 - b) during employment (at the employer's initiative or at the employee's request submitted on paper or in electronic form);
- 2) the employer's order:
 - a) issued during a state of emergency, a state of epidemic threat or a state of epidemic, and for a period of 3 months after their cancellation, or
 - b) issued during a period in which it is temporarily impossible for the employer to ensure safe and hygienic working conditions at the employee's current place of work due to force majeure,
 - if the employee submits a statement on paper or in electronic form immediately before the instruction is issued, confirming that he/she has the necessary premises and technical conditions to perform remote working.

§ 4

Procedure for recommending and granting approval for remote working

1. An eligible employee shall submit to the employer (or immediate superior within the scope specified in this §) a request to perform remote working (Annex 1 to this Agreement) or occasional remote working (Annex 2 to this Agreement) on paper or in electronic form no later than on the day preceding the day on which the employee intends to start working remotely. Employees referred to in § 2(4) and (5) shall submit their request together with documents confirming the circumstances referred to in § 2(4) and (5).
2. In particularly justified cases, the employer may grant approval for remote working upon request submitted on the same day on which it is to commence.
3. In the request, the employee shall indicate the place of remote working, which the employee cannot change without the prior consent of the employer.
4. The instruction to the employee to perform remote working may be given in any form that allows the employee to become familiar with the instruction.
5. The immediate superior may grant the employee approval to work remotely for up to 2 days per month. The immediate superior shall immediately forward the approved request to the Human Resources Division.
6. It is permissible to perform remote working or to instruct an employee to work remotely for part of the employee's working hours resulting from the applicable daily working time.
7. The employer, and in the case referred to in paragraph 5, the immediate superior, is entitled to refuse to grant an employee's request to perform remote working.
8. The provisions of this paragraph concerning remote working shall apply accordingly to

occasional remote working.

§ 5

General rules for remote working

1. The employee performs remote working during the working hours specified in the applicable work schedule and system.
2. The employee shall perform remote working in accordance with the scope of duties of his/her position at the workstation.
3. The work may be performed entirely remotely. In such a case, the place of work specified in the employee's employment contract shall be the place agreed with the employer as the place for such work.
4. The employee performing remote working shall have the right to be present at the University, to contact other employees and to use the employer's rooms and equipment, on the same terms as those applicable to all employees.
5. Any change in the place of remote working shall require the employer's approval in each case.
6. The employee performing remote working cannot be treated less favourably in terms of establishing and terminating an employment relationship, employment conditions, promotion and access to training to improve professional qualifications than other employees employed in the same or similar work, taking into account the specific nature of the conditions of remote working.

§6

Rules for communication between the employer and the employee performing remote working

1. The employee performing remote working and the employer shall provide the information necessary for mutual communication by means of direct remote communication.
2. The person responsible for cooperation with the employee performing remote working shall be the employee's immediate superior.
3. The employee is obliged to confirm his/her presence at the workstation on each day of remote working by contacting his/her immediate superior by means of direct remote communication, in particular by work e-mail or work instant messaging.

§ 7.

Rights and obligations of an employee performing remote working

1. The employee performing remote working is obliged to comply with:
 - 1) the rules of protection against hazards resulting from the occupational risk assessment for remote working (Annex 3 to this Agreement)
 - 2) the procedure for the protection of personal data during remote working at the Jan Kochanowski University of Kielce (contained in the currently applicable Rector's order),
 - 3) information (health and safety instructions) on the performance of remote working (Annex 4 to this Agreement)
- which are posted on the university's website.

2. The employee performing remote working or occasional remote working is required to submit, prior to commencing remote working, statements on paper or in electronic form, the content of which is included in Annexes 5 and 6 to this Agreement, depending on the type of remote working performed.
3. The employee undertakes to use the materials and tools made available to him/her, including technical equipment and software, exclusively for business purposes and in a manner consistent with their intended use.
4. The employee performing remote working is obliged to take care of the employer's property entrusted to him/her and to secure it properly after working hours.
5. The employee is obliged to perform work in accordance with the content of the contract concluded with the employer and the scope of his/her duties.

§ 8

Employer's rights and obligations

1. The employer's obligations include the proper organisation of the work process, taking into account the performance of current tasks and the applicable working time standards for employees performing remote working.
2. The employer is obliged to provide the employee with the necessary training in the use of software and means of communication before the employee will commence remote working.
3. Before allowing the employee to perform remote working, the employer is obliged to familiarise the employee with the occupational risk assessment and information containing the rules for safe and hygienic remote working, as well as the procedure for personal data protection during remote working.
4. The employer is not responsible for the condition of the rooms or buildings designated by the employee as his/her workplace, or for the hygiene and sanitary facilities used by the employee while performing remote working.

The employer is not obliged to apply health and safety regulations, the exclusion of which from remote working results from generally applicable regulations in this area.
5. In the event of an accident at work while working remotely, Article 234 of the Labour Code and the provisions issued under Article 237 § 1 points 1 and 2 of the Labour Code shall apply accordingly.

§ 9

Technical aspects of remote working using work tools entrusted to the employee

1. The employer shall provide full installation, inventory, maintenance, software updates and servicing of work tools entrusted to the employee, including technical equipment.
2. The employee shall be entitled to technical support from the employer in relation to the work tools provided. The employee shall immediately report any justified needs in this respect to his/her immediate superior.
3. The employee shall inform his/her immediate superior of any technical problems.
4. If it is necessary to install, inventory, maintain, update software and service the work tools entrusted to the employee, including technical equipment, the employee is obliged to

immediately inform his/her immediate superior in this respect – he/she cannot take any related actions on his/her own, without the approval of his/her immediate superior.

5. The employee is obliged to enable the employer or persons authorised by the employer to install, inventory, maintain, update software and service the work tools entrusted to the employee, including technical equipment, by making them available in a manner agreed with the employer, immediate superior or employee responsible for performing these activities.

§ 10

Costs, equivalent, lump sum

1. The employer shall cover the costs of electricity and necessary telecommunications services for the employee performing remote working in the form of a lump sum, as well as an equivalent for the employee's use of his/her own materials and work tools, including technical equipment. The amount of the lump sum shall correspond to the anticipated costs incurred by the employee in connection with remote working.
2. When determining the amount of the lump sum, particular consideration shall be given to the average consumption standards for work tools (technical equipment), their documented market prices, as well as the average consumption standards for electricity and the costs of telecommunications services. The amount of the lump sum and the method of its calculation shall be announced by the Rector by way of an order at least once a year, in consultation with the trade unions.
3. The lump sum shall be paid monthly to the employee's bank account to which his/her remuneration from the employment relationship is transferred or to another account indicated by him/her, on the date of payment of that remuneration, pursuant to Annex 7 to this Agreement.
4. For part-time employee, the amount of the lump sum shall be determined in proportion to his/her working time.
5. For each day that the employee does not perform work, the fixed monthly lump sum shall be reduced by 1/30 of the amounts due to the employee in this respect.
6. The employee who is occasionally working remotely is not entitled to a lump sum for remote working.

§ 11

Rules for monitoring remote working

1. The employer has the right, at the place of remote working and during the employee's working hours, to carry out:
 - 1) monitoring of the employee's remote working;
 - 2) monitoring of occupational health and safety;
 - 3) monitoring compliance with information security and protection requirements, including personal data protection procedures.
2. The date of the monitoring shall be agreed between the employer and the employee.
3. The monitoring shall be carried out during the employee's working hours as specified in

his/her work schedule on the day of the monitoring.

4. The inspection shall be carried out in the presence of the employee.
5. The persons authorised to carry out inspections at the place of work are the HR Division employee or another person authorised by the employer.
6. Before the inspection begins, the employee shall be informed of the person or persons who will inspect the work performed by the employee remotely.
7. The inspectors are obliged to conduct the inspection in a manner that does not violate the privacy of the employee performing remote working and other persons present during the inspection.
8. The inspectors may not interfere with the use of the home rooms of the employee performing remote working in a manner consistent with their intended purpose.
9. The employer shall adapt the manner in which the inspection shall be carried out to the place where the remote working is performed and its type.
10. The inspection of remote working shall not cover issues related to occupational health and safety to the extent excluded by generally applicable labour law provisions in this respect.

§ 12

Final Provisions

1. This Agreement shall enter into force two weeks after it has been brought to the attention of Employees by publication in the Public Information Bulletin.
2. Matters not covered by this Agreement shall be governed by generally applicable regulations in this respect.
3. Before commencing remote working, the employee shall familiarise himself/herself with the content of this Agreement, which he/she shall confirm by means of a written or electronic statement and commitment to comply with it.

Application for remote working

1. I am hereby requesting permission to perform remote working:

a)* on a full-time basis (permanently),

b)* periodically on certain days, i.e.:
(indicate days or period of remote working)

*) – tick the requested form of remote working

2. Proposed place(s) of remote working:

(address(es) where the remote working will be performed)

(employee signature)

(approval by the employer or immediate superior)

Determination of a lump sum for remote working

Based on the calculation applicable at the University, depending on whether the employee will use company or private computer equipment, the lump sum for remote working for the employee has been agreed as follows:

..... PLN (monthly/daily/hourly)*

According to the terms of the remote working agreement.

(signature of employee) (signature of employer or immediate supervisor)

* delete as appropriate

Date:

Application for occasional remote working

1. I am hereby requesting permission to perform occasional remote working (up to 24 days per calendar year) during the period from to i.e. days.

The number of days of occasional remote working remaining to be used in the current year is.....

2. Proposed place(s) of remote working:

(address(es) where the remote working will be performed)

(employee signature)

(approval by the employer or immediate superior)

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	Jan Kochanowski University of Kielce		
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OCCUPATIONAL RISK ASSESSMENTS AT WORKSTATIONS




REMOTE WORKING:

> ADMINISTRATIVE AND OFFICE WORKER > LECTURER

Date of assessment	Executed by:	Approved by:
April 2023	1. Tomasz Baszak 2. Zdzisław Kubicki 3. Michał Kamiński	April 2023
Update		

Kielce, April 2023.

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I. Introduction

Legal requirements, growing customer demands and the need to remain competitive in an increasingly competitive market have led to increased interest among companies in quality management, environmental protection and occupational health and safety.

Some Polish companies have already begun comprehensive implementation of these systems, as they require a similar systemic approach to management. The integration of these systems into a single general management system will, among other things, minimise the number of procedures and instructions, enable the application of an improvement plan for the entire management system, and save on the technical resources and labour intensity associated with the operation of management systems.


The occupational health and safety management system is therefore part of the overall workplace management system, which includes organisational structure, planning, responsibility, rules of conduct, processes and resources needed to develop, implement, execute and maintain the occupational health and safety policy adopted by the workplace manager (in accordance with PN-N-18001).

According to PN-N-18001: Occupational health and safety is the state of working conditions and organisation, as well as employee behaviour, ensuring the required level of protection of life and health against hazards present in the environment, and occupational health and safety policy is an organisation's declaration of its intentions and principles regarding the overall results of its OHS activities, setting out a framework for action and establishing objectives for OHS management.

Proper occupational health and safety, resulting from an effectively implemented policy, will reduce the number of accidents at work and occupational diseases, the costs of which are borne by society as a whole, including, in part, by the employer. There is a widespread belief in workplaces that providing employees with safe working conditions in accordance with applicable regulations only generates additional costs without bringing any measurable benefits to the workplace. The introduction of incentive-based social security systems, in which the amount of contributions depends on the level of health and safety in the workplace, may contribute to the perception of occupational safety in terms of economic benefits.

Health and safety management includes the following functions:

- I. Identification of hazards in the workplace and the causes of dangerous errors,
- II. Estimation and reduction of occupational risks – assessment and management of occupational

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risks,

III. Formulation of OHS policies and objectives,

IV. Planning and organising activities required to achieve the objectives,

V. Employing people who are prepared to organise and carry out the task objectives,

VI. Training and motivating employees to work safely,

VII. Controlling people's behaviour and working conditions,

VIII. Continuously improving the workplace safety system.

In order for the occupational health and safety management system to fulfil its purpose, it must consider the requirements determined by external and internal factors, and the key elements of the system must be linked by information and control.

Part of the safety management system is the occupational risk management system, the most important element of which is occupational risk assessment.

According to PN-N-18002: 'General guidelines for occupational risk assessment', some of the terms used in this document can be defined as follows:

Hazard – a condition in the working environment that may cause an accident or illness.

Hazardous factor – a factor whose effect on a worker leads or may lead to injury.

Harmful factor – a factor whose impact on a worker leads or may lead to illness.

Nuisance factor – a factor whose impact on a worker may cause discomfort or excessive fatigue but does not cause permanent deterioration of health.

Hazard identification – the process of recognising whether hazards exist and determining their characteristics.


Risk – a combination of the frequency or probability of a specific hazard-causing event occurring and the consequences associated with that event.

Occupational risk – the probability of undesirable events related to the work performed, causing losses, in particular the occurrence of adverse health effects in employees as a result of occupational hazards present in the work environment or the manner in which the work is performed.

Risk assessment – the process of analysing risk and its acceptability.

Risk management – part of the overall occupational health and safety management system.

Audit, risk management procedures – systematic and independent examination to determine whether the actions taken as part of the risk management procedure and the results achieved correspond to the planned arrangements, whether these arrangements have been effectively implemented, and whether they are appropriate for the objectives and health and safety policy.

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Health and safety monitoring – observation of working conditions, employee behaviour and the results of actions taken to improve health and safety at work, including in particular the identification of hazards, occupational risk assessment and analysis of the causes and circumstances of accidents at work and occupational diseases.

II. Legal basis for occupational risk assessment

Occupational risk assessment is one of the employer's obligations under labour law. It stems from the provisions of the Labour Code and other legal requirements.

Article 226 of the Labour Code states: ‘The employer is obliged to inform employees about the occupational risks associated with their work and the rules for protection against hazards.’

It is logical that in order to familiarise an employee with occupational risks, these risks must first be assessed.

‘The employer is obliged to assess and document the occupational risks associated with specific tasks and to apply the necessary preventive measures to reduce the risk.’ ‘The employer is obliged to ensure systematic health and safety inspections, with particular emphasis on the organisation of work processes, the technical condition of machinery and other technical equipment, and to establish methods for recording irregularities and methods for their removal.’


III. Purpose of occupational risk assessment

The main objective of occupational risk assessment is to improve working conditions and protect the life and health of employees. The effectiveness of the risk management system in the workplace, and thus the effectiveness of the entire occupational health and safety management system, largely depends on how the occupational risk assessment is carried out.

Detailed objectives of occupational risk assessment:

- Verifying whether the hazards present in the workstation have been identified and whether the associated occupational risks are known,
- Demonstrating that the protective measures taken are appropriate for the identified hazards,
- Demonstrating that the appropriate choice of materials, workstation equipment and work organisation has been made,
- Setting priorities for actions aimed at eliminating or reducing occupational risks,
- Ensuring continuous improvement of health and safety at work,
- Informing employees about the existing level of occupational risk.

In the OHS management system, occupational risk assessment is carried out in a systematic

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manner and is seen as a continuous process that provides a basis for improving working conditions. Employees' participation in the assessment can increase their involvement in solving health and safety issues and contribute to better implementation of the resulting corrective and preventive measures. At the same time, awareness of the risks present in the workplace increases, which is very important for their more effective reduction.

Occupational risk assessment should be carried out periodically at the frequency specified in the health and safety management system procedures and always:

- a) When creating new workstations,
- b) When introducing changes to the workstation (new machines, equipment, technologies, procedures, standards, etc.),
- c) When introducing changes in the use of protective measures.

III. Occupational risk assessment procedure

Conducting an occupational risk assessment requires preparations including:


- > Ensuring the necessary resources – financial resources, tools and materials, regulations and standards, technical and operational documentation, health and safety instructions for specific positions, registers and documents, work procedures, etc.
- > Appointing the necessary persons to carry out the assessment – a team which may include employees of the workplace (i) and experts from outside the workplace.

It is recommended that the occupational risk assessment team should consist of persons who:

1. Know and understand the principles of occupational risk assessment,
2. Have the knowledge necessary to identify hazards on the positions being assessed,
3. Are able to assess the harmfulness of the hazards present,
4. Have the necessary knowledge of the use of protective measures.

In addition, it is recommended that these persons be able to formulate proposals for corrective measures leading to the elimination or reduction of occupational risks, as well as to assess their effectiveness and identify those problems that should be solved with the participation of external experts.

- > Ensuring employee participation in occupational risk assessment,
- > Providing risk assessors with access to all information,
- > Preparing a list of positions to be assessed and analysing them, > Determining how to inform employees about existing occupational risks.

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IV. Occupational risk assessment

Occupational risk assessment was carried out using a five-point scale in accordance with PN-N-18002: 'General guidelines for occupational risk assessment'.


The first step in conducting an occupational risk assessment is to identify the hazards that may be present in a given workplace.

When conducting an occupational risk assessment using this method, the second step is to estimate the probability of events according to the following scale:

1. unlikely – consequences of hazards that should not occur during the entire period of an employee's professional activity (40 years of work);
2. likely – consequences of hazards that may occur no more than a few times during the employee's professional activity;
3. very likely – consequences of hazards that may occur repeatedly during the employee's professional activity.

Thirdly, we estimate the severity of the consequences of exposure to harmful factors in the work environment. We adopt the following assessment criteria: 1. low harmfulness – injuries and illnesses that do not cause long-term ailments and absences from work; temporary deterioration in health may occur, such as minor bruises and injuries, eye irritation, symptoms of minor poisoning, headaches. **1. minor harm – injuries and illnesses that do not cause long-term ailments and absences from work; temporary deterioration in health may occur, such as minor bruises and injuries, eye irritation, symptoms of minor poisoning, headaches.**

2. moderate harm – injuries and illnesses that cause minor but long-term or recurrent ailments and are associated with short absences from work; these may include: wounds, skin allergies, second-degree burns on a small area of the body, uncomplicated fractures, musculoskeletal overload syndromes.
3. severe harm – injuries and illnesses that cause severe and permanent discomfort or death, e.g. third-degree burns, amputations, complicated fractures, cancer, toxic damage to internal organs and the nervous system as a result of exposure to chemical agents, vibration syndrome, occupational hearing loss, asthma, cataracts.

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Taking into account the requirements of regulations and standards, our own criteria, the professional experience of our employees, and our own values, we assess occupational risk on a five-point scale, as illustrated in the table below:

COURSE OF OCCUPATIONAL RISK ASSESSMENT


LIKELIHOOD	SEVERITY OF CONSEQUENCES		
	MINOR	MODERATE	SEVERE
UNLIKELY	VERY LOW 1	LOW 2	MEDIUM 3
LIKELY	LOW 2	MEDIUM 3	HIGH 4
VERY LIKELY	MEDIUM 3	HIGH 4	VERY HIGH 5

The five-point scale of occupational risk categories presented in the table above, based on the potential consequences of an incident and the likelihood of its occurrence, will be used when completing the occupational risk assessment form for the workstation in question.

The final step in determining occupational risk is to interpret the result appropriately, as shown below:

5. VERY HIGH RISK – not permissible (unacceptable) – work at the given workstation must be stopped immediately until changes are made to eliminate the hazard. After the changes have been made and the necessary measurements and assessments have been carried out, we reassess the occupational risk and determine its level. If a very high level of occupational risk has been determined, another assessment must be carried out before the workstation is put into operation.

4. HIGH RISK – not permissible (unacceptable) – work at the workstation should be limited to the minimum necessary and changes should be made as soon as possible to improve working conditions. After eliminating or reducing the hazards,

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the hazard analysis should be repeated. In the case of a high level of risk at the workstation, young workers and women (especially pregnant or breastfeeding women) should not be employed at this workstation.

3. MEDIUM RISK – acceptable – indicates that a hazard is present, but with the use of appropriate protective measures, its level does not threaten the life and health of the employee. In this case, it is recommended to plan and take measures to reduce the level of risk.

2. LOW RISK – acceptable (tolerable) – means that the factors present in the workstation do not in practice pose a threat to human life and health, and it is not necessary to reduce their level, but only to maintain the current situation.


1. VERY LOW RISK – acceptable (tolerable) – indicates that there are no hazards at the workstation.

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V. Occupational risk assessment and proposed corrective measures

WORKPLACE RISK ASSESSMENT CARD				Date 04.2023	Card number 1/2023/ZD	
Workstation <p style="text-align: center;">REMOTE WORKING. ADMINISTRATIVE AND OFFICE EMPLOYEE</p>						
Workstation characteristics: Organising and carrying out tasks remotely from the employee's home Preparing documentation using a computer and multifunction device Archiving documents Providing customer service by telephone and online Working at a computer for more than 4 hours Responsibility for work						
No.	Hazard	Source of hazard Measurement	Severity of	Likelihood	Risk estimation	Preventive actions
1	2	3	4	5	6	7
2.	Surfaces conducive to falls on the same level – slipping, tripping, falling on the same plane.	Wet and slippery floors in work areas,	Moderate	Likely	Medium - acceptable	Maintaining order and tidiness. Measures to reduce rushing. Exercise due caution. Maintaining order.
3.	Protruding elements (both movable and immovable).	Corners of tables, countertops and doors	Minor	Likely	Low	Measures to reduce rushing. Exercise due caution, especially in high risk areas.
4.	Visual strain	Inappropriate artificial lighting in rooms, buzzing and flickering of fluorescent lights Increased concentration. Operating equipment with screen monitors.	Moderate	Likely	Medium	Adjust artificial lighting to meet the requirements of standard PN-84/E-02033 - 500 lx. Monitors should be positioned so that they do not reflect light. Light reflections cause very rapid eye fatigue,

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						<p>and leaning sideways and forwards leads to back pain.</p> <p>It is a good idea to reduce the visible radiation emitted by the monitor, which would improve visual working conditions. Keeping windows and light fixtures clean and not covering windows with curtains.</p> <p>In case of sunlight, use sun blinds.</p> <p>When working at a computer, eyesight should be checked every two years, while other examinations, including X-rays of the spine, should be performed at least every four years.</p>
5.	Static load on the musculoskeletal system	<p>The monotony of activities performed in a seated position, prolonged periods of time spent in a position that is not always conducive to working at a keyboard, an unergonomic workstation, and a lack of breaks at work. Discomfort strongly affects the muscles of the back and shoulders, puts strain on the spine, and causes back and wrist pain.</p>	Moderate	Likely	Medium	<p>Organise the workplace in accordance with ergonomic principles. The employer must ensure a 5-minute break after every 45 minutes of work. It is very important to perform a series of physical exercises (at least standing up and stretching) and eye exercises from time to time during work.</p>
6.	Dangerous voltage in the electrical system.	Electrically powered devices (especially power cables).	Severe	Unlikely	Medium - acceptable	<p>Follow the manufacturer's instructions for use (including</p>

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						the prohibition of performing repairs and maintenance independently) Regularly measure the effectiveness of electric shock protection. Checking electrical equipment and the condition of electrical wiring insulation before work. Lay cables, but after securing them against accidental damage, e.g. by
7.	Fire. Possibility of room furnishings catching fire.	Fire ignition. Short circuit in the electrical system.	Severe	Unlikely	Medium - acceptable	Checking the efficiency of the electrical system. Maintaining attention. No smoking. Checking the materials used for
8.	Electromagnetic and electrostatic radiation	The electromagnetic field causes polarisation of electrostatic voltage between the person and the screen. As a result, when working at the monitor, our face attracts charged dust particles to the same extent as the screen. The most intense electrostatic field occurs during the first quarter of an hour of monitor operation.	Moderate	Likely	Medium	The room in which the computers are located should be air-conditioned or frequently ventilated. It is good to have potted plants in the room. Each workstation should have 6 m2 of floor space.
10.	Perceptual overload.	As a rule, this occurs when there are a large number of guests and tasks that need to be performed at the same time (i.e. peak hours).	Moderate	Unlikely	Low - acceptable	Appropriate work organisation (teamwork). Taking advantage of rest periods.
11.	Emotional strain –	As a rule, this occurs when there	Moderate	Likely	Medium - acceptable	Training in stress relief

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	methods.	number of guests and tasks to be performed at the same time (so-called peak hours).				stress. Reducing excessive haste. Appropriate work organisation.
12.	Aggressive customers.	Customers – e.g. verbal abuse, but also threats, physical attacks,	Moderate	Likely	Medium - acceptable	Developing internal guidelines on how to deal with stressful situations and violence at work. Complying with the provisions of these guidelines. Training in stress relief methods.
13	Biological factors - viruses, bacteria	Household members as a potential source of infection	Moderate	Unlikely	Low - acceptable	Protective vaccinations Equipping workrooms with devices and agents enabling effective disinfection, Compliance with procedures.

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WORKPLACE RISK ASSESSMENT CARD				Date 04.2023	Card number 2/2023/ZD	
Position <div style="text-align: center;">REMOTE WORKING LECTURER</div>						
Workstation characteristics: Organising and carrying out tasks remotely from the employee's home Conducting classes remotely using a computer Preparing documentation using a computer and multifunction device Archiving documents Providing customer service by telephone and online Working at a computer for more than 4 hours Responsibility for work						
No.	Risk	Source of hazard Measurement	Severity of	Likelihood	Risk estimation	Preventive actions
1	2	3	4	5	6	7
2.	Surfaces conducive to falls on the same level – slipping, tripping, falling on the same plane.	Wet and slippery floors in work areas,	Moderate	Likely	Medium - acceptable	Maintaining order and tidiness. Measures to reduce rushing. Exercise due caution. Maintaining order.
3.	Protruding elements (both movable and immovable).	Corners of tables, countertops and doors	Minor	Likely	Low	Measures to reduce rushing. Exercise due caution, especially in high risk areas.
4.	Visual strain	Inappropriate artificial lighting in rooms, buzzing and flickering of fluorescent lights Increased concentration. Operating equipment with screen monitors.	Moderate	Likely	Medium	Adjust artificial lighting to meet the requirements of standard PN-84/E-02033 - 500 lx. Monitors should be positioned so that they do not reflect light. Light reflections cause very rapid eye strain,

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						<p>and leaning sideways and forwards leads to back pain. It is a good idea to reduce the visible radiation emitted by the monitor, which would improve visual working conditions. Keeping windows and light fixtures clean and not covering windows with curtains. In case of sunlight, use sun blinds. When working at a computer, eyesight should be checked every two years, while other examinations, including X-rays of the spine, should be performed at least every four years.</p>
5.	Static load on the musculoskeletal system	<p>The monotony of activities performed in a seated position, prolonged periods of time spent in a position that is not always conducive to working at a keyboard, an unergonomic workstation, and a lack of breaks at work. Discomfort strongly affects the muscles of the back and shoulders, puts strain on the spine, and causes back and wrist pain.</p>	Moderate	Likely	Medium	<p>Organise the workplace in accordance with ergonomic principles. The employer must ensure a 5-minute break after every 45 minutes of work. It is very important to perform a series of physical exercises (at least standing up and stretching) and eye exercises from time to time during work.</p>
6.	Dangerous voltage in the electrical system.	Electrically powered devices (especially	High	Unlikely	Medium - acceptable	<p>Compliance with the manufacturer's instructions for use (including</p>

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		power supply cables).				the prohibition of performing repairs and maintenance independently). Regularly measure the effectiveness of electric shock protection. Checking electrical equipment and the condition of electrical wiring insulation before work. Lay cables, but after securing them against accidental damage, e.g. by covering them.
7.	Fire. Possibility of room furnishings catching fire.	Fire ignition. Short circuit in the electrical system.	Severe	Unlikely	Medium - acceptable	Checking the efficiency of the electrical system. Maintaining attention. No smoking. Checking the materials used for
8.	Electromagnetic and electrostatic radiation	The electromagnetic field causes polarisation of electrostatic voltage between the person and the screen. As a result, when working at the monitor, our face attracts charged dust particles to the same extent as the screen. The most intense electrostatic field occurs during the first quarter of an hour of monitor operation.	Moderate	Likely	Medium	The room in which the computers are located should be air-conditioned or frequently ventilated. It is good to have potted plants in the room. Each workstation should have 6 m2 of floor space.
10.	Perceptual overload.	As a rule, this occurs when there are a large number of guests and tasks that need to be performed at the same time (i.e. peak hours).	Moderate	Unlikely	Low - acceptable	Appropriate work organisation (teamwork). Taking advantage of rest periods.
11.	Emotional strain –	As a rule,	Moderate	Likely	Medium -	Training

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	stress.	this occurs when there are a large number of guests and tasks that need to be performed at the same time (i.e. peak hours).			acceptable	in stress relief methods. Reducing excessive haste. Appropriate work organisation.
12.	Aggressive customers.	Customers – e.g. verbal abuse, but also threats, physical attacks,	Moderate	Likely	Medium - acceptable	Developing internal guidelines on how to deal with stressful situations and violence at work. Complying with the provisions of these guidelines. Training in stress relief methods.
13	Biological factors - viruses, bacteria	Household members as a potential source of infection	Moderate	Unlikely	Low - acceptable	Protective vaccinations Equipping workrooms with devices and agents enabling effective disinfection. Compliance with procedures.
14	Strain on the speech organ	Lack of skills in using the voice as a work tool. Overstraining of the vocal cords. Drying of the mucous membranes. Irritation of the upper respiratory tract by dust and chalk dust. Occupational and para-occupational disease. Chronic diseases of the vocal organs associated with excessive vocal strain (vocal nodules, vocal cord paralysis, hypertrophic changes).	Moderate	Likely	Medium - acceptable	Not shouting at pupils. Frequent drinking of lukewarm mineral water, and herbal tea during classes. Use of activating teaching and learning methods, skilful planning of the course of classes.

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		Respiratory tract diseases (asthma, bronchitis).				
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Due to the prevailing pandemic, a biological hazard in the form of the SARS-CoV-2 COVID-19 virus is added, which covers all positions.

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2a.	Biological factors							
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<div> <div>QT</div> <div>i c</div> <div>o U</div> </div> <div> <div>OJ</div> <div>> u5 o</div> <div>V o 2</div> <div>so < O</div> <div>OT</div> </div> <div>3</div> <div>Airborne and droplet</div> <div>Respiratory tract infections</div> <div>Severe</div> <div>Unlikely</div> <div>Low</div> <div> Compliance with the guidelines of the Ministry of Health. Ongoing compliance with internal procedures and instructions related to combating the COVID-19 hazard, in particular: - strict hand disinfection, - strict use of assigned personal protective equipment, - respecting the decisions of external authorities (e.g. sanitary authorities regarding quarantine, isolation, etc.) </div>								

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SUMMARY OF RESULTS AND CONCLUSION

Guided by the well-being of our employees, we focus primarily on the highest estimated risk values for each identified hazard, i.e. factors for which a MEDIUM occupational risk has been identified. Therefore, to maximise occupational health and safety at the workstation, the employer and employees should prioritise the implementation of preventive measures, i.e.

Organisational measures include:

- regular preventive medical examinations of employees,
- establishing a clear division of responsibilities among employees,
- conducting periodic inspections and tests of installations, machines and tools. Alternation of tasks
- Knowledge of and compliance with safety instructions for the operation of machines and equipment, transport


Technical measures include:

- removal of hazards, used equipment, purchase of new and safe equipment,
- introduction of measures to limit working time at the computer

MEDIUM RISK (acceptable) – indicates that a hazard exists, but with the use of appropriate protective measures, its level does not pose a threat to the life and health of the employee. In this case, it is recommended to plan and take measures to reduce the level of risk.

Risk prevention: daily inspection of workstations, condition of equipment, visual inspection, condition of passageways and access to workstations, safety measures, strict adherence to instructions and use of safe working methods, briefings, training to raise employee awareness of existing risks, frequent inspections by supervisors. Any irregularities found must be clearly identified, including the location of the irregularity, and immediately removed or reported to the supervisor.

How to respond in emergency situations: any irregularities identified during daily workplace inspections before starting work and during work must be reported immediately to your immediate superior (employer). Irregularities posing a direct threat must be removed immediately or, after securing the place (workstation) where the threat occurs, the place (workstation) must be left. If the danger is removed and eliminated by the employee, the immediate superior must be notified of the actions taken immediately.

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I. General requirements.

Work involving the use of a computer with a monitor may be performed by an employee who:

1. Has undergone preliminary medical examinations and has received a certificate from an authorised doctor stating that there are no contraindications to performing work involving the use of a computer with a monitor.
2. Has been trained in safe working methods and familiarised with the operating instructions for the computer and other devices included in the computer set.
3. Has been informed about occupational risks and hazards to life and health at the workstation.

II. Actions before commencing work

1. Ensure that your workstation is tidy and organised. Ventilate the room before commencing work.
2. Check that all technical equipment at your workstation is complete and that input devices (computer mouse, keyboard) are connected.
3. Adjust the chair settings to the desk and your body size.
4. Prepare the computer for work by:
 - connecting the computer to the power supply,
 - pressing the computer's power button and the monitor's power button,
 - adjusting the brightness and contrast to the current ambient conditions.

III. Workstation

1. The computer workstation should be positioned so that the screen is perpendicular to the window or approximately so. Windows should be equipped with blinds or other devices to limit excessive sunlight in the room.
2. Artificial lighting that does not cause light reflections on the screen should be used in the room where the monitors are located.

IV. Principles of safe work

1. The distance between the employee and the monitor screen must not be less than 40 cm or

2. When working intensively at a monitor for long periods, it is recommended to take at least 5-minute breaks every hour due to the strain on the eyes.

V. Prohibited activities

1. Employing pregnant women at computer screens for more than 4 hours a day is prohibited.
2. Eating meals at the workstation is prohibited.
3. It is prohibited to store flammable liquids at the workstation.
4. It is prohibited to repair computer devices, equipment and workstation accessories powered by electricity without authorisation.
5. It is prohibited to place potted flowers and cut flowers in vases with water above and next to computers.
6. It is prohibited to use USB memory sticks (flash drives) or other data storage devices of unknown origin due to the possibility of introducing a 'virus' into the computer.
7. It is prohibited to wet clean the casing of a computer that is under voltage.
8. It is prohibited to use solvents to clean computer equipment.


VI. Activities after completion of work

1. Switch off the computer and all directly connected electrical devices.
2. Hide documents used during work if they contain confidential information or personal data.
3. **When leaving the workplace, log out of the computer to prevent unauthorised access by unauthorised persons.**

VII. Final remarks

1. In the event of problems with a computer, peripheral equipment or software, please contact the IT specialists who provide support to university staff.

2. Employees are required to immediately report any observed threats to life or health and accidents at work to their supervisor or manager and warn their colleagues and other persons in the danger zone of the impending danger.

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Annex 4

Prepared by: 14-04-2023 1) Michał Kamiński 2) Tomasz Baszak 3) Zdzisław Kubicki	Approved by: 14-04-2023
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Mr(s) (place) , (date)

(full name of the employee)

Employee statements in connection with remote working (teleworking)

1. I hereby declare that I have read the agreement on remote working in force at my workplace and undertake to comply with it.

(employee's signature)

2. Pursuant to Article 67²⁴ § 2 of the Labour Code, I hereby confirm that the materials and work tools, including technical equipment, necessary for performing remote working, not provided by the employer, for which I receive a cash equivalent in the amount agreed with the employer, meet the requirements for occupational health and safety and ergonomics specified in the generally applicable regulations in this area.

(employee's signature)

3. Pursuant to Article 67²⁶ § 2 of the Labour Code, I hereby confirm that I have read the personal data protection procedures related to remote working and undertake to comply with them.
At the same time, I declare that the employer has provided me with the necessary instruction in this respect.

(employee's signature)

4. Pursuant to Article 67³¹ § 6 of the Labour Code, I hereby confirm that I have read the occupational risk assessment prepared by the employer and the information containing the rules for safe and hygienic remote working, and I undertake to comply with them.

(employee's signature)

5. Pursuant to Article 67³¹ § 7 of the Labour Code, I hereby confirm that the remote workstation at the location indicated by me and agreed with the employer provides me with safe and hygienic working conditions and complies with ergonomic principles.

(employee's signature)

Mr(s) _____ (place) _____, (date)

(full name of the employee)

Employee statements in connection with occasional remote working

1. Pursuant to Article 67²⁶ § 2 of the Labour Code, I hereby confirm that I have read the personal data protection procedures related to remote working and undertake to comply with them. At the same time, I declare that the employer has provided me with the necessary instruction in this respect.

(employee's signature)

2. Pursuant to Article 67³¹ § 6 of the Labour Code, I hereby confirm that I have read the occupational risk assessment prepared by the employer and the information containing the rules for safe and hygienic remote working, and I undertake to comply with them.

(employee's signature)

3. Pursuant to Article 67³¹ § 7 of the Labour Code, I hereby confirm that the remote workstation at the location indicated by me and agreed with the employer provides me with safe and hygienic working conditions and complies with ergonomic principles.

I hereby submit this statement for an indefinite period. In the event of any changes to the conditions of remote working, I will inform my employer immediately.

(employee's signature)

Kielce,.....

*Full name, registration number of the employee***ORDER FOR PAYMENT OF A LUMP SUM FOR REMOTE WORKING**

Based on the application for remote working, we recommend paying Mr/Mrs:

as a lump sum for remote working during the period.....

1)

(number of hours x rate)

2)

(number of days X rate)

3)

(number of months X rate)

The amount of PLN in words:

by bank transfer to the account specified by the Payroll Division or to the following bank account

(Human Resources Division - in terms of content)

Date:	ACCEPTANCE	
	Bursar (Quaestor)	Chancellor
	(date, signature)	(date, signature)
(formal and accounting control)		