

Instruction for new employees, tutors, students and guests

Basic safety and work place rules, Institute for Theoretical Physics

Employee/tutor/student/guest (underline applicable term):.....

Direct supervisor:.....

The following points were discussed:

1. Safety at Work (for all)

Behavior in case of fire

Fire extinguishers, escape routes, fire alarm, avoid storage of inflammable materials,

Accidents at work

Prevention principle: Observe—Address: First colleague, then Safety Officer, then Managing Director

Potentially special rules due to COVID pandemic

Who to talk to?

Role of Safety officer, supervisor, Managing director, who is who.

Need for first aid helpers, and fire protection assistants

legally required for safe operations

In particular, german speaking members with long lasting contracts are encouraged to sign up for courses!

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2. Behaviour in case of sick leave (for employees, tutors)

Contact secretaries (via e-mail to office@theorie.physik.uni-goettingen.de) and supervisor

If you are taking sick leave for more than three days: You must obtain a doctor's note

(Arbeitsunfaehigkeitsbescheinigung, AU) stating your incapability to work and submit this to the secretary's office on the 4th day of sick leave.

You can get a doctor's note from your general practitioner, report back at work once you are recovered, see secretaries

3. Recreational leave: Taking vacations (for employees)

Contact secretaries and supervisor

Clear dates with supervisor, send E-Mail to secretaries (office@theorie.physik.uni-goettingen.de), go to secretaries (Ms Schubert) to sign corresponding form

4. Mobile work (for employees)

How to apply for mobile work

Clear with supervisor, inform HR via Lucom, different modes possible

5. Travel

You must obtain a travel permit before taking a business trip

Important for insurance, no reimbursement without travel permit. This is done via Lucom. See the secretaries for instructions and leaflet posted on ITP's webpage

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Date, signature employee/tutor/guest/student

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Date, signature supervisor