

# REGULATIONS

on Occupational Health and Safety  
of Jalal-Abad International University (JAIU)

## 1. General Provisions

1.1. These Regulations establish the basic requirements for occupational health and safety (OHS) at JAIU, the procedure for organizing occupational health and safety work, the allocation of responsibilities, as well as uniform rules of safe conduct for employees, students, and individuals present on the premises of the university and its structural units, including teaching laboratories, the simulation center, and clinical sites.

1.2. These Regulations are part of the Quality Management System (QMS) of JAIU and have been developed in accordance with:

1. the legislation of the Kyrgyz Republic in the field of occupational health and safety;
2. sanitary and epidemiological standards;
3. the Charter of JAIU;
4. local regulations of JAIU.

1.3. The requirements of these Regulations are mandatory for:

1. faculty members;
2. administrative, managerial, and academic support staff;
3. technical staff;
4. students and residents (when performing academic, research, and clinical work);
5. individuals temporarily working or completing internships at JAIU.

1.4. The purpose of these Regulations is to ensure safe working and learning conditions and to prevent accidents, occupational diseases, injuries, and incidents related to violations of occupational safety and health requirements.

## 2. Basic Principles and Objectives of Occupational Safety

2.1. Occupational safety at JAIU is based on the following principles:

1. prioritizing the life and health of employees and students;
2. prevention of injuries and incidents;
3. the employer's responsibility for creating safe working conditions;
4. personal responsibility of each individual for compliance with occupational safety and health requirements;
5. continuous training in safe work practices;
6. systematic analysis of non-conformities and continuous improvement.

2.2. Main objectives:

1. organizing an occupational safety management system at the university;
2. identifying hazards and assessing occupational risks;
3. providing personal protective equipment (PPE) and safe equipment;
4. conducting briefings, training, and internships on occupational health and safety;
5. conducting medical examinations of employees (as indicated);
6. investigating and recording accidents and incidents;
7. developing and updating occupational health and safety instructions for specific types of work.

### **3. Organization of Occupational Safety Management**

3.1. The Rector of JAIU is responsible for the overall management of occupational health and safety (OHS) activities.

3.2. The direct organization and coordination of occupational safety work is carried out by:

1. the university's occupational safety and health officer (occupational safety and health specialist);
2. by vice rectors within their respective areas of responsibility;
3. the heads of structural units (deans, department chairs, center directors, and service heads).

3.3. The occupational safety specialist:

1. develops and updates local occupational safety and health regulations;
2. organizes training and testing of employees' and, if necessary, students' knowledge of occupational safety;
3. monitors the availability and maintenance of training logs;
4. participates in the investigation of accidents;
5. conducts scheduled and unscheduled inspections of occupational health and safety conditions in departments;
6. prepares reports and proposals for improving working conditions.

3.4. Department heads are required to:

1. ensure compliance with occupational health and safety requirements in subordinate departments;
2. organize briefings, training, and internships for employees, faculty, and students;
3. monitor the serviceability of equipment, furniture, laboratory and medical equipment, communication devices, and fire safety equipment;
4. take immediate action upon identifying violations of safety requirements.

### **4. Responsibilities and Rights of Employees and Students**

4.1. Employees (faculty, administrative staff, and other personnel) are required to:

1. comply with the requirements of these Regulations, occupational health and safety instructions, and internal rules;
2. use equipment, tools, and materials in accordance with established rules;
3. use personal protective equipment provided by the employer;
4. immediately report to their immediate supervisor or the occupational safety specialist any accident, incident, equipment malfunction, or identified violations;
5. complete occupational safety briefings, training, and knowledge assessments within the established timeframes.

4.2. Students are required to:

1. comply with internal regulations, occupational safety and health instructions for students, and instructions for working in laboratories, the simulation center, and clinical sites;
2. strictly follow the instructions of the instructor and safety officers;
3. not to begin work (labor or educational activities) without receiving instruction;
4. immediately report any injuries, deterioration in health, or emergencies to the instructor or the person in charge.

4.3. Employees and students have the right to:

1. to safe working and learning conditions;

2. to receive accurate information regarding occupational health and safety conditions;
3. to refuse to perform work in the event of an immediate threat to life or health (with immediate notification of the supervisor);
1. to make suggestions for improving working conditions and safety.

## **5. Training, Instruction, and Testing on Occupational Health and Safety**

5.1. The following types of occupational health and safety training are conducted at JAIU:

1. orientation training;
2. initial on-the-job training (including training laboratories, the simulation center, and clinical sites);
3. refresher training;
4. unscheduled training;
5. targeted training (when performing one-time tasks, during mass events, or during high-risk laboratory/clinical modules).

5.2. **The introductory training** takes place:

1. all newly hired staff;
2. first-year students and new arrivals;
3. individuals undergoing internships and training.

The fact that the introductory training has been conducted is recorded in a logbook of the prescribed form.

5.3. **Initial on-the-job training** is conducted:

1. for all employees upon hiring;
2. for students before they begin work in teaching laboratories, the simulation center, computer labs, clinical sites, and during clinical and industrial training.

5.4. **Refresher training** is conducted at least once every 6–12 months (depending on the type of work and personnel category) and before the start of the new academic year for students (by type of work).

5.5. **Unscheduled training** is conducted:

1. when regulatory requirements or working conditions change;
2. when new equipment, technologies, chemicals, or reagents are introduced;
3. in the event of violations of occupational safety requirements;
4. following accidents.

5.6. **Targeted training** is conducted prior to:

1. high-risk laboratory/practical work;
2. field trips, field research, and expeditions;
3. mass events on the university campus.

5.7. Occupational safety training and knowledge assessments for employees are conducted in accordance with the approved schedule (at least once every three years, and more frequently for certain categories, as required by law).

The results of the knowledge assessment are recorded in a commission report.

## **6. Safety Requirements in Classrooms, Laboratories, and Clinical Facilities**

6.1. The following must be available in classrooms, laboratories, computer labs, the simulation center, and at clinical sites:

1. approved occupational health and safety instructions for specific types of work (for staff and students);
2. evacuation plans for fires and emergencies;
3. accessible primary fire extinguishing equipment;
4. properly functioning lighting, ventilation, and electrical systems.

6.2. Laboratory facilities where chemicals, biological materials, sources of ionizing radiation, and other high-risk equipment are used must additionally comply with relevant sanitary, epidemiological, and radiation standards.

6.3. In the simulation center and at clinical sites:

1. compliance with infectious and biological safety rules is ensured;
2. PPE (gloves, gowns, masks, etc.) is used in accordance with the nature of the work;
3. procedures for handling biomaterials, consumables, and medical equipment are strictly followed.

6.4. Students and staff are prohibited from:

1. turn on and use equipment without permission and in the absence of a responsible person;
2. repair equipment malfunctions on their own without the appropriate qualifications;
3. be in laboratories and clinical areas without lab coats/PPE, if required by safety regulations;
4. use homemade extension cords or overload the electrical circuit.

## **7. Personal Protective Equipment (PPE)**

7.1. Employees and students performing high-risk work shall be provided with appropriate PPE:

1. lab coats, work clothes;
2. gloves, masks, goggles, face shields;
3. if necessary – respirators, safety footwear, etc.

7.2. The issuance, tracking, storage, and use of PPE are carried out in accordance with JAIU's local regulations and applicable standards.

7.3. Employees and students are required to:

1. treat PPE with care;
2. use PPE strictly for its intended purpose;
3. immediately report any damage or unsuitability of PPE.

## **8. Medical Examinations**

8.1. Certain categories of employees (clinical departments, laboratories, those working with biological and chemical agents, etc.) are subject to preliminary and periodic medical examinations to the extent required by law.

8.2. Employees who have not passed the mandatory medical examination are not permitted to perform the relevant work.

## **9. Accidents, Incidents, and Their Investigation**

9.1. Every accident involving an employee or student that occurs on the university campus, at a clinical site, or in connection with educational or work-related activities must be recorded and investigated in accordance with established procedures.

9.2. In the event of an accident:

1. first aid must be provided to the victim immediately, and an ambulance must be called if necessary;
2. the scene of the incident shall, if possible, be preserved in its original condition until the investigation begins (provided this does not endanger the lives or safety of others);
3. the head of the department and the occupational safety specialist must be informed immediately.

9.3. Accident investigations are conducted by a commission appointed by the head of the institution (the rector or an authorized representative). Based on the results, a report is prepared, and measures are developed to prevent similar incidents.

9.4. Based on the results of the investigations, unscheduled briefings are conducted, instructions and local regulations are revised, and risk assessments and risk reduction plans are updated.

## **10. Monitoring, Record-Keeping, and Reporting on Occupational Safety**

10.1. Monitoring of occupational health and safety is carried out by:

1. the occupational safety specialist (scheduled and random inspections);
2. department heads (daily and periodic monitoring);
3. committees (if necessary, by order of the rector).

10.2. The following are maintained:

1. logs of introductory and initial/refresher/unscheduled training sessions;
2. logs of accidents and incidents;
3. logs of PPE issuance;
4. inspection reports and minutes of the occupational safety commission.

10.3. The results of monitoring and analysis of the state of occupational safety and health are reviewed:

1. at university management meetings;
2. at the Quality Council;
3. at department and faculty meetings (as needed).

## **11. Liability for Violations of Occupational Health and Safety Requirements**

11.1. Persons guilty of violating the requirements of these Regulations and other occupational health and safety regulations shall be held liable in accordance with applicable law and local regulations of JAIU.

11.2. Depending on the severity of the violation and its consequences, the following may be applied:

1. a warning or reprimand;
2. restriction/withdrawal of incentive payments (within the framework of current regulations);
3. suspension from work/studies until completion of instruction and training;
4. termination of the employment contract (in cases provided by law);
5. disciplinary measures against students in accordance with the Code of Academic Integrity and local regulations.

## **12. Final Provisions**

12.1. These Regulations shall enter into force on the date of approval by order of the Rector of JAIU.

12.2. All structural units are required to bring their instructions, regulations, and working documents on occupational health and safety into compliance with these Regulations.

12.3. These Regulations shall be reviewed at least once every 3–5 years or upon changes in legislation and other mandatory requirements.

## 1. LOG of introductory occupational safety and health training

### “LOG OF INITIAL OCCUPATIONAL SAFETY AND HEALTH TRAINING Jalal-Abad International University (JAIU)”

*(to be completed at the university level / by the HR department / by the occupational safety specialist)*

No.	Date of Training	Last name, first name, patronymic of the trainee	Position / status (faculty, administrative staff, technical staff, student, intern)	Name of unit (faculty, department, division)	Brief summary of the training (based on the introductory training program)	Full name of the instructor (position)	Instructor's signature	Signature of the trainee	Note
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#### Note:

In the "Summary of Training" column, you may enter the phrase: "Introductory occupational safety training in accordance with the approved program," or the codes for the program sections (Fire Safety, Laboratory Safety, Electrical Safety, etc.).

## 2. LOG of occupational safety training sessions at the workplace

*(laboratories, simulation center, clinical sites, computer labs)*

### “LOG of Initial, Refresher, Unscheduled, and Targeted Occupational Safety and Health Training at the Workplace”

*(separate logbook for each laboratory / office / simulation center / clinical department / IT laboratory)*

#### Title (first page):

LOG

of Occupational Safety and Health Training at the Workplace

Department: \_\_\_\_\_

Premises (laboratory/office/center): \_\_\_\_\_

Person responsible for maintaining the log: \_\_\_\_\_

Logbook started on «» \_\_\_\_\_ 20

Logbook ended on «» \_\_\_\_\_ 20

#### Main table:

No.	Date of training	Type of training (initial / refresher / unscheduled / targeted)	Full name of the trainee	Status (faculty / staff / student / resident / intern)	Group / Course (for students)	Name/ No. of laboratory, classroom, facility	Reason for training (for unscheduled, targeted)	Summary (main topics, references to instructions)	Full name and position of the instructor	Instructor's signature	Signature of the trainee
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**Recommendation:**

For clinical sites, a separate column titled “Department/Clinic” may be added; for IT labs, “Type of work (programming/server administration/equipment testing).”

**3. Sample list of occupational health and safety instructions**

(for inclusion in the Appendix to the Regulations)

This can be formatted as a table titled “List of Occupational Health and Safety Instructions for JAIU.”

**3.1. General Instructions (University Level)**

No.	Instruction Title	Code (conditional)	Responsible Department
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**3.2. Laboratories and Simulation Center (Medical University)**

No.	Instruction title	Code	Where it applies	Person in charge
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**3.3. Clinical Training Centers and Clinical Departments**

No.	Instruction Title	Code	Where it applies	Person in Charge
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**3.4. IT Department, computer labs, server rooms**

No.	Title of the instruction	Code	Where it applies	Person in charge
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**3.5. Facilities Management, Dormitories, Security**

No.	Instruction Title	Code	Where it applies	Person in Charge
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# 1. INSTRUCTION

on occupational health and safety for students  
at JAIU clinical sites

**Instruction Code:** IOT-CLIN-01

**Approved by:** Order of the Rector of JAIU No. \_\_\_\_ dated “\_” \_\_\_\_\_ 20

## 1. General Provisions

1.1. These instructions establish occupational health and safety requirements for JAIU students attending classes, completing practical training, and participating in internships at clinical sites (healthcare facilities) that serve as the university's clinical sites.

1.2. These Instructions apply to all students at clinical sites, regardless of their year of study, form of study, or language of instruction.

1.3. Purpose of the Instructions:

1. to prevent injuries, infectious diseases, and occupational risks among students;
2. to ensure the safe participation of students in the provision of medical care under the supervision of clinical mentors.

1.4. A student is permitted to participate in clinical training only:

1. after completing introductory and initial occupational safety and health training;
2. if they have medical clearances (as required by the healthcare facility);
3. if they have the required uniform and personal protective equipment (PPE).

1.5. Students are required to comply with:

1. these Instructions;
2. the internal rules of the healthcare facility;
3. requirements for infectious disease and epidemiological safety;
4. the instructions of the instructor/clinical supervisor.

## 2. Safety Requirements Before the Start of Clinical Training

2.1. Before the start of the clinical rotation/practicum, the student is required to:

1. complete occupational health and safety (OHS) training (university-level and facility-specific) with a record in the logbook;
2. familiarize themselves with the evacuation plan, the location of emergency exits, first-aid kits, and fire extinguishers.

2.2. The student must have:

1. a clean medical gown (or prescribed uniform), a cap/head covering;
2. a change of shoes (closed-toe, non-slip);
3. if necessary – a mask, gloves, safety goggles/face shield (depending on the department's specialty).

2.3. Students **are prohibited from** entering the clinical facility:

1. if they are feeling unwell, have a fever, a severe cough, or obvious signs of an infectious disease;
2. while under the influence of alcohol, drugs, or toxic substances;
3. without the required medical uniform and PPE.

2.4. Upon first arrival at the clinical site, the student must:

1. introduce themselves to the head nurse/department supervisor and the instructor;
2. clarify the areas where they are permitted to be and the list of permitted activities;
3. familiarize themselves with the local rules of the healthcare facility (ward schedule, visiting hours, waste disposal procedures).

### **3. Safety Requirements While at the Clinical Site**

#### **3.1. General rules of conduct**

3.1.1. The student must:

1. maintain medical confidentiality and protect patient data;
2. behave appropriately toward patients, staff, and other students;
3. perform only those procedures and actions that are expressly authorized by the instructor/supervisor and correspond to their level of training.

3.1.2. Students **are prohibited from:**

1. remain in the department without a supervisor (instructor or clinical mentor);
2. enter staff rooms, operating rooms, intensive care units, and other restricted areas without permission;
3. prescribe treatment or perform invasive procedures (injections, punctures, etc.) independently without the direct supervision of a supervisor;
4. use equipment, devices, or gas supply systems without instruction and authorization.

#### **3.2. Infection Control and Biological Safety**

3.2.1. Mandatory requirements:

1. Wash and sanitize hands before and after contact with patients, gloves, or surfaces;
2. use gloves during any contact with biological fluids;
3. Do not touch your face, mucous membranes, or mobile phone while wearing gloves;
4. replace the mask with a new one if it becomes wet or soiled, or in accordance with regulations.

3.2.2. When working in departments with an increased risk of infection (infectious disease, tuberculosis, COVID-19 units, etc.), the student must **strictly** follow the local instructions of the healthcare facility and may not be permitted in such departments unless required by the program.

3.2.3. Students **are prohibited from:**

1. eat, drink, or store personal belongings in treatment rooms, procedure rooms, or dressing rooms;
2. bring inappropriate items to work areas (personal clothing, bags on work surfaces, textbooks on procedure room tables, etc.).

#### **3.3. Handling of Sharp Objects and Waste**

3.3.1. When working with needles, scalpels, and other sharp instruments, students must:

1. uses only containers designated for "hazardous waste";

2. **does not recap** used needles;
3. does not leave needles or sharp instruments on tables, patient beds, etc.

3.3.2. All waste (combustible, biological, sharp, non-hazardous) must be collected separately according to the color/category labeling system adopted by the healthcare facility.

## **4. Safety Requirements for Performing Procedures and Using Equipment**

4.1. A student is permitted to perform procedures (injections, enemas, blood pressure measurement, blood collection, etc.)

1. only after studying the technique, receiving instruction, and observing a demonstration;
2. under the direct supervision of an instructor or clinical supervisor.

4.2. Before working with medical equipment (ECG machines, defibrillators, suction devices, infusion pumps, monitors, etc.), the student must:

1. receive instruction from staff/instructors;
2. ensure that wires and cords are intact and properly connected;
3. not attempt to repair the equipment on their own.

4.3. Upon detecting any malfunctions (sparking, burning smell, noise, leaks, damaged wires), the student must:

1. immediately stop using the equipment;
2. notify the instructor or person in charge;
3. do not touch suspicious areas, especially with wet hands.

## **5. Safety Requirements After Class**

5.1. At the end of the class, the student must:

1. tidy up the work area and dispose of used supplies in the appropriate containers;
2. remove and dispose of PPE (masks, gloves) in accordance with the healthcare facility's regulations;
3. remove their lab coat/uniform, if required by department regulations.

5.2. The student is required to inform the instructor/supervisor:

1. of any incidents, injuries, or deterioration in health;
2. of any violations of safety rules by other students or staff, if this may pose a threat.

## **6. Actions in Emergency and Unusual Situations**

6.1. In the event of a **needle stick, cut, or contact of biological material** with the skin or mucous membranes:

1. immediately treat the site (in accordance with the local healthcare facility protocol);
2. notify the instructor/designated physician;
3. proceed to report the incident and undergo follow-up observation (exposure prevention stations, etc.).

6.2. In case of **fire or smoke**:

1. immediately notify department staff by phone (if procedures are in place);
2. Follow the evacuation plan and the instructions of the healthcare facility staff;
3. do not use the elevator;
4. do not return to the danger zone without permission.

6.3. If a **student suddenly feels unwell** (dizziness, fainting, pain, etc.):

1. immediately notify the instructor/staff;
2. if necessary, call the on-call doctor or an ambulance.

## **7. Student Responsibility**

7.1. Students are liable for failure to comply with the requirements of these Instructions in accordance with local regulations of JAIU and the rules of the medical facility:

1. a warning or reprimand;
2. suspension from classes at the clinical site;
3. denial of access to clinical practice until completion of refresher training;
4. disciplinary measures (up to and including expulsion—in cases of gross or repeated violations that pose a threat to the life and health of patients or colleagues).

7.2. The student's acknowledgment of the Instructions is recorded by a signature in the training log or in electronic format (LMS / eBilim).

## 2. A brief English-language version for international students

*(may be used as a separate memo or insert to the instructions)*

### SAFETY INSTRUCTIONS FOR STUDENTS AT CLINICAL TRAINING SITES (CLINICAL BASES)

#### 1. **General requirements**

1. Always follow: these Safety Instructions, hospital rules, infection control rules, and all instructions from your clinical supervisor.
2. You are permitted to work with patients **only under the supervision** of a clinical instructor or physician.
3. Do not enter restricted areas (OR, ICU, isolation units) without permission.

#### 1. **Before clinical work**

1. Wear proper medical attire: a clean white coat, closed-toe shoes, and a cap; use a mask and gloves when required.
2. Do not come to clinical practice if you have a fever, acute cough, or signs of infection.
3. Familiarize yourself with the evacuation plan, emergency exits, and the location of fire extinguishers.

#### 1. **Infection control**

1. Wash or disinfect your hands **before and after** contact with every patient.
2. Always wear gloves when handling blood and other body fluids.
3. Do not eat, drink, or use your phone in procedure rooms or near patients.
4. Dispose of all needles and sharps in special containers—**never recap needles**.

#### 1. **Clinical Procedures and Equipment**

1. Perform only those procedures you have been trained and authorized to perform.
2. Do not use medical equipment without instruction.
3. If you notice any damage (smell of burning, broken wires, leaking fluids) – stop using the equipment and immediately inform your supervisor.

#### 1. **After clinical work**

1. Clean your work area and dispose of used materials in the appropriate bins (in accordance with hospital regulations).
2. Remove PPE safely and wash or disinfect your hands.
3. Let your teacher know about any incidents or problems that occur during your shift.

#### 1. **In case of an accident or exposure**

1. If you have a **needle-stick injury, cut, or contact with blood or bodily fluids**, immediately wash and disinfect the area and inform your supervisor.
2. Follow the hospital's protocol for post-exposure prophylaxis.
3. In case of fire – follow staff instructions and the evacuation plan; do not use elevators.

#### 1. **Responsibility**

1. Serious or repeated violations of safety rules may result in removal from clinical practice and disciplinary action by the university.

# JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

APPROVED

Rector of JAIU \_\_\_\_\_ /Full Name/

Order No. \_\_\_\_ dated “\_” \_\_\_\_\_ 20

## **INSTRUCTIONS on occupational health and safety during training sessions at the JAIU Simulation Center**

**Code:** IOT-SIM-01

**Revision:** 1

### **1. General Provisions**

1.1. These Instructions establish occupational health and safety (OHS) requirements for the organization and conduct of training sessions, workshops, and assessment procedures (OSCE/OSPE, etc.) at the JAIU Simulation Center.

1.2. The requirements of these Instructions are mandatory for:

1. teachers and instructors at the simulation center;
2. faculty members of clinical and preclinical departments conducting classes at the center;
3. technical and support staff;
4. students, residents, and other trainees admitted to the sessions.

1.3. Objectives of the Instructions:

1. to ensure safe training conditions when working with simulators, manikins, and simulation equipment;
2. to prevent injuries, accidents, and damage to expensive equipment;
3. compliance with infection control and sanitation safety rules.

1.4. The Simulation Center is classified as a high-risk facility due to the presence of:

1. medical and high-tech simulators (high-fidelity mannequins, defibrillator simulators, monitors, etc.);
2. electrical equipment, power sources, and gas lines (if present);
3. realistic scenarios that may cause emotional stress among trainees.

1.5. Access to the simulation center is permitted only:

1. after completing introductory and initial occupational safety and health training;
2. in the presence of a designated instructor;
3. provided the center's internal rules are followed.

### **2. Duties and Responsibilities of Staff**

2.1. The head of the simulation center is required to:

1. ensure the development and updating of local occupational health and safety instructions for the center;
2. appoint safety officers in individual rooms/laboratories;
3. organize initial, refresher, and unscheduled safety briefings for faculty, staff, and students;
4. monitor the proper functioning of equipment, communication systems, and fire safety equipment.

2.2. The instructor conducting the class is required to:

1. complete occupational health and safety training and be familiar with the operation of the equipment used;
2. conduct a targeted safety briefing for students before the start of the class;
3. not leave students unattended in the classroom;
4. immediately suspend the class if a dangerous situation arises.

2.3. Students and other trainees are required to:

1. comply with the requirements of these Instructions and the instructor's instructions;
2. treat simulation equipment with care;
3. immediately report any equipment malfunctions, injuries, or feeling unwell.

### **3. Safety Requirements Before the Start of the Session**

3.1. Before beginning work in the simulation center, the instructor is required to:

1. check that the lighting and ventilation are working properly and that the aisles and emergency exits are clear;
2. visually inspect mannequins, simulators, monitors, cables, and connectors;
3. ensure there are no damaged wires, sockets, spilled liquids, or foreign objects on the floor or near the equipment;
4. check the presence and accessibility of a first-aid kit and fire extinguishers.

3.2. Before admitting students to the class, the instructor must:

1. conduct a brief briefing on the rules of conduct and safety in the simulation center;
2. designate areas where students are not permitted (technical rooms, server rooms, areas with exposed utilities, etc.);
3. explain the procedures for using manikins, simulators, instruments, and consumables;
4. indicate where students should store their personal belongings so as not to block walkways.

3.3. Students are admitted to the class:

1. in clean medical attire (lab coat/scrubs, change of shoes, and, if necessary, a cap, mask, and gloves);
2. without outerwear, bags, or other items that interfere with safe movement.

3.4. Students **are prohibited** from beginning work:

1. without receiving instruction;
2. if they are experiencing significant illness or severe emotional distress that may hinder safe participation;
3. while under the influence of alcohol, drugs, or other intoxicating substances.

### **4. Safety Requirements During Class**

#### **4.1. General rules of conduct**

4.1.1. The following are prohibited:

1. running, pushing, or sitting on simulators and equipment not intended for sitting;
2. moving mannequins and equipment without the instructor's permission;
3. touching cables, connectors, gas lines, or rack equipment without authorization;

4. changing the settings of the simulator software without authorization.

#### 4.1.2. Permitted:

1. perform only those actions that are specified in the scenario and authorized by the instructor;
2. ask questions about the safe use of equipment at the slightest doubt.

## 4.2. Electrical Safety and Equipment

4.2.1. When working with equipment (monitors, defibrillator simulators, suction devices, infusion pumps, ventilators, etc.), students:

1. shall not turn equipment on or off on their own without the instructor's instruction;
2. do not pull on cords, step on them, or drape cables across walkways;
3. shall not use non-standard extension cords or adapters.

#### 4.2.2. Upon detection of:

1. a burning smell, sparks, excessive heat from the equipment casing, or unusual noise, the student must immediately notify the instructor, stop working, and move away from the suspicious equipment.

## 4.3. Simulation of Procedures and Use of Instruments

4.3.1. All invasive procedures (injections, catheterizations, punctures, etc.) must be performed **only** on mannequins and simulators designed for this purpose.

4.3.2. The use of real sharp objects (needles, blades, etc.) is permitted only:

1. when there is a clear need and an appropriate scenario;
2. under the direct supervision of an instructor;
3. with mandatory disposal in sharps containers.

If safe training needles and instruments are available, it is preferable to use them.

4.3.3. It is prohibited to:

1. performing any invasive procedures on other students or simulated patients;
2. pointing needles, scissors, or instruments at people;
3. leaving instruments on the edge of the table or in places where they could fall.

## 4.4. Infection Control and Sanitary Safety

4.4.1. When practicing care, dressing, wound management, and other skills, students must:

1. follow hand hygiene protocols (use of antiseptic/washing);
2. use gloves and disposable supplies as needed;
3. do not reuse supplies.

4.4.2. When working with simulated blood and other fluids:

1. contact with these substances without gloves is prohibited;
2. in case of accidental spillage, immediately notify the instructor and clean up using the provided supplies.

## **5. Safety Requirements After the Class Ends**

5.1. At the end of the class, the instructor is required to:

1. organize the collection and disposal of used consumables in the appropriate containers;
2. ensure that equipment is turned off and, if necessary, unplugged from the power source;
3. return mannequins and training equipment to their original condition (in accordance with the center's regulations).

5.2. Students:

1. tidy up their workstations (put consumables and tools in their designated places as instructed by the instructor);
2. remove disposable PPE and dispose of it according to the rules;
3. inform the instructor of any incidents, injuries, or malfunctions observed during the class.

## **6. Actions in Unusual and Emergency Situations**

6.1. In the event of an injury to a student or instructor (cut, bruise, burn, etc.):

1. immediately stop work;
2. notify the instructor/person in charge;
3. provide first aid; if necessary, call a medical professional or an ambulance;
4. document the incident in accordance with established procedures.

6.2. In case of fire or smoke:

1. immediately notify by phone (according to the emergency notification procedure) and inform staff;
2. stop working with the equipment and, if possible, disconnect the equipment from the power supply;
3. follow the evacuation plan and instructions from those in charge;
4. do not use the elevator during evacuation.

6.3. If a student suddenly feels unwell (fainting, panic reaction to a scenario, dizziness, etc.):

1. stop the student's participation in the class;
2. Sit or lay the student down in a safe position and ensure they have access to fresh air;
3. call for medical assistance if necessary;
4. notify the simulation center director and the dean's office.

## **7. Liability for Violation of the Requirements of These Instructions**

7.1. Persons who fail to comply with the requirements of these Instructions shall be held liable in accordance with:

1. labor laws (for employees);
2. local regulations of JAIU (for employees and students);
3. the internal rules of the simulation center.

7.2. The following may be applied to students:

1. a verbal or written warning;
2. temporary suspension from classes at the simulation center until completion of refresher training;
3. exclusion from practical classes/OSCE;

4. other disciplinary measures in accordance with the university's local regulations.

7.3. Acknowledgment of these Instructions is recorded by:

1. a signature in the occupational health and safety training log;
2. and/or in the electronic system (LMS/eBilim).

# 1. STUDENT MEMO

## JAIU Simulation Center: Safety Rules

### 1. Before the class

1. Come early; don't be late.
2. Wear:
  1. a clean gown/scrub,
  2. a pair of closed-toe shoes,
  3. if necessary—a cap, mask, and gloves.
3. Leave personal belongings (bags, outerwear) in the designated area; do not block the aisles.
4. Required:
  1. attend the instructor's briefing;
  2. find out where the exits, evacuation plan, first-aid kit, and fire extinguisher are located.

### 2. During the class

#### Strictly prohibited:

1. Running, pushing, making noise, or sitting on mannequins and equipment.
2. On your own:
  1. turn equipment on or off;
  2. change simulator settings;
  3. disconnect cables, or touch gas/utility lines.
3. Perform any "real" invasive procedures on other students or standardized patients.
4. Leave needles, instruments, and supplies lying around.

#### The following is permitted:

1. Doing what:
  1. is specified in the scenario,
  2. is permitted by the instructor.
2. Ask questions immediately if you are unsure how to work safely with the simulator.
3. Handle tools carefully, pass them "handle first," and do not point them at people.

### 3. Equipment and Electrical Safety

1. Do not touch:
  1. the back panels of devices, cables, outlets, or server racks.
2. If you notice: a burning smell, sparks, strange noises, or the device getting hot—
  1. immediately notify the instructor,
  2. move away from the equipment, and do not attempt to "fix" it yourself.

### 4. Cleanliness and Sanitary Safety

1. Wash your hands:
  1. before starting work,
  2. after each scenario,
  3. after contact with "simulated" blood/fluids.
2. Gloves are disposable; do not wash or reuse them.
3. If liquids spill:
  1. notify the instructor,
  2. do not wipe it up or walk on it.

## **5. After class**

1. Clean up your workspace:
  1. place used materials in the appropriate containers,
  2. and put tools and supplies where the instructor tells you to.
2. Remove and properly dispose of PPE, and sanitize your hands.
3. Notify the instructor if:
  1. someone has been injured,
  2. you notice a malfunction in the equipment,
  3. someone feels unwell.

## **6. In emergency situations**

1. Injury (cut, bruise, burn):
  1. stop working,
  2. notify the instructor,
  3. provide first aid or wait for a medical professional.
2. Fire / smoke:
  1. notify staff,
  2. follow the evacuation plan,
  3. do not use the elevator.
3. Sudden illness:
  1. tell the teacher immediately,
  2. don't keep quiet or "tough it out."

## **2. SIMULATION CENTER SAFETY RULES**

### **For students (EN version)**

#### **1. Before the session**

1. Arrive on time; no last-minute rushing.
2. Wear:
  1. a clean white coat or scrubs,
  2. closed, non-slip shoes,
  3. a cap, mask, and gloves if required.
3. Leave bags and jackets in the designated area; keep the hallways clear.
4. Listen to the safety briefing and note:
  1. emergency exits,
  2. evacuation plan,
  3. location of the first aid kit and fire extinguisher.

#### **2. During the session**

##### **You must NOT:**

1. Run, push, shout, or sit on manikins or equipment.
2. Turn devices on or off or change simulator settings on your own.
3. Touch cables, gas lines, server racks, or technical panels.
4. Perform any invasive procedures on real people (other students, standardized patients).
5. Leave needles, instruments, or materials on beds, chairs, or the floor.

##### **You SHOULD:**

1. Perform only tasks permitted by your instructor and the scenario.
2. Ask if you are unsure how to use a device safely.

3. Handle instruments carefully and never point them at people.

### 3. Equipment & Electricity

1. Do not pull on cables, step on them, or move equipment without permission.
2. If you notice a burning smell, sparks, strange noises, or overheating:
  1. stop using the device,
  2. step back and immediately inform the instructor,
  3. do not attempt to repair anything yourself.

### 4. Hygiene and Cleanliness

1. Disinfect or wash your hands:
  1. before the session,
  2. after each scenario,
  3. after contact with simulated blood or fluids.
2. Use disposable gloves only once.
3. If something is spilled:
  1. tell the instructor,
  2. do not walk through or spread the liquid.

### 5. After the session

1. Clean your workstation:
  1. dispose of used materials in the appropriate bins,
  2. return instruments and supplies as instructed.
2. Remove PPE safely and disinfect your hands.
3. Inform your instructor about:
  1. any injuries or incidents,
  2. any equipment issues,
  3. if anyone felt unwell.

### 6. Emergencies

1. **Injury (cut, bruise, burn):** stop, call the instructor, provide first aid if trained.
2. **Fire or smoke:** notify staff, follow the evacuation plan, do not use elevators.
3. **Feeling unwell or panicking:** tell your instructor immediately, step out of the scenario if needed.

## STAND 1.

### “GOLDEN RULES OF THE SIMULATION CENTER”

*Learn safely—train as if in a real clinic, but without risk to the patient*

#### Main text (points for the display):

1. **Always under the instructor’s supervision**  
Do not start working with manikins and equipment until the instructor gives the command.
2. **Manikins only—no “medicine” on living people**  
Injections, punctures, and any invasive procedures—**only** on training models and simulators.
3. **Clean hands and scrubs are part of safety**  
Medical scrubs, change of shoes, and hand hygiene before and after the scenario are mandatory.
4. **Equipment is not a toy**  
Don’t press buttons at random, don’t touch cables, and don’t change settings without permission.
5. **If you see a problem—speak up**  
Injury, smoke, the smell of burning, severe stress, or feeling unwell—notify the instructor immediately. Staying silent is the most dangerous option.

#### Short version in English (can be in small print at the bottom of the stand)

##### GOLDEN RULES OF THE SIMULATION CENTER

1. Work **only under instructor supervision**.
2. All invasive procedures—**on manikins only**, never on real people.
3. Wear proper uniform and keep your hands clean.
4. Equipment is **not a toy**—do not change settings or touch cables.
5. See a problem? **Speak up immediately** (injury, smoke, stress, feeling unwell).

## STAND 2. “ELECTRICAL SAFETY IN THE SIMULATION CENTER”

*Simulators and monitors are a student’s friends, if used correctly*

### Main text:

1. **Don’t touch what you shouldn’t touch**
  1. Don’t tamper with devices, outlets, panels, or back panels.
  2. Do not pull or move cables yourself.
2. **Cables and wires are not an “obstacle course”**
  1. Do not step on wires.
  2. Do not run cables through walkways.
  3. If you see a cable in a passageway, tell the instructor.
3. **The smell of burning, sparks, or smoke—stop what you’re doing**
  1. Stop working immediately.
  2. Move away from the equipment.
  3. Notify the instructor or staff.
4. **Do not attempt to repair anything yourself**

Neither students nor instructors should “repair” equipment with a screwdriver. Only technical staff may do so.
5. **Dry hands are safe hands**

Do not touch the equipment with wet hands and do not place drinks nearby.

### Brief section in English (for the same station)

#### ELECTRICAL SAFETY

1. Do **not** touch sockets, panels, the backs of devices, or server racks.
2. Never step on cables or pull them across walkways.
3. If you notice a burning smell, smoke, or sparks—**stop, step back, and call the instructor.**
4. Do not attempt to repair any equipment yourself.
5. Keep your hands dry and keep liquids away from devices.

## STATION 3. “SAFETY WHEN WORKING WITH NEEDLES AND SHARP OBJECTS”

*Practice as if in an operating room, but without actual injuries*

### Main text:

1. **Only on command and only as directed**  
Do not handle needles, blades, scissors, or other instruments without instruction and a specific task from the instructor.
2. **No “real” procedures on people**  
All injections, punctures, incisions, etc. — **only on mannequins** and special training devices.
3. **Always keep the needle pointed away from people**
  1. Do not point needles or sharp instruments at people.
  2. Do not pass a needle “point first.”
4. **Dispose of immediately after use**
  1. Needles, blades, and sharp objects—only in a rigid sharps container.
  2. Do not leave them on a table, bed, or floor.
5. **If you get pricked or cut, report it immediately**
  1. Treat the wound immediately (following the instructions).
  2. Notify the instructor.
  3. Then follow the protocol (reporting the exposure incident).

### English-language section for the same display

#### SHARP SAFETY (NEEDLES & SCALPELS)

1. Use needles and sharps **only when instructed** and only on manikins.
2. Never perform injections or cuts on real people.
3. Always point sharps **away from people** and pass them safely.
4. Dispose of used needles and blades in **approved sharps containers only**.
5. If you get a needle stick or cut:
  1. wash and disinfect the area,
  2. notify your instructor immediately,
  3. follow the post-exposure protocol.

## STATION 4. “OSCE: RULES OF CONDUCT AT THE STATION”

### 1. Before entering the station

1. Arrive at the station early and wait for the “Start” signal.
2. Do not discuss the tasks aloud with other students in the hallway.
3. Prepare:
  1. your lab coat, ID badge, stethoscope (if required),
  2. pen, form (if provided).

### 2. Entering the station

1. Enter only when signaled (bell/examiner’s command).
2. Greet and introduce yourself:
  1. to the patient / standardized patient;
  2. to the examiner, if necessary.
3. Quickly read the task; *do not argue* with the wording—work with what is given.

### 3. While completing the task

1. **Manage your time**
  1. Don’t get stuck on a single step.
  2. Keep in mind: beginning – middle – final stage.
2. **Structure your actions**

Example (clinical station):

  1. Introduced myself →
  2. collected complaints/medical history →
  3. examination/tests →
  4. Preliminary diagnosis →
  5. examination/treatment plan →
  6. explained to the patient in simple terms.
3. **Practice safety**
  1. hand hygiene;
  2. gloves (if required);
  3. Handle instruments and manikins with care.
4. **Do not argue with the examiner or the “patient”**
  1. Don’t try to “prove you’re right”;
  2. the exam evaluates your completion of the checklist, not your debating skills.

### 4. Completing the station

1. Conclude your actions with a clear summary:
  1. state the main conclusion / diagnosis / plan;
  2. thank the patient.
2. If time is running out—
  1. briefly summarize what else you would have done if you had more time.
3. Leave the station when signaled; do not ask the examiner questions about your grade.

## Brief section in English (at the bottom of the stand)

### OSCE STATION – STUDENT RULES

1. Enter only after the signal, read the task quickly and carefully.
2. Introduce yourself and explain what you are going to do.
3. Be structured: history → exam → conclusion → plan → explanation.

4. Practice hand hygiene and use PPE if required.
5. Do not argue with the examiner or patient; just perform the task.
6. Finish with a clear summary, thank the patient, and leave after the signal.

## **STATION 5. “CODE OF CONDUCT FOR COMMUNICATING WITH PATIENTS AT THE SIMULATION CENTER”**

*Communication skills are part of clinical competence*

### **1. Initiating contact**

1. Knock / announce your arrival.
2. Greet the patient and introduce yourself:
  1. “Hello, my name is ..., I am a student in the ... year at JAIU.”
3. Explain the purpose of your visit:
  1. “I would like to ask you a few questions and conduct an examination as directed by my doctor/instructor.”

### **2. Respect and empathy**

1. Speak respectfully, without using diminutives or slang.
2. Listen to the patient; don’t interrupt.
3. Show that you’ve heard them:
  1. “Am I correct in understanding that what concerns you most is...?”

### **3. Clear language**

1. Avoid complex terms or explain them immediately:
  1. instead of “hypertension” → “high blood pressure.”
2. Check for understanding:
  1. “Did I explain that clearly? Do you have any questions?”

### **4. Confidentiality and boundaries**

1. Don’t ask unnecessary questions “out of curiosity”; stick to the task at hand.
2. Emphasize confidentiality:
  1. “Everything you say will be used solely for educational purposes and will not leave the clinic/simulation.”
3. When discussing intimate/sensitive topics:
  1. speak calmly, neutrally, without comments or judgments.

### **5. Concluding the interaction**

1. Summarize briefly:
  1. “So, today we... (what we did/learned).”
2. Explain what happens next (in the OSCE model—based on the task):
  1. “I will pass this information on to the doctor/examiner, and together we will determine the next steps.”
3. Thank them:
  1. “Thank you for answering my questions.”

## **English section (at the bottom of the stand)**

### **PATIENT COMMUNICATION MINI-CODE**

1. Greet, introduce yourself, explain your role and purpose.
2. Listen without interrupting, show that you understand (“So, your main problem is...?”).
3. Use simple words, explain medical terms.
4. Respect privacy and sensitive topics; avoid judgment.

5. Summarize what you did and what will happen next, thank the patient.

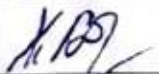
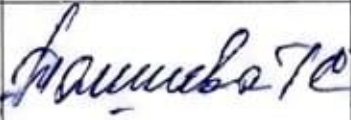







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1000

Effective date: “ ” 20

## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

