



Secretariat

UN LIBRARY

MAY 26 1982

UN/SA COLLECTION

ST/AI/120/Rev.2  
19 May 1982

ADMINISTRATIVE INSTRUCTION

To: Members of the staff at Headquarters

From: Assistant Secretary-General for General Services

Subject: INSTRUCTIONS WITH RESPECT TO REPORTING OF WORK INJURIES,  
SAFETY MEASURES AND ACCIDENT PREVENTION

1. This instruction sets out certain responsibilities of staff and supervisors with respect to the reporting of work injuries, the observance of safety measures and accident prevention. It cancels and supersedes administrative instruction ST/AI/120/Rev.1 of 26 September 1966.

2. The responsibilities are set out under the following headings:

- (a) Reporting of work injuries
- (b) General safety measures
- (c) Use of Library building-Secretariat building tunnel
- (d) Accident prevention - manual workers
- (e) Possible penalties for disregard of safety instructions

REPORTING OF WORK INJURIES

3. Whenever a staff member sustains an injury during the course of the normal work day, he/she shall immediately report the incident to his supervisor and to the Medical Service. If, for any reason, it is impossible for the staff member to report to the Medical Service, the responsible supervisor shall make a report of the incident to the Medical Service as soon as possible.

4. When a staff member sustains an injury while on night duty, or on Saturday, Sunday or holidays, he or she shall immediately report the incident to his or her

supervisor who shall refer him or her forthwith to the security duty officer (room GA-9, extension 6666). A report shall be filed by the Security Section with the Medical Service the following work day. The Medical Service will determine in which cases the staff member shall be required to report in person and will make arrangements accordingly.

5. Delays by staff members in reporting of injuries increase the difficulties of establishing the facts, and may be detrimental to any claim made by the staff member under the compensation rules (staff rule 106.4 and document ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1 issued pursuant thereto entitled "Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations").

6. In all cases the supervisor shall make and retain a written note of the incident.

#### GENERAL SAFETY RULES

7. All staff members are required to avoid unnecessary risks involving their own safety and the safety of others.

8. The instructions under (a), (b), (c) and (d) will illustrate ordinary safety precautions expected of all staff.

##### (a) Windows and blinds

Window sills, air-conditioning enclosures and grills should not be used as shelves for documents or for storage of any kind.

Staff members shall not stand on air-conditioning enclosures, window sills or desks, chairs or other objects adjacent to windows in order to make adjustments to windows or blinds.

Adjustments to windows and blinds requiring use of a ladder will be made, upon request, by personnel of the Buildings Management Service.

##### (b) Equipment other than office machines

Repairs and alteration to building equipment, furniture and fixtures, and the movement of such equipment will be arranged, on request, by the Buildings Management Service.

Only authorized staff members shall undertake these activities.

##### (c) Office machines

The repair of office machines and the movement of typewriters and heavy machines from one location to another will be handled, on request, by the Purchase and Transportation Service or Buildings Management Service.

Only authorized staff members shall undertake these activities. The movement of heavy machines or equipment by untrained persons may cause injury and create accident hazards for others by the exposure of electrical and telephone outlets, etc.

(d) Use of fire-tower stairs

The stairway near the south end of the Secretariat building is a fire escape and should be used for emergency exit only. Except in cases of emergency, staff members should use only the elevators or service stairways. This applies also to the use of fire exit doors and fire emergency passages. Staff members should use the normal building entrances and exits.

USE OF LIBRARY BUILDING-SECRETARIAT BUILDING TUNNEL

9. An alternative entrance to the Secretariat building is provided by the Library building-Secretariat building tunnel, entered by means of the stairs at the north-west corner of the Library building.

10. The tunnel is open Monday through Friday from 8 a.m. to 6.30 p.m. When poor weather conditions prevail (e.g., wind, ice, snow) staff members should use the tunnel for their own protection. While staff members are expected to use their own judgement in this regard, directional signs will be posted at the guard posts whenever called for by weather or constructional hazards, and the security officers will direct staff to the tunnel. Disregard of the signs or directions will be at the staff member's own risk and may be cause for denial of claims made under the above-mentioned staff rule 106.4 and document ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1.

ACCIDENT PREVENTION - MANUAL WORKERS

11. This section concerns the responsibilities of staff whose duties may involve particular hazards of injury.

Responsibilities of staff

12. Such staff members are responsible for carrying out work projects assigned to them in a safe manner, for drawing the attention of supervisors to unsafe conditions, and for specific compliance with all directions for use of safety equipment.

Responsibilities of supervisors

13. (a) Supervisors are responsible for ensuring that each operation, work project or area under their direction is safely arranged, that work is carried out in a safe manner and that personnel under their direction use the safety equipment provided. If, in the judgement of the supervisor, unsafe working conditions exist, he should consult the Safety Section.



(b) Supervisors of manual workers are responsible for evaluating work conditions in advance and obtaining necessary special safety or fire protection equipment from the Fire Unit (room 3B-9, extension 5555) before the work is started. They will also maintain a safety and/or fire watch as required.

#### POSSIBLE PENALTIES FOR DISREGARD OF SAFETY INSTRUCTIONS

14. Staff members are cautioned that disregard of ordinary safety measures may adversely affect their claims for compensation under the above-mentioned staff rule 106.4 and document ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1. Apart from the possible loss of entitlement to claim compensation, wilful disregard of safety instructions by a staff member or supervisor may expose the individual to disciplinary measures.

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