#### Thesis and data storage

#### Good practice rule for writing a PhD thesis

- 1 Monitoring the training of doctoral schools
- 2 Using Word or LaTex software
- 3 Regular backup (see below)

Contact: ed-humanites@univ-poitiers.fr

#### Why make a computer backup?

Example of data loss: -Disasters (fire, water damage, etc.) -Technical failures due to wear and tear of the equipment -Theft or damage to workstations. -Human errors by staff.

#### What is a computer backup?

<u>Objective</u>: to keep a copy of all data -Regular manual backup in two different locations (PC, external hard drive, USB stick) at home and at work -Automatic backup on the MSHS server -Consider encryption of sensitive data

Resource person: Arnaud.LECHRIST, Computer scientist arnaud.lechrist@univ-poitiers.fr

#### Occupational health and safety register

The Director "shall set up the occupational health and safety register"

"Each employee can enter any observations and suggestions that he or she deems appropriate concerning occupational risk prevention and the improvement of working conditions onto this register"

#### It can be used to report :

- risks observed or incurred,
- accidents and incidents, malfunctions
- suggestions on the prevention of occupational risks

# Where to find the Occupational Health and Safety Register?

mailroom on the ground floor danger.grave.imminent@univ-poitiers.fr



A shower is available on the 1st floor of the building

# THE VARIOUS ROLES OF A SAFETY ASSISTANT

ETRE

Assistant

de Prévention,

c'est quoi?

Assist and advise the Director

Welcome new entrants

Raise awareness of good safety practices

Assess and prevent occupational risks

**Organise safety sessions** (First aid, fire extinguisher)

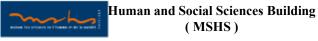
**Keep up to date** the registers on health and safety

**Two safety assistants are at** your disposal in the **MSHS** building *François DEBIEN*, office 1.01 - 06 86 07 83 80 David CHESNET, office 0.56 - 06 79 31 98 06

## Useful numbers:

112 - European emergency number from a mobile phone
3919 - Violence against women
3114 - Suicide prevention
114 - Emergencies for people with hearing loss
0800 23 13 13 - Drugs INFO
0811 91 30 30 - Help ALCOHOL
05 56 96 40 80 - Poison Control Centre

Brochure produced and updated by François DEBIEN - 2022



# Prevention and safety new entrants



#### Contacts

## Director: Thierry OLIVE Deputy Director: Sylvie HANOTE

CNRS health and safety engineer: Damien MONCOQ University Health and safety engineer: Gabriel de ST MARTIN

## **Prevention assistant**

François DEBIEN - 46 89 - office 1.01

David CHESNET - 46 30 - Office 0.56

#### First aid on site:

Yves ALMECIJA / Emmanuel DEMAURY Marie-Christine MERINE / Isabelle MICHAUD Valérie MARCETEAU / Baptiste NEVO /Christine ROS

#### **Questions / Answers**

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Where to find the First Aid Box? Cafeteria

Key available from the Safety Assistants and the MSHS Secretary's office (1st Floor - door 1.31)

Where to find the meeting point? Outside between the two car parks



Where to find a defibrillator? 100m away - MDE (building A6) or SHA (build



