

## 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](mailto: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?

Objective: 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  
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## 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](mailto:danger.grave.imminent@univ-poitiers.fr)



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

## THE VARIOUS ROLES OF A SAFETY ASSISTANT

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



Human and Social Sciences Building  
( MSHS )

# Prevention and safety new entrants



Identification



Evaluation

Prevention



## 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

### 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 (building A6)



## General safety instructions

### In case of fire



Press the red box near an emergency exit to trigger the general fire alarm



Try to tackle the fire with the nearest extinguisher



**CALL 35 00 or 18 (Fire Brigade)**  
(Fire station)

specifying :

- the location of the fire (building, floor, corridor)
- severity (localized or generalized fire)
- the first measures taken (attempted extinction...)

### In case of an fire alarm in the building



Go to the **closest** emergency exit, following the instructions in the evacuation guide and the signposts

- do not use lifts
- don't turn back
- in case of smoke get down, the fresh air is close to the ground



**when** you are outside, go to the gathering place

Outside between the two car parks

### In the event of an incident or illness of a person



Getting help from an occupational health and safety officer



**CALL 35 00 or 15 (SAMU)**  
(Fire station)

specifying :

- the location of the victim (building, floor, corridor)
- severity (conscious or unconscious, type of injury)
- the first measures taken (first aid, etc.)
- if you have already called the fire brigade or the ambulance

### Medical help

On campus, building C4

Telephone reception 05 49 45 33 54

## EVACUATION OF THE BUILDING - List of 1st Intervention team members

Person in charge of evacuating the public to the assembly point outside

### Evacuation officer

#### people with reduced mobility

Yannick BLANDIN - Pr UP 46 99

David CHESNET - IE Cnrs 46 30

### Evacuation Logistics Assistant

Yves ALMEJICA - AI Cnrs 48 39

### DRC - 1st Group

Jean PYLOUSTER - AI Cnrs 47 11

Nicolas VIBERT - DR Cnrs 46 34

Carole TARDIF - TCN Cnrs 47 87

Emmanuel DEMAURY - AI Cnrs 47 87

### RDJ

Gilles DUBUS - IE Cnrs 46 46

### Ground floor - 2nd Group

Abdel BENRAIS - MCF UP 41 27

Valérie MARCETEAU - Adj UP

### 1st Floor - 1st Group

Valérie FOURNIER- TCN UP 62 23

Baptiste NEVO - Adj UP 46 63

Marie-Christine MERINE - Adj UP 46 51

### Library - 2<sup>ème</sup> Group

Rodolphe DEFIOLE - AI Cnrs 46 05

Nathalie MARLET - IE CNRS 46 73

## Waste management at the MSHS

Recycling	Collection site
Paper, plastic bottles ...	Yellow container on each floor and mailroom
Glass bottles	Kitchen
Plastic caps	Mail room
Batteries	Mail room
Ink cartridges	Mail room
Telephones	Mail room



## Health - Travel - Missions

- Have a signed mission order from the laboratory before departure
- An up-to-date vaccination booklet and prepare a first aid kit
- Take the form from the primary health insurance fund
- Find out about the risks in the country you are visiting on the website of the Ministry of Foreign Affairs

