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?

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 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

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

ETRE

Assistant

de Prévention.

c'est quoi?

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 - 2023



Human and Social Sciences Building
(MSHS)

Prevention and safety new entrants

Evaluatio











Contacts

Director: Thierry OLIVE

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?



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

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



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)

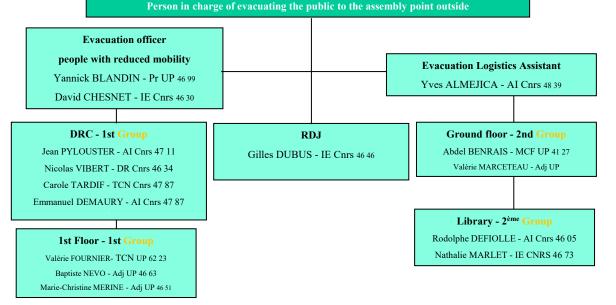
(Fire station)

- 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



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