



# Essential Handbook on HSE Issues

English Version

Updated: March 2026

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European University Cyprus is committed in providing a safe and healthy environment for its students, academic and administrative staff, and any visitors entering its premises. Every staff member, student and visitor have the responsibility to acknowledge and comply with the Health and Safety regulations according to the Health and Safety Management System applied at work and takes an active part in initiating preventative measures to control and eliminate hazards by following the proper guidance.

The Executive Committee in consultation with the Health and Safety Committee of the Organization are making reasonable efforts to provide a safe and healthy working and teaching environment free of accidents, health hazards and property damages. This includes:

- Safe working methods, procedures and Safety Protocols against pandemics.
- Training on Health & Safety issues for all employees.
- Provision of equipment and systems as per Health and Safety rules and regulations.
- Discussions, regular consultations and submission of proposals on health and safety issues.

The safe working culture within the organisation's premises is reinforced by:

- Continually identifying, assessing and controlling possible risks for the health and safety of people that may arise in the workplace.
- Providing information concerning such risks and the instruction, training and supervision of employees to ensure safe work practices.
- Giving employees and students the opportunity to participate in health and safety decisions that affect them via their representatives respectively in organization's Health and Safety Committee.
- Continuous monitoring of subcontractors entering our premises.
- Providing easy access and suitable routes for people with disabilities and/or reduced mobility.
- Our positive safety attitude, knowledge and experience on health and safety methods and the update of the risk assessments when needed.

Finally, the EUC Crisis Management Team is monitoring potential situations related to extraordinary situations or other H&S issues and revising the measures and actions, when necessary, by taking into consideration official announcements by the Cyprus government.

Yours sincerely,

Loukia Polygerinos - Tzyrkas  
Director  
Human Resources Department

European University Cyprus is committed to creating a quality, healthy and safe working environment for staff, students and visitors. In accordance with that commitment, European University Cyprus recognizes the right of all staff and students to work and study in a smoke-free environment and has applied the «No smoking policy» within all its working areas and public spaces, including classrooms, auditoriums, conference rooms, offices, reception areas, lobbies, laboratories, stairwells, as well as all other indoor areas.

The local law N.75 (I) / 2002 on health protection (Smoking Control) states that smoking tobacco is illegal in certain public places (partially or totally covered) and it is an offence to smoke in “no smoking” premises or to permit smoking in “no smoking” areas. Vapes\* fall outside the scope of smoke free legislation, as the act of smoking requires a substance to be burnt, but European University Cyprus has in force an internal regulation to ban staff, students and visitors to smoke both, tobacco and vapes or similar products in the workplace. Smoking tobacco and vapes is also prohibited at the entrances of the University buildings and is only allowed at a reasonable distance away from the buildings (ideally 5m) to ensure that tobacco smoke will not enter the buildings through the doorways or windows. In addition, smoking tobacco and vapes is not permitted within vehicles owned or operated by the University (maintenance team and messengers).

“No smoking” signs are displayed as required.

Compliance with the legislation and the University's policy should be managed on a local basis. Responsible people are requested to implement the policy in the area which is responsible, and ensure that staff, students and visitors and, where applicable, contractors are made aware of this policy and that they comply with its requirements. Any contractor or visitor who refuses to comply with the requirements of this policy will be asked to leave the University premises.

Finally, the University will provide information to assist anyone who wishes to stop smoking.

Yours sincerely

Loukia Polygerinos - Tzyrkas  
Director  
Human Resources Department

Note:

\*Vapes and all the electronic nicotine delivery systems are battery-operated devices that mimic tobacco smoking and are often used as a replacement for cigarettes. They produce a vapour, including flavoured aromas either with or without nicotine.

This Policy demonstrates the commitment of European University Cyprus to support the principles of environmental sustainability and achieve the objectives set. All relevant environmental processes will be reflected through the activities of students, employees and stakeholders, in general.

EUC is working towards the reduction of the environmental footprint of its operations by following the **principles** below based on the UN Sustainable Development Goals (SDGs):

- Responsible consumption of energy, water, paper and other resources.
- Proper Waste Disposal Management.
- Protection of the biodiversity around the campus physical environment.
- Monitoring the aspects and sources of the working environment.
- Compliance with local and international environmental law and regulations.

The **objectives** set for the academic year 2025-2026 are the following:

- Increase the renewable energy produced from PV projects and other actions by 10%.
- Retain the recycling rate of the total generated waste on the maximum possible level.
- Ensure conformity of water and air quality to the legislation specifications.
- Carry out a new energy audit for all the buildings as required by the local environmental laws.
- Organize and implement training sessions on environmental issues (recycling, biodiversity)
- Achieve recertification of the HSE Management System according to the ISO 14001:2015 standard.

The Executive Committee of EUC is committed to the effective implementation of this Policy and has ultimate responsibility for the overall outcome by investing in employees' dedication and discipline.

This Policy is communicated within the University and is available to the public, students and all people working for, in or on behalf of the University.

Loukia Polygerinos – Tzyrkas  
Director  
Human Resources Department

This Policy sets down the rule that pets\* and animals are not permitted to enter the buildings of the European University Cyprus and the Cyprus College in Nicosia and Limassol including individual offices, classrooms, corridors, laboratories, and all common use areas. This Policy concerns all staff members, faculty, students, visitors and external collaborators.

The HSE & Security Office is in close cooperation with the representatives of the Health and Safety Committee of each campus to ensure that this Policy is applied, except for the cases below:

- Use of guide dogs as “assistance animals” for people with disabilities. This requires specific authorization by the Executive Committee.
- Presence of the Police dogs for security purposes before a high importance event.
- Visit of pets or animals for educational purposes of the School of Veterinary Medicine provided that the required risk assessment has been conducted by the HSE & Security Office.

The creation of this policy was deemed necessary because a pet, or an animal may:

- Impede general safety in the common use areas.
- Create problems with maintaining good hygiene and add to the cleaning burden of domestic staff.
- Make distracting and unpredictable noise.
- Display aggressive behavior that could put University members and visitors at risk of injury.
- Affect university and college staff, students or visitors who may suffer allergic reactions.
- Require additional time of attention by the staff in an emergency evacuation situation.

The above reasons have been recorded as health and safety related matters and there may be additional ones to either prohibit or permit pets and animals in the two campuses. For further advice, you may contact the HSE & Security Office. Failure to comply with this policy may result in insurance problems on the University and College premises.

Loukia Polygerinos – Tzyrkas  
Director  
Human Resources Department

\* Definition of a pet: A domesticated or tamed animal that would normally be expected to belong to someone whether there is any acknowledged ownership. Examples of pets include but are not limited to dogs and cats.

## Health and Safety Committee (Updated in November 2025)

No.	Full Name	Members (Representatives)	Position in Organization
1	Loukia Polygerinos – Tzyrkas	Employer Representative	Director, Human Resources Department
2	Michael Mavros	President of the Committee	HSE & Security Specialist
3	Dr Andreas Yiallouris	School of Medicine	Lecturer, Applied Dental Biochemistry
4	Theodora Christina Kyriakou		Lab assistant
5	Dr Andreas Kalogirou	School of Sciences	Assistant Professor, Chemistry
6	Dr Christakis Sourouklis	School of Business Administration	Assistant Professor, Human Resources Management
7	Dr Maria Mastorikou	Labs - School of Sciences	Lab Coordinator
8	Dr Maria Pavlidou		Lab Assistant
9	George Tsinikolas	School of Dentistry	Infrastructure Specialist
10	George Shiamakkides		Lab Assistant
11	Chrysi Tomouzou		Lab Assistant
12	Maria Zalti	Enrollment Department	Students Advisors
13	Anastasia Christodoulou	Department of Accounts	Administrative assistant
14	Mike Koliandris	Department of Operations and Information Systems	Facilities Supervisor
15	Demetres Theodoulou		Administrative Assistant
16	Constantinos Kasapis		Sound Technician
17	Maria Andreou	Library	Librarian
18	Maria Christodoulou Phil.	Department of Marketing and Communication	Events Specialist
19	Maria Christodoulou Theod.	Rectorate	International Affairs Office
20	Katerina Kertemiou	School of Veterinary Medicine	Lab Assistant
21	Eleni Iakovidou	School of Humanities, Social & Education Sciences	Administrator
22	Chrysostomos Chrysostomou	Cyprus College	Instructor



## First Aid & Medical Office

Availability

08:30 – 20:30

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Dr. Antonia Kalli  
Katerina Constantinou  
22713003

External collaborator: CARE MEDICAL INSTITUTE – 22 272282 - (located in Engomi)



A/A	Full Name	Department / Office / School	Certificates Expiry date
1	Anastasia Christodoulou	Bursar's Office	April 2027
2	Neophyta (Efi) Michael	Erasmus Office	
3	George Shammakides	School of Medicine	
4	Theodora Christina Kyriakou		
5	Constantinos Kalogirou		
6	Sophia Themistokleous		
7	Styliana Poliviou		
8	Chrysi Tomouzou		
9	Mihaela Cristina Nuta	School of Dentistry	
10	Panayiotis Constantinou		
11	Demetra Markantoni	School of Sciences	
12	Xenia Ioakim		



A/A	Full Name	Position	Area of coverage
1	Michalis Michael	Advisor	North Block
2	Alexis Andreou	Messenger	North Block
3	Andreas Koushios	Facilities Technician	North Block
4	Constantinos Kasapis	Sound technician	North Block
5	Maria Pavlidou	Lab Supervisor	North Block
6	Christos Kypri	Instructional Designer	East Block
7	Andreas Kounoupis	Financial Aid Advisor	West Block
8	Demetres Theodoulou	ΕΣ.Υ.Π.Π.	South Block
9	George Antoniou	IT Specialist	South Block
10	Theodoros Tzitzimbourounis	Librarian	South Block
11	Andreas Andreou	Athletic Coach	Athletic Center
12	Constantinos Drosos	Hearing, Speech & Language Clinic	Block A
13	Cleo Varianou	Lecturer in OSH program	Block C

## General Instructions

1. Do not try to extinguish the fire yourself.
2. Activate the alarm sirens by pushing the nearest break-glass device.



3. Dial the European emergency call number **112** and report the exact location of the fire.
4. Do not panic. Walk quickly to the closest emergency exit.



5. Close all doors but do not lock them as you leave the fire area
6. Do not use elevators. If power is disrupted, elevators will stop working and will remain on the ground floor with the doors open.
7. If smoke is encountered, bend on your knees and crawl along the wall to the nearest exit.
8. If you are unable to exit the building:
  - Remain calm and do not panic.
  - Keep your body down on lowest level and crawl if necessary.
  - Place a wet cloth, if possible, over your mouth to serve as a filter
  - Shout out loud / Signal for help from a window. Use any available towel or other object.



9. Go to the **predetermined and safe assembly points (1,2,3)** which are featured at the Appendix 1. Be alert for possible falling objects along the escape routes.
  - **Assembly point no.1:** *Between Athletic center and open football field.*
  - **Assembly point no.2:** *Southwest corner of Cyprus College.*
  - **Assembly point no.3:** *East side of the University's private road.*
  - **Assembly point no.4:** *Behind the outdoor roofed stage of the Cafeteria.*
10. Stay at the appropriate assembly point, waiting for new instructions from the HSE & Security Office (Police and Fire Service may be called and involved)



### **General Instructions:**

1. Do not run or panic. Keep calm even if you hear the alarm.
2. Stay away from glass and windows, if possible. Take cover under a desk, heavy table or bench, or against inside walls and doorways, or in the corner of the room.
3. Do not leave the building until the quake stops.
4. After the earthquake stopped, leave the buildings through the stairwell.
5. Do not rush into the exits since the stairwell may be broken or jammed with people.
6. Do not use elevators as the power may fail.
7. Go to the **predetermined and safe assembly points (1,2,3)** which are featured on the next slide. Be alert for possible falling objects along the escape routes.
  - **Assembly point no.1:** *Between Athletic center and open football field.*
  - **Assembly point no.2:** *Southwest corner of Cyprus College.*
  - **Assembly point no.3:** *East side of the University's private road.*
8. Stay at the appropriate assembly point, waiting for new instructions from the HSE & Security Office (Police and Fire Service may be called and involved)

## General Instructions

With the aim of ensuring responsible information and the safety of our university community, please note that in the event of an emergency – such as the activation of a siren or official instructions from the University or the Cyprus Civil Defence – all personnel and students must remain calm and follow the directions of Security Personnel and Safety Representatives of the University. Personnel and students will be guided to the designated shelters located in the basements of North Block B and Tower Building B (as clearly indicated on the map below), or to the nearest Civil Defence shelter as indicated through the **SafeCY** mobile application. This information is precautionary, and the University remains in continuous coordination with the relevant authorities to ensure the safety of the campus community.

**SafeCY** is the official mobile application of the Cyprus Civil Defence designed for **civil protection and emergency preparedness**.

### **Main features:**

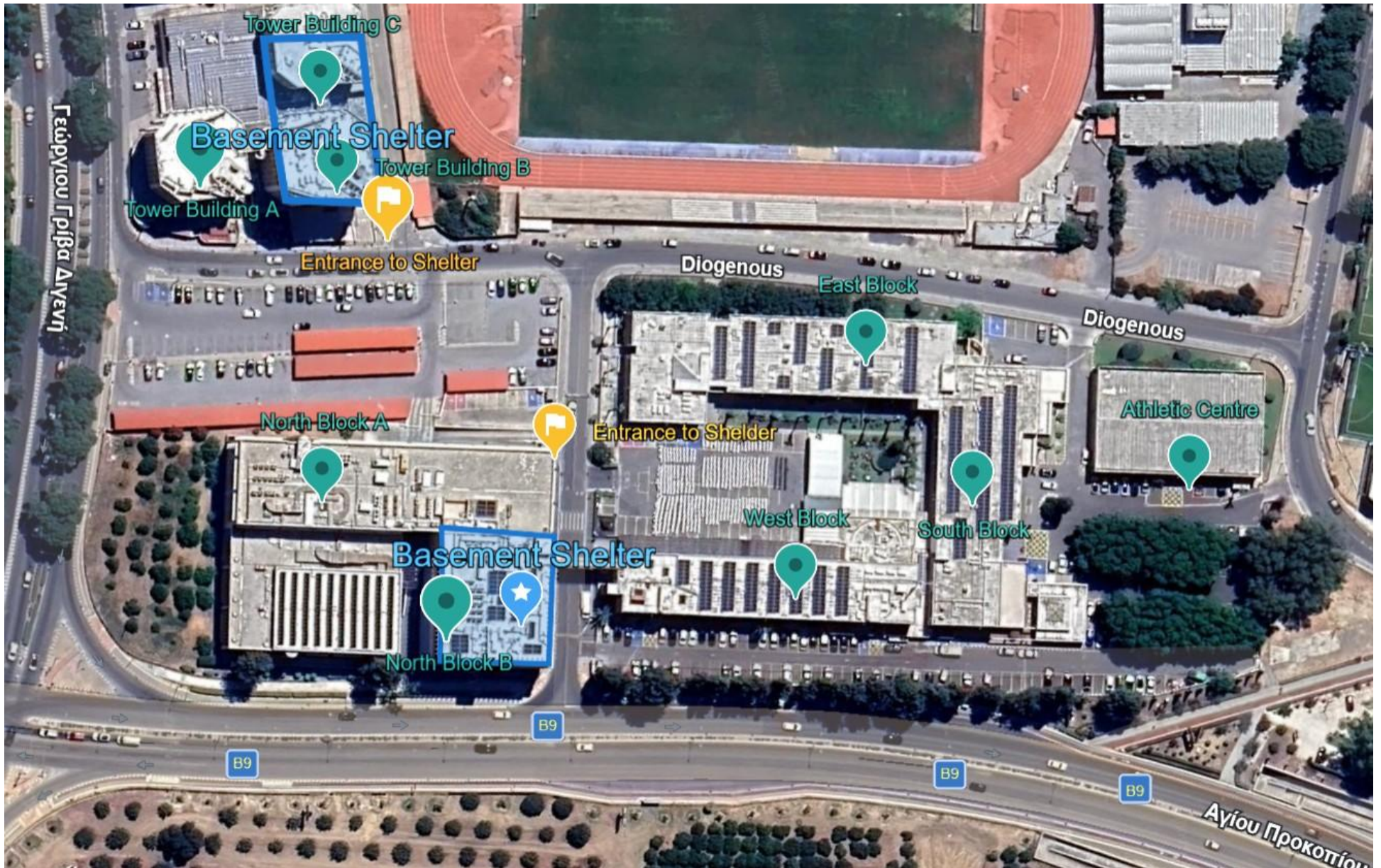
- Locate the **nearest Civil Defence shelter** in real time using GPS
- View shelters on an **interactive map**
- Search for shelters by **address or postal code**
- Access **basic self-protection guidance in case of emergencies or attacks**

The application is **free** and available for:

- **Android (Google Play)**
- **iOS (Apple App Store)**

### **How it works:**

1. Enable **GPS** on your mobile phone.
2. The app displays **nearby Civil Defence shelters** on the map.
3. By selecting a shelter, you can view **information such as location and capacity**.



AED is a medical device with a built-in heart rhythm analyzer. It checks the victim's heart rhythm and detects an abnormal heart rhythm that needs defibrillation (electric shock).

In total, there are **11 (eleven) A.E.Ds** into premises of EUC & CC. The First Aid and Medical office is responsible for ensuring the operational readiness and proper functionality of all the automated external defibrillators. Each A.E.D. is on a different floor in a locked white box pointed by the international sign:

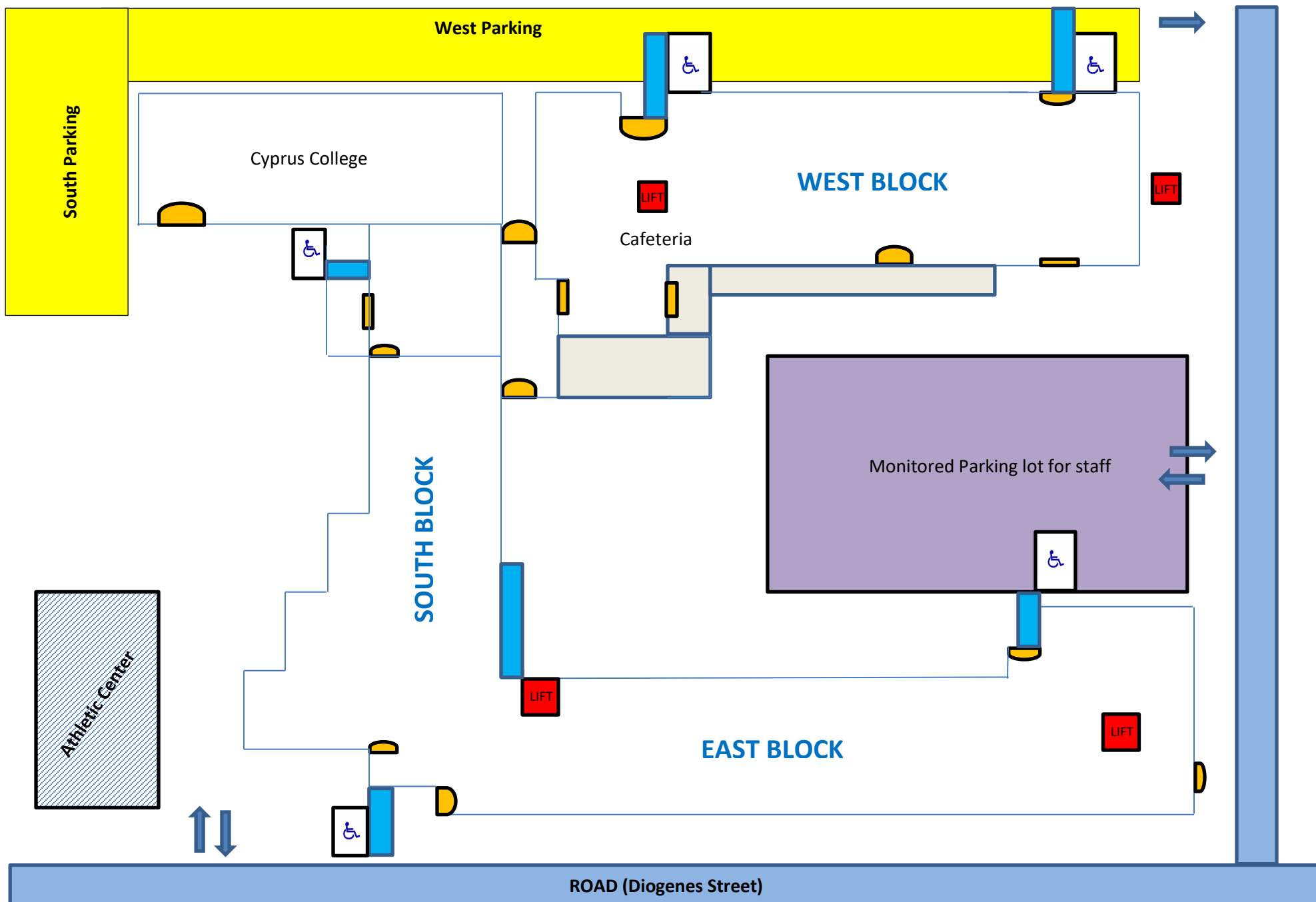
Building	Location	Type	Language
North Block A	1st floor – Outside the kitchen	<b>LIFE LINE</b>	GR
North Block B	1 <sup>st</sup> floor – School of Veterinary Medicine	<b>SMARTY SAVER</b>	EN
North Block A	2 <sup>nd</sup> floor – Outside the lab N.20	<b>NF1200</b>	GR
North Block A	3 <sup>rd</sup> floor – School of Medicine	<b>LIFE LINE</b>	EN
North Block A	4 <sup>th</sup> floor – School of Dentistry	<b>LIFE LINE</b>	EN
West Block	Outside the First Aid Station	<b>LIFE LINE</b>	GR
East Block	Outside the Aesthetics lab	<b>NF1200</b>	GR
South Block	Into the Library	<b>NF1200</b>	GR
Athletic Center	Next to the referees' lockers	<b>ViVest PowerBeat X1</b>	EN
Block A	Hearing and Language Clinic	<b>NF1200</b>	GR
Block C	CERIDES	<b>SAVER ONE</b>	GR

**International Sign for the Automated External Defibrillators**



Appendix 1. Assembly Points





- Smoking is prohibited in all indoor places and staircases. **(See “No Smoking Policy”)**
- Food keeping and consumption in the offices is not allowed.
- Avoid the use of uncertificated extensions units with multiple sockets as a preventive action against fire by possible overheating.
- Do not use worn out cables. Replace any worn out cable when detected.
- Do not let your computer or other electronic equipment be messy.
- Avoid using sockets with two poles, as those have no grounding. Sockets with three poles should be always used.
- Do not attempt at any time to maintain or repair any office equipment in case you are not authorized to do so and immediately contact the appropriate department to handle the issue.
- Do not place scissors and/or paper cutters near the end of your desk with the sharp side facing up, as this may expose you in danger, irrelevant to the probability of a hazardous accident.
- Do not open many drawers at the same time to avoid limitations of space in your working place.
- Do not pull your chair back while you are seated as you may lose balance and fall.
- Do not place books and box files above bookshelves since creating uncertain columns an accident or damage may occur.
- Do not open many books and files on your desk other than those needed for a specific task at that time, as a measure to avoid working stress and pressure. Try to have a tasks list to deliver your work effectively and efficiently.
- Retain your library and cabinets on the wall if their height exceeds 1,60m to avoid probable accidents or injuries in case of an earthquake. For this issue you should contact the maintenance technicians.
- Acknowledge and remember the nearest exit door or escape route to use it in case of emergency evacuation.
- Acknowledge and keep in mind the nearest fire extinguisher in case you need to use it. Note that each kind of extinguisher is used for different types of fire.
- Adjust your seats to have your back in a vertical position compared with the surface of the floor. **(See “Guide of Ergonomics”)**
- Adjust the sound and the intensity of your telephones – mobile phones, as a measure to not disturb your colleagues.

- Make sure that there is enough space under your office desk to feel comfortable on your chair and be able to move your legs without any difficulties.
- Verify that your computer's screen is found at least 50cm from your eyes. (See "Guide of Ergonomics")
- Confirm that you are not seated behind a computer screen. (See "Guide of Ergonomics")
- Verify that your computer's screen is readable and adjustable to avoid difficulties created by possible reflection of lighting.
- Verify that the keyboard of your computer is functional and responds suitably and effortlessly.
- Ask for a footstool if you need one.
- Do not situate your face close to the printing and copying machines to avoid the breathing of invisible ink dust.
- Do not use portable electric heaters in your office.
- Do not leave your computer in waiting mode during the night. Prefer to shut down when leaving the office at the end of the day or during lunch breaks.
- Call immediately the cleaning department if you observe that a significant amount of liquid substance is poured on the floor.
- Always place your cup of coffee or your drink outside the area where your hands move with the computer mouse to avoid subsequent incidents and losses.

**Note:**

Everyone should comply with the instructions above, without exception.

For any questions or clarifications, please contact the HSE & Security Office.

- Avoid using air-conditioning units for either heating or cooling purposes when the windows are opened wider than 10cm.
- Separate the paper waste from the other kinds of waste in your office and use the different colored bins for rejected glass, plastic, batteries and tonners equivalents.
- Turn off the lights every time you leave your office or classroom for a long time or during breaks.
- Switch off the air-conditioning units every time you leave your office or classroom for a long time or during breaks.
- Do not leave your computer switched on or in waiting mode during the night. Prefer to shut it down when leaving the office for lunch or break.
- Check twice your document before printing or copying.
- Familiarize yourselves with how the copy machines operate and use the function of double-sided copy as much as you can for saving paper.
- Print in colour only if it is required.

**Note:**

Please make sure that all the above instructions are fully understood and that you comply with them. For any questions or clarifications, do not hesitate to contact the HSE & Security office.