

## INTERNAL INSTRUCTION: Transmittal of general information and instructions according to § 3 section 1 ASchG via e-mail

Dear employees of the University of Innsbruck,

The Leopold-Franzens-Universität is one of the biggest employers in Tyrol. In order to fulfill information duties and instruction duties according to the employee-protection-law, a fast and gapless information is required.

**We therefore have decided to transmit important information of general interest as well as instructions to you via the intranet or the e-mail-service.**

Only by that, a gapless and up-to-date information base between employer and employees can be assured.

We want to inform you that it is your service duty to check your e-mails on a possibly daily base, as well as the announcements via intranet (<https://www.uibk.ac.at/de/intranet/>) and mind incoming information and instructions.

Further, the platform "Uniwiki" provides you with helpful and up-to-date information: <https://community.uibk.ac.at/uniwiki/>. Information available in English is labeled with a British flag. Click the flag to read the English article.

The University's Welcome-Info provides information on e.g. working, living and accomodation in Innsbruck: <https://www.uibk.ac.at/en/about-us/welcome/>

Concerning the topic of work security, you can further contact:

- the unit for security and health, "Sicherheit und Gesundheit", director **DI Christoph Genser**, DDI 21000, [arbeitnehmerinnenschutz@uibk.ac.at](mailto:arbeitnehmerinnenschutz@uibk.ac.at) as well as
- for law-medical concerns the works doctor **Dr. Elisabeth Oberrauch**, DDI 21006 [Arbeitsmedizin@uibk.ac.at](mailto:Arbeitsmedizin@uibk.ac.at).

Please consider this information.