

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-University is one of the largest employers in Tyrol. In order to fulfill information and instruction duties according to the employee-protection-law, prompt and complete communication is required.

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

Hence we aim to ensure a rather quick and complete exchange of information between employer and employees.

We want to inform you that it is your service duty to check your **e-mails** every day, to log in to the **intranet** (<https://www.uibk.ac.at/de/intranet/>) and pay attention to 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 accommodation in Innsbruck: <https://www.uibk.ac.at/en/about-us/welcome/>

You can also contact the Safety and Health Service Unit:

- Safety and Health Service Unit "Sicherheit und Gesundheit", head **DI Christoph Genser**, phone 21000, arbeitnehmerinnenschutz@uibk.ac.at and
- the company doctor **Dr. Elisabeth Oberrauch**, phone 21006, arbeitsmedizin@uibk.ac.at for occupational health matters.

Please take note of this information.

All employees of the University of Innsbruck apply for an **e-mail account** at the ZID (IT-Center). You will find further information at <https://www.uibk.ac.at/zid/index.html.en>