

GUIDE

TO OCCUPATIONAL RISK PREVENTION FOR EXTERNAL COMPANIES CARRYING OUT TASKS AT THE UAB

COORDINATION OF ACTIVITIES

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1. Introduction

The Universitat Autònoma de Barcelona (UAB) believes in and is committed to a strong health and safety policy. To that end it strives to reach all members of the community, including external companies that, either frequently or occasionally, carry out tasks on the different university campuses (in Bellaterra, Barcelona or Sabadell) and in hospital teaching units.

The aim of this guide is to inform companies that carry out tasks at the UAB of the risks that exist in the workplace and of the preventive, protection and emergency measures that must be applied in compliance with Article 24 of Law 31/1995, on the prevention of occupational risks, and Royal Decree 171/2004 that regulates business coordination.

These general rules can be extended depending on the characteristics of the work to be carried out. In addition to the general rules, all the rules derived from current legislation on occupational risk prevention must also be complied with.

This document does not exempt companies from complying with the obligations established by law on occupational risk prevention with respect to their workers and with respect to the UAB.



At the UAB, tasks carried out by external companies can converge with tasks carried out by the university.

2. Localisation

The main campus of the UAB is in Bellaterra, in the municipality of Cerdanyola del Vallès, about 20 km from the centre of Barcelona and about 25 km from El Prat airport. In addition, The UAB also has campuses in Sabadell and Barcelona and teaching units in various hospitals in Catalonia.

The UAB is seen as a small city, both for its size (262.5 hectares) and for its facilities. It also has excellent communications, with motorway, road, bus and train connections with the metropolitan area of Barcelona and the rest of Catalonia.

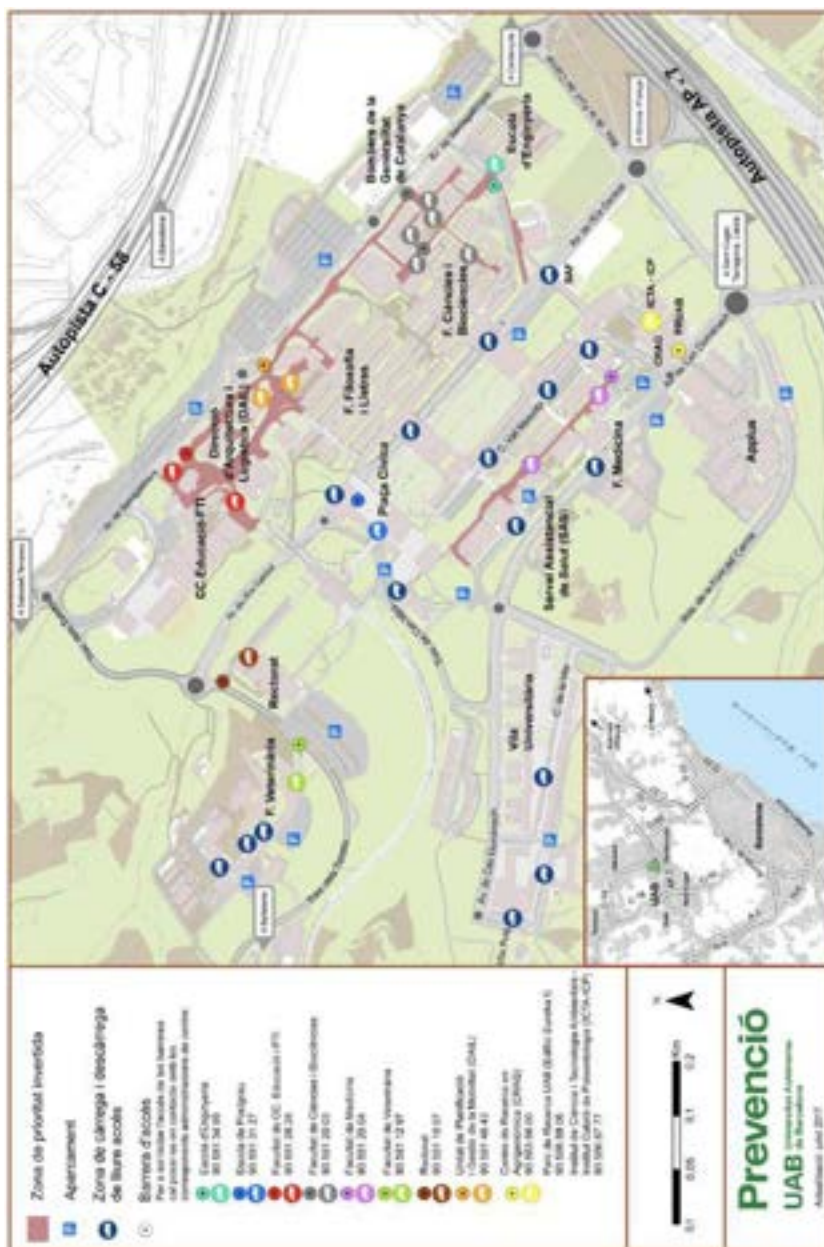
The UAB has become the nerve centre of development in Catalonia thanks to the industrial and technological expansion of the Vallès area.

You can use the UAB App&Town app to calculate your route to or from the Bellaterra campus, as well as the routes within it, by any of the available means of transport: on foot, by bicycle, public transport, car or motorbike. The app also allows you to search for multimodal routes (combining, for example, public transport and bicycle) and plan trips based on departure or arrival time and accessibility.

<http://apptown.accessibilitat-transports.uab.cat/>

Aerial view and location map of the UAB campus in Bellaterra

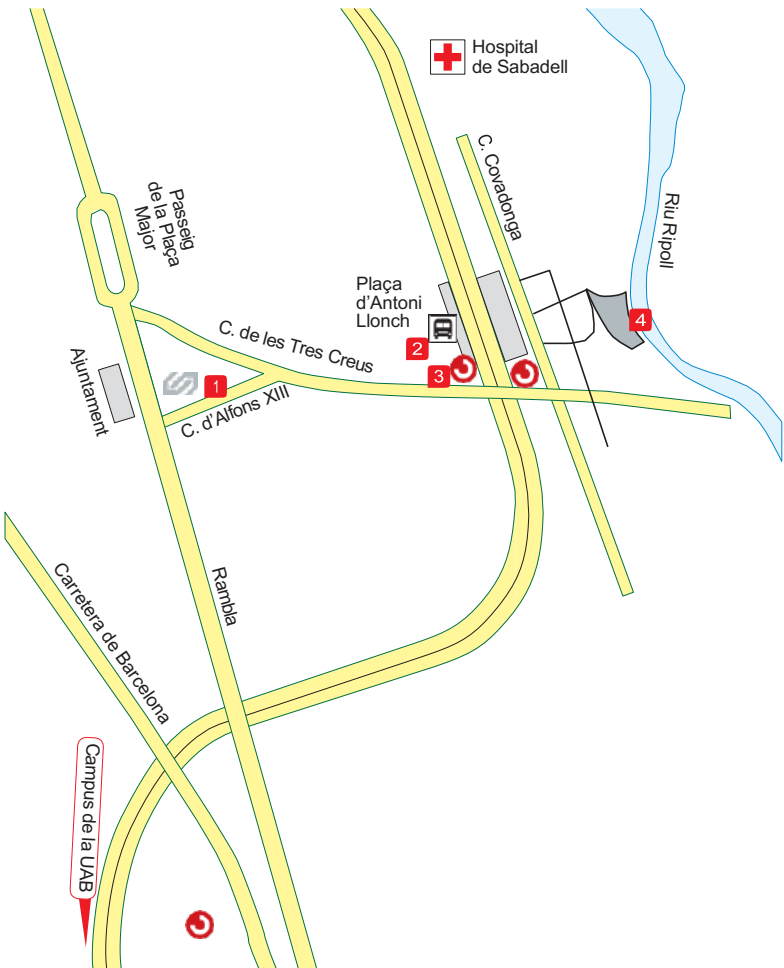






Aerial view and map of the UAB campus in Sabadell





1. Estació dels FGC
2. Estació d'autobusos
3. Estació de la Renfe
4. UAB Sabadell



3. Coordination measures and tools

The UAB has its own Health and Safety Office, which is responsible for all prevention tasks, including the coordination of the prevention measures for companies that carry out their work in the UAB centres and grounds.

The general business coordination procedure programmed by the Health and Safety Office includes the following:*

- Communication between companies and exchange of information on the status of their prevention measures.
- Delivery of the general safety standards that must be complied with.
- Scheduling of meetings where necessary with companies working on shared tasks.
- Scheduling field visits.
- Other actions as necessary, such as accident investigation, monitoring of improvements, and training.

* The total or partial application of the procedure depends on the type of company and the activity carried out.

4. General safety instructions at the UAB

- Smoking is prohibited on all university premises.
- Work areas must be kept clean and tidy while you are working and at the end of your work. Untidiness generates confusion and mistakes and can cause accidents.
- Establish a physical separation when working with tasks that could pose a risk to third parties.
- Never handle receptacles or containers of products or waste without the training.
- Observe the general and specific signing on the campus.
- If in doubt when you are working, ask. See the useful phone numbers in section 10 of this guide.
- If the general or specific self-protection plan is activated in any building (continuous alarm) remember you have to assist the emergency teams when asked.
- If the task you are carrying out could generate large quantities of dust or smoke, etc. report to the Estates and Logistics Office to avoid false alarms set off by smoke detectors and inconvenience to staff.
- Make sure you know where firefighting equipment



It is important to cordon off areas that pose a risk to third parties.

(extinguishers, hose cupboards, alarm buttons, etc.), evacuation routes and emergency exits are located. Remember them and make sure that there is never anything blocking access to them.

- When you have to leave a work area, leave all equipment out of the reach of third parties: disconnect tools from the mains or store them under lock and key.
- Always walk slowly down the stairs and use the handrail. Many of the accidents on the campus occur on staircases.
- Remember that for all the following types of work you always need the authorisation of the person responsible or the Estates and Logistics Office before you begin:
 - Work at height (except that carried out on stepladders, scaffolding or platforms),
 - Work in confined spaces,
 - Work on roads or paths or
 - Work in laboratories

(See specific sections.)



Do not use equipment that not properly maintained or damaged.

- Use personal protection equipment (PPE) for the tasks and in the places that require it.
- The use of PPE is always obligatory, never voluntary.
- Do not handle fuse boxes without prior authorisation. Remember that only the adjudicating company can authorise this task.
- Do not remove or switch off protection devices or shields on work equipment.
- Only use equipment that is in correct working order. Remember that all equipment has to comply with the applicable regulations.
- For electrical work only use extension leads and electrical conductors in correct working order.

- Do not work with electrical equipment outdoors in adverse weather conditions.
- Respect the environment: dispose of waste in the places reserved for that purpose.
- Report any situation of risk or deficiency that you detect or encounter on the premises or during work procedures to the person responsible or to the Health and Safety Office.



The use of PPE is obligatory in places and during the tasks that require it.

5. General instructions for work at height

Work at height is understood as being activities carried out two or more metres above street level that require any kind of equipment to reach the work area or carry out the tasks.



Always ensure your own safety and that of others.

Stepladders

- Sign and cordon off the work area, especially if it is a thoroughfare or behind a door.
- If carrying out electrical work use wooden or fibreglass ladders.
- For safety reasons the use of Painted ladders is prohibited.
- If you are carrying manual tools use bags or belts to leave your hands free.
- When carrying a ladder place it on your shoulder with the top of the ladder angled toward the ground in front of you.
- Work carried out at more than 3.5 metres from the ground can only be carried out if you have some supplementary safety measures in place to avoid the risk of falls. E.g. life lines, anchor points, etc. In any case, consult the person responsible for your team of the Health and Safety Office.



Collective protection takes priority over individual safety when working on roofs.

Scaffolding

- Scaffolding can only be erected, taken down or worked on by trained workers.
- Cordon off the work area in all cases.
- Always engage the brake on mobile scaffolding units.
- Put all protectors in place.
- Support the scaffolding against the structure whenever possible.
- Close all accesses to the different levels of the work.
- If the scaffolding has stabilisers, use them.
- Do not work in adverse weather conditions: high winds, rain, frozen ground, etc.

Roofs

- For long term works collective protection may be needed (guardrails, etc.).
- For short term work on roof without collective protection the appropriate individual protection equipment must be used.
- Do not work in adverse weather conditions: high winds, rain, frozen ground, etc.
- For this kind of work use effective means of communication such as walkie-talkies or mobile phones, etc.
- Remember it is recommended you work in groups of at least two people.

Platforms

- Only use platforms on surfaces that can support them. If you have in any doubt about the resistance or uniformity of the ground consult the Health and Safety Office.
- Cordon off the work zone where the platform is located. Use acoustic and visual warnings when you move the platform.
- Observe the safety distance from power lines or any other electrical elements.
- Do not allow third parties access to the platform.
- If necessary, contact the Estates And Logistics Office for assistance from the UAB Security and Surveillance Service.



6. Specific risks generated by the UAB as a result of its own activities

Los riesgos específicos que genera la UAB como consecuencia de su propia actividad son:

- Chemical risks
- Biological risks
- Physical risks

Chemical risks

Chemical risks are understood as the damage that can be caused by chemical elements or compounds, either alone or in combination.

Biological risks

Biological risks are understood as any type of infection, allergy or toxicity produced by a biological agent. A biological agent is understood to be any microorganism, toxin, cell culture or human endoparasite.

Biological agents can be classified in 4 groups according to the risk. However, the UAB uses only risk groups 1, 2 and 3.

Physical risks

Physical risks are understood to be the damage that can occur as a result of the present of dangerous energies such as in ionising and non-ionising radiation, noise, heat, etc.

Where are they found?

These risks generally occur in:

- laboratories of the Faculty of Science
- laboratories of the School of Engineering
- laboratories of the Faculty of Veterinary Medicine
- laboratories of the Faculty of Medicine
- laboratories of the Farms and Experimental Fields Service
- laboratories of the Animal House
- laboratories of the Centre for Animal Biotechnology and Gene Therapyel
- laboratories of the Institute of Biotechnology and Biomedicine)
- laboratories of the Hospital Clínic Veterinari
- laboratories of the Food Technology Plant Service

- laboratories of the Necropsies building
- laboratories of the Health Care Service
- photographic laboratories of the Faculty of Communication
- practicals laboratories of the Faculty of Education
- Psychobiology laboratories
- electronics laboratory of the Sabadell School of Informatics
- storerooms for hazardous products and waste
- laboratories of the Department of Geography
- laboratories of the Department of Prehistory
- weights room of the Physical Activity Service



Appropriate behaviour in facilities and laboratories plays a key role in safety.

Even so, if we follow the basic rules and instructions given and behave respectfully, **we can carry out the activity with maximum guarantees of safety for everyone.**

General instructions laboratory use

- No eating or drinking is allowed. Food or drink may not be stored in any of the refrigerators in the laboratory.
- To access the laboratories in advance, you must notify the person in charge of the laboratory.
- Strictly respect the rules and instructions of hygiene and cleanliness of the laboratories.
- When handling or working on potentially contaminated surfaces, always wear disposable gloves and ask the laboratory staff if any other protective equipment is needed.
- Do not touch your eyes, nose, mucous membranes or skin with gloves on.
- Do not handle any drum of products or waste under any circumstances.
- Always work on surfaces are clear of products and containers. If this is not possible, do not start any work.

- Wash your hands after working in these types of spaces.
- In the event of accidental contact with chemicals, use the showers and eyewashes installed to minimise the consequences of this type of accident. Remember that even if you use them you may still require medical treatment.
- Do not leave the laboratory with gloves on.
- Do not handle any gas bottles that you do not have to use in your activity.
- Consult with the person responsible for the laboratory before handling any equipment about which you have doubts.
- Consult with the person in charge of the laboratory about possible additional precautions that you should take into account in these spaces and also consult them if in doubt.
- If you detect any anomaly in the facilities or procedures, notify the person responsible for the area.
- Do not work alone in any laboratory. If this is strictly necessary, the person in charge of your equipment and the person in charge of the laboratory must be made aware of this.



Order and cleanliness are essential for doing your work safely.



Take off your gloves before leaving the handling laboratory.

Specific instructions for action in biological laboratories:

- The person responsible for the laboratory is the one who establishes the rules and procedures for authorising access.
- Maintenance or cleaning staff may only enter NCB2 areas (with containment level 2) with the express authorisation of their direct managers and the supervisor of the installation.
- In laboratories with containment level 2 or higher, a special protocol must be followed. At the entrance door, you will find the following information:
 - the International Biohazard signal,
 - the name of the person in charge of the laboratory and of the person or persons acting as substitutes in their absence, and
 - any special conditions to be complied with by those who access the work area.

This information is included in the following model:

WARNING!



BIOLOGICAL RISK
AUTHORISED PERSONNEL ONLY

BIOLOGICAL SAFETY LEVEL

BIOLOGICAL AGENT: _____

ENTRY REQUIREMENTS: _____

IN CASE OF EMERGENCY, CONTACT:

	Telephone
Supervisor:	
Substitute:	

Specific instructions for action in radioactive facilities:

- All laboratories or workplaces with radiation have a trefoil sign on the door.
- In order to access these laboratories, authorisation from the supervisor is required.
- Respect the rules and instructions of hygiene and cleanliness of the laboratories.
- If you find any equipment or container with the trefoil sign, do not touch it.
- If in doubt, consult the Ionising Radiation Service (tel. 93 581 33 34) or the Health and Safety Office (tel. 93 581 19 50).



All radioactive facilities have signage on the access door.

7. Security and emergency signage

Warning signs



Explosive materials



Inflammable materials



General danger



Oxidising agent



Corrosive materials



Electrical risk



Strong magnetic field



Low temperature



Laser radiation



Non-ionizing radiation



Toxic materials



Biological risk

Signs of obligation



Obligatory head protection



Obligatory face protection



Obligatory eye protection



Obligatory hand protection



Obligatory ear protection



Obligatory protection of the respiratory tract



Obligatory foot protection



Obligatory individual protection against falls



General obligation



Compulsory pedestrian lane



Obligatory protection of the body

Prohibition signs



No smoking



No smoking or naked flames



Do not extinguish with water



Non-drinking water



No unauthorised access



Do not touch



Access prohibited



Access with pacemaker prohibited

Labels of hazardous substances and compounds



Environmental hazard



Corrosive



Health hazard



Irritant-sensitiser



Inflammable



Explosive



Oxidiser

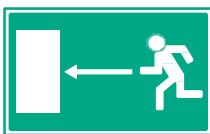


Gases

Rescue or safety signs



Push bar



Evacuation route



Automatic door button



Eyebath



Emergency shower



First aid

Firefighting signs



Evacuation siren



Extinguisher



Hose



Sign to firefighting equipment

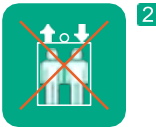


Alarm button

8. Instructions for action in case of emergency:



- When you hear the continuous alarm, stop what you are doing safely and get ready to leave.
- Stay calm.
- Do not run.
- If you are in a laboratory and you hear an alarm specific to that laboratory (from the oxygen, hydrogen, carbon monoxide detectors, etc.) stop what you are doing, leave the laboratory and ask for further instructions.



- Approach the personnel identified with the orange vests.
- Do not use the lifts.
- Many emergency doors are closed with an electromagnetic system.

To open the door press the button located next to it and then operate the lever or the panic bar.

- Do not return to areas already evacuated.



- Go to the muster point or the place indicated to you until the return to normal is declared.



- Leave the exit doors free.



- Help if you are asked to.
- Follow the instructions of the emergency teams.



- If the fire blocks your exit:
 - Close the doors.
 - Cover any cracks with water-soaked clothing.
 - Report your situation to 93 581 25 25.
 - Make sure you can be seen through the windows.



- If there is smoke:
 - Crawl on all fours.
 - Protect your respiratory tract with a wet cloth.



- If your clothing catches fire:
 - Do not run.
 - Don't try to remove it.
 - Roll on the floor.
 - If you are in a laboratory, use fireproof blankets.



- In the case of snowfall, if you are on campus, follow the special signage and warnings for these situations.
- Before you travel, find about The State of the roads.
- Make sure you can leave and arrive at your destination..
- If you are driving a car, equip it accordingly and check the fuel level.
- Use public transport if you can.



- In the case of confinement, follow the orders of the evacuation, alarm and confinement teams.
- Go to the assigned places and do not move around the buildings.
- Stay away from open spaces.
- Don't stay in your vehicle. It is not a safe place.
- Do not attempt to leave the building for the duration of the state of emergency.
- If you are responsible for a group of people (for example, if you are giving training), bring them to the muster point.



Action in case of emergency

Fire



Exit the premises and close the door to confine the fire.



Raise the alarm. Press a fire warning button.



Call the Security Service and notify the nearest concierge.



Use fire extinguishers only if you know how they work.



Remember: use the stairs. Do not use the lifts because you could get trapped in them.

Evacuation



When you hear the continuous alarm, stop what you are doing and turn off the equipment.



Follow the emergency signs.



Obey the instructions of the emergency teams.



Go to the muster points. Do not stay at the exits.

Accident



Protect yourself from the risk caused by the accident.



Call the First Aid Team and the Security Service.



Stay by the side of the injured persons. Do not move them. Keep them warm and reassure them.

Emergency telephone
93 581 2525



Carry it on your mobile

Catalan
Spanish
English

9. Critical spaces and work on campus

Traffic routes

- The rules of the road must also be respected within the UAB facilities.
- You must notify and ask for collaboration from the Security and Surveillance Service when carrying out any task on the road.
- It is obligatory to cordon off the work area, to guarantee the safe and easy execution of tasks and the safety of third parties.
- When working near or within roads, the use of reflective vests is obligatory.
- If in doubt, ask.



Tasks on traffic routes must be signalled well in advance and with your own safety and that of third parties in mind.

Confined spaces

A confined space is understood to be any enclosed space where there may be limited openings for entry and exit, spaces in which the atmosphere may be unbreathable or become unbreathable due to the very nature of the tasks carried out there, due to lack of oxygen, pollution of toxic products or poor natural ventilation and, in general, spaces that are not designed for continuous occupation.

When working in these areas, you need to do a number of tasks before and after carrying out your work.

Before you start the work

- Authorisation is required from the Estates and Logistics Office or the supervisor of the facility at the UAB.
- You must bring effective means of communication into the workspace (walkie talkies, mobile phone, etc.). Before entering, check its load.
- In all cases, the work team must be made up of at least two people.



Confined spaces. Galleries.

- Notify the Estates and Logistics Office or the supervisor of the start of the work.
- Check that the personal protective equipment (PPE) you use is appropriate for the task at hand.
- Where appropriate, ventilate the space for at least 15 minutes and periodically during tasks.
- Establish a security perimeter at the entrance to the space if it could pose a risk to third parties or the work team.
- Consider the possibility of external security.
- Ask any questions to the person in charge of your team or to the Health and Safety Office.

- In galleries it is mandatory to wear a helmet and boots and bring a torch.

After you have completed the work

- Leave the workplace clean and tidy.
- Inform the installation supervisor or the Estates and Logistics Office of the completion of the tasks.
- Remove all signage from the perimeter if it has been installed
- Report any damage that may have been caused or that



To access the service galleries, the safety instructions must be respected.

you have identified to the Estates and Logistics Office or the supervisor of the installation.

- Ask any questions you may have at the Health and Safety Office or the Department of Architecture and Logistics.

Fire and hot work (cutting, welding, etc..)

- Lighting fires outside buildings is prohibited. If for justified reasons you have to do so:

1. ask for permission;
2. notify the Security and Surveillance Service, and
3. Respect established protocols.

- If you have to do hot work or work that involves the presence of a flame outside, this must be authorised by the administrative unit or service that is responsible for it, so that the appropriate prevention measures can be taken. In any case you must:

- Establish a security perimeter of at least 10 metres.
- Have a fire extinguisher in the work area.
- Have non-combustible material available (blankets, irons).
- Wet the entire work area.
- Carry effective external communication elements (telephones, walkie talkies...).

- You must also have a permit before carrying out hot work (such as cutting or welding operations) inside buildings.
- For this type of task you must have portable extinguisher equipment nearby suitable for the type of fire that could be started. Do not begin any such task if you do not have these means of protection.
- The environment closest to operations with non-combustible material must be protected (by means of screens made of material similar to the old M1 or M2) so that the possible sparks generated by the activity cannot cause a fire.
- When the work is finished, a thorough inspection of the area where the cutting and welding work has taken place will be carried out. The absence of heat sources that could lead to a fire outbreak must be guaranteed. Then, the work area must be cleaned up and left in a perfect state of order and cleanliness.
- The area where these welding tasks are carried out must be ventilated before the work and while it is being carried out.



To carry out hot work, an authorisation and complementary safety measures are required.

- In the event that the work area is not ventilated or cannot be ventilated, efficient gas collection equipment must be installed and used during welding or cutting work.
- Additional safety measures must be taken depending on the location (for example in critical spaces) following the criteria of the technician of the Estates and Logistics Office who provides the work permit or the criteria of the person who authorises the task.
- For all welding work, the necessary personal protective equipment (PPE) must be used: gloves, face protection appropriate to the specific type of welding, protective footwear, etc.

10. Useful telephone numbers

In the event of an emergency or health emergency:

Security and Surveillance Service _____ 93 581 25 25

If in doubt:

Health and Safety Office _____ 93 581 19 50

Estates and Logistics Office _____ 93 581 11 04

The UAB, as the owner company and in compliance with Royal Decree 171/2004, has drawn up this document (*Health and Safety Guide for External Companies*) that it delivers and in which it informs of the following:

1. Risks that exist at the UAB as a result of its own activity.
2. General safety recommendations in the workplace.
3. Prevention and protection measures to be adopted.
4. Emergency resources available at the UAB.UAB

The UAB reserves the right to immediately stop the work carried out by any of the companies present on the campuses when it considers that these tasks are being carried out in a way that endangers workers, third parties or the integrity of the UAB facilities. The site managers of the Estates and Logistics Office, the infrastructure and maintenance technicians and the technicians of the Health and Safety Office are the UAB staff in charge of this supervision.

However, the undersigned, who has read and understood the content of the material delivered, undertakes to:

- Inform all its employees about the content of this guide.
- Comply with and ensure that its employees comply with the instructions it has received from the UAB.
- Supply this information to all the companies it subcontracts.
- Comply with the legal regulations in force throughout the area occupied by the UAB.

I agree with the specifications drafted in the Health and Safety **Guide for External Companies** and accept them.

Signature:

Full name of the person responsible for the tendering company

Company name:

Tax no:

Date _____ 20 _____