

GENERAL HEALTH AND SAFETY REGULATIONS AT THE UB



The purpose of this document is to provide general information on the risks existing in the University of Barcelona's buildings and to send it to the companies and institutions that carry out activities at the University of Barcelona so that they can disseminate it among their employees.

The indications in this document do not exempt from compliance with the specific risk prevention regulations for each sector and activity.



UNIVERSITAT DE
BARCELONA

Oficina de Seguretat,
Salut i Medi Ambient

_GENERAL REGULATIONS



Always comply with the instructions you receive from the UB contact person. Ask any questions you may have.



Do not circulate on UB premises if you are not authorised to do so.



Do not tamper with UB equipment or facilities unless you have received authorisation to do so.



Keep the facilities clean and tidy.

You should know the emergency exits, evacuation routes and the nearest safety devices (fire extinguishers, alarm buttons, emergency showers, eyewash, etc.) in case you need to use them in case of emergency.



Respect the safety signs.



It is forbidden to make fire, smoke or light flames outside the places prepared for this purpose.



You may only store food or drink in designated areas; under no circumstances in places where chemicals, samples, etc. are stored or used.



Eating and drinking is allowed only in places intended for that purpose.



Respect scrupulously the rules of personal hygiene: wash your hands regularly.



Do not put your own and others' safety and health at risk.



The UB is a smoke-free area and smoking is prohibited throughout the building.

_GENERAL RISKS

The **general risks** in the UB's facilities are listed below, along with the basic preventive measures that the company renting the facilities must observe.

This information is completed with the **basic emergency rules** of the center and the **specific safety rules** of the areas where the activity takes place, which you will find in the following steps of the online procedure.



Risk of falling on the same level

Preventive measures

- Careful and attentive movement is necessary: do not run and use the handrails when descending stairs.
- Use suitable footwear with non-slip soles.
- Respect the regulatory signs indicating slippery floors and the signs indicating unevenness, obstacles and other hazards that could cause people to fall.
- It is necessary to maintain order and cleanliness in all premises where work is carried out.
- Collect all the material at the end of the task or the day.
- Do not run equipment wiring along walkways or work routes.
- Passageways must be kept clear of obstructions; if this is not possible, work or storage areas should be signposted where they interfere with passageways.
- If lighting is considered insufficient, report the situation to the BU.



Risk of electrical contact

Preventive measures

- Do not carry out any electrical work, even the simplest operations (accessing an electrical panel and manipulating a switch, etc.).
- If you observe any electrical anomaly, report it. Do not try to fix it.
- Before using electrical appliances or equipment, check that they are in perfect condition and inform yourself about the precautions to be taken when using them.
- Never open the protections of electrical appliances and respect all electrical hazard signs.
- Use equipment with CE marking against electrical hazards.
- Do not stretch electrical cables to move them or move electrical appliances or equipment.
- Do not use extension cords to plug in work equipment, except in specific situations.
- Avoid the presence of water and moisture near electrical wiring.
- Avoid placing wiring in passageways or in places where it can be damaged (splashed, pulled or crushed, etc.).
- Do not connect multiple plugs to sockets or appliances with damaged casings.

Risk of starting and spreading fire

Preventive measures

- Smoking is strictly forbidden on all UB premises.
- It is necessary to comply with the indications provided in the emergency action document.
- It is necessary to be familiar with the building where the work is being carried out: evacuation routes, signage, exits, location of fire-fighting equipment, alarm buttons, etc.

_RISKS FOR EXTERNAL MAINTENANCE COMPANIES

General recommendations:

- Keep the work area clean and tidy during and after work. Disorder generates confusion and errors and causes accidents.
- Physically delimit tasks that could pose a risk to third parties.
- During absences in a work area, keep work equipment inaccessible to third parties. This is equivalent to keeping equipment disconnected from power sources or locked away or confined with a key.
- Respect the general and specific signage found in the faculties or centers.
- In case of activation of the general or specific self-protection plan of any building (continuous alarm), remember to collaborate with the emergency team at all times.
- If the work you are doing may generate a large amount of dust, smoke, etc., in addition to using the appropriate individual or collective protection equipment, you must inform the center's contact person (logistical technician) to avoid false alarms from the fire detectors and inconvenience to personnel.
- Locate fire protection equipment (fire extinguishers, fire extinguishers, fire extinguishers, fire extinguishers, etc.), evacuation routes and emergency exits. Familiarize yourself with them and keep them always clear of obstacles.

In case of doubt during your work, **ASK** the person designated as a preventive resource in your company and/or the UB contact person.

REMEMBER that all the work that involves

- vertical works
- work in confined spaces
- work in circulation routes
- work in laboratories
- any other work of special danger,

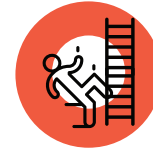
ALWAYS require authorization from the person responsible for the space, the center's interlocutor (logistics technician) and/or the UB's Area of Infrastructures and General Services before they can be used.

Any situation of risk or defect that you detect or that you find in the facilities or in the work procedures must be communicated to:

- the preventive resource of your company,
- the contact person at the center (logistics technician),
- the UB's Area of Infrastructures and General Services and/or the UB's
- the prevention service.

Respect the environment, dispose the waste in the places provided for this use.

_GENERAL RECOMMENDATIONS ON VERTICAL WORKS



In order to carry out work at the UB, it is essential to provide the corresponding documentation for the correct coordination of preventive activities, to demonstrate that the workers are authorized to carry out the work and that they have the appropriate experience and training, and to have contacted the center's contact person (logistics technician) and/or the UB's Area of Infrastructures and General Services beforehand.

Remember that:

- Work involving a risk of falling from a height of more than 2 m can only be carried out if a safety harness is used that is properly attached to lifelines, anchorage points, etc., or if other alternative protection measures are adopted (lifting platforms, bucket trucks, platforms, etc.).
- Work over 5 m cannot be done on manual ladders, but must be carried out on platforms or elevating platforms.
- It is not allowed to carry out any type of exterior vertical work in case of unfavorable meteorological conditions (excessive wind, rain, snow, low illumination, glaciated ground, etc.).

Risks associated with the use of ladders

Preventive measures

- Ladders must be checked periodically and always before use.
- To access high places, the ladder must exceed 1 m from the top of the support point to ensure safe access. Do not reach the last step of the ladder.
- Wear non-slip shoes.
- Remember that it is forbidden to paint the wooden scales, since they can hide the defects.
- Always use wooden or fiberglass ladders in case of electrical work.
- Work over 3.5 m from the point of operation to the ground will only be done if complementary safety measures are applied, such as lifelines, anchor points, etc.
- Hand ladders cannot be used by two or more people at the same time.
- The work area must be marked and delimited, especially if working in passageways or behind a door.

Risk of working on roofs

Preventive measures

■ In work on roofs without collective protection, it is necessary to use the appropriate personal protective equipment (PPE), to have effective communication elements and to work in groups of at least two people.

■ In tasks of long duration, it is necessary to foresee the placement of collective protection (bars, vertical bars, etc.).

■ Remember that, before accessing the covers, you must first request authorization and the corresponding information to be able to access them from the center's contact person (logistics technician) and/or the UB's Area of Infrastructures and General Services, and act in a preventive manner according to their status.

Risk of working on scaffolding

Preventive measures

■ You can use bastides with the CE conformity marking.

■ Only properly trained personnel can assemble and disassemble these structures, as well as work on them.

■ Do not use deformed fish for the assembly of the base.

■ It is obligatory to always fix the fre to the wheels of the mobile bases.

■ Attach the base to the structure whenever possible.

■ Always use support bases in good condition, correctly installed and anchored.

■ Always delimit the work area.



Risk working on platforms

Preventive measures

■ Maintain safe distances from power lines and any other electrical element.

■ Use the platform only on stable, even and resistant surfaces. In case of doubt, contact your UB contact person.

■ In order to keep your hands free, use straps or belts when carrying hand tools.

■ Avoid overloading the platforms. Keep only the material strictly necessary for the continuity of the work.

■ The harness must be properly tied as tightly as possible to the platform.

■ Keep the equipment inaccessible to third parties.

■ Delimit the working area of the equipment. During the movement of the platform, use the acoustic and visual warnings available.

_GENERAL RECOMMENDATIONS IN ELECTRICAL WORKS



Do not manipulate electric grids if you are not authorized to do so.

Only the company awarded the contract is authorized to perform this task.

Remember that:

- As a general rule, whenever possible, electrical work should be carried out without voltage.
- Only authorized and/or qualified personnel are allowed to handle electrical equipment and installations.
- It is NOT allowed to work on the mains with voltage when there are adverse weather conditions (rain, snow, stone, hail, strong wind, etc.).
- If you need to connect electrical equipment, use only connection sockets and electrical conductors in good condition.

The work done in teams must be done according to the following **five basic rules in the face of electrical risk (five golden rules)**:

- 1.** Disconnect the voltage sources. Check all voltage sources and isolate the part where you will work.
- 2.** Interlock and block the carving devices. Signal the prohibition of maneuvering. Each person who may be working there will have to have his or her own pipe for locking and blocking.
- 3.** Verify the absence of tension in all the separated parts.
- 4.** Ground and short-circuit all possible voltage sources.
- 5.** Delimit and mark the work area. Do not restore the service without making sure that there is no one working there.t

_GENERAL RECOMMENDATIONS ON WORK EQUIPMENT (MACHINES AND EQUIPMENT)

- All machinery or work equipment to be used must have EC marking, EC declaration of conformity, instruction manual, instruction book, work protocols or instructions (SOPs, etc.).
- Workers must have received adequate training and information on the risks derived from the use of work equipment, as well as on prevention and protection measures. They must be expressly authorized by their company.
- Periodic inspections of all equipment must be carried out and recorded. Make sure that the protection devices are in good condition before using any equipment.
- Use only working equipment in good working order. Remember that all equipment must comply with the applicable regulations.
- It is forbidden to remove or modify any protection device. Use the equipment according to the manufacturer's instructions in the corresponding manual.



_GENERAL RECOMMENDATIONS REGARDING EXPOSURE TO CHEMICAL PRODUCTS

- As a general basic rule, when handling any chemical product, always follow the manufacturer's instructions, indicated on the product safety data sheet and on the label.
- It is important that you know the meaning of the pictograms and the H (hazard) and P (safety) phrases of each product and that you follow the indications.
- Keep the containers sealed once they have been served.
- Use the original containers, correctly labeled.
- Do not eat or drink when dangerous chemical products are being served.
- Respect scrupulously the rules of personal hygiene.
- Inform the University of Barcelona of the list of chemical products to be used (cleaning products, detergents, disinfectants, adhesives, paints, solvents, etc.). Also provide the corresponding follow-up data sheets.
- Guarantee the action procedures or work methods and the personal protection equipment (PPE) necessary to handle these products in a safe way.

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