

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 for companies and/or institutions that rent space at the University of Barcelona and for them to disseminate it among their users.

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 premises 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 smoke-free and smoking is prohibited in the entire building.

_GENERAL RISKS

The following are the **general risks in the UB's facilities**, as well as the basic preventive measures that the external company and its staff must comply with.

This information is completed with the **basic emergency regulations** of the centre and the **specific safety regulations** of the areas where the activity is carried out, which you will find in the following steps of the online procedure.



Risk of falling on the same level

Preventive measures

- Move carefully and attentively: do not run and use handrails when descending stairs.
- Wear suitable footwear with non-slip soles.
- Respect the regulatory signs indicating slippery floors and the signs warning of unevenness, obstacles and other hazards that could cause people to fall.
- Maintain order and cleanliness in all the premises where you work.
- Collect all material at the end of the task or day.
- Do not run equipment wiring along walkways or work routes.
- Keep walkways clear of obstacles; if this is not possible, mark work or storage areas where they interfere with walkways.
- 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 walkways or in places where it can be damaged (splashed, pulled, 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 document on action in the event of an emergency.
- It is necessary to know the building where the work is being carried out: evacuation routes, signposting, exits, location of extinguishing equipment, alarm buttons, etc.
- Operations requiring the use of any source of ignition (welding, etc.) require the prior authorisation of the person in charge of the unit.

_OCCUPATIONAL RISK PREVENTION SERVICE

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