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AUTHOR: OSSMA

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## 1 INTRODUCTION

The University of Barcelona (hereafter, "UB") Occupational Risk Prevention Plan has been drawn up in compliance with current legislation:

- Law 31/1995, of 8 November, on Occupational Risk Prevention (hereafter, "LPRL", for the Catalan *Llei de prevenció de riscos laborals*).
- Law 54/2003, of 12 December, amending the law on Occupational Risk Prevention.
- Decree 246/2003, of 8 October, by which the Statute of the University of Barcelona was formally accepted.
- Other applicable regulations.

Article 14 of the LPRL establishes that occupational risk prevention must be incorporated into all the activities and hierarchical levels of a company's general management system, through the implementation of an occupational risk prevention plan.

The UB Occupational Risk Prevention Plan is adapted to the specific organizational characteristics of the UB and the university community.

The Plan puts into practice those aspects of the UB Statute that cover health and safety in the workplace. The guiding principle of the occupational risk prevention policy is defined in Article 4.3 of the UB Statute: "The University of Barcelona implements an occupational risk prevention policy that guarantees the safety and health of all its members. For this purpose, it has adopted a prevention management system that adheres to current legislation and adapted to the University's organizational characteristics."

## 2 SCOPE OF APPLICATION

The Occupational Risk Prevention Plan applies to university-contracted and publicly-contracted teaching and research staff (hereafter, "PDI", for the Catalan *personal docent i investigador*), to university-contracted and publicly-contracted administrative and service staff (hereafter, "PAS", for the Catalan *personal administratiu i de serveis*), and to trainee research staff. It also applies to external companies and collaborators involved in the coordination of commercial activities. Finally, it applies to students insofar as is stated in the specific regulations.

## 3 DEFINITIONS

**Work accident.** This is defined as "any personal injury to an employee whilst at work or as a result of work for an employer" (Article 115 of Royal Decree 1/1994, of 20 June, which approved the revised text of the General Law on Social Security).

From the perspective of occupational risk prevention, a work accident is any abnormal, unplanned, undesirable event that interrupts work suddenly and unexpectedly and is potentially harmful to people or things.



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**Risk assessment.** According to Royal Decree 39/1997, of 17 January, risk assessment is a "process to determine the magnitude of unavoidable risks and to obtain the information an employer needs to take an appropriate decision on the adoption of preventive measures and the types of measures to implement.

If the findings of a risk assessment are such that preventive measures must be adopted, the situations in which they are necessary must be stated clearly:

1. To reduce or eliminate a risk using the following preventive measures: at source, organizational, group protection, individual protection, staff training and information.
2. To regularly monitor working conditions, work organization and methods, and employee health."

**Faculty / university school.** Article 13.1 of the UB Statute states that "the faculties and university schools are the centres responsible for organizing the teaching and academic, administrative and management processes that lead to the award of academic degrees to students, and establishing connections with appropriate labour markets and professional industry. They are also representative units through which the general collegial governing bodies of the University of Barcelona are elected."

In addition, Article 13.2 states that "the members of a faculty or university school include all the attached a) PDI, b) students, and c) PAS".

One of the legal definitions of a *place of work* is that established in Royal Decree 171/2004: "any area, constructed or otherwise, in which employees must remain or which employees must enter for the purposes of work". According to this definition, the buildings, installations and facilities that make up the faculties and university schools defined in the UB Statute are also covered by the Occupational Risk Prevention Plan.

**Health and Safety Committee.** The LPRL defines this Committee as "a joint collegial body that participates in regular assessments of companies' occupational risk prevention activities."

**Coordination of occupational risk prevention.** Royal Decree 171/2004 states that when employees of two or more companies are based at the same place of work, the companies must cooperate in the matter of implementing occupational risk prevention regulations. To achieve this, the necessary methods of coordination must be established for occupational risk protection and prevention.

**Management of the Self-Protection Plan.** The Self-Protection Plan must be managed by a person appointed by the Rector. He/she will be the only person responsible for managing the activities designed to prevent and control risks at the faculty / university school. As a general rule, this role is assigned to the dean, director, administrator of the building or whosoever is responsible for the activity of the faculty / university school. In buildings where there are no employees with positions of this type, the Rector shall determine who is responsible for managing the Self-Protection Plan.



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**Individual protection equipment (IPE).** Any equipment that employees wear or carry to protect them from a risk or risks that could endanger their health and safety at work, or any accessory designed for this aim (Art. 2 of Royal Decree 773/1997).

**Incident.** An undesirable event that has not caused any damage, but that could have injured people or damaged property under different circumstances.

**Integration of risk prevention.** With regard to responsibilities, the LPRL establishes that the employer must prevent occupational risks by integrating preventive activities into the company and adopting the necessary measures to protect employees' health and safety.

The explanatory statement in Royal Decree 39/1997, amended by Royal Decree 604/2006, indicates that occupational risk prevention must be approached from a new perspective: as an activity that is integrated into all of a company's activities at all hierarchical levels.

Royal Decree 604/2006 also states that occupational risk prevention, which must be implemented within the framework of a company, must be incorporated into the general management system and cover all activities and all hierarchical levels. This can be achieved through the implementation of an occupational risk prevention plan, whose required structure and contents are described below.

For preventive measures to be incorporated into all of a company's activities, they should cover technical processes, work organization and working conditions.

To achieve the integration of preventive measures into the entire hierarchical structure, all levels should be committed to including risk prevention in all the activities they undertake and all the decisions they adopt.

**Self-protection plan.** A structural and functional framework for a faculty / university school, establishment, facility, installation or building to prevent and control risks to people and property; to respond appropriately to potential emergency situations in the area under the responsibility of the owner; and to ensure the integration of these activities into the public civil protection system (Appendix III of Royal Decree 393/2007, of 23 March).

**Occupational risk.** The possibility that an employee could be harmed as a result of his/her work. To determine the severity of a risk, the probability of harm occurring and the potential severity of any damage should be assessed jointly (Article 4.2 of the LPRL).



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#### 4 GUIDING PRINCIPLE

The guiding principle of this Plan is to integrate **preventive activities** into the UB management system.

To achieve this, all hierarchical levels of the UB must take on the responsibilities assigned to them in the area of health and safety, and incorporate occupational health and safety criteria into their daily responsibilities. The aim of the principle of integration is to ensure independent decision-making and greater awareness of risks derived from work activities, in order to control and prevent these risks as effectively as possible.

In addition, in accordance with the provisions in Article 16 of the LPRL, integration at the UB must be carried out through the implementation of a specific Occupational Risk Prevention Plan.

This guiding principle appears in the occupational health and safety policy, ratified by the UB Governing Board on 13 July 2000. The policy stresses that integration must occur in the entire hierarchical structure. Consequently, all hierarchical levels must take on the commitment to prevent risks in any activity they carry out or delegate, and in all of the decisions they make.

#### 5 OBJECTIVES AND MILESTONES

The UB's general objectives in the area of occupational risk prevention are:

- To improve employees' quality of life, acknowledging that the most important milestone is a lack of accidents and incidents.
- To comply with regulations on occupational risk prevention.
- To reduce the number of accidents and the resulting economic costs to staff, the institution, and society in general.
- To foster the implementation of risk prevention in teaching and research activities, so that students incorporate this value and pass it on to society in general.
- To oversee the consistent application of quality standards in the implementation of teaching and research activities, to guarantee the health and safety of the UB student community.



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## 6 ANNUAL PLAN ON RISK PREVENTION AND ENVIRONMENTAL MANAGEMENT OBJECTIVES

Each year, the University of Barcelona's Health, Safety and Environmental Issues Office (hereafter, "OSSMA", for the Catalan *Oficina de Seguretat, Salut i Medi Ambient*) draws up an Annual Plan of Risk Prevention and Environmental Management Objectives, which must be submitted to the Health and Safety Committee and approved by the Rector. The achievement of the Plan's objectives is assessed every year by the same Committee (see Appendix 1: "Annual Plan of Risk Prevention and Environmental Management Objectives of the UB").

## 7 ORGANIZATIONAL STRUCTURE

To satisfy the principle of **integration of preventive activities** into the UB management system, it is essential to define the functions and responsibilities of the following bodies and entities, in accordance with the UB Statute:

- Rector
- Governing Council
- Office of the General Manager
- Faculties and university schools
- Departments
- Administrative units and technical management units
- Research Committee
- Research groups
- UB university research institutes
- Agencies
- Science and technology parks
- Hospitals and care centres
- PDI and PAS
- Students
- Specific organization of risk prevention: Health and Safety Committee, OSSMA and health and safety representatives

The functions and responsibilities of these bodies and entities are defined below. When necessary, they should be carried out directly by the relevant bodies, with the appropriate technical advice. The functions and responsibilities must be included in the skills profiles required for positions subject to the provisions of the Occupational Risk Prevention Plan.

### 7.1 RECTOR

The Rector is the UB's highest authority in all aspects of the institutional direction and management and is therefore responsible for directing and coordinating prevention activities.

However, he/she can delegate these specific functions to one or more people. In general terms, the Rector has the following functions and responsibilities:



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- a) To promote and disseminate the occupational risk prevention policy, and ensure compliance with it.
- b) To lead and promote the process of integrating health and safety into the organizational structure of the UB.
- c) To ensure the health and safety of members of the university community by adopting the measures required for effective protection.
- d) To approve and allocate the human and material resources required to meet the principles and objectives of the occupational risk prevention policy.
- e) To approve the annual plan of objectives and the guidelines or technical operating procedures to be applied at the UB in general.
- f) To establish the organizational structure required to carry out preventive activities and assign the corresponding health and safety responsibilities.
- g) To promote the incorporation and development of self-protection plans at UB faculties and schools.
- h) To communicate, via the channels that are generally used by the UB, the functions and responsibilities outlined in the Occupational Risk Prevention Plan.
- i) To chair the Health and Safety Committee.

## 7.2 GOVERNING COUNCIL

In accordance with Article 63*h* of the UB Statute, it is the responsibility of the Governing Council to "draw up and disseminate the UB's occupational risk prevention and environmental protection policies."

The Governing Council must approve the occupational risk prevention policy and Plan, and inform the Board of Trustees so that this body can allocate the resources needed to implement the Plan and meet the objectives and principles of the policy.

## 7.3 OFFICE OF THE GENERAL MANAGER

In accordance with Article 77.2 of the UB Statute, the "Office of the General Manager will set performance criteria that improve the administrative functioning of the University and ensure compliance with regulations on health, safety and environmental issues in its field of activity, to facilitate and ensure safe working conditions for staff in the completion of their duties."

The General Manager, as the person in charge of directing and managing University resources under the guidance of the Rector and in adherence to the guidelines established by the Governing Council, is responsible for the area of administrative and technical services. He/she must **promote and ensure** that occupational health and safety is given due consideration in UB decisions and activities in this management area. In these areas, health





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and safety is directed and coordinated in collaboration with the heads of the corresponding administrative and technical management units.

## 7.4 FACULTIES, UNIVERSITY SCHOOLS AND CAMPUSES

### 7.4.1 FACULTIES AND UNIVERSITY SCHOOLS

In accordance with Article 14<sup>u</sup> of the UB Statute, the faculties and university schools are responsible for "ensuring compliance with regulations for health, safety and environmental issues at the faculty / university school, in coordination with the departments, to facilitate and ensure safe working conditions for the completion of duties."

The dean and the director of the faculty / university school are the highest authority on occupational risk prevention within the faculty / university school. Consequently, they are responsible for directing and coordinating preventive activity.

However, the dean and director can delegate these functions to a **vice-dean** or **vice-director** and, when necessary, may request advice from the Health, Safety and Environment Committee at the faculty / university school.

In general terms, the faculty / university school has the following functions and responsibilities:

- a) To apply the UB's risk prevention policy to the faculty / university school by implementing and overseeing compliance with the Occupational Risk Prevention Plan.
- b) To allocate sufficient financial resources to carry out preventive activities at the faculty / university school.
- c) To direct and coordinate preventive activities at the faculty / university school, in conjunction with:
  - o the heads of department, the managers of the services at the faculty / university school, and, when necessary, the corresponding Health, Safety and Environmental Committee;
  - o the Rector and his/her delegates, in all aspects related to the UB's risk prevention policy;
  - o the Risk Prevention Service, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues.
- d) To assign functions and responsibilities for health and safety to members of the team, to incorporate health and safety into the activities of the faculty / university school.
- e) To incorporate into the management of the faculty / university school the coordination of health and safety activities with professionals, companies and entities from outside the university and research groups.



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- f) To be prepared for and respond to any emergencies that affect the faculty / university school:
  - o Contribute to the design and implementation of the Self-Protection Plan.
  - o Act as director of the Self-Protection Plan.
- g) To approve the specific operational instructions for the field of activity and work to ensure compliance with them, together with any general instructions that have been approved.
- h) To collaborate with accident and incident investigations.
- i) To facilitate and guarantee training for the staff of the faculty / university school on occupational health and safety.
- j) To manage, store and safeguard the documents determined in the risk prevention management system.
- k) To take an active role in risk assessments and manage and supervise the implementation of any corrective measures resulting therefrom.
- l) To participate in internal and external quality audits with respect to occupational health and safety.

## 7.4.2 CAMPUSES

If a campus has a representative or any other coordinator with specific functions relating to certain area of the campus, the functions and responsibilities of the representative/coordinator for his/her area with regard to occupational risk prevention will be equivalent to those assigned to the deans.

## 7.5 DEPARTMENTS

In accordance with Article 28*h* of the UB Statute, the departments are responsible for "ensuring compliance with regulations for health, safety and environmental issues in their field of activity, in coordination with the head of the faculty / university school, to ensure safe working conditions for the completion of duties."

The **head of department** has the greatest responsibility for health and safety in the respective field of activity. However, he/she can delegate these functions to a member of the team who has the required training and skills. This person will then act as head of safety and, when necessary, receive guidance from the departmental Health, Safety and Environment Committee.

In general terms, the department has the following functions and responsibilities:



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- a) To apply the UB's risk prevention policy to the department by implementing the Occupational Risk Prevention Plan and ensuring compliance with it.
- b) To ensure that sufficient financial resources are available to carry out preventive activities in the department.
- c) To direct and coordinate the department's preventive activities. This activity must be carried out in conjunction with:
  - o The dean or director of the faculty / university school, either directly or through the Health, Safety and Environmental Committee, if one has been formed.
  - o The Risk Prevention Service, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues.
- d) To supervise the health and safety functions and responsibilities of the department's staff, and ensure that these duties are carried out.
- e) To participate in drawing up, disseminating and monitoring compliance with the approved operational instructions that affect the department.
- f) To monitor and control the coordination of health and safety activities with professionals, companies and entities from outside the university and research groups based in the department.
- g) To facilitate and guarantee the correct use of work and protective equipment, and ensure that the department's staff comply with the relevant risk prevention regulations.
- h) To promote, facilitate and guarantee training for the department's staff on occupational health and safety.
- i) To be prepared for and respond to any emergencies that affect the department:
  - o Contribute to the design and implementation of a Self-Protection Plan.
  - o Assume the functions and responsibilities assigned in the Self-Protection Plan.
  - o Ensure that the department's staff participate in emergency drills.
- j) To manage the documents determined in the risk prevention management system.
- k) To collaborate with accident and incident investigations.
- l) To take an active role in risk assessments and manage and supervise the implementation of any corrective measures resulting therefrom.
- m) To participate in internal and external quality audits with respect to occupational health and safety.



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## 7.6 ADMINISTRATIVE UNITS AND TECHNICAL MANAGEMENT UNITS

The **heads of administrative and technical management units** are responsible for health and safety in their unit, under the guidance and coordination of the Office of the General Manager.

In general terms, the units have the following functions and responsibilities:

- a) To apply the UB's risk prevention policy to the administrative or technical management unit by implementing the Occupational Risk Prevention Plan and ensuring compliance with it.
- b) To ensure that sufficient financial resources are available to carry out preventive activities in the unit.
- c) To carry out any necessary preventive actions in the administrative or technical management unit. This activity must be carried out in coordination with:
  - The general manager, in all aspects that require his/her collaboration.
  - The head of the faculty / university school, when necessary.
  - The Risk Prevention Service, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues.
- d) To supervise the health and safety functions and responsibilities of the administrative or technical management unit's staff, to ensure that these duties are carried out.
- e) To control and monitor the coordination of health and safety activities with professionals, companies and entities from outside the university and research groups based at the unit.
- f) To be prepared for and respond to any emergencies that affect the unit:
  - Contribute to the design and implementation of the Self-Protection Plan.
  - Assume the functions and responsibilities assigned in the Self-Protection Plan.
  - Ensure that the unit's staff participate in emergency drills.
- g) To participate in drawing up, disseminating and monitoring compliance with the approved operational instructions that affect the unit.
- h) To facilitate and ensure the correct use of work and protection equipment, and check that the unit's staff comply with the risk prevention regulations.
- i) To manage the documents determined in the risk prevention management system.<sup>1</sup>

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<sup>1</sup>The administrative and technical management units within a faculty or university school must also assume responsibility for the storage and safeguarding of documents on the health and safety system in place.



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- j) To promote, facilitate and guarantee training for the unit's staff on occupational health and safety.
- k) To collaborate with accident and incident investigations.
- l) To collaborate with risk assessments and manage and supervise the implementation of any resulting corrective measures.
- m) Participate in internal and external quality audits with respect to occupational health and safety.

## 7.7 RESEARCH COMMITTEE

Article 100.8 of the UB Statute states that "the University of Barcelona ensures that all research activities are carried out with respect for the health and safety of all those involved and for the environment". Article 105.4h establishes that it is the Research Committee's function "to propose general criteria to the Governing Council on the minimum conditions required for research, to ensure the safety of all staff and the preservation of the environment".

As the body that monitors the UB's research and knowledge transfer activities, the Research Committee is responsible for establishing the minimum conditions required to ensure that research activities carried out at the UB meet the health, safety and environment regulations. It is also responsible for monitoring and control.

In general terms, the Research Committee has the following functions and responsibilities:

- a) Establish the general health and safety guidelines that must be followed in any research activity.
- b) Ensure that the facilities in which research is carried out have the right infrastructure to work in healthy and safe conditions.

## 7.8 RESEARCH GROUPS

Research groups must ensure that their activities are carried out within the framework of the UB's occupational risk prevention and environmental protection policies.

The **head of a research group** must guarantee that the research activities carried out by his/her group meet health, safety and environmental regulations.



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In general terms, research groups have the following functions and responsibilities:

- a) Implement and monitor the UB risk prevention policy in the group.
- b) Ensure that sufficient financial resources are available to carry out the research group's preventive activities.
- c) Direct and coordinate preventive activities for a research project. This activity must be carried out in conjunction with:
  - o The heads of department, the managers of services at the faculty / university school, and, when necessary, the department's Health, Safety and Environmental Committee.
  - o The dean or director of the faculty / university school, either directly or through the Health, Safety and Environmental Committee, if one exists.
  - o The Risk Prevention Service, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues.
- d) Monitor and supervise the adoption of health and safety functions and responsibilities by the research group's staff.
- e) Participate in drawing up, disseminating and monitoring the approved operational or general UB instructions, and ensure that they are met by the research team's members.
- f) Ensure the correct use of work and protection equipment, and check that the research group's staff comply with the risk prevention regulations.
- g) Be prepared and respond to any emergencies that affect the research group:
  - o Collaborate in drawing up and implementing the Self-Protection Plan.
  - o Take on the functions and responsibilities assigned in the Self-Protection Plan.
  - o Ensure that the research group's staff participate in the emergency drills.
- h) Collaborate with accident and incident investigations.
- i) Manage the documents determined in the risk prevention management system.
- j) Promote, facilitate and guarantee training for the research group's staff on occupational health and safety.
- k) To collaborate with risk assessments and manage and supervise the implementation of any resulting corrective measures.
- l) To participate in periodic audits with respect to occupational health and safety.



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## **7.9 UB UNIVERSITY RESEARCH INSTITUTES**

In accordance with Article 41 of the UB Statute, UB university research institutes are responsible for "ensuring compliance with regulations for health, safety and environmental issues in their field of activity, in coordination with the head of the faculty / university school, to ensure safe working conditions for the completion of duties."

In terms of the organization of risk prevention, university research institutes have the same health and safety responsibilities and functions as departments in their field of activity, unless they are separate legal entities to the UB. If a research institute is a separate legal entity, it must organize its own risk prevention activities, in coordination with the UB Risk Prevention Service and in accordance with applicable regulations.

## **7.10 AGENCIES**

In terms of the organization of risk prevention, agencies have the same health and safety responsibilities and functions as administrative and technical management units.

## **7.11 SCIENCE AND TECHNOLOGY PARKS**

Science and technology parks must organize their own risk prevention activities, in coordination with the UB Risk Prevention Service and in accordance with the applicable regulations.

## **7.12 HOSPITALS AND CARE CENTRES**

Hospitals and care centres must organize their own risk prevention activities, in coordination with the UB Risk Prevention Service and in accordance with the applicable regulations.

## **7.13 TEACHING AND RESEARCH STAFF & ADMINISTRATIVE AND SERVICE STAFF**

The UB Statute recognizes the right of all PDI and PAS to be adequately informed about occupational health and safety and to receive effective protection pertaining thereto. All staff must be familiar with the safety regulations in place at the faculty / university school and make appropriate use of the resources, facilities and services provided by the UB.

In general, their duties are:

- a) To follow the guidelines provided by those in charge of risk prevention.
- b) To use machinery, facilities, substances and protection equipment as instructed.



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- c) To be prepared for and respond to any emergencies that affect staff:
  - o Learn the emergency procedure and follow it if there is an emergency at the faculty / university school.
  - o Assume the functions and responsibilities assigned in the Self-Protection Plan.
  - o Take part in periodic emergency drills.
- d) To attend training activities on occupational health and safety, and incorporate into daily activities the risk prevention principles covered in the training.
- e) To collaborate with those responsible for risk assessments, and with occupational accident and incident investigations.
- f) To inform OSSMA of any situation that, in their opinion and for clear reasons, could represent a health and safety risk.
- g) To inform students of the relevant risk prevention regulations and ensure compliance with them.

## 7.14 STUDENTS

The UB Statute recognizes the right of all UB students to be adequately informed about occupational health and safety and to receive effective protection pertaining thereto. All students must know the safety regulations in place at the faculty / university school and make appropriate use of the resources, facilities and services provided by the UB.

In general, their duties are:

- a) To follow the guidelines provided by those in charge of risk prevention.
- b) To use machinery, facilities, substances and protection equipment as instructed.
- c) To be prepared for and respond to any emergencies that affect students:
  - o Learn the emergency procedure and follow it in the event of an emergency at the faculty / university school.
  - o Take part in periodic emergency drills.
- d) To communicate any situation that, in their opinion and for clear reasons, could represent a health and safety risk.
- e) To collaborate with those responsible for risk assessments.





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## **8 SPECIFIC ORGANIZATION OF RISK PREVENTION: HEALTH AND SAFETY COMMITTEE, OSSMA AND HEALTH AND SAFETY REPRESENTATIVES**

### **8.1 HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee is a joint collegial body that participates in regular assessments of the University's occupational risk prevention activities. This Committee must meet at least every three months and always when requested by one of its representatives.

The Health and Safety Committee has the following powers and functions:

- a) To participate in the design, implementation and assessment of the UB's risk prevention plans and programmes. The Committee will discuss the impact of and approve the following activities on risk prevention prior to their implementation: projects on planning and organization of work; the introduction of new technologies; the organization and implementation of the risk protection and prevention activities described in Article 16 of the LPRL; and the planning and development of risk prevention training.
- b) To promote initiatives on methods and procedures for effective risk prevention, and make proposals to the UB to improve working conditions or overcome any shortcomings.
- c) To monitor the risk prevention status of each place of work, carrying out any such visits and inspections as are necessary for this purpose.
- d) To be familiar with the content of all documents and reports on working conditions that are relevant to the Committee's functions, including documents related to the activity of the Risk Prevention Service, when necessary.
- e) To monitor and assess damage to employees' health and physical integrity, in order to evaluate the causes and propose appropriate preventive measures.
- f) To be familiar with the annual plans and records of activities of the risk prevention services and compile summaries and reports.
- g) To comply with LPRL stipulations on collaboration between companies that carry out activities simultaneously in the same place of work, by arranging joint meetings of health and safety committees. If a company does not have a health and safety committee, meetings can be arranged between risk prevention representatives and company representatives, or other coordinated measures can be organized.

### **8.2 OSSMA**



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In accordance with the LPRL, amended by Law 54/2003, the UB has a specific Risk Prevention Service that forms part of its organizational structure. This service is responsible for risk prevention activities carried out to ensure the health and safety of staff, through advice and assistance provided to the different UB bodies, staff and representatives. The Risk Prevention Service has the following functions:

- a) To design and implement an Occupational Risk Prevention Plan, to incorporate risk prevention into the activities of the UB.
- b) To assess risk factors that could affect staff health and safety, in accordance with the provisions in Article 16 of the LPRL.
- c) To plan risk prevention activities, determine priorities for adopting preventive measures and assess their efficiency.
- d) To provide information and training for staff.
- e) To provide first aid and emergency plans.
- f) To monitor staff health in relation to occupational risks.
- g) To write an annual report on occupational health and safety activities.
- h) To carry out all other functions specified in the relevant legislation.

The Risk Prevention Service operates in the four risk prevention areas stipulated in RD 39/1997: occupational medicine, safety, hygiene, and ergonomics and psychosociology.

### **8.3 RISK PREVENTION REPRESENTATIVES**

Regulation governing risk prevention representatives are laid down in Articles 35 and 36 of the LPRL, amended by Law 54/2003. Risk Prevention Representatives are staff members with specific functions in the area of risk prevention, selected from and by UB employees.

The UB's institutional and staff representatives agreed that the number of Risk Prevention Representatives should be increased to sixteen, given the complexity of the university structure. The distribution of these sixteen representatives is as follows: eight PDI representatives, four civil servant PAS representatives and four university-contracted PAS representatives.

The risk prevention representatives have the following powers and functions:

- a) To collaborate with UB management to improve risk prevention actions.
- b) To promote and foster cooperation among employees in the implementation of occupational risk prevention regulations.



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- c) To monitor and provide input on decisions related to Article 33 of the LPRL before they are implemented, when consulted by the UB.
- d) To monitor and control compliance with regulations on occupational risk prevention.
- e) To accompany technical staff in risk prevention assessments of the working environment. In addition, in accordance with the provisions of Article 40 of the LPRL, they must accompany Labour and Social Security inspectors on visits and checks carried out at UB places of work to ensure that the University complies with occupational risk prevention regulations, and make any appropriate observations.
- f) To have access to the necessary information and documents on working conditions to carry out their tasks, subject to the restrictions stipulated in Section 4 of Article 22 of the LPRL. In particular, they are entitled to access to the information specified in Articles 18 and 23 of this Law. When the information comes under the aforementioned restrictions, it can only be provided in such a way that confidentiality is respected.
- g) To be informed of damage to the health of UB staff, if and when any such cases are discovered (including visiting the site of the incident to find out about the circumstances).
- h) To receive any information obtained by the UB from people or bodies that are responsible for risk protection and prevention activities and from the relevant employee health and safety organizations, without prejudice to the provisions of Article 40 of the LPRL on collaboration with Labour and Social Security Inspections.
- i) To visit places of work to verify and monitor the state of working conditions and, for this purpose, access any area and communicate with staff during the day in a way that does not interfere with the normal development of work.
- j) To ensure that the UB adopts preventive measures to increase employees' health and safety protection. For this purpose, representatives may submit proposals to the UB and to the Health and Safety Committee for discussion.
- k) To submit the proposal to the UB staff representative body to the effect that the University adhere to the agreement on cessation of activities referred to in Section 3 of Article 21 of the LPRL.



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## 9 VERSION HISTORY

Date	Version	Amendment
		Approved