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OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT
Governing Council Agreement number 150/2009, approving the UPC’s occupational health and safety policy

Document approved by the Governing Council on 23 July 2009

Objective
To raise the level of health and safety of the university community through the integration of occupational risk prevention in the UPC’s activities and decisions and the assignment of roles and responsibilities at all hierarchical and organisational levels, including appropriate training and information.

Principles
To fulfil this objective, the Universitat Politècnica de Catalunya follows legal, social and ethical principles with full respect for the dignity of persons and the entire university community accepts the duty of shared responsibility.

Commitments
In keeping with these principles, the Universitat Politècnica de Catalunya is committed to the following:

1. To train and inform all teaching, research and administrative staff in the exercise of their duties and responsibilities in occupational risk prevention and the preventive measures that must be adopted and implemented.
2. To promote the participation and consultation of the university community in the continuous improvement of working conditions.
3. To periodically assess the risks stemming from work.
4. To assign resources to guarantee compliance with prevailing legislation on occupational risk prevention.
5. To oblige suppliers, concessions and services to comply with the regulations on occupational risk prevention.
6. To ensure emergencies are properly managed so that their effects on the health and safety of the university community are minimised.
7. To ensure proper health surveillance and promotion for individuals' well-being.
8. To prevent any behaviour that undermines a person's dignity and any type of harassment.

For further information, see
http://www.upc.edu/prevencio/ca/informacio-general/pla-de-prevencio
In laboratory practicals, workshops or field work, follow the instructions of the lecturer, who is responsible for your health and safety. Ask the lecturer if any doubt arises and do not put your own safety or the safety of your fellow students at risk.

At the laboratory or workshop:

Respect safety signs.
Locate emergency equipment such as fire extinguishers, safety showers and eyewash fountains.
Protect yourself with the personal protective equipment (PPE) indicated by the lecturer.
Consult the safety labels prior to using a chemical product.
Follow the laboratory’s safety rules and instructions.
The lecturer will inform you of the rules for each laboratory or workshop.

If in doubt, ask the lecturer for guidelines on working safely.

For a list of UPC laboratories and workshops, see https://www.upc.edu/prevencio/ca/seguretat-higiene/laboratoris

Safety signs

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For further information, see https://www.upc.edu/prevencio/ca/seguretat-higiene/nsh
Personal Protective Equipment (PPE)

Personal protective equipment (PPE) ensures that you are properly protected in laboratory classes.

As a matter of routine, use the following PPE:

- **Safety glasses**, which are required when there is a likelihood of chemical splash or when flying particles are generated in mechanical operations. Contact lenses must not be worn as they can cause eye injuries in the event of splashes.

- **Protective gloves**, which prevent cuts from mechanical operations and burns while handling chemicals.

- **Other types of PPE** such as respirators, electrical protection gloves, etc. The lecturer will inform you of the specific PPE that is required for each type of practical.

It is compulsory to wear a **cotton laboratory coat** during practicals.

For further information, see
https://www.upc.edu/prevencio/ca/seguretat-higiene/nsh

To buy them, see
https://www.upc.edu/prevencio/ca/estudiantat/adquisicio-adequacio-requeriments-epi
Safety labels

Reagent bottles have **pictograms and phrases** that provide information on their danger, how to use them correctly and the measures that must be taken in the case of accident by ingestion, inhalation or other means.

For further information, see [https://www.upc.edu/prevencio/ca/seguretat-higiene/productes-quimics](https://www.upc.edu/prevencio/ca/seguretat-higiene/productes-quimics)

Safety rules and instructions

**The Safety Rule Files** are specific safety instructions that are mandatory in laboratories and workshops.

**The Prevention Instructions** are instructions regarding aspects of health and safety regulations.

For further information, see [https://www.upc.edu/prevencio/ca/seguretat-higiene/nsh](https://www.upc.edu/prevencio/ca/seguretat-higiene/nsh)
**ERGONOMIC RECOMMENDATIONS**

To and from the University

A **backpack** is the best option for transporting materials such as folders and books and computer devices such as laptops.

- The load’s centre of gravity is close to the body.
- The load is well balanced.

Further recommendations

- Use **both handles of the backpack** to distribute the weight evenly.
- **Do not overload your backpack or shoulder bag.** Avoid carrying more than 10% of your body weight.
- If you use a **trolley bag**, change arms regularly.
- If you need to carry weight below hip-level, **bend your knees** and keep your back straight.

For further information, see [https://www.upc.edu/prevencio/ca/ergonomia/re/com-es-manipula-carrega](https://www.upc.edu/prevencio/ca/ergonomia/re/com-es-manipula-carrega)
ERGONOMIC RECOMMENDATIONS

In class/at the library

Whenever you have to sit for long periods of time, make sure:

• Your back is supported.
• Your head and neck are in line with your torso.
• Your arms rest on the table.

Further recommendations

• Sit in the front seats to ensure that you do not have to strain to see the board or hear the lecturer.
• To prevent background noise, avoid talking to other students in class and silence your phone and any other devices.
• Change position (get up and move) between classes.
• Take short breaks to relax your muscles (between classes or when you are carrying out a task in which you do not move).
• Do muscle relaxation exercises.

For further information, see https://www.upc.edu/prevencio/ca/ergonomia/re/treballs-oficines
Studying with a desktop computer

Whenever possible, use a desktop computer

**DESKTOP COMPUTER**

When you use a desktop computer for long periods of time:

1. Ensure the monitor is directly in front of you.
2. Make room in front of the keyboard for your arms (at least 10 cm).
3. Ensure that the distance from your eyes to the screen is approx. 60-70 cm.
4. Ensure the top of the monitor is at or just below eye level.

For further information, see [https://www.upc.edu/prevencio/ca/ergonomia/re/treballs-oficines](https://www.upc.edu/prevencio/ca/ergonomia/re/treballs-oficines)
ERGONOMIC RECOMMENDATIONS

Studying with a laptop

When you use a laptop for long periods of time:

- **Adapt the laptop** to ensure correct posture.
  - Connect an external keyboard and mouse.
  - Place the monitor at a height that does not force you to extend or bend your neck. If necessary use a laptop stand.
- **Avoid awkward positions.**

For further information, see [https://www.upc.edu/prevencio/ca/ergonomia/re/treballs-oficines](https://www.upc.edu/prevencio/ca/ergonomia/re/treballs-oficines)

If you use it occasionally:

- **Support the laptop.**
- **Support your back.**
- **Adjust the angle of the screen.**
- If your feet do not reach the ground, find an object on which to rest them.
EMERGENCY INFORMATION

What you should know about your school

Evacuation routes and exits
Make sure you are familiar with evacuation routes and building exits. Evacuation routes are signposted.

Assembly points in the case of an evacuation
Make sure you are familiar with the assembly point for your building: https://www.upc.edu/prevencio/ca/emergencies/punts-de-reunio-en-cas-devacuacio

In the case of an emergency
You will receive information over the building’s public address (PA) system. Follow the instructions broadcast over the PA system.

In buildings without a PA system, you will hear the fire alarm.

For further information, see https://www.upc.edu/prevencio/ca/emergencies/com-us-assabentareu-duna-emergencia
What to do in the case of an emergency

In the case of an evacuation

1. Immediately make your way to the nearest staircase or building exit.
2. Go directly to the assembly point.

Remember the following:
Do not attempt to save possessions at the risk of personal injury.
Do not use the elevators.
Do not stop near an exit. Leave the way free for other people who are leaving the building.
Never re-enter an evacuated building until you receive instructions from the building’s management.

For further information on procedures in the case of an evacuation, see https://www.upc.edu/prevencio/ca/emergencies

In the case of fire

If a fire occurs in your area:
1. Leave the premises where the fire is immediately.
2. If you are the last to leave the premises, close the doors to contain the fire but do not lock them.
3. Tell people nearby to evacuate the area immediately.
4. Set off the fire alarm or call reception.

Remember the following:
Assume smoke is dangerous.
If it smells like something is burning, call reception immediately.
If a door is hot or smoke is visible, do not open it.
If there is a small fire that has not spread and there is little smoke, try to put it out using a fire extinguisher.

For further information on how to deal with a fire, see https://www.upc.edu/prevencio/ca/emergencies

For further information on how to use a fire extinguisher, see https://www.upc.edu/prevencio/ca/emergencies/ie
How you can help to prevent an emergency

**Computer classrooms**
- Turn off computers and screens at the end of a class.

**Laboratories**
- Follow the lecturer’s instructions.
- Follow the script for the practicals to ensure they are carried out safely.
- Check with your lecturer if you have a question about your safety.

**Remember**
- Smoking is prohibited in UPC buildings.

Learn what emergency signs mean

**Evacuation**
- **SORTIDA**
  - Standard exit route
  - Standard exit
  - Emergency exit route
  - Emergency exit

**Fire**
- **EXTINTOR**
- **BOCA D’INCENDIS**
- **POLSADOR D’ALARMA**
- **PORTA TALLAFOC TANCAR DESPRÉS D’UTILITZAR**

**Laboratories**
- **BUTXA D’EMERGÈNCIA**
- **RENTAULS**
- **Emergency shower**
- **Eyewash fountain**

For further information, see
https://www.upc.edu/prevencio/ca/emergencies/ie
Students aged 28 or under

All students aged 28 or under (taking bachelor’s, master’s or doctoral degrees) are automatically covered by compulsory school insurance from the moment they enrol.

If you have an accident, ask a lecturer, receptionist or administrative officer for assistance.

For further information on healthcare centres, application procedures and forms and the benefits of compulsory school insurance, see https://www.upc.edu/sga/ca/matricula/assegurances-copia/assegurances
If you have an accident while on a grant, you must inform the lecturer in charge of the grant. He or she will prepare the **healthcare application form**.

The healthcare application form is compulsory if you are to receive care from the UPC’s mutual insurance company for occupational accidents and diseases.

When you arrive at the healthcare centre it is very important that you provide your **ID card or passport** and inform them that you are a grantholder at the **Universitat Politècnica de Catalunya**. Make sure you have a signed copy of the **HEALTHCARE APPLICATION FORM** with you.

For further information, check the healthcare network for the UPC: [https://www.upc.edu/prevencio/ca/accidents](https://www.upc.edu/prevencio/ca/accidents)