



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

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Occupational Health and Safety Plan



Table of contents

1 Introduction	2
2 Legal framework.....	4
2.1 Guidelines for adapting legislation on occupational risk prevention to universities.....	4
2.2 Rights, duties and responsibilities.....	7
2.2.1 Rights.....	8
2.2.2 Duties	9
2.2.3 Liability.....	10
3 Scope of application.....	12
4 Objectives	13
5 Description and characteristics of the UPC.....	15
5.1 People.....	16
5.2 Infrastructure	17
5.3 Activity.....	18
5.4 Contracted university services	19
5.5 Other information	19
6 Organisation and management of prevention activities	20
6.1 Occupational health and safety policy of the UPC.....	21
6.2 Governing, representation, consultation and participation bodies.....	23
6.3 Organisational responsibilities in occupational health and safety in the organisational structure.....	25
6.4 Specific organisation of occupational risk prevention	32
6.4.1 Occupational Health and Safety Service (SPRL)	32
6.4.2 Health and safety representatives.....	33
6.4.3 Health and safety resources	33
6.4.4 Radiological Protection Service.....	33
6.5 Communication circuits and channels	35
6.5.1 Personal advice circuits.....	36
6.5.2 Personal communication circuits.....	38
6.6 Risk assessment and planning of prevention activities.....	40
6.7 Manual for managing prevention activities: procedures and processes	41
7 Essential resources	46
8 Budget.....	51
9 Approval, maintenance and revision of the Occupational Health and Safety Plan	52



1 Introduction

This occupational health and safety plan must be understood not as a sum of isolated actions but as an organisational system that identifies, assesses and remedies risks arising from the day-to-day activity of the UPC to the safety and health of people who are part of the university community, the organisations and companies that collaborate with the University and the citizens who visit it.

It is as important to protect the members of the university community from the hazards that we ourselves generate through our own activity as to ensure the health and safety of those who for a whole host of reasons visit our facilities.

Ensuring health and safety at work is a legal obligation of the UPC in accordance with Law 31/95, of 8 November. The complexities of applying this legislation led the Universities Council, at the behest of the Conference of Rectors of Spanish Universities (CRUE) to prepare and approve, in November 2011, guidelines for the application of this legislation that would protect universities from incorrect interpretations and ensure effective protection for its employees and students.

The entire university community is obliged to observe the principle of occupational risk prevention. Thus, UPC staff and students should be well trained and informed with respect to the risks to which they may be subject and how to prevent them and protect themselves from them.

If certain risks cannot be prevented, they should be assessed, and the UPC must provide the means and resources to do so. Training and information are essential if risks are to be avoided. The unit appointed by law to perform these assessments, to propose preventive measures and to educate and inform UPC staff is the Occupational Health and Safety Service, which is regulated by Royal Decree 39/1997, of 17 January. These assessments allow the actions needed to remove, prevent or control those risks to be prioritised. This prioritising must be programmed and planned in a document called the preventive action plan, which must cover the human, material and economic resources needed to meet the stated objectives and establish the stages in which they will be met. This document, as well as this occupational health and safety plan and risk assessments, must be available to employment and healthcare authorities.

The UPC has the obligation and the responsibility to assess the risks involving psychosocial factors, workplace safety, occupational hygiene and ergonomics that it has not been able to prevent, and it must do so with its own resources. It must also arrange for the provision of occupational healthcare by a specialised company. Occupational medicine must not be confused with other forms of healthcare nor is it designed to replace public health services, all of which may be classed in the general categories of social security (Seguretat Social, SS), insurance coverage for civil servants (Mútua de Funcionaris de l'Administració Central de



l'Estat, MUFACE) and insurance coverage for workplace accidents and illnesses (Mútua d'Accidents de Treball i Malalties Professionals, MATEPSS).

The rector shall inform and listen to workers' representatives through the Health and Safety Committee, which is the collegial body set up for this purpose. The Governing Council must approve the Occupational Health and Safety Plan, prevention planning and any internal regulations that are developed.

Within their possibilities, all members of the university community have a duty to comply with the preventive measures in order to ensure their own safety and health and the safety and health of others who may be affected by their activity.

Any member of the university community plays an active role in preventing risks and must be aware of his or her own skills in this area; he or she must also train and be informed so as to enhance this practice and be familiar with the risks to which he or she may be exposed.

For a management system to work properly it must have a manual outlining processes and procedures, which must be known and respected by the entire community. Respecting these processes and procedures while one is working must not be confused with bureaucracy. The processes and procedures manual responds to the risks arising from the interaction between people, activities and infrastructure.

Finally, the system must be reviewed and improved periodically, so it must be submitted to the corresponding audits.

Safe and healthy organisation is an essential condition for a high-quality organisation.



2 Legal framework

The **staff** of the Universitat Politècnica de Catalunya · Barcelona Tech (UPC) are governed by those employment and civil service laws that are applicable to them, by the UPC Statutes and by the associated regulations.

Regulations on occupational risk prevention are laid down in Law 31/1995, of 8 November, on occupational risk prevention, hereinafter LPRL 31/1995, in its implementation and complementary provisions and in all other conventional and legal norms that contain prescriptions for the adoption of preventive measures in the workplace or that are liable to generate them.

Specifically, given the special nature of university institutions, the secretary general for Universities published the Resolution of 7 November 2011, which makes public the Agreement of the Plenary Session of the Universities Council establishing guidelines for adapting occupational risk prevention legislation to universities and for the promotion and extension of prevention culture in university communities.

The provisions that constitute the regulatory framework for occupational risk prevention aim to be universal and integrated, which means that protection from occupational risk at universities is considered as a single action that is undifferentiated and coordinated with that of the university itself, so that it extends to the entire university community.

Students are subject to the provisions of Royal Decree 1791/2010, of 30 December, approving the University Student Statutes, the UPC Statutes and the regulations that implement them.

2.1 Guidelines for adapting legislation on occupational risk prevention to universities

The special nature of universities makes it advisable to establish uniform criteria that allow regulatory requirements to be adapted to the organisation and to the particulars of science, teaching and research at each university.

The aims of the Agreement of the Plenary Session of the Universities Council are as follows:

1. “To promote the basic regulations in such a way as to encourage the integration of prevention within Spanish universities, thus fostering the integration of prevention in all of their activities and decisions.”
2. “To promote the integration of occupational risk prevention in university education and to extend certain preventive actions and guarantees to the rest of the university community that is not subject to the employment relations framework, in an environment in which health and safety prevail as an experience that is essential if a true culture of prevention is to be fostered.”



Appendix I of the Agreement contains the **guidelines for effective integration of occupational risk prevention at universities**, which are grouped into the following areas:

1. Integration of prevention activities in the Occupational Health and Safety Plan and occupational health and safety management

The rector, as the university's highest authority, is obliged to incorporate the actions necessary to prevent occupational risk in his or her policies to ensure that occupational risk prevention is implemented at all organisational and hierarchical levels and in all technical processes, acquisition and investment processes, contract work and services, construction and renovation projects, maintenance of facilities and equipment, recruitment and others that may have an effect on health and safety.

Teaching, research and administrative staff must be active agents who take occupational risk prevention into account in their activities.

Occupational health and safety plans are the instruments for establishing, organising and defining the part that occupational risk prevention must play in the decisions and activities of a university so as to benefit the entire university community.

2. Integration of prevention activities in teaching

Teaching and research staff must incorporate occupational risk prevention in their teaching practices and learning activities, especially with regard to laboratory, workshop and fieldwork practices.

3. Integration of prevention activities in research

The principal investigator in a research project must incorporate occupational risk prevention in the project and the research, especially with regard to research laboratories and agreements.

4. Integration of occupational risk prevention on campuses

University campuses, as hubs of university activity, are obliged to make improvements in infrastructure such as laboratories, facilities, equipment, scientific instruments and equipment, etc., to ensure that the facilities provided are safe and sustainable.

5. Participation and representation. The Health and Safety Committee

The effective integration of occupational risk prevention necessarily includes the participation and involvement of staff and the university community in health and safety matters. The Health and Safety Committee is the body for participation in these matters.

6. Occupational risk prevention services

Interdisciplinary risk prevention services must be set up in each university and they must integrate occupational safety, hygiene and medicine, and ergonomics and applied social psychology, as they offer a greater degree of integration of occupational risk prevention in the organisational structure of universities.

The number of qualified and certified specialists in occupational risk prevention is defined in relation to the number of employees and trainee researchers.

7. Emergency measures

The organisation and management of the emergency response in buildings and campuses must be established to ensure the safety of a building's occupants.



8. Institutional coordination of occupational risk prevention at universities

Occupational risk prevention should be promoted and supported by universities' highest decision-making bodies and the Ministry of Education, Culture and Sport.

9. Control instruments

The integration of occupational risk prevention at universities is a process of continuous improvement; therefore, controls should be carried out periodically to assess levels of achievement in relation to the highest levels of health and safety protection of the university community.

Consult the full text of the Agreement at www.upc.edu/prevencio.



2.2 Rights, duties and responsibilities

The effective protection of health and safety at work is an employee's **right** in accordance with Article 14 of the Law on Occupational Risk Prevention (LPRL) 31/1995.

This right is also expressly stated in Article 4.2.d of Royal Legislative Decree 1/1995, of 24 March, approving the revised text of the Law on Worker Statutes, hereinafter referred to as the TRET 1/1995, as a right that arises in the context of the employment relationship. The Article states that employees have the right to “their physical integrity and to an appropriate health and safety policy.”

Article 19 of the TRET 1/1995 states the **correlative duty of the employer to protect workers** against occupational risks.

1. “Workers have the **right to** effective protection in matters of safety and hygiene in their provision of services.”
2. “Workers are **obliged to** observe legal measures and regulations on safety and hygiene in the workplace.”

This duty to protect is equally a **duty of public administrations with respect to their staff**.

Thus, in fulfilment of this duty to protect, employers must **guarantee the health and safety of staff** working in their service in all aspects relating to work.

The LPRL 31/1995 describes the duty to protect as follows:

- A **broad and generic** obligation that affects all aspects of work.
- An obligation whose content is **dynamic** in the sense that the changes and circumstances that affect the performance of work must be taken into consideration.
- A **permanent** obligation, in that it requires employers to act continuously to improve existing levels of protection.
- A **significant and personal obligation of employers** that is related to the obligations of employees.

The **workers**, for their part, have **obligations** in preventing occupational risks and must actively protect their own safety and health by complying with the preventive instructions and measures given to them in accordance with their education and training.



2.2.1 Rights

The rights of employees to appropriate protection against occupational risks are described in Article 14 of the LPRL 31/1995:

The right to protection against occupational risks

- Employees are entitled to effective protection as regards health and safety at work. This right implies the existence of a correlative obligation of the UPC to protect its staff against occupational risks.
This duty to protect is equally a duty of public administrations to their staff. The right to information, consultation and participation, the right to training in prevention, the right to halt an activity in the case of serious and imminent risk and the right to health surveillance, as foreseen in the LPRL 31/95, are part of the overarching right of employees to effective protection of their health and safety at work.
- In compliance with the duty to protect, the UPC must guarantee the health and safety of workers in its service in all aspects of their work. To this effect, the responsibilities of the UPC in preventing occupational risk include integrating preventive actions and adopting any measures necessary to protect the health and safety of its workers—particularly with reference to the Occupational Health and Safety Plan, risk assessment, information, the right of workers to consultation, participation and training, procedures in the case of emergencies or grave and imminent risk, and health surveillance—and setting up an organisation and the means needed to meet the terms set out in Chapter IV of the LPRL 31/1995.
The UPC must act to permanently monitor prevention activities so as to continuously improve the identification, assessment and control of unavoidable risk and existing levels of protection, and it must make available any means that are necessary to adapt to the prevailing legislation and to any change in the circumstances affecting the performance of work.
- The UPC must meet the obligations established in the regulations on occupational risk prevention.
- The obligations of employees laid down in the LPRL 31/1995, the attribution of functions for protection and prevention to UPC employees and services, and agreements with specialist organisations to develop prevention activities should complement the actions of the UPC, without exonerating it from its duty in this matter and without prejudice to any action that it may take against any other person.
- The cost of measures relating to health and safety at work shall not be the responsibility of employees.



2.2.2 Duties

The duties of employees as regards occupational risk prevention are outlined in Article 29 of the LPRL 31/1995:

Duties of employees in occupational risk prevention

- Within their possibilities, employees are obliged to comply with the prevention measures in place in order to protect their own health and safety in the workplace and that of others who may be affected by their professional activities, whether by actions or omission, and to observe their own training and the UPC's instructions in this matter.
- In accordance with their training and following the UPC's instructions, employees must, specifically:
 - Use machinery, apparatus, tools, dangerous substances, transport equipment and, in general, any other means with which they carry out their activities appropriately, in keeping with their properties and taking into account any foreseeable risks.
 - Use the protective media and equipment provided by the UPC correctly, according to the instructions received.
 - Not prevent existing safety devices or those that are installed in areas related to their work or in facilities in which their work takes place from working and use them properly.
 - Report to their immediate superior and staff appointed to conduct protection and prevention activities or, if necessary, the prevention service, concerning any situation that, in their view, may reasonably pose a risk to the health and safety of workers.
 - Contribute to the fulfilment of the obligations established by the competent authority to protect the health and safety of workers in the workplace.
 - Cooperate with the UPC to enable it to guarantee safe working conditions that do not pose a risk to the health and safety of workers.



2.2.3 Liability

The **liabilities arising from a breach of the occupational risk prevention regulations** have two fundamental features:

- I. **Plurality**, as they involve at least three types of liability:
 - Administrative liability
 - Civil liability
 - Criminal liability

- II. For them to exist, **it is not strictly necessary for damages to have occurred.**

Thus, for example, the reparatory nature of civil liability (assets liability in the case of public administrations) is evident, its ultimate aim being to provide financial compensation for the damage caused by a workplace-related accident or illness. Administrative and criminal liabilities incur the state's penalising faculty, its punitive powers, whereby it can impose a fine for minor breaches or issue a sentence, even a custodial sentence, for breaches that may constitute a criminal offence.

The primary responsibility for matters of health and safety lies with the rector of the UPC, since it is his or her duty to effectively protect employees against occupational hazards.

The intervention of third parties and specialist persons or companies appointed by the employer in prevention activities does not exempt him or her from his or her responsibilities.

Administrative liability

Administrative liability is of a **penalising nature** and generally involves the imposition of a financial penalty, a fine or other additional penalties such as the suspension of activity, the closure of the workplace and/or interruption of work.

Occupational risk prevention infringements in the workplace are the actions or the omissions (that is, passivity in complying with preventive duties) of subjects who violate legal rules and regulations on occupational risk prevention.

Administrative liability extends beyond the employer as the main figure responsible for safety and is also attributable to other individuals or entities with which the duty of safety or the practice of key preventive actions rests.

The Inspectorate of Employment and Social Security is responsible for lifting the infringement record and processing the relevant disciplinary procedure, which can start from a complaint filed with the police or public action on the part of the Inspectorate. If a breach is detected in an inspection or the documents provided by the employer, the Inspectorate may require that it be resolved (for which it must set a deadline), require that work be stopped (in the event of serious and imminent danger) or propose a penalty or fine directly.



Civil liability

The purpose of civil liability is **to provide financial compensation** for damages that occur as a result of a workplace accident resulting from the non-fulfilment of occupational risk prevention obligations.

Its foundations lie in the provision of Article 1902 of the Civil Code: “Whoever by act or omission causes damage to someone else, for which fault or negligence can be proved, is obliged to repair the damage.”

The attribution of civil liability **requires** the concurrence of three facts:

- The existence of damage that must be compensated for or repaired.
- The existence of fault (negligence).
- The existence of a causal relation between the act or omission and the damage caused.

Civil liability can be covered by a civil liability policy that covers the damage that may occur.

Criminal liability

The purpose of criminal liability is to **repress** criminal behaviour related to health and safety at work and to foster preventive activities by coercive means.

The Penal Code provides expressly for **crimes against the rights of workers**. Article 316 states that sanctions must be applied to “those who breach risk prevention regulations and although they are legally obliged to do so do not provide the necessary means for workers to carry out their activities in appropriate health and safety conditions, in a way that places their lives, health or physical integrity in grave danger”.

Article 318 states that “when the incident [...] is attributed to a legal person, the penalty is imposed on service administrators or managers who have been responsible and who, though aware of the incident and able to remedy it, have not taken the steps to do so”.

Thus, sanctions are applied when the **lives, health or physical integrity of workers** have been endangered, **without it being a necessary condition for harm to have resulted**, which implies that any breach of occupational risk prevention regulations may be punished when this breach creates a risk or danger that may be punishable by criminal law.



3 Scope of application

Article 3 of the LPRL 31/1995, amended by Law 31/2006, of 18 October, specifies the following:

“This law and its implementing regulations are applicable both in labour relations regulated by the revised text of the Law of the Workers' Statute and in the administrative or statutory relations of the employees of public administrations, with the peculiarities foreseen in this law and its implementing regulations. [...]

When this law refers to employees and employers, it is understood that these terms include, respectively, employees in an administrative role or one which is foreseen in an institution's statutes and the public administration to which they provide their services, in the terms expressed in the third additional provision of this law.”

This occupational health and safety plan **applies to the entire university community**. In particular, it is fully applicable to employees who carry out activities at the UPC. Although students are not governed by the regulatory framework on occupational risk prevention, they are obliged to follow the codes of good practice that safeguard the health and safety of themselves and others.

Affiliated schools, affiliated university research institutes, entities belonging to the UPC Group and associated bodies must take on risk prevention with their own resources or by means of subsidies and must establish a coordination agreement with the UPC, because they are obliged to have their own occupational health and safety plan.

The UPC, however, will require compliance with prevailing legislation and respect for the commitments laid down in its occupational health and safety policy.



4 Objectives

This plan aims to achieve a strategic objective of improving the conditions under which work, research and teaching is carried out, preventing risks that might threaten the health and safety of the university community, the staff of collaborating entities and external staff, and respecting the laws and regulations that are in force in accordance with the UPC's occupational health and safety policy.

In order to fulfil this strategic objective it is necessary to consider more local, programmed actions that allow us to measure the degree of integration of risk prevention in the organisation and among the people of which it is composed. These objectives are considered to be operational objectives.

Strategic objective

To integrate occupational risk prevention in the organisational structure, as well as in all of the activities that take place within it, so that it informs technical processes, the organisation of work and the conditions under which work takes place. This integration at all hierarchical levels implies that workers are assigned and must fulfil the duty to include occupational risk prevention in any activity that they carry out or order another to carry out and in any decisions they take.

To achieve this, the responsibilities of every member of the university community must be defined in order to enable them to fulfil these responsibilities effectively, to give them the tools and resources they need and to ensure a good flow of information, communication, training and documentation in keeping with the legal and regulatory framework in force.

Operational objectives

- To define the responsibilities of every member of the university community to enable them to fulfil these responsibilities effectively, to give them the tools and resources they need, and to ensure a good flow of information, communication, training and documentation in keeping with the legal and regulatory framework in force.
- To equip all members of the university community to fulfil their responsibilities through the necessary training in occupational risk prevention, so that the rights, duties and obligations established by law are fulfilled.
- To define and provide the tools for occupational risk prevention so that members of the university community can properly fulfil the responsibilities assigned to them with the help of a manual for managing the integration of occupational risk prevention. Everyone must be aware of what they have to do, why they have to do it, who has to do what and how and when it has to be done.
- To design, implement and disseminate appropriate communication channels for the prevention of occupational risk by establishing circuits that ensure the smooth and



effective flow of information, communication and documentation amongst unit directors, their subordinates, the Occupational Health and Safety Service and the university community in general.

- To organise and make resources for specific purposes in occupational risk prevention available in order to safeguard the health and safety of the university community.
- To have a coherent and structured plan of action that enables occupational risk prevention activities to be programmed and executed once the risks identified have been properly assessed.



5 Description and characteristics of the UPC

The Universitat Politècnica de Catalunya is a public institution with legal entity and its own assets that provides a public service of higher education through research, teaching and study, primarily in the areas of engineering, architecture and science.

It has full autonomy in the spheres of research, teaching, organisation, government, administration and funding under the Spanish Constitution, the Statute of Autonomy of Catalonia and its own statutes, without any limitation other than the rules dictated by the Spanish and Catalan governments in the exercise of their respective powers.

The Board of Trustees, the Governing Council, the University Senate and the rector ensure the maintenance and legal defence of the University's powers as regards its autonomy.

The Universitat Politècnica de Catalunya is divided into the structural units through which it carries out its functions and to which its employees are affiliated. The structural units are the following:

- a) Academic units, which are directly responsible for carrying out the University's academic activity.
- b) Administrative and service units, which are responsible for providing support for academic, management and service activities to the University, the university community and other units. These so-called structural units are generally classified by campus or area of knowledge.

The academic units of the Universitat Politècnica de Catalunya are the following:

- a) Schools.
- b) Departments.
- c) University research institutes.
- d) The Doctoral School.
- e) Other academic units included in, or created in accordance with, the Statutes.

The administrative and service units of the Universitat Politècnica de Catalunya comprise the following:

- a) University services.
- b) Management and support units.
- c) Other administrative and service units included in, or created in accordance with, the Statutes.

The structural units of the Universitat Politècnica de Catalunya are obliged to work together to contribute adequately to fulfilling the functions and objectives of the University, as well as their own duties.

Other structures

The Universitat Politècnica de Catalunya's network of libraries and archives comprises the University's libraries and archives and the Libraries, Publications and Archives Service.

The libraries and archives are resource centres holding scientific, technical, artistic and humanistic information that lend support to the university community in research, learning and education. Their aims are to facilitate study and access to information and documents and to encourage the use of these resources.

The Libraries, Publications and Archives Service plans, organises and manages the network of libraries and archives of the Universitat Politècnica de Catalunya in accordance with the guidelines of the Governing Council.

The Universitat Politècnica de Catalunya may create operating units for specific purposes such as teaching, research or services within the structural units or that are to be shared among several units. Research groups, accredited research groups, company chairs and classrooms and the UNESCO chairs are operating units.

The Governing Council regulates and approves the creation and naming of these units.

The Universitat Politècnica de Catalunya, in accordance with the provisions of articles 44 and 46 of its statutes, can create legal entities other than the University to promote and develop its aims, in accordance with the applicable general legislation, by itself or in collaboration with other public or private entities.

The Universitat Politècnica de Catalunya and the entities in whose decision-making bodies, capital or endowment funds the University has a direct or indirect controlling interest make up the UPC Group.

Entities that perform academic tasks or lend support to teaching in which the Universitat Politècnica de Catalunya does not have a controlling interest are classed as associated entities.

5.1 People*

Employees and students make up the university community.

6,715 employees, comprising the following:

- Teaching and research staff: 4,898
- Administrative and service staff: 1,817

23,825 students, comprising the following:

- Undergraduate students.
- Master's degree students.

*Data from the census. Election of the rector. November 2013.

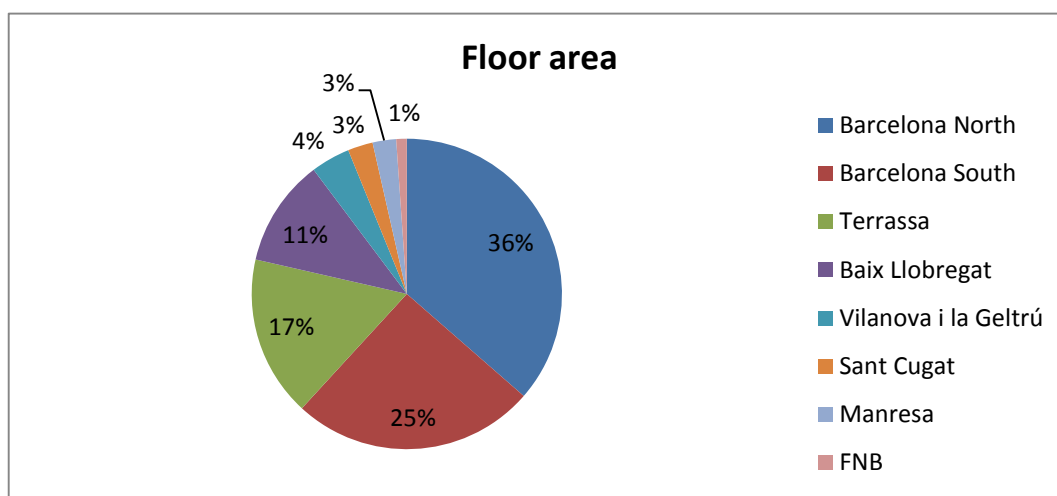
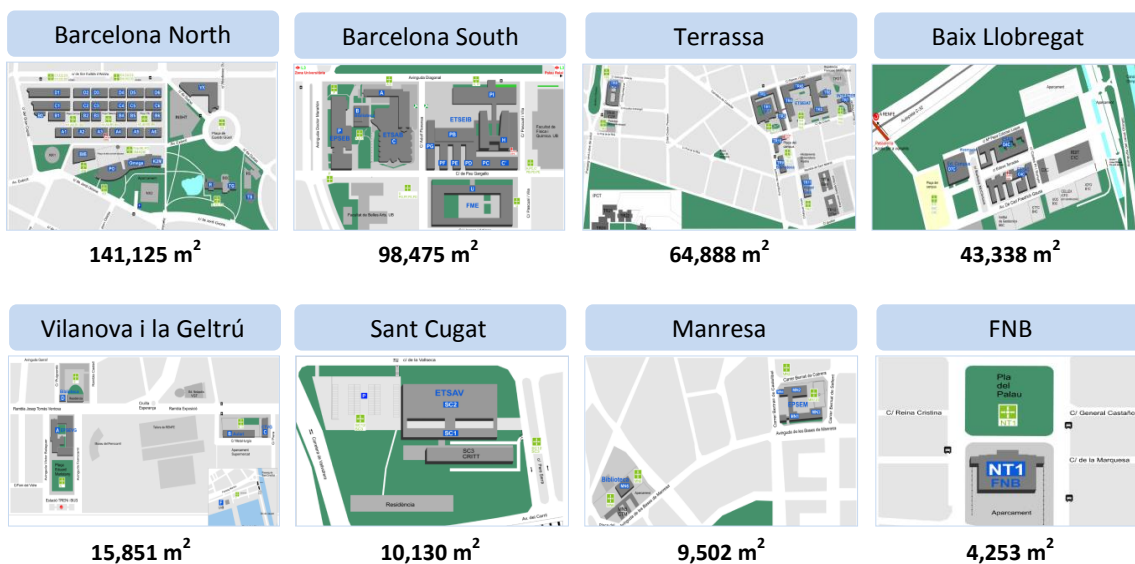
5.2 Infrastructure*

The UPC places educational, scientific and technological infrastructure at the service of students, researchers, research groups and centres, and companies and institutions.

Some of the UPC's buildings are located on one of three campuses and some are part of towns and cities.

- Campuses: **Barcelona North Campus, Baix Llobregat Campus, Terrassa Campus.**
- Buildings in towns and cities: **Barcelona South Campus, Barcelona School of Nautical Studies (FNB), Sant Cugat, Manresa, Vilanova i la Geltrú.**

The UPC has **58 buildings**, which are classified according to their activity: **schools, research centres, administrative buildings, libraries, assembly halls, auditoriums and sports facilities**, representing 387,562 m² that are distributed as follows:





5.3 Activity*

The activities of the UPC are teaching, research and technology transfer.

The UPC is divided into the following:

- **23 schools**
- **42 departments**
- **6 research institutes**
- **197 research groups**
- **18 associated research entities**

The **areas of study and research at the UPC** are the following:

- Architecture, Urbanism and Building Construction
- Applied Sciences
- Health Sciences and Technology
- Audiovisual Communication and Media
- Aerospace Engineering
- Biosystems Engineering
- Civil Engineering
- Informatics Engineering
- Industrial Engineering
- Naval, Maritime and Nautical Engineering
- Telecommunications Engineering
- Business Management and Administration
- Environment, Sustainability and Natural Resources

Teaching

33,889 students are pursuing one of 68 bachelor's degrees, 65 master's degrees and 51 doctoral programmes.

375 international academic agreements

2820 students on work placement

Research and technology transfer

197 research groups carry out their activity at the UPC.

The UPC has **1,922 existing collaboration agreements** with companies and organisations. Approximately 1,100 research agreements and projects with over 700 companies and institutions are set up every year.

*Figures taken from the UPC's 2012-2013 annual report (published in September 2013)

5.4 Contracted university services

Over 100 companies have staff working on UPC premises, generally in the following areas:

- Maintenance of facilities
- Construction work
- Computer maintenance
- Bars and restaurants
- Security
- Cleaning
- Photocopying services
- Gardening
- Waste management
- Occupational medicine
- Shops (opticians, stationery suppliers, travel agents, etc.)
- Others

5.5 Other information

The **UPC Group** consists of entities owned by the UPC in which it has a direct or indirect controlling interest in their decision-making bodies, capital or endowment funds. The following are members of the UPC Group:

- CIM Foundation
- Innovation and Technology Centre Foundation (CIT UPC)
- Fundació Politècnica de Catalunya
- Mediterranean Technology Park (PMT)
- UPC Research and Innovation Park
- UPCnet, SL

There are **7 affiliated schools at the UPC**:

- Image Processing and Multimedia Technology Centre (Terrassa)
- Interdisciplinary Higher Education Centre (Barcelona)
- Igualada School of Engineering
- Barcelona College of Industrial Engineering
- Mataró College of Engineering
- Euncet University Business School (Terrassa)
- EAE University Business School (Barcelona)

The UPC is also part of **affiliated entities** in which it does not have a controlling interest.

Further information is available at <http://www.upc.edu/la-upc/la-institucio/estructura>.

6 Organisation and management of prevention activities

An **occupational health and safety plan** is the tool through which prevention activities are integrated in a company's management system and which establishes its occupational health and safety policy. As stated in Article 16 of the LPRL 31/1995, such a plan must include details of the following:

- **The organisational structure and the roles and responsibilities** at each hierarchical level and the **communication channels** between these levels as regards occupational risk prevention.
- The **procedures, processes** and resources needed to prevent occupational risk.

The Occupational Health and Safety Plan responds to the following questions:

What are the occupational health and safety aims?	Occupational health and safety policy of the UPC
Who has to do it?	Governing, representation, consultation and participation bodies Organisational structure Specific organisation of occupational risk prevention
What has to be done?	Occupational health and safety responsibilities in the organisational structure
How does it have to be communicated?	Communication circuits and channels
How does it have to be done?	Manual for managing prevention activities: procedures and processes
Instruments	Occupational risk assessment and planning of prevention activities



6.1 Occupational health and safety policy of the UPC

The occupational health and safety policy is a statement of intent that elaborates the organisation's principles and commitments in this area. It forms the basis for the effective management of occupational risk prevention in the organisation and is a prerequisite for promoting the integration of occupational risk prevention in the company's management system.

On 23 July 2009 the UPC's Governing Council approved Agreement no. 150/2009, thus approving the UPC's occupational health and safety policy.

Occupational health and safety policy of the UPC

Preamble

The UPC is aware of the importance of establishing and respecting a rigorous and coherent policy on health and safety and on 25 July 2003 the Governing Council approved its occupational health and safety policy statement. The purpose of the statement was to "promote the improvement of working conditions aimed at raising the level of protection of the health and safety of workers in the workplace". Today it is true to say that, although there is still a long way to go, health and safety standards have been raised substantially at our university.

On 3 April 2006, the general assembly of the Conference of Rectors of Spanish Universities (CRUE) approved the document on preventive culture "Description of the CRUE's Prevention Policy". This document, which furthers the idea that each university should take into account its own idiosyncrasies in developing its own policy, also expresses the need for integrating safety and health. It urges rectors and governing bodies to be the first to take on this commitment, and to promote the obligatory integration of prevention in each and every activity of the University at all hierarchical and organisational levels.

In a meeting held on 9 June 2008, the UPC's Health and Safety Committee approved the conclusions of the committee appointed to assess the Occupational Health and Safety Plan. These conclusions suggested that more attention should be given to the regulation of functions and responsibilities in occupational risk prevention at the UPC, with sufficient communication, information and training given to all staff, whether they are involved in administration or in teaching and research.

It is therefore necessary to revise the UPC's current occupational health and safety policy statement.



Responsibility for the management of occupational risk prevention rests with the entire organisation, whose members must be committed to incorporating prevention management in all day-to-day activities.

This step is essential for a safe, healthy, sustainable and excellent university that respects people and safeguards their integrity and it cannot be taken without a genuine culture of prevention based on a strong occupational health and safety policy statement. The statement must state clearly the guiding principles and commitments that will allow the objective to be achieved.

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.



6.2 Governing, representation, consultation and participation bodies

The general collegial bodies of the UPC are the Board of Trustees, the Governing Council, the University Senate, the Academic Council, the Teaching and Research Staff Recruitment and Assessment Committee, the Appeals Committee, the Electoral Board, the Lifelong Learning Committee, the Student Council and the Doctoral Student Council.

Bodies with just one member are the rector, the vice-rectors, the general secretary, the manager and the delegates of the rector, who make up the Executive Council.

Of those bodies mentioned, the following are **actively involved in the integration of occupational risk prevention**:

Executive Council - Governing body

The rector is the highest academic authority of the University and he or she represents and directs it. The rector is elected by all the members of the university community by weighted universal suffrage. To carry out his or her task of government, he or she appoints the vice-rectors, commissioners and the general secretary, who assist him or her, and the manager, who is responsible for managing the administrative and financial services of the University. All of these make up the Executive Council.

Health and Safety Committee - Consultation and participation body

The Health and Safety Committee is a joint and collegial participation body devoted to regularly checking the actions of the UPC in occupational risk prevention as defined in Article 38 of the LPRL 31/1995.

The Committee is made up of prevention officers, on the one hand, and the rector and his or her representatives, on the other. There must be an equal number of each.

1. The Health and Safety Committee **has the following responsibilities**:

- a) It participates in the development, implementation and assessment of occupational health and safety plans and programmes. It must discuss, before putting them into practice and with regard to their relevance for occupational risk prevention, the choice of the organisational form of the company, and if necessary, the actions to be taken by specialised firms providing the company with prevention services; projects on planning, work organisation and the introduction of new technologies, and organisation and development of prevention and protection activities as referred to in Article 16 of this law; and the design and organisation of training on occupational health and safety.
- b) It promotes initiatives on methods and procedures for effective risk prevention and proposes to the employer that conditions be improved or flaws corrected.

2. In meeting these responsibilities, it **has the authority to do the following**:



- a) To study situations concerning the prevention of workplace hazards, for which it must be able to carry out visits as it deems appropriate.
- b) To access all the necessary documents and reports on working conditions for the fulfilment of its duties, as well as documents and reports on the activities of the Occupational Health and Safety Service, if necessary.
- c) To understand and analyse harm to employees' health or physical integrity in order to assess the causes and propose appropriate preventive measures.
- d) To study the annual reports and programmes of health and safety services and make reports.

Governing Council - Governing body

The Governing Council is the University's governing body. It lays down the University's strategic and programmatic lines, as well as the directives and procedure for applying them to academic, financial and management areas.

The Governing Council establishes the internal regulations of the University. It must ensure compliance with the UPC Statutes and regulations and the agreements of the University Senate.

The functions of the Governing Council include the following:

- Ensuring that the University complies with the guiding principles laid down in its statutes, such as promoting social responsibility and the need for accountability among all its members.
- Ensuring good working conditions and harmonious relations in the university community.
- Ensuring that the University's units carry out the functions that have been assigned to them.

Board of Trustees - Participation body

The Board of Trustees is a body for society's participation in the University and acts as a link between society and the University. It works with the Governing Council in defining the criteria and objectives that inform the University's strategy and promotes the collaboration of society in the University's funding and contributes to the University's accountability to society.

It also oversees the University's economic activity and the provision of its services.

6.3 Organisational responsibilities in occupational health and safety in the organisational structure

In accordance with the provisions of Article 16 of the LPRL 31/1995 and following the directives of the secretary general for Universities, in order to integrate occupational risk prevention in the organisational structure of the UPC it is necessary to define the responsibilities that all members of the university community must be aware of and take in occupational risk prevention.

All members of the university community are required to do the following:

- To keep up to date on the conditions that affect their health and safety.
- To participate in training programmes provided by the UPC.
- To follow safe and healthy practices in the workplace, classrooms, laboratories, etc.
- To tell his or her superiors or supervisors of any hazards observed in the workplace, classroom, laboratory, etc.

The table below shows the responsibilities of members of the University as regards occupational risk prevention:

	Organisation	Management	Supervision	Promotion	Support
EXECUTIVE COUNCIL	RECTOR				
			GENERAL SECRETARY AND VICE-RECTOR COMMISSIONER AND DELEGATE OF THE RECTOR		
OFFICE OF THE GENERAL MANAGER	GENERAL MANAGER Organisation and management				
			Supervision	Promotion	Implementation
			DEPUTY GENERAL MANAGERS		
			AREA DIRECTORS		
			ASSISTANT GENERAL MANAGER		

	Management	Supervision	Information	Integration	Execution
ACADEMIC UNITS	DEAN OR DIRECTOR OF AN ACADEMIC UNIT				
		SECRETARY, ASSISTANT DIRECTOR AND HEADS OF SECTION			
				TEACHING AND RESEARCH STAFF	
		Implementation	Information	Integration	Execution
		HEAD OF MANAGEMENT AND SUPPORT SERVICES HEAD OF ADMINISTRATION			
			ADMINISTRATIVE AND SERVICE STAFF MANAGERS		
				ADMINISTRATIVE AND SERVICE STAFF	
				Integration	Execution
				GRANTHOLDERS	
					STUDENTS

	Training	Information	Integration	Execution
TEACHING LABORATORIES WORKSHOPS	Teaching and research staff (in charge of practicals)			
	TEACHING AND RESEARCH STAFF			
	Integration			Execution
	ADMINISTRATION AND SERVICE STAFF			
	Integration			Execution
	GRANTHOLDERS			
	EXTERNAL STAFF			

	Information	Implementation	Integration	Execution
RESEARCH GROUPS (RESEARCH LABORATORIES)	TEACHING AND RESEARCH STAFF IN CHARGE (principal investigator)			
	TEACHING AND RESEARCH STAFF			
	Integration			Execution
	ADMINISTRATIVE AND SERVICE STAFF			
	Integration			Execution
	GRANTHOLDERS			
				EXTERNAL STAFF

	Implementation	Information	Integration	Execution
ADMINISTRATIVE AND SERVICE UNITS	HEAD, MANAGER OR DIRECTOR			
	MANAGERS			
	ADMINISTRATIVE AND SERVICE STAFF			

Details of specific responsibilities are given below.

EXECUTIVE COUNCIL

The rector

To organise, direct and supervise the integration of occupational risk prevention at all levels within the UPC and to adopt the measures that are necessary for protecting and guaranteeing the health and safety of the university community in keeping with prevailing legislation. In short, to integrate risk prevention in the hierarchical structure, decisions and actions of the UPC.



The general manager

To organise, direct and supervise the integration of the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in the hierarchical structure, decisions and actions of the UPC in the spheres of organisation and management.

The general secretary, vice-rectors and commissioners

To promote, foster and supervise the integration of the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in the decisions and actions of the UPC in their areas of responsibility.

Delegate of the rector

To promote, foster and supervise the integration of the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

OFFICE OF THE GENERAL MANAGER

Assistant managers, area directors and deputy general managers

To promote, foster and supervise the integration of the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

ACADEMIC UNITS

The dean and directors of academic units

To promote, foster and supervise the integration of the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all of the unit's decisions and actions.



Secretaries of academic units, assistant directors and heads of section

To promote, foster and supervise the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Teaching and research staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Heads of management and support services and heads of administration in academic units

To integrate, provide information on and implement the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Administrative and service staff managers

To integrate, provide information on and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Administrative and service staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Grantholders

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and comply with the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.



Students

To observe and execute the UPC's processes and procedures related to occupational risk prevention and to observe and comply with the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring their own health and safety and that of others.

TEACHING LABORATORIES AND WORKSHOPS

Teaching and research staff (in charge of practicals)

To integrate and provide training and information on the processes and procedures related to occupational risk prevention by adopting the necessary measures to protect the health and safety of students and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring students' health and safety in all their teaching practices.

Teaching and research staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Administrative and service staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Students

To observe and execute the UPC's processes and procedures related to occupational risk prevention and to observe and comply with the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring their own health and safety and that of others.

RESEARCH GROUPS (RESEARCH LABORATORIES)

Teaching and research staff in charge (principal investigators)

To integrate, provide information on and implement the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.



Teaching and research staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Administrative and service staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Grantholders

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all the decisions and actions in their areas of responsibility.

External staff

To observe and execute the UPC's processes and procedures related to occupational risk prevention and to observe and comply with the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring their own health and safety and that of others.

ADMINISTRATION AND SERVICE UNITS

Heads, managers and directors of administrative and service units

To integrate, provide information on and implement the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.

Administrative and service staff managers

To integrate, provide information on and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.



Administrative and service staff

To integrate and execute the UPC's processes and procedures related to occupational risk prevention and to observe and enforce the health and safety policy and the objectives of the Occupational Health and Safety Plan with the aim of ensuring that the prevailing legislation is applied and health and safety objectives are met. In short, to integrate risk prevention in all decisions and actions in their areas of responsibility.



6.4 Specific organisation of occupational risk prevention

In accordance with prevailing legislation, the UPC has a specific body specialised in the prevention of occupational risk **to respond** to needs in this area and **to advise** individuals and the governing, representation, consultation and participation bodies of the UPC.

6.4.1 Occupational Health and Safety Service (SPRL)

Article 31 of the LPRL 31/1995 defines a prevention service as "the set of human and material resources necessary for prevention activities that ensure adequate protection of workers' health and safety to be carried out. The service advises and assists employers, employees and their representatives, and specialised representation bodies. For the service to be able to exercise its functions, the employer must provide it with access to the information and documentation that it needs".

Article 31.3 states that prevention services should be able to provide the employer with the advice and support it needs to counter different types of risk, in connection with the following:

- a) The design, implementation and application of a risk prevention plan that allows prevention to be integrated in the functioning of the company.
- b) Risk assessment of hazards that may affect the health and safety of employees under the terms laid down in Article 16 of the aforementioned law.
- c) The planning of prevention activities and the setting of priorities in adopting preventive measures and monitoring their effectiveness.
- d) Information and training for employees, under the terms laid down in Articles 18 and 19 of the law.
- e) The provision of first aid and emergency plans.
- f) Employee health surveillance in relation to occupational hazards.

According to Article 15 of Royal Decree 39/1997 of 17 January, which approves the regulations of prevention services, as amended by Royal Decree 337/2010, of 19 March, a prevention service must be a specific organisational unit and its members must dedicate themselves exclusively to the aims of the service.

The occupational risk prevention service must include at least two of the specialities or disciplines foreseen in Article 34 of this provision, carried out by qualified experts in accordance with the provisions of Chapter VI. These experts must act in a coordinated fashion, particularly in relation to the health and safety design of workplaces, risk identification and assessment, prevention plans and employee training plans.

The UPC, via the Occupational Risk Prevention Service, covers the disciplines of occupational safety, industrial hygiene, ergonomics and applied social psychology with its own resources and enlists the services of a company specialising in occupational medicine, which is considered an external prevention service.

6.4.2 Health and safety representatives

Health and safety representatives represent employees and have specific functions in occupational risk prevention. These representatives are chosen from among staff representatives by the staff representatives themselves.

Health and safety representatives have the following responsibilities:

- To collaborate with the UPC to improve preventive action.
- To promote and encourage employee cooperation in the implementation of the occupational risk prevention regulations.
- To be consulted by the UPC on the decisions referred to in the LPRL 31/1995 before these decisions are taken.
- To monitor and control compliance with occupational risk prevention regulations.

6.4.3 Health and safety resources

A health and safety resource is an individual or group of individuals appointed by the employee who are trained in occupational risk prevention and have the means and know-how needed to monitor compliance with preventive measures. Their number should be sufficient to enable them to monitor this compliance.

According to the provisions of Article 32 bis of the LPRL 31/1995, regardless of how these resources are organised their presence in the workplace is necessary in the following cases:

- a. When risks may be aggravated or modified in the carrying out of a process or activity because operations requiring the proper application of working methods to be monitored occur in succession or simultaneously.
- b. When processes or activities that in the regulations are considered to be especially hazardous or involving special risks are carried out.
- c. When their presence is stipulated by the Inspectorate of Employment and Social Security, if the particular circumstances call for it, given the working conditions detected.

The rector appoints these resources as the activities that require them are identified.

6.4.4 Radiological Protection Service

The UPC has a specific radiological protection service because of its radioactive facilities and the special risks that they pose.

The mission of the UPC's Radiological Protection Service is to advise the UPC's radioactive facilities on radiological protection. This service is affiliated with the UPC's Institute of Energy Technologies.

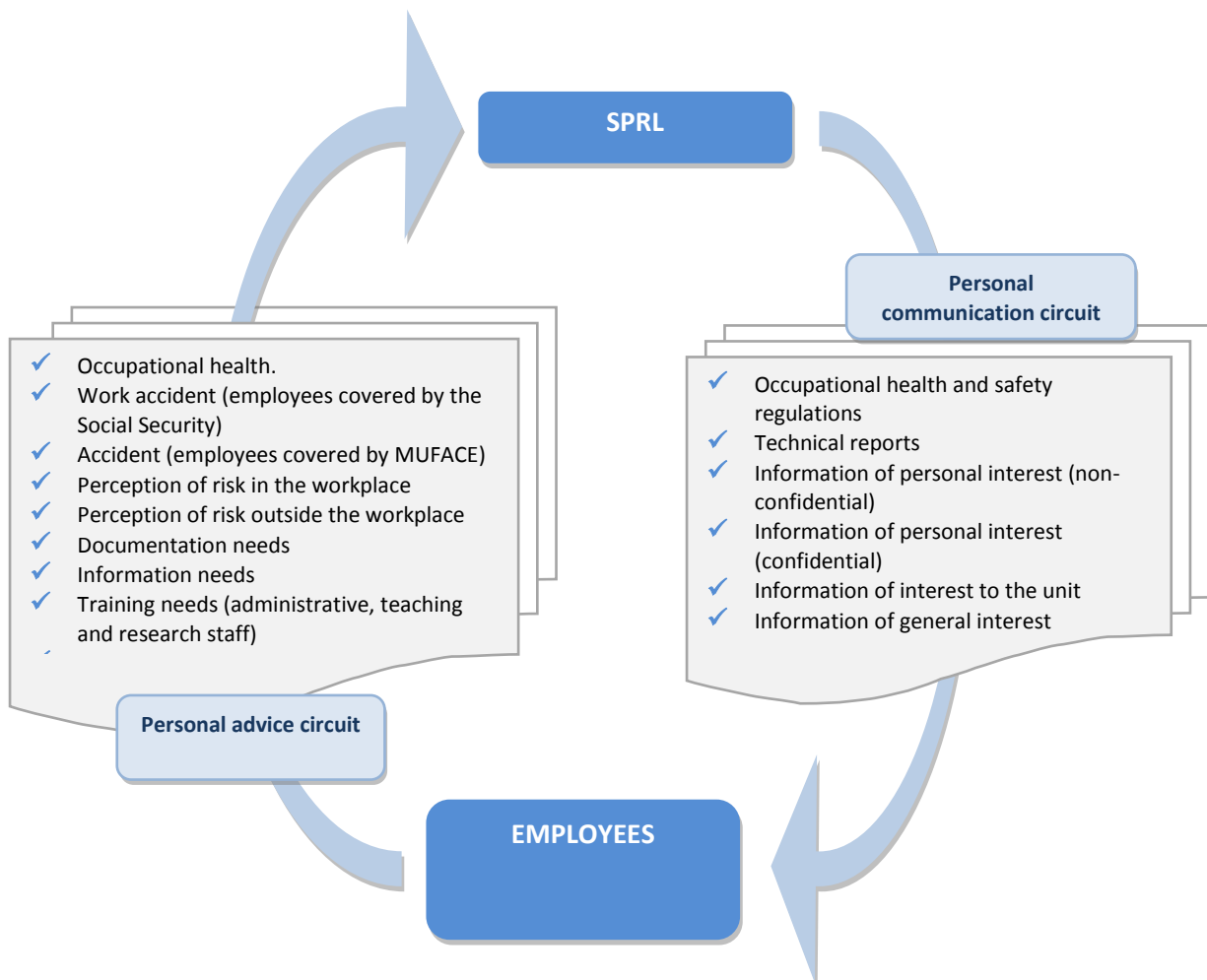


Under current law, the Radiological Protection Service must be organised and operate independently to other units. The head of the Radiological Protection Service must depend directly on the owner or his or her delegate.

6.5 Communication circuits and channels

Two general circuits have been established to ensure the smooth and effective flow of information, communication and documentation on occupational risk prevention amongst unit directors, their subordinates, the SPRL and the university community in general. These circuits differ depending on the sender, as outlined below.

- A. **Personal advice circuits:** these circuits are designed for employees seeking information, documents or advice on health and safety.
- B. **Personal communication circuits:** these circuits are designed for communication and information on occupational risk prevention between the UPC—through the SPRL—and its employees. There are also channels for communication and information on hazards in the workplace or in facilities and activities outside the workplace.





The standard channels of communication and information are the following:

- Communication
 - @ E-mail address: servei.prevencio@upc.edu
 - ☎ Telephone number: 934 017 450
 - ✉ Internal postal service address:
Occupational Health and Safety Service (SPRL)
Vèrtex (VX) building
Second floor – Office 201
North Campus
 - 💻 Online tool for requesting healthcare services

- Information
 - 📄 Occupational Health and Safety website: <http://www.upc.edu/prevencio>

Specifically, the **manual for managing prevention activities** provides information on the processes in which the information and communication channels play a part, including the agents involved in them, such as heads of units or activities, employees and health and safety delegates.

The SPRL holds all of the original documents that it issues.

6.5.1 Personal advice circuits

The following circuits must be followed when a person needs information, advice on health and safety matters or healthcare.

Occupational health

Employees should use the online tool for requesting healthcare services to book an appointment with the ViPS centre of their choice or a clinic in the prevention society network.

Work accident (employees covered by the Social Security)

The injured person must report the accident to the administrative head of the unit in which he or she works. The administrative head of the unit then issues the corresponding referral note. If the unit does not have an administrative head the accident must be reported to the person in charge of teaching in the unit.

Work accident (employees covered by MUFACE)

The injured person must report the accident to the administrative head of the unit for which he or she works to all corresponding effects. If the unit does not have an administrative head the accident must be reported to the person in charge of teaching in the unit.



Perception of risk in the workplace

Employees must notify the person in charge of an activity of any risk that they have observed. If the person in charge is aware of and knows how to apply the corrective or preventive measure, it must be applied. If the person in charge is not aware of such a measure, he or she must inform the SPRL of the situation in writing. The SPRL will reply in writing to the person in charge of the activity and the head of the unit, if they are not the same person. They must inform the employee who observed the risk of the response.

Perception of risk at the UPC, outside an employee's own workplace

The employee must notify the SPRL of the situation observed in writing. The SPRL contacts the corresponding person so that he or she deals with the situation, issues a resolution and ensures that it is properly resolved. He or she must inform the person who reported the situation.

Technical and preventive documentation needs

The interested party can access the UPC's Occupational Health and Safety website. In the case of administrative, teaching or research staff they can access the intranet and view or download documents. In other cases the documents that are available to the public can be viewed and downloaded. If you cannot find the documents you need, contact the SPRL in writing.

Technical and preventive information needs

The interested party can access the UPC's Occupational Health and Safety website. In the case of administrative, teaching or research staff they can access the intranet and view or download documents. In other cases the information that is available to the public can be viewed. If you cannot find the information that you are interested in, contact the SPRL in writing.

Occupational risk prevention training needs (teaching and research staff)

Employees should contact the Institute of Education Sciences (ICE), who will handle their requests. If technical advice is required, the ICE will contact the SPRL.

Occupational risk prevention training needs (administrative and service staff)

Employees should talk to their managers, who will relay their request to the Professional Development Service (SDP). If technical advice is required, the SDP will contact the SPRL.

Need for specific advice on occupational risk prevention

The employee must notify the SPRL of the situation observed in writing. He or she must give details of the query and copy the head of the unit or the person in charge of the activity into the e-mail. The SPRL assigns one or more specialists to advise the person concerned, takes measures to ensure that the case is resolved and informs the person and copies his or her manager into the e-mail.



Need for personal protection equipment

Certain activities require the use of individual protection equipment that must be provided by the person in charge of the activity.

If this equipment is not available, the interested party must request it from the person in charge. If the person in charge of the activity needs advice, he or she should write to the SPRL, which must respond in writing to the person in charge of the activity and the head of the unit, if they are different people. The SPRL must inform the interested party of the response and if necessary provide the necessary equipment.

6.5.2 Personal communication circuits

When the UPC, through the SPRL, needs to contact people it uses the communication circuits detailed below.

Regulations

The SPRL must inform the heads of units in writing of the regulations that must be complied with or how these regulations can be accessed. They must in turn inform their subordinates of these regulations and ensure they are complied with.

Technical reports and results of risk assessment

The SPRL must notify the head of the unit in writing of the purpose of the report or assessment and provide all the necessary documents or instructions on how to access them so that he or she can revise and review them and transfer them to his or her subordinates. The advice of the SPRL may be sought whenever necessary.

Information of personal interest (non-confidential)

The SPRL must provide the person concerned with the relevant (non-confidential) information in writing and send a copy to the head of the unit, to whom it must submit all the necessary documents and instructions on how to access them.

Information of personal interest (confidential)

The SPRL must provide the person concerned with the relevant information in writing and respect the confidential nature of the information.

Information of interest to the unit

The SPRL must provide the head of the unit with the relevant information in writing and all the necessary documents or instructions on how to access them so that he or she can revise and review them and transfer them to his or her subordinates.

Information of general interest

The SPRL must provide all teaching, research and administrative staff with information of general interest in writing and all necessary documents or instructions on how to access them so that they are aware of this information to all corresponding effects.



Investigation of work accidents

The SPRL must inform the head of administration of the unit where the person has come to harm in writing and provide all necessary documents or instructions on how to access them so that he or she can fill them in. If the unit does not have an administrative head the accident must be reported to the person in charge of teaching in the unit.

Risks inherent to the post

The person in charge of the activity and/or unit must inform the person occupying the post of the hazards to which he or she may be exposed. To fulfil this obligation, the SPRL must inform the person in charge of the activity and/or unit of the known hazards of the post so that he or she can inform the people involved. If the person in charge is in need of advice, he or she must request it in writing from the SPRL, which will reply as soon as possible. The SPRL is always available to those seeking advice.

Risks of an activity, space or situation extrinsic to the workplace

The person in charge of the activity and/or unit must inform the person external to the UPC of the hazards to which he or she may be exposed in the activity, space or situation. To fulfil this obligation, the SPRL must inform the person in charge of the activity and/or unit of the known hazards of the activity, space or situation so that he or she can inform the people involved. If he or she is in need of advice, he or she must request it in writing from the SPRL, which will reply as soon as possible. The SPRL is always available to those seeking advice.



6.6 Risk assessment and planning of prevention activities

The essential tools for managing and implementing the Occupational Health and Safety Plan are risk assessment and the planning of prevention activities.

Risk assessment is conducted to estimate the magnitude of unavoidable hazards. The information obtained on the hazard is used to take an appropriate decision regarding the need for preventive measures and what these measures should be.

The assessment of risks to safety, hygiene and ergonomics is programmed and carried out, wherever possible, by groups that perform a similar activity and are as a result exposed to the same or similar hazards.

- Teaching
- Laboratories and workshops
- Maintenance
- Administration
- ICTs
- Libraries
- Reception

Risks to safety, hygiene and ergonomics in research and knowledge transfer are assessed when an activity is generated, at which moment the SPRL must be informed so that it can assess these risks.

The assessment of psychosocial hazards is programmed and performed by the units.

A risk assessment report must define, at the very least, the posts covered by the assessment and give details of the preventive measures, emergency measures, health surveillance, training and information that are required.

When the results of the risk assessment reveal hazardous situations appropriate preventive action is planned with the aim of eliminating or controlling and reducing the hazards. Priorities are established according to the magnitude of the risk and the number of workers affected.

The planning of prevention activities includes the human, material and financial resources needed to meet the objectives and the programme, stages and priorities.



6.7 Manual for managing prevention activities: procedures and processes

Occupational risk prevention should be integrated into the University's **management system**.

A **system** is a set of resources that act and interact to achieve a goal. **Managing** an activity properly means planning it, organising it and controlling its execution to achieve the goal using available resources efficiently.

By a **procedure** (written or otherwise) we mean the way in which an activity must be carried out. It should include at least what must be done and how it must be done (method of execution). It should also specify the activity's aim, plan (when it must be done) and organisation (who should do it). If necessary, it can include data on the activity and its results.

To make management easier, the many activities that make up a complex activity can be grouped into **processes**.

Procedures detailing how a given task or job must be carried out are usually referred to as work *instructions or rules*.

The **manual for managing prevention activities** contains the procedures and processes for carrying out prevention activities with the aim of integrating occupational risk prevention in the UPC's management system.

It is divided into 10 areas of activity or activities:

- Risk analysis and assessment
- Emergency plans
- Information and education
- Procedures, instructions and recommendations on working safely
- Health surveillance and promotion
- Infrastructure and maintenance
- Specific supplies for health and safety
- Coordination of business activities for occupational risk prevention
- Management of deviations
- Accountability

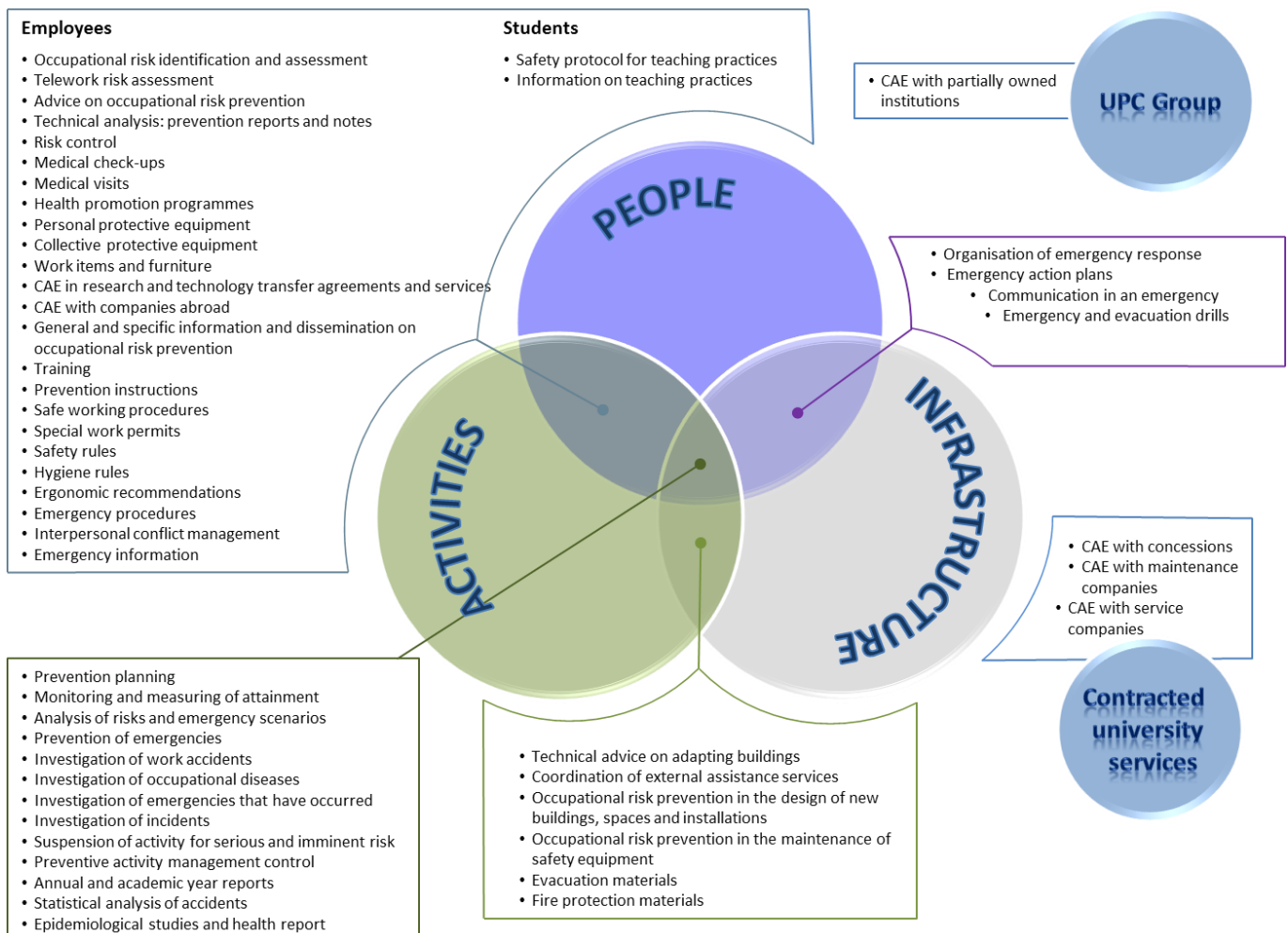
The manual indicates the processes and/or procedures that must be implemented at the UPC in each area of activity.

It should be noted that the list of processes and procedures included in this manual is not definitive, since managing prevention activities must be part of a continuous improvement process.

These procedures and/or processes are developed to address the integration of occupational risk prevention according to the specific characteristics of the UPC (described in Section 5 of this document):

- People: a dimension of the organisational structure (staff and students)
- The infrastructure of the University
- The activity that takes place
- Contracted university services
- UPC Group








The following diagram identifies procedures and/or processes according to these characteristics:









The procedures and processes are the following:







Procedures, instructions and recommendations on working safely

-  Instructions on prevention
-  Safe working procedures
-  Special work permits
-  Safety rules
-  Hygiene rules
-  Ergonomic recommendations
-  Safety procedures for teaching






Health surveillance and promotion

-  Medical check-ups (initial and periodic)
-  Return to work after a long absence
-  Pregnancy and lactation protection
-  Protection of especially sensitive staff
-  Medical visits for health reasons
-  Health promotion programmes







Infrastructure and maintenance

-  Occupational risk prevention in the design of new buildings
-  Occupational risk prevention in the design of new spaces
-  Occupational risk prevention in the design of new installations
-  Occupational risk prevention in the maintenance of safety equipment

Specific supplies

-  Personal protective equipment
-  Collective protective equipment
-  Work items and furniture
-  Evacuation materials
-  Fire protection materials

Coordination of business activities (CAE)

-  CAE in research and technology transfer agreements and services
-  CAE with partially owned institutions
-  CAE with maintenance companies
-  CAE with concessions
-  CAE with service companies
-  CAE with companies abroad



The structure of **processes** should follow, wherever possible, the model and the criteria established by the UPC in “Guidelines for process design and documentation”, a resource by the Organisational Development Service.



7 Essential resources

In order to integrate occupational risk prevention at the UPC, develop the procedures and processes mentioned in the previous section and comply with current legislation, the University must make resources available to the university community.

These resources are the following:

A. Human resources

- Specialised human resources (SPRL)

The UPC provides its own resources for occupational safety, industrial hygiene, ergonomics and applied social psychology.

SPRL staff must be qualified, they must have the time and resources they require, and there must be enough of them considering (as established in Article 31 of the LPRL 31/1995):

- The size of the company
- The types of hazards to which workers may be exposed
- The distribution of risks

To meet the needs of the UPC in accordance with its characteristics and activities, the SPRL is divided into three areas:

- Workplace safety and industrial hygiene
- Emergency plans and coordination of business activities
- Ergonomics and applied social psychology

In order to meet information, communication and administration needs, the SPRL has a Communication, Information and Administration area.

Listed below are the human means that the UPC and its structure must have.

1 head of service, with a higher qualification in occupational health and safety

3 heads of technical areas, with a higher qualification in occupational health and safety

6 specialists, with a higher qualification in occupational health and safety

1 administrative officer, with a basic qualification in occupational health and safety

1 information and communication officer, with a basic qualification in occupational health and safety

The head of the SPRL manages, coordinates and represents the Service. The head is responsible for the design, implementation and application of the Occupational Health and Safety Plan, the planning of prevention activities and the setting of priorities in adopting preventive measures.

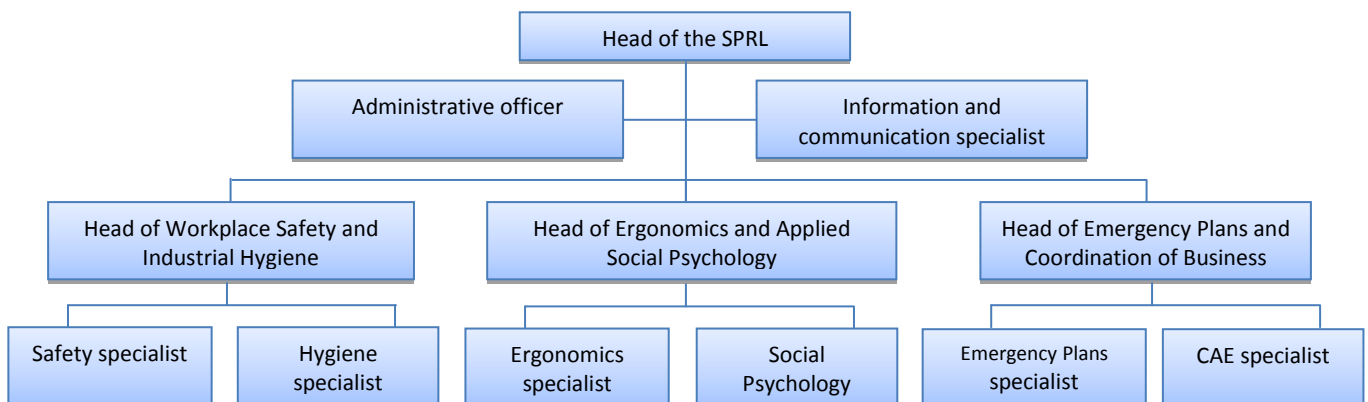
Each technical area is coordinated by a supervisor. The main responsibilities of the heads of an area are designing and validating processes, procedures, instructions and internal regulations related to their area. They design and validate training content,

supervise risk assessments and reach conclusions on these assessments in collaboration with the specialists. They supervise and coordinate the technical work of their team.

Each post occupied by a specialist in occupational health and safety has specific responsibilities in accordance with their expertise that respond to the UPC's technical and legal needs in occupational risk prevention. Each post has a specific function. The functions of each specialist are as follows: occupational safety, industrial hygiene, ergonomics, applied social psychology, emergency planning and coordination of business activities. Their main responsibilities include identifying and assessing risk in their area of expertise, proposing prevention measures and designing these measures.

The administrative officer designs, develops, controls and supervises processes related to document management, communication circuits and information and advice for the university community in all aspects of health and safety management.

The information and communication specialist designs the information and communication system for health and safety and implements and configures computer and communication systems for this purpose.



- Health resources (occupational medicine)

The UPC has an agreement with a company specialising in occupational medicine.

The following resources are needed for the purposes of health surveillance and promotion among UPC staff:

- 1 health surveillance and promotion centre (ViPS centre) equipped with a basic, stable health unit serving the North Campus and covered by healthcare staff with proven expertise, training and skills who are specialists in occupational medicine.
- 4 health surveillance and promotion centres with a basic mobile health unit serving the South, Terrassa, Baix Llobregat and Vilanova campuses and covered

by healthcare staff with proven expertise, training and skills who are specialists in occupational medicine.

- Centres belonging to the external health and safety service that are close to the UPC's facilities.

- **Health and safety resources**

As noted in the chapter on the specific organisation of occupational risk prevention, the UPC must ensure that preventive resources are present in given activities that involve a risk.

Prevention resources are appointed by the rector upon the recommendation of the SPRL when activities that involve a risk are detected or when the coordination of business activities in the field of risk prevention is requested by companies with which agreements are established.

B. Material resources

- **Resources of ViPS (occupational medicine) centres:**

- The ViPS centres must have the following minimum provision of furniture and equipment:
 - Office furniture
 - Tables
 - Chairs
 - Cabinets
 - Computers with an internet connection
- Devices for employee health surveillance:
 - Electrocardiograph with interpreter
 - Spirometer
 - Audiometer and test booth
 - Vision control and automatic non-contact tonometer
 - Other equipment
 - Scales
 - Stadiometer
 - Lightbox
 - Otoscope/ophthalmoscope
 - Rhinoscope
 - 50-ml metal syringe
 - Thermometer
 - Manual and wall blood pressure meters
 - Stethoscope
 - Refrigerator
 - CO-oximeter
 - Blood drawing chairs
 - Trolley bed
- First-aid kit:
 - Medication and materials that are essential for emergency care and first aid
 - Reanimation kit



- Defibrillator
- Other:
 - Wheelchair
 - Installation of data lines (telephone and Internet)

- **Measuring and maintenance devices**

To carry out technical tasks in occupational risk prevention and, in particular, hygienic and ergonomic assessments, the SPRL must have the following measuring devices that must be maintained in accordance with the prevailing regulations:

 - Light meter
 - Sound level meter - averaging meter and acoustic calibrator
 - Thermohygrometer, a multifunction measuring instrument with probes:
 - Probe with 3 functions to measure humidity, temperature and air velocity simultaneously
 - CO₂ probe
 - High-precision hot-wire telescopic probe for measuring laminar flows
 - Humidity and temperature recorder
 - Heat stress monitor
 - High- and low-flow sampling pump (personal air sampler) with a flow range from 5 ml/min to 4.5 l/min to sample chemicals in the environment (dust, gases and steam, etc.)
 - Adapters for low-flow sampling
 - Calibrator for high- and low-flow sampling pumps (primary standard calibration) to check flows and software to transfer the measurements to a computer
 - Sampling materials: absorbent tubes, tube holders, tapes, filters, etc.

C. Technological resources for management, communication and information

In order to perform occupational risk prevention properly, information, communication and management systems must be in place that allow staff and the SPRL to communicate fluently. Staff should have access to information on the hazards of their workplace and how to prevent them and protect themselves. They should be able to access this information quickly and conveniently.

The resources required, which are maintained accordingly, are as follows:

- Online tool for requesting healthcare services
- Information and risk management system
- Web portal



D. Documentary resources

The UPC shall make available to staff the necessary documents for them to prevent, and protect themselves from, risks in their work. These documents must always be available on the SPRL website or the occupational risk prevention management system.

The minimum documentary resources that must be available to staff are the following:

- Occupational Health and Safety Plan
- Risk assessment of the workplace
- Prevention planning
- Manual for managing prevention activities
- Emergency procedures
- Standards, practices, processes, procedures and recommendations related to the workplace or workspace
- Occupational health and safety handbook
- Technical document library

For students:

- Occupational health and safety handbook

E. Educational resources

One of the most important actions in occupational risk prevention is education and training in aspects of work that may pose a risk.

Education in occupational risk prevention is compulsory and has four lines of action:

- To enable **teaching, research and administrative staff** to **acquire skills** pertaining to their post within the organisation.
- To train **teaching, research and administrative staff** in **protection from the occupational hazards of their post**.
- To train **teaching, research and administrative staff** in **emergencies and evacuation**.
- **To train teaching, research and administrative staff as prevention officers** if the risk activities that they have to monitor and control call for it.



8 Budget

Annual operating budget

The annual operating budget for the Occupational Health and Safety Plan, without taking into account the human resources (Chapter I) that are reflected in the UPC's annual budget, includes the following items:

Item	Quantity (€)
Health resources - occupational medicine (including maintenance of defibrillators and training)	235,320
Maintenance of measuring equipment	1,200
Technical reports and specific measures	8,000
Maintenance of the management computer system	15,000
Acquisition and availability of standards, technical library, etc.	1,500
Travel expenses for specialists	3,500
Annual total (€)	264,520

Budget for eliminating, minimising and controlling risk

As a result of risk assessment, budgetary needs may arise to cover the elimination, minimisation or control of the risk.

The UPC must allocate a specific budget to cover these needs, which must be integrated into the budgets of the units taking the necessary actions.

Every year, the Health and Safety Committee must be informed and consulted on this budget, which has to be approved by the UPC's Governing Council and Board of Trustees.



9 Approval, maintenance and revision of the Occupational Health and Safety Plan

This plan must be approved by the UPC's Governing Council, after consulting the Health and Safety Committee.

The Plan must be comprehensively reviewed and updated every five years, with the option to request an audit of the UPC's prevention management system, as indicated by the Universities Council Agreement of 7 November 2011.

The Governing Council must be informed of and approve any modification of the content of the Plan, and the Health and Safety Committee must be consulted.

Barcelona, February 2014

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