

# SAFETY AND HYGIENE REGULATIONS



Servei de Prevenció de Riscos Laborals  
UNIVERSITAT POLITÈCNICA DE CATALUNYA

## INFORMATION PROCEDURE BETWEEN MAINTENANCE SERVICES AND UPC LABORATORIES/WORKSHOPS

CODE

SHR 601

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## PURPOSE AND AREA OF APPLICATION

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The aim of this procedure is to establish mechanisms for communicating health and safety information between the Maintenance Services and the UPC laboratories/workshops when maintenance work is requested. Thus, before work begins, the Maintenance Services will be informed by the laboratory/workshop of any equipment, installations, products, agents and/or operations that could involve risks and require special care to be taken, and specific protection measures can be adopted.

The coordination must ensure that the following objectives are met:

- Work methods in the area where the maintenance activity will take place are applied correctly.
- Interactions between the activities that take place in laboratories/workshops are monitored when these activities are incompatible due to their impact on the health and safety of employees.
- Both units must inform each other, as far as possible, of the specific risks involved in their activities that could affect the other's work, particularly when risks could be worsened or altered by circumstances resulting from activities taking place simultaneously.

One example is the presence of flammable chemicals close to the area where soldering tasks need to be carried out.

This procedure should be applied in requests for maintenance work on a UPC laboratory/workshop that has equipment, facilities, products, agents and/or operations that could lead to risks. Requests should be made to the Maintenance Services via the channels established for this purpose.

UPC laboratories/workshops have an initial risk assessment report that can be consulted by the Maintenance Services, via the person who has requested the maintenance work and prior to carrying it out.

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### BEFORE AND DURING THE MAINTENANCE WORK

#### LABORATORY / WORKSHOP

The UPC laboratory/workshop that submits a request for maintenance work to the Maintenance Services must provide the following information, as far as possible:

1. A description of the request for maintenance work, according to the channels established for this purpose.
2. The name of the person in the laboratory/workshop who knows the conditions, state and content of the installations in the laboratory/workshop and can clarify or resolve an incident.
3. A list of the equipment, installations, products and agents in the laboratory/workshop that could affect the tasks that must be carried out by the Maintenance Services, according to the request for maintenance work.
4. Information about operations that are being carried out in the laboratory/workshop that could cause a hazard for the tasks that the Maintenance Service has to carry out.

#### MAINTENANCE SERVICES

Maintenance Services must:

1. Inform the laboratory/workshop of the requirements for carrying out the maintenance work and how it will affect the activity of the laboratory/workshop, so as to ensure that conditions are safe. For example, the Maintenance Services must state whether scaffolding needs to be put up, whether the electricity supply needs to be cut off temporarily, etc.
2. Adopt the required safety measures to ensure that tasks can be carried out safely.
3. Ensure that maintenance workers who carry out the activity have all the necessary information on health and safety, as well as the necessary means of protection (individual and/or collective).
4. Inform the laboratory/workshop on completion of the tasks associated with the request for maintenance work.

#### **The maintenance services cannot carry out any work unless:**

The agreed preventive measures have been implemented for the area of maintenance in the laboratory/workshop: for example, chemical products, equipment and apparatus have been removed, devices have been unplugged, the relevant installations have been shut down, and the work area has been demarcated.