

# SAFETY AND HYGIENE REGULATIONS



Servei de Prevenció de Riscos Laborals  
UNIVERSITAT POLITÈCNICA DE CATALUNYA

## PROCEDURE TO AVOID THE TRANSFER OF RISKS DURING WORK ON CIRCULATION AREAS

CODE **SHR 602** Date: **March 2011** Revision: **00** Page: **1 de 1**

### DESCRIPTION OF THE PROCEDURE

When external companies carry out works at UPC schools and faculties, their activities need to be coordinated with regard to prevention of occupational hazards, so that the risks involved do not affect people who are not participating in the works.

As the owner of the facilities, the UPC is responsible for coordinating these activities.

#### PURPOSE

**To agree and define preventive actions** to implement during installation and renovation works carried out in circulation areas of UPC buildings.

#### AREA OF APPLICATION

This procedure should be taken into account when external companies have to work in circulation areas that could lead to:

- People falling  
Due to the presence on the ground of materials, cables, tools and dirt, among other items
- Falling of objects from higher levels  
When workers handle ceiling boards, lights or other elements positioned at height
- Flying particles  
When portable grinders or drills are used
- Working at height  
When portable ladders, lifting platforms or scaffolds are used
- Spills of chemical products  
When chemical products that could spill and make the ground slippery are used
- Spills of water  
When work is done on water pipes

#### WHO

This procedure is aimed at **the staff responsible for contracting external companies**.

#### PROCESS

##### Before the start of works:

Fill in the form with the works manager from the external company. The areas where the works will be undertaken should be visited.

First part of the form: indicate the characteristics of the works and the areas that will be affected.

Second part of the form: agree on the measures that will be adopted by each party.

##### During the execution of works:

The works manager from the external company must communicate:

- Any unplanned situation or change that occurs.
- Any accidents that have affected their workers or others.
- Any incidents, which are occurrences that did not harm anybody but could have caused injury in other circumstances.

The aim is to evaluate jointly whether additional measures should be adopted, or whether an investigation of any accident or incident is required.

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### FORM FOR CONTROLLING RISKS DURING WORK IN CIRCULATION AREAS

#### Details of the works

External company:	Start date of the works:
UPC school or faculty:	Expected duration of the works:
Work area: (Indicate the areas that will be affected by the work)	
Activities that will be carried out:	
Equipment that will be used:	
Chemical products:	

**Measures to adopt** (Mark those that are agreed. See the back for an explanation of the measures.)

#### By the external company:

- Close off the work area.
- Put up signs to prohibit access.
- Demarcate an area for circulation at the side of the works.

#### By the UPC:

- Inform users of the building about the works.
- Organise an alternative route.
- Inform users of the building about alternative routes.
- Schedule the works outside the normal hours of activity in the building.
  
- Other measures:

#### Approval

External company

UPC

Date

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### EXPLANATION OF THE MEASURES TO BE ADOPTED

- **Close off the work area**

The work area must be closed off using yellow and black safety tape or tape in other bright colours, fences or another system that blocks access.



- **Signs to prohibit access**

Two types of signs should be used to indicate that the area cannot be accessed:



- **Demarcate an area for circulation at the side of the works**

A circulation area that is at least 1 m wide must be set aside for people to use, if permitted by the characteristics of the works and the width of the place.

This circulation area must be far enough away from the work area for there to be no risk to the people that use it.

- **Inform users of the building about the works**

Users of the building must be informed about the works that will be undertaken, their estimated duration, the affected areas, and the fact that these areas will be inaccessible.

This may be done via e-mail or by putting up information boards.

- **Organise an alternative route**

If a circulation route cannot be established around the works, an alternative route should be sought to access the areas that will be cut off during the works.

It may be necessary to put emergency exits into use that may be connected to the building's alarm system, or to open accesses that are usually shut.

#### **Inform users of the building about alternative routes**

Signs must be put up in the areas where the circulation route has been closed off to inform users of the alternative route.

Additionally, the information may be sent by email.

- **Schedule the works outside the normal hours of activity in the building**

If the area affected by the works cannot be closed off due to the normal activity of the building, the works must be scheduled for a different time.

In this case, the external company will still have to close off and indicate the work area.