



# GUIDE TO OCCUPATIONAL RISK PREVENTION FOR EXTERNAL COMPANIES CARRYING OUT TASKS OUTSIDE

**Prevençió**

**UAB** Universitat Autònoma  
de Barcelona





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OCCUPATIONAL  
RISK  
PREVENTION  
FOR EXTERNAL  
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CARRYING OUT  
TASKS OUTSIDE  
THE UAB**

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Content and writing:  
Universitat Autònoma de Barcelona  
Health and Safety Office  
Edifici A  
08193 Bellaterra (Barcelona)  
A/e: a.prevencio.assistencia@uab.cat

Photographs:  
Health and Safety Office  
Publications Service

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# Presentation

## Introduction

*Occupational risk prevention* is understood to be the set of activities or measures that have been adopted or are planned in all phases of the company's activity in order to avoid or control work-related risks.

For the Universitat Autònoma de Barcelona (UAB), occupational risk prevention is a fundamental element when planning and carrying out any activity, whether teaching, research or management. That is why this informative guide has been prepared, so that it can serve as a reference for UAB staff when planning or carrying out any of the above activities outside the University's campuses.

## The aims of the guide

This guide is aimed at all staff who, through collaboration agreements, carry out tasks in facilities of companies or organizations external to the UAB.

The aim of the guide is to advise the members of the institution and provide them with the tools to improve the health and safety conditions of the staff—Teaching and research Staff (PDI) and Technical, Management, Administrative and Services Staff (PTGAS) when they carry out activities in other centers and institutions, within the established legal framework (Law 31/1995, RD 171/2004).

To extend this guide to the maximum number of members of the university community,

a series of recommendations have also been established to facilitate safe internships and visits by students to companies and institutions outside the UAB.

For any information you require, you can always contact the UAB Health and Safety Office.



### Contact UAB Health and Safety Office

Telephone: 93 581 19 50

E-mail address:

**a.prevenccio.assistencia@uab.cat**

UAB Intranet: **Àmbit laboral /**

**Prevenió de riscos (in  
Catalan)**

# 1. Agreements

The activities carried out jointly between the UAB and other organisations are normally regulated by a collaboration agreement.

When drafting an agreement, bear in mind that it may be appropriate to introduce a series of clauses that define the responsibilities of each party in some preventive aspects. Also remember that the legal framework applicable to occupational risk prevention establishes that, when in the same workplace there are people from different organisations, these organisations must collaborate.

This responsibility falls especially, but not exclusively, on the person in charge of the work centre that receives the external staff or students; in this case, it falls to the institution with which the UAB collaborates.

The Health and Safety Office proposes the following clauses, which should serve as a model and which can be adapted to the different situations that may arise.

## Proposal of clauses

- ❖ The owner or person responsible for the workplace or facilities must provide the newcomer with relevant information in relation to the habitual risks in the spaces where the activity will be carried out, as well as the existing general prevention and protection measures.
- ❖ The visitor must be provided with information regarding the emergency instructions established in the host centre.
- ❖ Information must be provided on methods, work protocols and internal safety regulations, with particular emphasis on all limitations and prohibitions that may exist in the workplace.
- ❖ The UAB and the collaborating organisation must agree and establish in the clauses of the agreement, where appropriate, who is responsible for delivering the personal protective equipment for the activities to be carried out.

# 2. Emergencies in the workplace: self-protection plan

All workplaces must have in place a self-protection plan. With the drafting and implementation of this document, the aim is to optimise the technical and organisational resources of the company, in order to minimise any possible human or economic consequences in the event of an emergency in the workplace.

**It is therefore vitally important that any member of the UAB who works in external centres is informed of the emergency measures established at the centre.**

For general information the different levels of emergencies are as follows:



## Incipient stage

An anomalous or accidental situation that the centre's own intervention teams can control and neutralise simply and quickly. It does not involve the action of external help or the evacuation of the site.

## Growth stage

Affects a certain area of the facilities and the fire brigade or other external help must be notified if the own means are not sufficient to manage the emergency. May force the evacuation of part of the building (usually a fire sector).

## Full emergency

The response to an accident that requires the action of all emergency teams and means of protection, as well as the help of external rescue and rescue means. It involves the total evacuation or confinement of the workplace.

You must ask for information related to emergency management, with special emphasis on these issues:

- ④ How the emergency signal for evacuation from the workplace is transmitted to the users of the building (acoustic siren, warning light, public address system, telephone warning, etc.).
- ④ The infrastructure and human teams planned to evacuate the space correctly and effectively (signage, human evacuation teams, extinguishing elements, etc.).
- ④ The evacuation routes and the established outdoor muster points.
- ④ The indoor places established for confinement.
- ④ How to report any incident or emergency that occurs in the facilities you frequent (emergency telephone number, contact person, etc.).



In case of evacuation, the following instructions must be enforced:

Leave the premises and leave the appliances you are using ensuring that they do not pose a risk.

Avoid slipping and shouting when evacuating.

Do not return to the workplace or collect any personal items.

Once you arrive at the muster point, wait until the head count is done (if necessary).



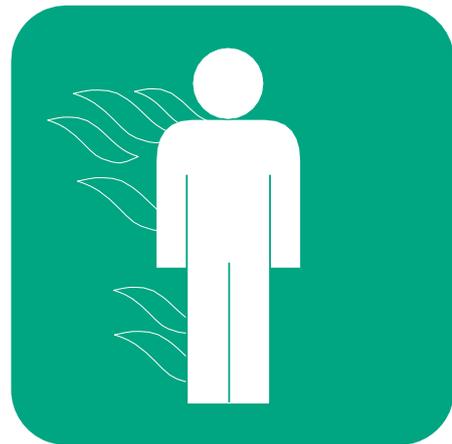
If you are caught in a fire situation, the following instructions must be enforced:

Let others know where you have been trapped (by phone, by placing a visible object in the window, etc.).

If there is fire or smoke outside your door, keep it closed and cover any potential entry of smoke with wet cloths. Wait until the firefighters arrive.

Crawl on all fours if there is smoke in your area – the air at the bottom of the room will be more breathable, and the temperature will be lower.

Protect your mouth and nose with tissues and close your eyes whenever you can.



# 3. Basic safety instructions

- ⊗ While carrying out a task, behave in such a way that you do not interfere with the company's normal activity.
- ⊗ Do not carry out activities which have not been authorised by the assigned managers.
- ⊗ Look after the tools and materials provided to do the tasks and use them properly.
- ⊗ Ask your colleagues or managers anything you need to know when carrying out your activity.
- ⊗ Always follow the instructions given to you by the company in relation to possible emergencies.
- ⊗ Study the nature of the task and the time and place where you will do it in order to identify the risks involved.
- ⊗ Always use personal protective equipment appropriate to the risks of the activity.
- ⊗ Wear appropriate clothing and footwear for the tasks at hand. If you are outside, consider the weather conditions and forecast, the terrain, etc.
- ⊗ If you have any doubts related to hazardous chemicals, ask your colleagues or managers.

- ⊗ If working on or near roads, place physical boundaries and use Hi-Viz reflective vests.
- ⊗ Before carrying out the task, think about whether you suffer from any allergy or illness that may affect your work and, if necessary, communicate it to your managers.
- ⊗ Transport, store and maintain work equipment correctly following the instructions in the corresponding manuals.
- ⊗ Do not obstruct transit areas, exits and routes from workplaces, and especially not exits planned for evacuation in case of emergency.
- ⊗ Make sure your workspace is clean and tidy.
- ⊗ Always use work equipment properly. Use it only for the tasks for which it is designed, ensure correct maintenance, and contact your managers or interlocutors if anything is missing.
- ⊗ Do not override devices or protective guards on work equipment. Do not handle any voltage source or electrical panel.
- ⊗ In the event that the work equipment or any material is defective, immediately communicate it to your colleagues or managers.
- ⊗ Immediately notify your interlocutors or managers of any accident or incident that occurs. Subsequently, you must notify the Health and Safety Office using the accident or incident report form available on the UAB intranet, specifically in the Risk Prevention section (Prevençió de riscos) of the Work Area (Àmbit laboral). You can also find this form on the UAB website.

- ❖ When you leave, leave work equipment in a way that does not pose a risk to people or property..
- ❖ If you have to handle heavy loads, ask for help. When you move them, pull them towards you and do not twist your body. Use trolleys or carts whenever possible. When placing them on the ground, bend your legs instead of bending at the waist. Always plan your route before picking up heavy loads.
- ❖ Adopt the correct posture when working on the computer: rest your back on the back of the chair and rest your arms on the table, avoiding reflections from the monitor and take breaks every hour.
- ❖ If you have to work with a laptop, please note that these devices are not intended for continuous work. If you have to use a computer for long periods, consult the Risk prevention section on the intranet.
- ❖ Avoid using a mobile phone as a tool to enter data or to work for long periods of time and, whenever possible, download the data from the mobile phone to the desktop computer.

## 4. Examples of safety signs

Pictograms are symbols that communicate elementary information through shapes, colours and figures. Pictograms used to indicate information relating to safety and emergencies are symbols agreed by the international community.



Examples of safety signs

- ④ Prohibition signs: black pictogram on a white background, with a red border and diagonal stripe. They are round.
- ④ Signs of obligation: white pictogram on a blue background. They are round.
- ④ Firefighting signs: white pictogram on a red background. They are rectangular or square.
- ④ Rescue or emergency signs: white pictogram on a green background. They are rectangular or square.
- ④ Warning signs: black pictogram on a yellow background. They are triangul

Signs that indicate that it is forbidden to carry out an action because it is likely to cause a hazard.

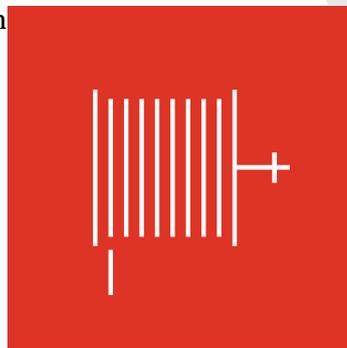


## 4.2. Signs of obligation



## 4.3. Firefighting Signs

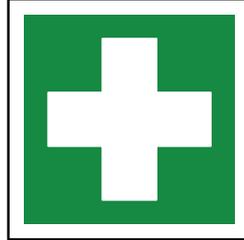
Signs indicating where the fire extinguisher is located.



Signs that provide indications relating to distress sorties, first aid or rescue devices.



Emergency showerer



First aid



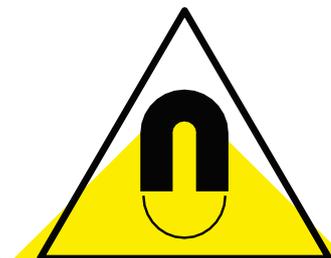
Eyebaths

#### 4.5. Warning Signs

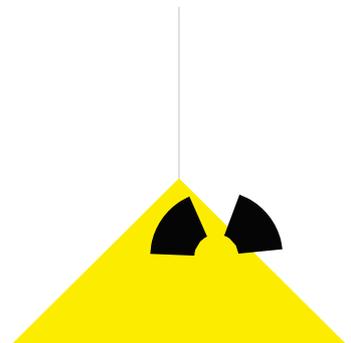
Signs that warn of a risk or hazard.



Toxic materials



Strong magnetic field



Radioactive risk

# 5. Laboratory work

## 5.1. Chemical risks

Contact with chemical products while handling or using them or experiencing uncontrolled exposure to these agents can cause poisoning, injuries (burns, irritations, etc.) and even diseases. It is important that you know the physical, chemical and toxicological characteristics of the products you handle, and that you follow the work processes, methods and protocols and that you use the facilities correctly.

The main routes for entry into the body of chemical products are as follows:

- ⊗ Respiratory tract
- ⊗ Skin contact
- ⊗ Digestive tract

The improper storage of chemical substances constitutes a risk or hazard (explosions, fires, etc.), so these substances must be stored in appropriate facilities taking into account the possible incompatibilities of the products.

Ask your managers if you have any questions about the storage of the products you usually handle or about the specific places to store products and manage waste (safety cabinets, bunkers, etc.).

If you have any other questions, please contact the UAB Health and Safety Office.

## 5.2. Biological risks

Biological risk is understood as exposure to a biological agent capable of producing any type of infection, allergy or toxicity.

Royal decree 664/1997 regulates the minimum conditions (levels of biocontainment) with which the biological agents of the different groups must be handled and stipulates the different levels of containment of laboratories.

At the UAB, management related to biosecurity is managed of the Health and Safety Office.



Biological risk sign

The main routes for entry into the body of biological agents are as follows:

- ⊗ Respiratory tract
- ⊗ Skin contact
- ⊗ Digestive tract

General prevention strategies against this type of risk are based, among others, on creating physical barriers (having facilities with a specific design, working in biological safety booths, using personal protective equipment, etc.) and establishing rules of behaviour and handling (maintaining correct and careful personal hygiene, handling sharp or puncturing objects with caution, signing the risks, disposing of waste correctly, etc.).

Always follow the instructions of your company managers or colleagues and the procedures established in laboratories for biological risks.

If you have any questions or suggestions, you can contact the Health and Safety Office.

### 5.3. Physical risks

Energy sources can carry some risks. This depends mainly on the frequency of emission, power and exposure time.

One of the most frequent energy sources in laboratories is non-ionizing radiation (ultraviolet radiation, laser sources, static magnetic fields, etc.).

The general prevention and protection strategies are mainly based on the use of collective or individual protection materials and on maintaining a safe distance from the emitting source, as well as on providing correct information and training to personnel who are exposed to this type of risk.

Make sure you avoid magnetic fields if you have a pacemaker or any metal prosthesis, as magnetic fields can cause interference.

Only work with ionising radiation if you have express authorisation and have the appropriate training (radioactive facility operator course).

Always follow the instructions of your managers or colleagues in the company and the procedures established in laboratories with physical risk.

If you have any questions, do not hesitate to contact the Health and Safety Office.



Non-ionising radiation  
warning sign

### General instructions for working in laboratories



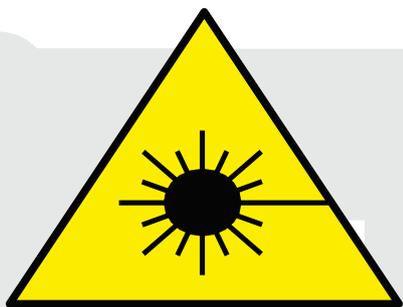
- ❖ Follow the instructions and rules for working in laboratories established by the company.
- ❖ Ask the person in charge of the facilities about the procedures to be followed before starting the tasks.
- ❖ Notify the person in charge if you detect any anomalies in the facilities or in the procedures.
- ❖ Make sure work areas are clean and tidy.
- ❖ As a basic hygienic rule, you should wash your hands when entering and leaving the laboratory and whenever you have had contact with any chemical product. Wear your lab coat and make sure your work clothes are done up and, if you have long hair, you must tie it back. Avoid wearing jewellery and wide sleeves that can get caught in laboratory material. In laboratories where there is a biological risk, extreme hygiene precautions must be taken.
- ❖ Use personal protection whenever indicated (gloves, goggles, face shields, etc.).
- ❖ Always wear disposable gloves and never touch your eyes, nose, mucous membranes or skin with the gloves on. Never leave laboratories with gloves on.
- ❖ Avoid working alone in the lab, especially if you're doing tasks outside of regular hours or if they're risky operations. If you have to work alone in any of these cases, let your managers or colleagues know.

- ⊗ When carrying out tasks involving risks, the people present who are not carrying out the task but who may be affected must be informed.
- ⊗ Do not eat or drink in the laboratory. If you need to eat or drink you must leave the laboratory, and it is preferable to use drinking fountains than glasses. If there is no fountain available, never use laboratory containers for food or drinks or put chemicals in food containers.
- ⊗ Only use chemicals that are guaranteed to be in good condition and that are correctly labelled. Use only what is strictly necessary for your activity.
- ⊗ The information on the labels of the chemical products received in the laboratory must be correctly interpreted, the solutions that are prepared must be properly labelled and the containers with chemicals other than the original must not be reused without having first removed the original label.
- ⊗ Chemicals should be handled carefully: do not put them in your pocket or touch them directly with your hands. Do not use a mouth pipette.
- ⊗ Household refrigerators should not be used to store chemicals, especially those that are particularly flammable, nor should food or beverages be stored in refrigerators intended for chemical products.
- ⊗ Test tubes should not be filled more than a third full. They must be gripped with tweezers. They must always be heated at an angle so that they cannot affect anyone in the event of a projection. To store and transport them, racks must be used.



- ⊕ At the end of a task or operation, collect the materials, reagents, etc. Be sure to disconnect appliances and turn off the tap for running water and gas.
- ⊕ Waste management must be regulated and there must be a specific plan for its treatment. Find out about the procedure for managing the waste you generate.

- ⊗ Whenever possible and operational, work on display cases. If this is not possible or if there is a risk of exposure to chemical agents by inhalation, wear appropriate respiratory protection. If in doubt, consult your colleagues or managers or the UAB Health and Safety Office.
- ⊗ If there are records of laboratory equipment (centrifuges, autoclaves, etc.), fill them in with all the information required.
- ⊗ Locate the physical spaces where the water and gas shut-off valves are located and the differentials with the identification of the laboratory equipment (in the electrical panels).
- ⊗ The laboratory must remain clean and tidy at all times, since lack of order can lead to risk.
- ⊗ If you work with cell cultures and samples of human or primate origin, with infectious agents of risk group 3, etc., always do so in biosafety cabinets.
- ⊗ Before disposing of it, all biological waste must be sterilised outside the laboratory in closed, resistant, waterproof, labelled containers.
- ⊗ Always wear protective goggles or face shields if there is a risk of splashes or aerosols.
- ⊗ Whenever possible, in biohazard laboratories avoid working with needles and sharp materials. Minimize the risk of inoculation and aerosol generation.
- ⊗ Never sheath needles again or force or separate them from the syringe.



If you are working with laser sources, avoid both direct impact and beam reflection. It is very dangerous if it comes into contact with the eyes or skin (it can cause serious burns). Strictly follow the specific rules indicated by those responsible for the laboratory and, in particular, everything related to the use of personal protective equipment.

Never manipulate the voltage sources of laser equipment under any circumstances.

Do not handle any pressurised gas bottles if you are not authorised to do so.

Immediately notify your managers at the facility of any incident, spillage, accident, leak, etc. that occurs in the laboratory.



# 6. Specific risks in critical spaces

These risks are not characteristic of any task, but derive from the spaces where certain activities are carried out. They are of special importance due to the severity of the damage they can cause in the event of an accident.

These specific risks can be found in critical situations such as the following.

## 6.1. Work at height

We consider work at height to be all those tasks that are carried out above two or more metres above street level.

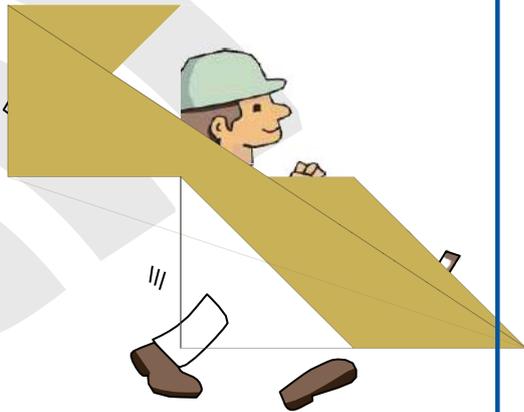
When the activity is carried out at 3.5 metres above street level, you must use auxiliary safety elements, such as anchors, nets, etc., which you must obtain from the company for which you are carrying out the activity.

UAB staff must not carry out this type of task without the appropriate security elements.

Work at height can be done with the tools or elements listed below.

### *Straight ladders*

Wooden ladders must only be painted with transparent varnish, so as not to hide any defects.



The top of the ladder must be at least 1 metre above the point it is leaning against (the point at which the person working can get off the ladder).

The uprights must be made of a single piece and the rungs must be joined, rather than nailed.

Under no circumstances may more than one person use the ladder at the same time.

At the base of the stepladder there must be non-slip feet.

Never rest the ladder on glass or non-resistant surfaces.

To carry the ladder, place it on your shoulder with the top part facing the ground.

If you need to use hand tools, use a belt or bag to free up your hands.

Signal tasks and cordon off the work area, especially when it is in an area of transit or behind a door.

*Double-sided ladders*

Ladders must be equipped with ropes or cables that prevent them from opening more than necessary when you use them.

*Extendable ladder*

- ⊗ Never work from the top step.
- ⊗ Do not go from one side of the ladder to the other at the top.

*Platforms*

- ⊗ Never put your hand on the extension rail.
- ⊗ Never try to modify the ladder's locking
- ⊗ Do not move the ladder while you are

Always consider the possible risks of each situation (power lines, telephone lines, etc.) and also structural risks (cornices, balconies, etc.).



- ⊗ The platform must have a railing, intermediate railing and crossbrace.
- ⊗ Do not use any platform in adverse weather conditions.
- ⊗ Do not place any auxiliary structures or constructions on the platform to reach more distant areas.
- ⊗ Cordon off the work area and use the appropriate visual and acoustic signals.

## Scaffolding

**1. Trestle:** scaffolding composed of a horizontal platform supported by trestles.

- ⊗ The work surface must be at least 60 centimetres wide.
- ⊗ For heights of more than 2 metres, the scaffolding must have perimeter railings. For heights greater than 3 metres, it must be reinforced.
- ⊗ It is prohibited to use this type of scaffolding for heights greater than 6 metres.
- ⊗ The scaffolding assembly must be stable and resistant.

**2. Tubular:** auxiliary construction of a provisional nature formed by a tubular metal structure with work platforms that are located at the required height.

- ⊗ Scaffolding must be completely level before you start using it.
- ⊗ The work platform must be protected with fixed railings at 90 centimetres, an intermediate rail and crossbrace.
- ⊗ If it is scaffolding on wheels and it needs to be moved, there must be no one on the platform when it is moved.
- ⊗ The uprights should be placed on a firm support, on stable material. If the scaffolding has stabilizers, use them correctly.
- ⊗ Specific training and specific protective equipment are necessary to carry out this work. Before carrying out tasks using these infrastructures, contact the Health and Safety Office.

**3. Suspended scaffolding (gondola lifts):** these are work platforms suspended by cables, with the necessary devices to raise and lower them.

- ⊗ The platform must be at least 60 centimetres wide and must have surrounding bars and railings.
- ⊗ The platform must always be in a horizontal and level position.
- ⊗ Never overload the platform.
- ⊗ In adverse weather conditions, work is suspended.
- ⊗ It is mandatory to use safety belts on fixed structures (but never on the platform).
- ⊗ Specific training and specific protective equipment are necessary to carry out this work. Before carrying out tasks using these infrastructures, contact the Health and Safety Office.

### Roofs and roof coverings



- ⊛ Before starting work, find out about the existing infrastructure and the tasks that need to be done in order to plan and organise the safety of the activity.
- ⊛ Never perform tasks in adverse environmental conditions (wind greater than 50 km/h, rain, etc.).
- ⊛ Working alone is not recommended (unless you have walkie talkies or similar and a careful working procedure has been established). Always wear non-slip footwear.
- ⊛ For long-term tasks, collective protection must be prioritised: railings, nets, etc.
- ⊛ For tasks of short duration, always use the appropriate and necessary personal protection equipment.
- ⊛ It is advisable to have a mobile phone or some other means of communication.
- ⊛ Specific training and specific protective equipment are necessary to carry out this work. Before carrying out tasks using these infrastructures, contact the Health and Safety Office.

## 6.2. Work in confined spaces

A confined space is understood to be any space with limited entrances and exits and unfavourable natural ventilation, where toxic or flammable pollutants can accumulate. It may have an oxygen-deficient atmosphere and is not designed for staff to occupy continuously.

To carry out tasks in these conditions, it is very important that the receiving company provides you with accurate information about the risks of the spaces, that you are aware of the safety infrastructure and work protocols that exist, that you have the necessary equipment and that you have received the appropriate specific training.

Therefore:

- ⊕ You must fill in the written work permit and wait for the necessary preventive measures to be approved (special work permit issued by the company that owns the facilities).
- ⊕ If you have any questions or suggestions, before starting the tasks in this type of space, contact your interlocutors in the company and the UAB Health and Safety Office.



Confined spaces are not intended for continuous

# 7. Periods at other universities or institutions: prevention planning

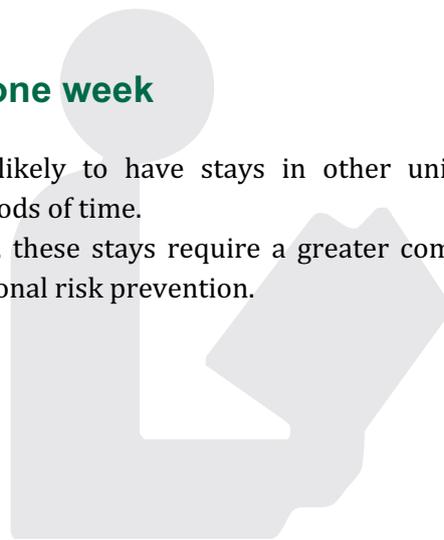
The aim of these instructions is to make it easier for UAB teaching, research, technical, management and administrative staff (PDI and PTGAS) to prepare for stays in other centres, specifically with regard to health and safety issues.

They also apply to fieldwork, whether in teaching or research, in all aspects related to health and safety, and some guidelines are provided that must be taken into account when students are visiting premises outside the UAB campuses.

## 7.1. Stays of more than one week

Groups of PDI and PTGAS are likely to have stays in other universities and institutions for relatively long periods of time.

Compared to visits of a few days, these stays require a greater commitment and responsibility in terms of occupational risk prevention.



This is what you need to do if you find yourself in such situations:

- ④ Ask the receiving university or institution if there is a welcome manual for newcomers, if they have not given it to you on or before your arrival.
- ④ Ask your colleagues or managers for relevant information on matters of safety and prevention (if they did not give it to you when you arrived). Specifically, everything that refers to the risks of the workspaces where you will carry out your activity and all internal rules (procedures, safety regulations, etc.) that may affect your process or your line of research.
- ④ Find out about the emergency instructions planned for the spaces you will usually occupy.
- ④ Find out about emergency medical telephone numbers and protocols in the event of an accident.
- ④ Collaborate in everything related to the management of possible emergencies (drills, evacuations, etc.).

Remember that UAB staff (both PDI and PTGAS) have 24-hour medical care through the accident insurance company. With this service you can also visit the nearest medical centre where you can receive assistance. To do this, you must call the freephone number **900 333 276**. If you are abroad, the phone number is the **+34 93 582 96 61**.

If you have any questions or queries, please contact the UAB Health and Safety Office.

# 8. Field trips with students: prevention planning

Any activity carried out with students outside the UAB facilities must also be planned from a safety point of view:

- ⊗ For trips of more than one day, you must inform your department of the departure and arrival dates. If they are one-day trips, you must notify your department of the expected departure and arrival time.
- ⊗ Priority should be given to the use of collective or public transport to get to work spaces. Avoid using private vehicles as far as possible.
- ⊗ You must plan how the material necessary for the field trip will be transported and if there is any difficulty in accessing the work area.
- ⊗ If the practice involves driving on secondary or rural roads, take extreme precautions. Park in clearly visible places that do not pose a risk to third parties.
- ⊗ You must have as detailed a map of the work area as possible.
- ⊗ It is recommended that you check the weather forecast for the place where you will carry out the activity. This will give you a better idea of what to bring, assess the need to make a statement to the students in relation to clothing (hat, mountain boots, etc.), decide if it is necessary to take any additional measures (sun protection, etc.) or, even, in the event of very poor forecasts, consider the option of cancelling the trip:

You can check the weather forecast seven days in advance on the following websites:

State forecast by municipality

<http://www.aemet.es/es/eltiempo/prediccion/municipios>

Forecast for Catalonia by municipality

<https://www.meteo.cat/prediccio/general>



- ⊕ Under no circumstances may work be carried out near areas where there is a risk of falling (steep slopes).
- ⊕ If you need to use hand tools (knives, knives, scissors, picks, etc.) to carry out the work, make sure they are in good condition. They must always be carried in backpacks or bags (never directly in pockets). In the case of cutting or sharp tools, they must always be transported closed and, if possible, sheathed.
- ⊕ Avoid working near areas of traffic. If this is not possible, respect the physical boundaries and use Hi-Viz identification vests.

- ④ Find out where the nearest health services are where you can receive assistance, especially if you are doing internships in rural or uninhabited areas (shelters, etc.).
- ④ Find out the telephone numbers of local interest (police, firefighters, health emergencies, etc.). In the event of an emergency, the centralised telephone number for any emergency in Europe (traffic, accident, fire, etc.) is 112. If you don't have mobile phone coverage, try calling them anyway, as in the event of an emergency, mobiles can pick up networks from other distributors, if they are available.
- ④ The person responsible for the trip should carry a mobile phone with the assistance numbers and also a basic first aid kit.
- ④ People participating in the field trip are recommended to get the tetanus vaccine. If you have previously been vaccinated at the UAB Health Care Service and do not remember the date, you can call them (tel. 93 581 18 00 / 93 581 19 00) and they will tell you when the booster is due.
- ④ When visiting external institutions or companies, their internal regulations must be respected, especially in all aspects related to restricted access areas and the use of personal protective equipment. Before leaving, the person in charge should familiarise themselves with the safety regulations, if any, and with the emergency instructions established in the centre to be visited.
- ④ We recommend that you write some safety rules for students who carry out the tasks set out in this guide. If you consider it necessary, you can ask for help from the UAB Health and Safety Office.

Below, we present a registration model of acceptance of rules for students on placements outside the UAB campuses.

## 8.1. Student acceptance form

Teaching staff who organise field trips with students in spaces or places outside the UAB have a form for acceptance of rules by students, which you can find below. The purpose of the form is to ensure that students are aware of the rules and recommendations for carrying out their work and that they are committed to observing the established specifications and safety conditions.

This form must be filled in by the student and returned to the teaching staff before the first class or field trip. Students may not start any experimental work until they have signed the form and returned it to the teaching staff responsible for the subject.

## Model form for acceptance of the conditions relating to safety in supervised fieldwork

Full name: \_\_\_\_\_

NIU: \_\_\_\_\_

Academic year: \_\_\_\_\_

The teaching staff for the field trip have explained to me which personal protective equipment I will need for the tasks to be carried out. I agree to using it correctly, when necessary.

Yes  No  Not applicable

I agree to follow all the procedures that the teaching staff have explained to me.

Yes  No

I have understood the rules of conduct and safety that must be followed when doing the tasks and I will apply them.

Yes  No

I understand that any accident or incident that occurs must be immediately reported to the teaching staff.

Yes  No

I understand that, if the work equipment or any material is defective, this must be reported immediately to the teaching staff.

Yes  No

I understand that, in the case of emergency, the instructions established by the teaching staff or the people responsible for the activity must be followed.

Yes  No

By signing this document, I confirm that I have understood the instructions of the teaching staff regarding field or work external to the UAB campuses and I undertake to follow them.

Yes  No

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student's signature

# 9. Field trips for research staff: prevention planning

Field trips must be properly planned with risk prevention in mind. This means that:

- a) All possible risks or safety problems must be identified and the preventive measures applied. All staff involved in the project must be aware of this.
  - 1) Possible risks must be identified: physical risks (falls from a height, falling tools, blows, shocks, slips, accidents associated with the handling of tools, etc.), risks associated with the use of hazardous substances, electrical risks, risk of fire, risk of explosion, etc.
  - 2) The risks identified must be eliminated or reduced. Measures to eliminate risks must be prioritised and measures aimed at controlling risks that cannot be eliminated established. As a last option, if the risk is not reduced to a minimum, personal protective equipment should be used.
  - 3) This list must be continuously reviewed to detect deficiencies and include new risks.

The UAB Health and Safety Office can advise you on identifying the risks and corrective measures to be applied in each case.

- b) The work must be planned taking into account these issues:
1. Departure and arrival date
  2. Transport
  3. Map of the area
  4. Weather forecast
  5. Nearest available health services
  6. Useful telephone numbers (local police, firefighters, health centres, etc.)

All staff involved in the field trip must be aware of this information and the procedure to be followed in the event of an accident.

You can find the nearest centres covered by the insurers on this website: [www.egarsat.es](http://www.egarsat.es). (In Catalan and Spanish)

- c) You must bring at least one first aid kit and a mobile phone with a charged battery.
- d) It is recommended that all staff get the tetanus vaccine.
- e) Where there is a residual risk (those detected in point a) of this section), the appropriate personal protective equipment must be used.
- f) It is recommended that you produce a manual or safety rules. Below you will find some general safety rules.

## 9.1. General safety rules

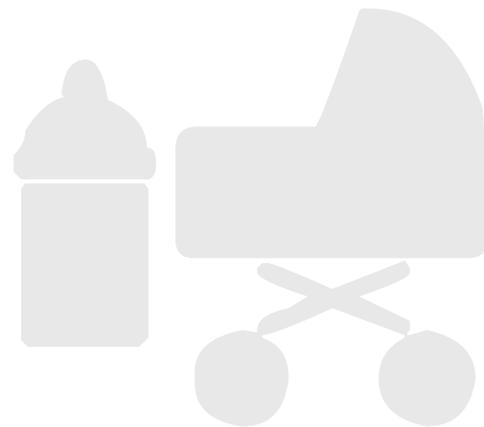
- ❖ Private vehicles should only be used if they are in good condition and have all the documentation in order (technical sheet, insurance, MOT, etc.). They can only be driven by staff with the appropriate training and permits in order. The highway code must be respected at all times and, if driving on secondary or rural roads, extreme precautions must be taken.
- ❖ In the case of doing underwater work, staff must have a license that proves that they are qualified for this type of task and must have the corresponding insurance.
- ❖ Glass materials must be handled carefully. If any material is damaged, it must be discarded. Glass materials must be transported in backpacks.
- ❖ It is necessary to be aware of any health problem that may pose a problem for the carrying out the tasks (asthma, allergies, epilepsy, etc.) in order to take the necessary precautions before starting work.
- ❖ The use of hand tools generates risks of cutting, punctures, blows, etc. The condition of the tools should be checked before use and maintained. They must always be carried in backpacks (never in pockets) and, if they are sharp or sharp, they must be closed, where necessary, and sheathed.

- ⊗ It is forbidden to work in areas with a risk of falling from a height (for example, a sudden drop). If absolutely necessary, the appropriate precautions must be taken: collective protection (railings) or individual protection (fall protection gear).
- ⊗ Working alone is not recommended. No one should stray from the assigned work group or area.
- ⊗ In the event that the weather conditions worsen, you must go to the meeting point indicated by the person responsible for the work.
- ⊗ Any situation of risk must be reported immediately to the person in charge.
- ⊗ In the event of an accident, you must remain calm and the injured person must not be left alone, unless absolutely necessary.
- ⊗ Tasks should never be abandoned without prior notice to the person in charge.

# 10. Maternity

During maternity people are more sensitive than the rest of the staff to certain risk factors that could affect both the person and the foetus. Remember that it is advisable for any pregnant worker to report their condition to the UAB Occupational Health Unit in order to assess whether the performance of their tasks may pose a risk.

If you have any questions, please contact the UAB Health and Safety Office.



# 11. Useful information

## Telephone numbers

Servei UAB Health and Safety Office: 93 581 19 50

UAB Health Care Service (Occupational Health Unit): 93 581 18 00

Emergencies (in Europe): 112

## Insurance company telephone numbers (for PDI and PTGAS)

For the nearest healthcare centre: 900 333 276

If calling from abroad: +34 93 582 96 61

## Main legal references

- ⊗ Law 31/1995, of 8 November, on the prevention of labour risks.
- ⊗ Royal decree 485/1997, of 14 April, on minimum provisions for health and safety signing in the workplace.
- ⊗ Royal decree 486/1997, of 14 April on minimum provisions for health and safety signing in the workplace.
- ⊗ Royal decree 664/1997, of 12 May, on the protection of workers against risks related to exposure to biological agents at work.
- ⊗ Royal decree 665/1997, of 12 May, on the protection of workers against risks related to exposure to carcinogenic agents at work.

- ⊗ Royal decree 773/1997, of 30 May, On minimum health and safety provisions related to the use of personal protection equipment by workers.
- ⊗ Royal decree 1215/1997, of 18 July, which establishes the minimum health and safety provisions for the use of work equipment by workers.
- ⊗ Royal decree 374/2001, of 6 April, on health and safety protection for workers against risks related to chemical agents at work.
- ⊗ Royal decree 171/2004, of 30 January, which develops article 24 of law 3171995, of 8 November, on labour risk prevention, on the subject of the coordination of business activities.
- ⊗ Royal decree 2177/2004, of 12 November, which modifies Royal decree 1215/1997 of 18 July, which establishes minimum health and safety provisions for the use by workers of work equipment in work at height.

