 <p>Universitat de Barcelona</p> <p>Oficina de Seguretat, Salut i Medi Ambient</p>	<p>Responsibilities in the area of Occupational Health and Safety</p> <p>Departments: Heads of Department</p>	<p>IT/ZUB/SEG/023 Version: 1</p> <p>Page 1 of 2</p>
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General considerations

The University of Barcelona has a complex structure in terms of the activities it performs and the diversity of its users.

In order to comply with its legal obligations with respect to occupational risk prevention, the UB must have in place a specific organizational structure, as defined in the Occupational Risk Prevention Plan (a mandatory requirement for all companies, as stipulated in Article 16 of Law 31/1995 on Occupational Risk Prevention) approved by the Governing Council on 7 June 2011.

The organizational structure must be focused on meeting the UB's general risk prevention objectives, which are outlined in the Plan and require the commitment of all UB staff and users. The objectives are as follows:

- to oversee measures to improve quality of life of staff, most importantly through the prevention of any type of accident or incident;
- to comply with all applicable regulations on occupational risk prevention;
- to reduce the incidence of accidents and minimize their financial repercussions on staff, on the institution, and on society in general;
- to foster the implementation of risk prevention in teaching and research activities, so that students assimilate the importance of the concept and pass it on to society in general; and
- to oversee the consistent application of quality standards in the implementation of teaching and research activities, to guarantee the health and safety of the UB student community.

Objective

To define and formally record the functions and responsibilities of the head of department in the area of risk prevention, within the UB's specific organizational structure for occupational risk prevention.

Functions and responsibilities in the area of occupational risk prevention


In accordance with Article 28.h of the UB Statute, the departments are responsible for ensuring compliance with regulations for health, safety and environmental issues in their field of activity, in coordination with the head of the centre, to ensure safe working conditions for the completion of duties.

As indicated in the Occupational Risk Prevention Plan, the head of department has the greatest responsibility for health and safety in the respective field of activity.

In general terms, his/her functions are:

- ✓ to apply the UB's risk prevention policy to the department by implementing the Occupational Risk Prevention Plan and ensuring compliance with it;
- ✓ to allocate sufficient financial resources to carry out preventive activities in the Department;
- ✓ to direct and coordinate the Department's preventive activities, in conjunction with:
 - the dean or director of the faculty or university school, either directly or through the centre's Health, Safety and Environmental Committee, if one exists
 - the Risk Prevention Service¹, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues
- ✓ to supervise the health and safety functions and responsibilities of the Department's staff, and ensure

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that these duties are carried out;

- ✓ to participate in drawing up, disseminating and monitoring compliance with the approved operational instructions that affect the Department;
- ✓ to control and monitor the coordination of health and safety activities with professionals, companies and entities from outside the university, and research groups based in the Department;
- ✓ to facilitate and ensure the correct use of work and protective equipment, and check that the department's staff comply with the risk prevention regulations;
- ✓ to promote, facilitate and guarantee training for the Department's staff on occupational health and safety;
- ✓ to be prepared for and respond to any emergencies that affect the Department:
 - to collaborate in drawing up and implementing the Self-Protection Plan
 - to take on the functions and responsibilities assigned in the Self-Protection Plan
 - to ensure that the department's staff participate in the emergency drills
- ✓ to manage the documents determined in the risk prevention management system;
- ✓ to collaborate with accident and incident investigations;
- ✓ to collaborate with risk assessments and manage and supervise the implementation of any corrective measures resulting therefrom; and
- ✓ to participate in internal and external quality audits with respect to occupational health and safety.

However, the Head of Department can delegate these functions to a member of the team who has the required training and skills. This person will then act as head of safety and, when necessary, receive advice from the Department's Health, Safety and Environment Committee.

Other applicable documentation

- Law 31/1995, of 8 November, on Occupational Risk Prevention.
- Declaration of the Policy on Occupational Risk Prevention at the UB, ratified by the Governing Board on 13 July 2000.
- The University of Barcelona Occupational Risk Prevention Plan, approved by the Governing Council on 7 June 2011.
- The agreement of the Universities Council, dated 7 November 2011, establishing directives for the adaptation of legislation on occupation risk prevention to the university sector and for the promotion and adoption of a culture of risk prevention across the university community.
- Technical prescriptions IT/ZUB/SEG/018 on the organization of occupational risk prevention at the UB.

¹ The Health, Safety and Environmental Issues (OSSMA) office will prepare the necessary documentation to systematize procedures for occupational risk prevention for the purpose of facilitating compliance with some of the functions assigned. These procedures shall be reviewed by the Health and Safety Committee and approved by the competent body at the University.

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