 <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>Heads of administrative and technical management units</p>	<p>IT/ZUB/SEG/024 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 administrative and technical management units 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

As indicated in the Occupational Risk Prevention Plan, the heads of administrative and technical management units are responsible for health and safety in their unit, under the guidance and coordination of the Office of the General Manager.

In general terms, their functions are:

- ✓ to apply the UB's risk prevention policy to the administrative or technical management unit by implementing the Occupational Risk Prevention Plan and ensuring compliance with it;
- ✓ to allocate sufficient financial resources to carry out preventive activities in the unit;
- ✓ to carry out any necessary preventive actions in the administrative or technical management unit, carried out in coordination with:

<p>Author</p> <p>OSSMA July 2012</p>	<p>Reviewed</p> <p>Health and Safety Committee 25 September 2012</p>	<p>Approved</p> <p>Commissioner for Society and Ageing 25 September 2012</p>
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- the General Manager, in all aspects that require his/her collaboration
- the head of the faculty or university school, when necessary
- the Risk Prevention Service, 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 administrative or technical management unit's staff, to ensure that these duties are carried out;
- ✓ to control and monitor the coordination of health and safety activities with professionals, companies and entities from outside the university, and research groups based at the unit;
- ✓ to be prepared for and respond to any emergencies that affect the unit:
 - 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 unit's staff participate in the emergency drills
- ✓ to participate in drawing up, disseminating and monitoring compliance with the approved operational instructions that affect the unit;
- ✓ to facilitate and ensure the correct use of work and protective equipment, and check that the unit's staff comply with the risk prevention regulations;
- ✓ to manage the documents determined in the risk prevention management system;
- ✓ to promote, facilitate and guarantee training for the unit's staff on occupational health and safety;
- ✓ to collaborate with accident and incident investigations;
- ✓ to collaborate with risk assessments and manage and supervise the implementation of any resulting corrective measures; and
- ✓ to participate in internal and external quality audits with respect to occupational health and safety.

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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