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|  <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>Research Groups</p> | <p>IT/ZUB/SEG/026 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 research groups 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 108.4 of the UB Statute, research groups must ensure that their activities are carried out within the framework of the UB's occupational risk prevention and environmental protection policies.

As indicated in the Universities Council agreement, for a research project¹ to be approved and funded, its research proposal must identify health and safety hazards, describe how any hazardous waste will be managed, and list existing and proposed risk prevention measures. Collective protection measures should be prioritised over personal protection measures. In all cases, the proposal must include the required budget allocation and the suitability of the work place or the amount needed to adapt it.

Likewise, the Occupational Risk Prevention Plan states that the head of a research group must ensure that the research activities carried out by the group comply with regulations on health, safety and the environment. In general terms, the head of a research group has the following functions and responsibilities:

- ✓ to apply and oversee compliance with the UB's occupational risk prevention policy;
- ✓ to ensure that sufficient financial resources are available to carry out the research group's preventive activities;
- ✓ to direct and coordinate the research group's preventive activities, in conjunction with:

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- the heads of department, the managers of the centre's services, and, when necessary, the Department's Health, Safety and Environmental Committee
- the dean or director of the school or faculty, either directly or through the centre's Health, Safety and Environmental Committee, if one exists
- the Risk Prevention Service, in all aspects related to technical advice, prioritization of risk prevention activities and other similar issues
- ✓ to monitor and supervise the adoption of health and safety functions and responsibilities by the research group's staff;
- ✓ to participate in drawing up, disseminating and monitoring the approved operational or general UB instructions, and ensure that they are applied by the research team's members;
- ✓ to facilitate and ensure the correct use of work and protective equipment, and check that members of the research group comply with the risk prevention regulations;
- ✓ to be prepared for and respond to any emergencies that affect the research group:
 - 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 members of the research group participate in the emergency drills
- ✓ to collaborate with accident and incident investigations;
- ✓ to manage the documents determined in the risk prevention management system;
- ✓ to promote, facilitate and guarantee training for members of the research group on occupational health and safety;
- ✓ to collaborate with risk assessments and manage and supervise the implementation of any resulting corrective measures; and
- ✓ to participate in periodic 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 Pending implementation by the Universities Council

² 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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