

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

Define and disseminate the functions and responsibilities of teaching and research staff and administrative and service staff 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

The UB Statute recognizes the right of all teaching and research staff (Articles 138.1.j and 138.2.f) and administrative and service staff (Articles 163.2.f and 163.3.d) to be adequately informed about occupational health and safety and effectively protected. All staff must know the faculty or university school's safety regulations and appropriately use the resources, facilities and services that are provided by the UB.

In general, the duties of teaching and research staff and administrative and service staff, as described in the UB Occupational Risk Prevention Plan¹, are:

- ✓ to follow the guidelines provided by those in charge of risk prevention;
- ✓ to use machinery, facilities, substances and protection equipment as instructed;

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- ✓ to be prepared for and respond to any emergencies that affect staff:
 - to learn the emergency procedure and follow it if there is an emergency at the centre
 - to take on the functions and responsibilities assigned in the Self-Protection Plan
 - to take part in periodic emergency drills
- ✓ to attend training activities on health and safety at work, and incorporate into their daily work the risk prevention principles covered in the training;
- ✓ to collaborate with those responsible for risk assessments, and with work accident and incident investigations;
- ✓ to inform OSSMA of any situation that could represent a health and safety risk, in their opinion; and
- ✓ to take charge of informing students of the relevant risk prevention regulations during teaching activities and ensuring compliance with them.

With respect to teaching tasks, the Universities Council agreement, based on the provisions in Royal Decree 1791/2010 approving the University Student Statute, states that universities shall train students in occupational risk prevention and provide the means to guarantee their health and safety during their learning activities.

In the case of laboratory practicals, workshops and field work, the teaching staff leading the activity will be responsible for ensuring compliance with the preventive action principles set out in Article 15 of the LPRL, and for overseeing compliance with the code of good practices.

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 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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