

## RISKS AND PREVENTIVE MEASURES IN ADMINISTRATION AND MANAGEMENT ACTIVITIES

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This document identifies the **general risks involved in administration and management activities**, as well as the basic preventive measures to be taken, to which any information on specific risks provided by the relevant centre, department, service or unit must be added. This information is complementary to the **basic emergency regulations of the centre** where you carry out your tasks.

Some of the risk descriptions will require additional content corresponding to your specific activity. This specific activity defines the preventive measures to be applied. Important: if you consider that any activity that you undertake has not been identified, contact OSSMA (ossma@ub.edu / 9340 31192).



### Compliance with legal framework

- Take the preventive measures specified in the **Technical Guide for Electrical Risk Assessment and Prevention** provided for by **Royal Decree 614/2001**, of 8 June.
- Follow the road safety rules set out in Legislative Royal Decree 6/2015, of 30 October, in which the amended text of the **Traffic, Use of Motor Vehicles and Road Safety Act** is approved.
- Take the preventive measures specified in the **Technical Guide provided for by Royal Decree 488/97**, in relation to the use of **work equipment with data display screens**.



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YES/NO	OSSMA code / RISK FACTOR	DESCRIPTION OF THE RISK SITUATION	PREVENTIVE MEASURES
	<p><b>901001 Falls on the same level</b></p> <p><b>901001 Falls from heights</b></p> <p><b>901008 Trips and slips caused by objects and/or materials in thoroughfares</b></p>	<p>A consequence of <b>movement through faculty buildings' different (external and internal) spaces</b>, and the possibility of falling on the same level or down ramps and stairs.</p> <p>Possible <b>attempts to reach high shelves or cupboard compartments while standing on unsuitable elements</b> (chairs with wheels, for example).</p>	<p><b>General measures related to falls on the same level and from heights</b></p> <ul style="list-style-type: none"> <li>- Be <b>careful and alert when moving from place to place</b>. Do not run. <b>Do not look at documents or your mobile telephone</b> while walking.</li> <li>- <b>Go up and down stairs calmly</b>, without rushing. Do not run or push anyone in front of you. Never take stairs two at a time.</li> <li>- <b>Use handrails</b> or bannisters where possible.</li> <li>- Use <b>suitable footwear with non-slip soles</b>.</li> <li>- <b>Pay attention to slippery surface signs</b> and signs that indicate uneven surfaces, obstacles or other hazards that could cause falls.</li> <li>- <b>Keep thoroughfares free of obstacles and your work area perfectly clean and tidy</b>.</li> <li>- <b>Report any potential hazards</b> you notice so they can be swiftly eliminated.</li> <li>- If you feel more light is necessary, use additional lighting and report the situation to the UB.</li> </ul> <p><b>General measures related to trips and slips caused by elements in thoroughfares</b>  <b>Keeping thoroughfares and your work area clean and tidy</b> is essential to avoiding objects and/or materials causing trips and slips:</p> <ul style="list-style-type: none"> <li>- <b>Ensure that the cables attached to telephones, computers and other IT and electrical equipment do not obstruct thoroughfares or work areas</b>.</li> <li>- <b>Do not place boxes, packages or other obstacles in thoroughfares</b>.</li> <li>- <b>Keep consumables (paper, toner, etc.) in their designated storage facility</b>, whether they be new or for recycling.</li> <li>- <b>Clean up any liquid or waste spilled on the floor immediately</b>.</li> </ul> <p><b>General measures related to the use of stepladders, stools, etc., to reach shelves</b>  Many accidents are caused by unsafe attempts to reach high shelves. They can be avoided by taking the following measures:</p> <ul style="list-style-type: none"> <li>- <b>Do not stand on chairs, bins, drawer units or anything similar to reach high shelves or cupboard compartments</b>.</li> <li>- <b>Always use ladders or other appropriate elements, in the proper fashion</b>. Never climb on shelves.</li> <li>- Always ensure that any ladders, stools or other elements you are about to stand on <b>are in a good state of repair</b> (check for missing or damaged steps and worn or misshapen parts).</li> </ul>





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	902001 - <b>Accidents arising from travel (between home and work / during the working day)</b>	A consequence of involvement in possible traffic collisions, as either a driver or a pedestrian, when travelling between home and work and/or travelling during the working day.	<p><b>Main preventive measures related to being struck by a vehicle</b></p> <ul style="list-style-type: none"> <li>- Avoid rushing.</li> <li>- If your vehicle breaks down on the road, use warning triangles to duly alert other drivers.</li> <li>- Put on a yellow high-visibility jacket before getting out of your vehicle.</li> </ul> <p><b>Main preventive measures related to road traffic collisions</b></p> <ul style="list-style-type: none"> <li>- Leave home in plenty of time to get to work. Do not wait until the last minute to set out.</li> <li>- Follow road traffic rules, particularly speed limits.</li> <li>- Drive carefully and use a seatbelt.</li> <li>- Adapt your speed to road and weather conditions.</li> <li>- Pay attention to your surroundings and anticipate what other drivers or pedestrians may do.</li> <li>- Have your vehicle serviced regularly.</li> <li>- Be aware of the dates on which your insurance runs out and your next compulsory vehicle inspection (ITV) is due.</li> <li>- Get plenty of rest to drive in optimal conditions.</li> <li>- Keep meals light and healthy. Avoid overeating before driving.</li> <li>- Refrain from drinking alcohol during the working day.</li> <li>- Avoid driving in emotional states that could affect your concentration.</li> <li>- Avoid distractions. Do not eat, drink, smoke, or use your mobile telephone while driving.</li> <li>- If you use a satellite navigation system, program it before setting out. Touching it while driving is totally prohibited.</li> <li>- Be careful as regards any medication you take before driving. Always read its package leaflet. Do not drive if it could affect your ability to do so.</li> </ul> <p>For further information on mobility please follow this link:  <a href="http://www.ub.edu/ossma/mobilitat/consells-de-mobilitat/">http://www.ub.edu/ossma/mobilitat/consells-de-mobilitat/</a></p>



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	905001 - Electric shocks (electrical installation and/or equipment users)	In day-to-day activity, while using equipment (computers, printers, photocopiers, etc.) connected to a building's low-voltage electrical installation. A consequence of <b>overloading (extension leads, adaptors, etc.)</b> .	<b>General measures for preventing electric shocks</b> <ul style="list-style-type: none"><li>• <b>Do not undertake any kind of electrical work</b>, not even very simple tasks (operating a switch on a switchboard, etc.).</li><li>• Worn cables, exposed wires and damaged sockets are serious hazards that must be dealt with immediately.</li><li>• <b>If you notice an electrical fault, report it to the maintenance service.</b> Do not try to fix it yourself.</li><li>• <b>Before using electrical devices or machines, check that they are in perfect condition</b> and find out what precautions are required.</li><li>• <b>Never open the protective covers of electrical devices or equipment</b>, and pay attention to all electrical hazard signs.</li><li>• <b>Do not pull on power cables</b> to move them or the devices or machines they are attached to.</li><li>• As a rule, <b>do not plug work equipment into extension leads and/or adaptors.</b></li><li>• <b>Keep water and moisture away from power cables.</b></li><li>• <b>Always follow manufacturers' instructions concerning use and maintenance.</b> Periodic maintenance should be carried out according to manufacturers' specifications.</li><li>• Use electrical equipment with <b>CE marking</b>.</li><li>• Avoid placing cables in thoroughfares or where they could be damaged (splashed, dragged, squashed, etc.).</li></ul>



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	913301 - Mild thermal discomfort (17°C > temp. < 27°C)	<p><b>Workplace temperature</b> can be a bone of contention, particularly in shared premises with centralised systems. The problem mainly arises in summer, when those who work under air vents feel too cold, while those who work furthest from them or close to walls or windows that receive a lot of sun feel too hot. This results in a continuous struggle to raise or lower the thermostat, and, in turn, a lack of stability in the system (due to excessive raising and/or lowering), which only makes the problem worse.</p>	<p><b>General measures related to mild thermal discomfort</b></p> <p>Recommendations for <b>optimising air conditioning system efficacy, efficiency and sustainability</b>:</p> <ul style="list-style-type: none"><li>- <b>If there is a diffuser right above you and it is causing you discomfort, ask maintenance staff to redirect it or adjust the airflow velocity.</b> The problem usually stems from different airflow velocity requirements in summer and winter. In winter, a greater airflow velocity is needed to ensure that the hot air released by the system reaches the ground (as hot air tends to rise). In summer, the system releases cool air and the velocity required is lower. The problem can thus be solved by adjusting the airflow velocity rather than the thermostat. Additionally, given that there are warmer and cooler spots in every office, redistributing work areas according to each person's preferences may also be helpful.</li><li>- <b>If you experience discomfort, quickly contact maintenance staff so that the system can be adapted to the real weather conditions</b> and its sustainability optimised. Doing so will keep situations such as having to open windows while the heating is on to a minimum.</li><li>- <b>If you have any queries</b> regarding any aspect of day-to-day activity in your workplace and the conditions in which it is carried out, <b>speak to your superior and/or maintenance staff.</b></li></ul>



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	913306 - Discomfort due to poor indoor air quality	Insufficient and/or inadequate ventilation is one of the main causes of poor indoor air quality.	<b>General preventive measures related to poor indoor air quality</b> <ul style="list-style-type: none"><li>- <b>Ventilate work areas every day, preferably by natural means.</b></li><li>- <b>If you have any queries</b> regarding any aspect of day-to-day activity in your workplace and the conditions in which it is carried out, <b>Speak to your superior and/or maintenance staff.</b></li></ul>





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	<b>921004 - Work with display screens</b>	<p>Stemming from continuous use (4 hours per day or 20 hours per week) of equipment with display screens.</p> <p>Stemming from the possible use of laptop computers, although they do not appear to be frequently and widely used.</p>	<p><b>General measures related to work with display screens</b>  <b>Correct working postures.</b>  <b>Recommendations for alleviating postural fatigue:</b></p> <ul style="list-style-type: none"> <li>- <b>Sit with your back straight and touching the chairback.</b></li> <li>- <b>Your desk must be at elbow height.</b> Adjust the height of your seat accordingly.</li> <li>- <b>Place your computer screen straight in front of you.</b> Position your keyboard between you and your screen, leaving <b>enough space to rest your wrists</b> on your desk.</li> <li>- Adapt your chair by means of its height adjustment mechanisms. When properly adjusted, your feet should be flat on the floor. Adjust the inclination of the chairback so that your back is at an angle of between 90° and 100°.</li> <li>- <b>The top of your monitor must be at eye level.</b></li> <li>- <b>Avoid remaining in the same posture for any length of time.</b> Change position and move your back to reduce muscle tension.</li> <li>- <b>Take short breaks during the working day.</b></li> <li>- <b>Gently stretch stiff muscles.</b></li> <li>- For further information please follow this link:  <a href="http://www.ub.edu/ossma/fonsdocumental/documents/llibretoficines.pdf">http://www.ub.edu/ossma/fonsdocumental/documents/llibretoficines.pdf</a></li> </ul> <p><b>General measures related to work with netbooks</b></p> <ul style="list-style-type: none"> <li>- <b>Such devices should only be used for short periods of time.</b></li> <li>- <b>Do not use them as your main work tool.</b></li> <li>- Use them only as a complement to a desktop computer.</li> <li>- Take a break of at least 10 minutes every hour when using a netbook.</li> </ul> <p><b>Specific measures related to work with a laptop computer</b></p> <ul style="list-style-type: none"> <li>- <b>Using a laptop computer for more than 4 hours a day is not recommended.</b></li> <li>- To avoid a poor working posture, <b>place your laptop on a stand</b> that will raise its screen to eye level.</li> <li>- <b>Use an external keyboard and mouse</b> rather than your laptop's built-in devices. Doing so will enable you to maintain a suitable, relaxed, neutral posture.</li> <li>- <b>As far as possible, use a docking station</b> to enable you to connect external elements to your laptop quickly and easily via a single connection point.</li> <li>- <b>Take a break of at least 10 minutes every hour when using a laptop.</b></li> </ul>



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	921007 - Visual fatigue	<p>Possible visual fatigue due to:</p> <ul style="list-style-type: none"><li>- Frequent continuous work with a computer.</li><li>- Inadequate screen position.</li><li>- Inadequate lighting.</li><li>- Reflections on screens.</li></ul>	<p><b>General measures related to visual fatigue</b></p> <p>To prevent visual fatigue:</p> <ul style="list-style-type: none"><li>- Work at a distance of more than 45 cm from your screen.</li><li>- Relax your eyes by looking at distant objects and blinking frequently.</li><li>- Alternate, if possible, between work with a display screen and other tasks.</li><li>- If working continuously with a computer, take a break of around 10 minutes every 2 hours.</li><li>- Organise your work area so that you are neither directly facing nor facing directly away from a window, to avoid contrasts and reflections.</li><li>- Adjust the height of your keyboard to your needs.</li><li>- Localised lighting, if required, must be uniform for your screen and keyboard.</li><li>- Adjust your screen's brightness and contrast, and avoid brightness levels that could cause discomfort.</li><li>- Consideration should be given to <b>workplace conditions</b> and the position and technical characteristics of artificial light sources, <b>so as to avoid irritating glare and reflections on screens or other parts of equipment.</b></li></ul>



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	<b>921009</b> - Postural fatigue	<b>Postural fatigue</b> due to: <ul style="list-style-type: none"><li>- <b>Continuous work with a computer while seated.</b></li><li>- <b>Suboptimal chairs.</b></li></ul>	<b>Correct working postures</b> <b>To prevent muscle strain:</b> Your <b>desk/chair system</b> must enable you to adopt a correct posture and to change your posture: <ul style="list-style-type: none"><li>- <b>Adjust the height of your seat so that your elbows are roughly level with the desktop.</b></li><li>- Request a footrest if, once you have adjusted the height of your seat as described above, your feet do not lie flat on the floor.</li><li>- <b>Sit so your back is touching the chairback.</b> Avoid slumping forward and bending your back.</li><li>- Position your keyboard so that there is enough <b>space</b> in front of it for you to <b>rest your wrists and forearms on the desk.</b></li><li>- Make sufficient <b>space</b> on your desk to be able to <b>operate your mouse with your forearm resting on the desktop.</b></li><li>- <b>Use a mouse suited to the size of your hand</b> and which you can operate comfortably.</li><li>- If you use your mouse frequently, <b>try to avoid bending your wrist too far backwards.</b></li><li>- <b>Position your monitor directly in front of you</b>, or at no more than 60° to either side, to avoid having to continually turn your head or torso to look at your screen.</li><li>- <b>Take regular breaks to prevent postural fatigue</b>, relieve muscle tension and counteract prolonged static postures. Short breaks or microbreaks every 20 minutes are recommended.</li><li>- <b>Alternate between sitting and standing</b>, and perform muscle relaxation exercises.</li><li>- <b>Gently stretch tired muscles.</b></li></ul> For further information please follow this link: <a href="http://www.ub.edu/ossma/taula-dexercicis/">http://www.ub.edu/ossma/taula-dexercicis/</a>



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	921009 - Postural fatigue		<p><b>General ergonomic recommendations</b></p> <ul style="list-style-type: none"><li>- <b>Standing up from a chair:</b> when standing up from your chair, use its armrests to help you. If your chair does not have armrests, support yourself by placing your hands on your thighs or knees. In any case, keep your back straight or arched slightly backwards while standing up.</li><li>- <b>Sitting down in a chair:</b> sit down in a controlled manner, rather than letting yourself fall backwards. While seated, support yourself by placing your arms on your armrests or your thighs. Keep your back straight and sit as far back as possible in the chair, with your spine touching the chairback.</li><li>- <b>Movements while seated:</b> when turning, turn your whole body at once, rather than making partial turns. It is advisable to get up and walk around every 45 minutes. Arrange all your desktop elements so as to minimise the need to turn your head.</li><li>- <b>Standing:</b> alternate between static standing and postures conducive to movement within the room. Change the position of your feet and adopt a good posture (back straight, weight equally balanced between both sides of your body, etc.).</li></ul> <p><b>Specific ergonomic measures related to the sitting position</b></p> <ul style="list-style-type: none"><li>- <b>Keep your arms close to your body, with your elbows at an angle of no more than 90°.</b></li><li>- <b>Your back should be touching the chairback.</b></li><li>- <b>Your legs should form an angle of approximately 90°, and your feet should lie completely flat on the floor.</b> If they do not, request a footrest.</li><li>- Avoid twisting your torso and leaning it forward or to either side.</li><li>- Avoid turning your head and never incline it more than 15°.</li><li>- Change position throughout the working day.</li><li>- <b>Plan breaks to avoid postural and visual fatigue.</b></li></ul>



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YES/NO	OSSMA code / RISK FACTOR	DESCRIPTION OF THE RISK SITUATION	PREVENTIVE MEASURES
	922001 - Psychological demands	A high level of bureaucratisation in standard procedures.	<b>General measures related to psychosocial risks</b> <ul style="list-style-type: none"><li>- Familiarise yourself with the tools available for different tasks.</li><li>- Plan activities to be carried out, assigning resources and coordinators and establishing a schedule.</li><li>- Take theoretical and practical training in psychosocial risks and stress management techniques.</li><li>- Remember that the UB offers a personal psychological counselling service to help its staff deal with psychosocial problems. For further information, please contact OSSMA.</li></ul>
	922005 - Workplace violence	Possible conflicts with and assaults by students or other users you are dealing with.	<b>General measures related to violence</b> <ul style="list-style-type: none"><li>- Take theoretical and practical training on workplace violence and conflict management.</li><li>- Remember that the UB offers a personal psychological counselling service to help its staff deal with psychosocial problems. For further information, please contact OSSMA.</li></ul>

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In accordance with article 29 of the Law on Occupational Risk Prevention, it is employees' duty to comply with the risk prevention measures established in this document.