

# GENERAL HEALTH AND SAFETY REGULATIONS AT THE UB



The purpose of this document is to provide general information on the risks existing in the University of Barcelona's buildings and to send it to the companies and institutions that carry out activities at the University of Barcelona so that they can disseminate it among their employees.

The indications in this document do not exempt from compliance with the specific risk prevention regulations for each sector and activity.



UNIVERSITAT DE  
BARCELONA

Oficina de Seguretat,  
Salut i Medi Ambient

## \_GENERAL REGULATIONS



Always comply with the instructions you receive from the UB contact person. Ask any questions you may have.



Do not circulate on UB premises if you are not authorised to do so.



Do not tamper with UB equipment or facilities unless you have received authorisation to do so.



Keep the facilities clean and tidy.

You should know the emergency exits, evacuation routes and the nearest safety devices (fire extinguishers, alarm buttons, emergency showers, eyewash, etc.) in case you need to use them in case of emergency.



Respect the safety signs.



It is forbidden to make fire, smoke or light flames outside the places prepared for this purpose.



You may only store food or drink in designated areas; under no circumstances in places where chemicals, samples, etc. are stored or used.



Eating and drinking is allowed only in places intended for that purpose.



Respect scrupulously the rules of personal hygiene: wash your hands regularly.



Do not put your own and others' safety and health at risk.



The UB is a smoke-free area and smoking is prohibited throughout the building.

## \_GENERAL RISKS

The **general risks** in the UB's facilities are listed below, along with the basic preventive measures that the company renting the facilities must observe.

This information is completed with the **basic emergency regulations** of the Centre. Remember that, in case of doubt or need during the course of your work, you should ASK the person designated as your **company's preventive resource and/or the UB's contact person**.



### Risk of falling on the same level

#### Preventive measures

- Careful and attentive movement is necessary: do not run and use the handrails when descending stairs.
- Use suitable footwear with non-slip soles.
- Respect the regulatory signs indicating slippery floors and the signs indicating unevenness, obstacles and other hazards that could cause people to fall.
- It is necessary to maintain order and cleanliness in all premises where work is carried out.
- Collect all the material at the end of the task or the day.
- Do not run equipment wiring along walkways or work routes.
- Passageways must be kept clear of obstructions; if this is not possible, work or storage areas should be signposted where they interfere with passageways.
- If lighting is considered insufficient, report the situation to the BU.



## Risk of electrical contact

### Preventive measures

- Do not carry out any electrical work, even the simplest operations (accessing an electrical panel and manipulating a switch, etc.).
- If you observe any electrical anomaly, report it. Do not try to fix it.
- Before using electrical appliances or equipment, check that they are in perfect condition and inform yourself about the precautions to be taken when using them.
- Never open the protections of electrical appliances and respect all electrical hazard signs.
- Use equipment with CE marking against electrical hazards.
- Do not stretch electrical cables to move them or move electrical appliances or equipment.
- Do not use extension cords to plug in work equipment, except in specific situations.
- Avoid the presence of water and moisture near electrical wiring.
- Avoid placing wiring in passageways or in places where it can be damaged (splashed, pulled or crushed, etc.).
- Do not connect multiple plugs to sockets or appliances with damaged casings.

## Risk of starting and spreading fire

### Preventive measures

- Smoking is strictly forbidden on all UB premises.
- It is necessary to comply with the indications provided in the emergency action document.
- It is necessary to be familiar with the building where the work is being carried out: evacuation routes, signage, exits, location of fire-fighting equipment, alarm buttons, etc.

# \_OCCUPATIONAL RISK PREVENTION SERVICE

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