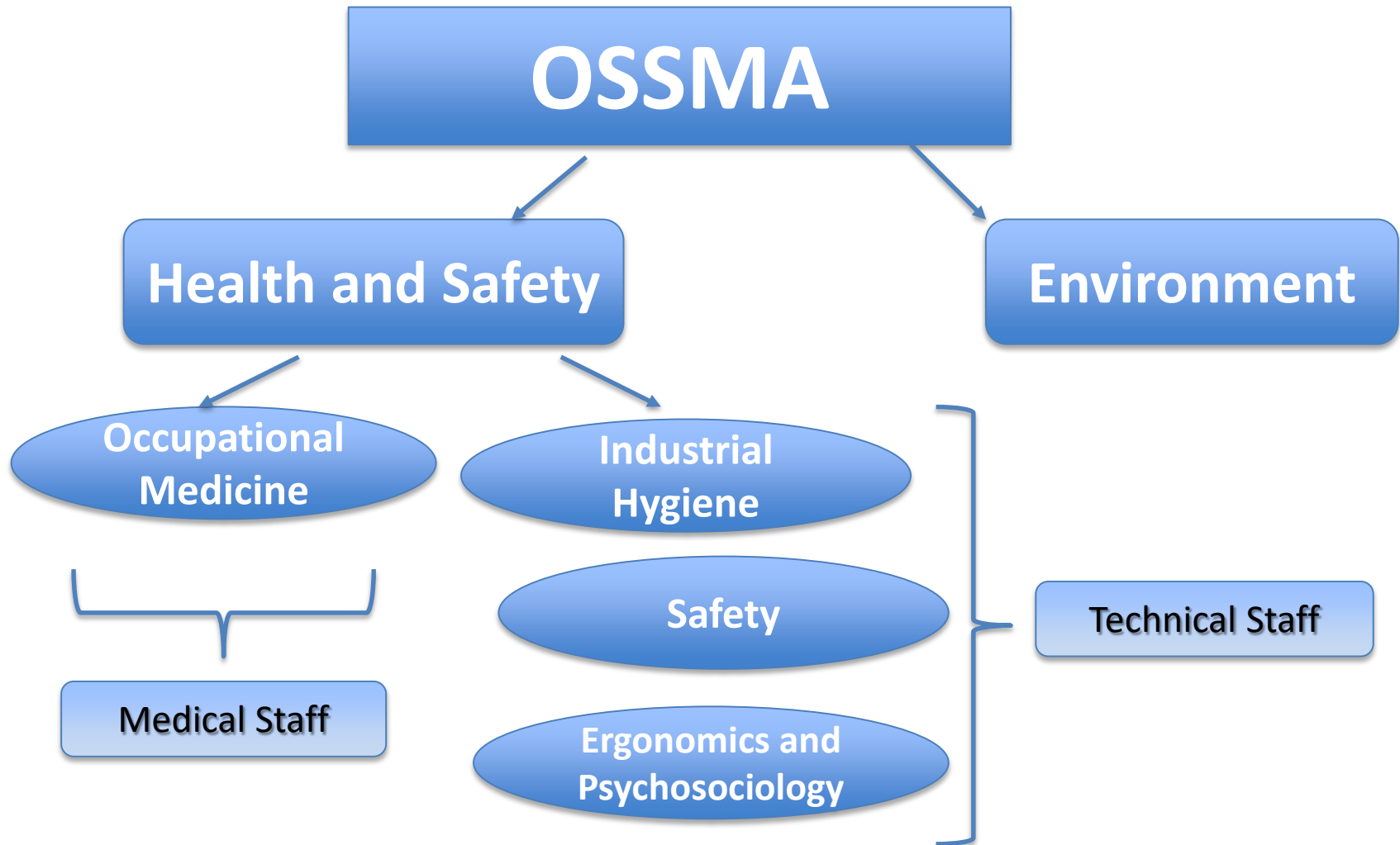




HEALTH, SAFETY and ENVIRONMENT

Welcome Plan in the scenario of HR Strategy for
researchers at the UB

OSSMA



Welcome Plan. Introduction



- Accidents and occupational diseases at work are adverse health effects because of work. They can be prevented with the adequate preventive measures.
- The Welcome Plan has as a main objective to prevent the accidents and diseases at work and to be environmentally friendly.
- The main framework in Prevention Area is the Occupational Risk Prevention Law 31/1995
- The UB Statute, ensures the compliance with the rules in terms of Health, Safety and Environment.

Welcome Plan. Introduction



The Welcome Plan is the necessary tool that the new workers need at the UB:

- To learn about Basic Principles in Health, Safety and Environment
- To know about their rights and duties
- To know about the Prevention Plan at the UB
- To be aware of the general rules for Health, Safety and Environment
- To be informed about the risks they are exposed to
- To be trained in how to apply the preventive measures

WP. Rights and Duties



The main rights in terms of health and safety at work, are to have:

- Adequate health protection
- Information and training about both general and specific potential risks, affecting you in your job.
- Free personal protective equipment
- Regular Medical Check-up
- Information about emergency situations and measures, first aid and evacuation.
- Advice and participation with regard to prevention through your representatives in the Health and Safety Committee.

WP. Rights and Duties



It shall be the **responsibility** of each worker:

- To take care of their own health and safety at work, and of the other people that could be affected by their behaviour at work.
- To make correct use of:
 - Machinery, tools, equipment, chemical products...
 - Personal protective equipment and its maintenance
 - Safety devices
- To inform about situations which, in their opinion, may imply a risk to health and safety of workers.
- To cooperate with de UB in preventive tasks.



- The Occupational Risk Prevention Plan is the guideline that establishes the policy on occupational risk prevention.
- This plan integrates preventive activity into the general management system of the institution.
- The objective of this plan is to integrate prevention in the activities, and in all the levels of responsibility at the UB.



WP. Activities of the WP

The activities of the WP are:

1. **To read:** Informative and formative **document in occupational risks prevention and environment.**
2. **To carry out:** General minimum **training** for all researchers
3. In relation with the Workplace Risks Assessment.
 - First, **Researchers have to fill in** a document called **full d'activitats**, which is an activity sheet, about their activities, materials, tools, chemical products, biological products...
 - And after that, the OSSMA technical staff will carry out the workplace risks assessment and will give training on measures to prevent the risks identified.
4. In terms of Health Surveillance, the researchers **have to request their medical check-up.**

WP. To start up the WP



To start up your plan you have to go to:

<http://www.ub.edu/ossma/pla-acollida/>



Health Surveillance

Health surveillance has the objectives to:

- **Detect** health problems earlier
- **Identify** workers particularly sensitive to certain risks
- **Provide** early warning about potential risk situations
- **Assess** the effectiveness of prevention measures

Health surveillance comprises:

- **Initial** medical check-up, on starting employment or having new tasks that involve new health risks.
- **Specific and regular** medical check-up, when you handle some products or kinds of tasks under conditions regulated by legislation, or you are exposed to risks found by risk assessment.
- **After a prolonged absence** for health reasons.

Our website to ask for health surveillance is:

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<http://www.ub.edu/ossma/sollicitud-revisio-medica>

Workers particularly sensitive to certain risks



- The UB guarantees **specific protection** of those workers who, due to their own personal features or recognised disability, are especially sensitive to occupational risks.
- The OSSMA staff will perform an **individual risk assessment** in their workplace and after this the medical staff will carry out a **specific medical check-up**.
- If it is necessary we **adapt** their workplace in accordance with the more optimal preventive measures. In case the adaptation wasn't possible, we will try **a workplace change**.

Maternity protection



- Female workers **will be protected** during **pregnancy, breastfeeding and postpartum** period in their workplaces.
- If there are working conditions that may negatively influence the health of the woman or foetus, the workplace will be adapted. In case the adaptation isn't possible, we will try a workplace change.
- When the workplace change is not technically or objectively possible, then, the Mutua Universal offers you the benefit for risk in pregnancy.
- This benefit doesn't cover any pathology suffered by the woman that is not related to the workplace.

Mutua Universal is currently the insurance company that covers occupational accidents and diseases.

To be checked by a doctor from the Mutua is necessary:

1. The medical staff of OSSMA, has to send a **medical assistance document to Mutua**.
2. Workers have to **fill in a form called “Notificació d’accident”**. It is about workplace, “when and how” the accident happened... it has to be signed by you and your boss...

<http://www.ub.edu/ossma/tramits/notificacio-daccidents-o-incidents/>

Interesting Phone numbers



- In case of **emergency**, please call **112** (emergency medical services)
- **Occupational Medicine**: 934024597
- **Mútua Universal**: 900 203 203
- **Toxicological information**: 91 562 04 20



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Thank you very much
Moltes gràcies