



PREVENTION ACTION GUIDE FOR EXTERNAL COMPANIES

Safety,
first and foremost



Universitat de Lleida
Prevention of Occupational
Hazard Service

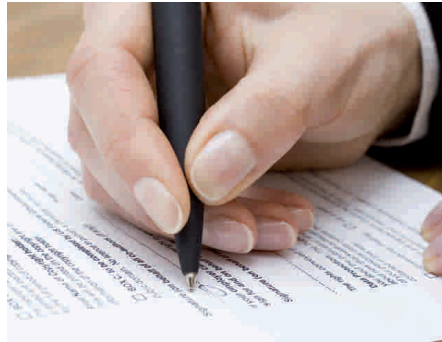


INDEX

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Prevention action guide for external companies

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?



Companies or self-employed workers in the construction sector: **painting, air-conditioning, plumbing, electrical installations, carpentry, maintenance, etc. ***

- Registration in the Register of Authorised Companies
- Prevention plan for the activities contracted
- Professional card in construction of the people who will work in the UdL or equivalent training

Companies or self-employed workers in **waste, fitting and furnishing, computer systems, gardening, telephony, vigilance, removals** and other professionals that could generate a hazard *

- Contract with external prevention service or other prevention organisation models
- Prevention plan for the activities contracted
- Training certificate of the people who will work in the UdL

* In addition, companies that carry out **work at heights** (assembly, maintenance and cleaning with risk of falls) **and in reduced spaces** (tanks, sewers, etc) must also submit:

- The appointment of a person as a preventative resource to watch over compliance with the safety measures
- Training certificate of the preventative resource

Companies which subcontract any specific task will be held responsible for this subcontracting and will guarantee the exchange of information

INDEX

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Prevention action guide for external companies

2. How can I get to know the hazards and the prevention measures at the UdL?

Before starting work, you should consult the website:

www.prevencio.udl.cat

and analyse whether it is possible to apply the safety measures and the work procedures of the company's prevention plan



The entrepreneur should be aware of the risks of the buildings of the UdL where the work will be carried out and should inform employees

INDEX

Safety, first and foremost

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

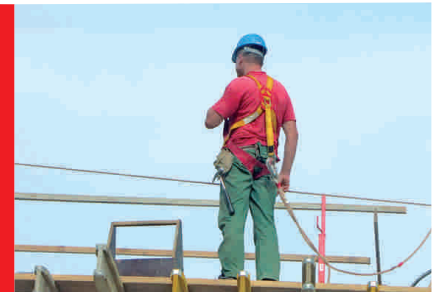
3. What should be done if work cannot be carried out safely?

Inform the person responsible for contracting to establish the necessary measures



Limit the work area as much as possible

Keep the work area as clean as possible



INDEX

Safety, first and foremost

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

4. What should be done before starting and on completing a job?

For planned jobs, 24 hours before starting, the following should be informed

- Vice-chancellor's Office building.
Tel. +34 973 70 20 00
rectorat.consergeria@udl.cat
- Cappont Campus. Tel. +34 973 70 33 50
cappont.consergeria@udl.cat
- Health Sciences Campus. Tel. +34 973 70 24 00
salut.consergeria@udl.cat
- HUAV Campus. Tel. +34 973 70 22 00
salut.consergeria@udl.cat
- ETSEA Campus. Tel. +34 973 70 25 10
etsea.consergeria@udl.cat



Daily entrance control

- On arriving, workers should identify themselves and fill in the corresponding register at the main reception of the campus
- If the worker is the preventative resource, he/she should inform about this

Last day

- Inform the person responsible for contracting about the completion of the job

INDEX

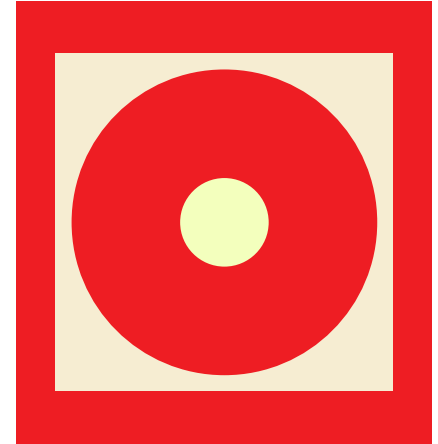
1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Prevention action guide for external companies

5. What work equipment should be used?

Each professional should take his own work equipment, which should comply with the applicable regulation

If equipment is required from the UdL, authorisation should be requested from the maintenance technician on the campus



Everything that is needed should be brought, including certified personal protective equipment



INDEX

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Prevention action guide for external companies

6. What should be done in the case of an accident?

The most important thing is to attend to the victim immediately

If necessary, **call 112** and **inform the campus control centre**, which is the reception in any of the campus buildings

Inform the person responsible for the contracting



Pay attention to the **POSTERS** that are in the buildings: they indicate the telephone numbers of the control centre to be informed in the case of an emergency

INDEX

1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Safety, first and foremost

7. What should be done in the case of a fire?

Inform the control centre by phone or using the fire alarm buttons

If there is nobody there, call the emergency telephone number, 112, to explain the situation



- Prevent the fire from spreading by closing doors and windows
- Only try to extinguish the fire if you know how to use a fire extinguisher
- Follow the instructions given by the emergency teams at the UdL

INDEX

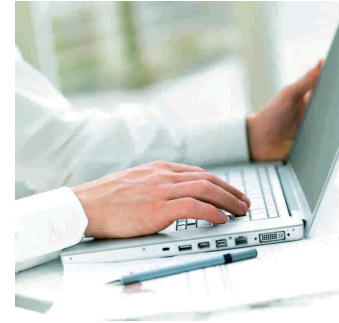
1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?
2. How can I get to know the hazards and the prevention measures at the UdL?
3. What should be done if work cannot be carried out safely?
4. What should be done before starting and on completing a job?
5. What work equipment should be used?
6. What should be done in the case of an accident?
7. What should be done in the case of a fire?
8. What should be done in the case of a doubt?

Safety, first and foremost

8. What should be done in the case of a doubt?

Address the Prevention of Occupational Hazard Service

Vice-Chancellor's Office Building
Telephone: +34 973 70 20 21
E-mail: prevencio@udl.cat



Pay attention to the PLANS that are in the building: they indicate the evacuation routes, the fire extinguishers and the fire alarm buttons



Universitat de Lleida
Prevention of Occupational
Hazard Service