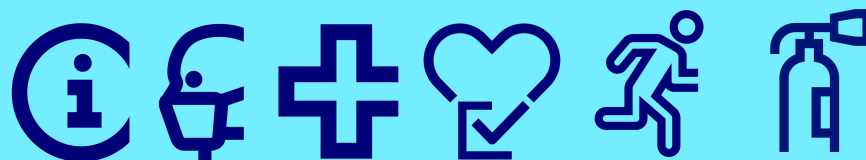


Information on safety and prevention for visitors



UOC

- Basic safety guidelines
- Action in the event of an emergency

Basic safety guidelines

In keeping with the Universitat Oberta de Catalunya's (hereinafter the University or the UOC) Health and Safety Policy, we have made it our commitment to ensure that our visitors are aware of the basic safety guidelines laid out below. For this reason, we ask that you please provide the following details:

All staff are on UOC premises must follow these basic safety guidelines

- Immediately report any situation or conduct that, in your opinion, may cause harm to people or damage to the UOC centres' equipment and facilities.
- **If you or the equipment you are using are involved in an accident, no matter how minor, report it immediately to the manager you are visiting.**
- Follow instructions and do not take risks. When in doubt, ask.
- Do not remove or alter any security signs or seals placed by the UOC.
- Put everything you use back in its place when you are done. Clutter causes injury and results in lost time, energy and material.
- Keep your workspace clean and tidy.
- Use the right tools and equipment and only those that have been vetted and authorized and bear the CE marking. Use them safely.
- In situations of heightened risk or where hazardous equipment or substances are to be used, you must take all necessary measures and inform the UOC's Health and Safety Service in advance: salut@uoc.edu
- If you require personal protective equipment, use it according to instructions and keep it in good condition.
- When handling loads, use mechanical assistance whenever possible. When lifting a heavy object, bend your knees, grasp the object firmly and lift with your back as straight as possible. Ask for help with heavy objects.
- Respect the rules, signs and instructions given to you by UOC staff.

Specific risks at UOC workplaces

RISK	SAFETY MEASURES
<p>Same-level falls</p>	<ul style="list-style-type: none"> • Grip the handrail when going up and down staircases. • Be careful with possible wet floors.
<p>Falling shelves, cupboards or cabinets</p>	<ul style="list-style-type: none"> • If a cupboard falls, do not try to stop it. Instead, move quickly out of the way. • Always place the heaviest items in the lower drawers.
<p>Use of electrical office equipment</p>	<ul style="list-style-type: none"> • Do not tamper with or attempt to repair objects or electrical installations. <p>Do not tamper with the inside of work equipment, attempt repairs or make improvised extensions or splices. Only specialist personnel are authorized to handle these matters.</p> <ul style="list-style-type: none"> • Do not remove guards or bypass safety features. • If you encounter a malfunction, report the incident to Infrastructures; do not attempt any repairs yourself. • Do not unplug devices by pulling on the cord. • Do not use electrical socket adapters, as they do not guarantee continuous ground connection (i.e. they overload electrical installations).
<p>Biological risk due to infectious diseases (pandemics or seasonal viruses)</p>	<ul style="list-style-type: none"> • Follow the recommendations and measures established by the health authorities and those that may be indicated by the UOC depending on the time. • Use of a mask as directed. • Frequent hand cleaning. • Respiratory label. • If you are ill, refrain from visiting in person

If you need to access the data centres, you must review the specific security measures for this workspace beforehand (contact salut@uoc.edu).

Safety measures in the event of an evacuation

- If you hear the continuous acoustic signal or verbal warning, leave whatever you are doing and start evacuating swiftly and in orderly fashion.
- If you are working with computers or machinery, turn them off and leave the facilities, so that they do not add to the risk.
- Do not use the lifts as you can get trapped inside.
- During the evacuation, stay calm; do not run and do not try to get out ahead of those in front of you.
- Help anyone with an injury or disability that affects their mobility.



- Do not go back into the building while the state of emergency is ongoing or until you have been told you may do so. Do not let anyone else return to the building.
- Do not block the exits, as they must be free for the emergency services to use.
- There may be evacuation chairs in the buildings.

Assembly points

Do not leave the assembly points. Group yourselves by department and stay there until the emergency managers do the person count.

The various assembly points are shown below.



24 hours 669 790 426

Building U 934 816 724

Building O 933 263 600

Building C 932 537 590



Basic rules in the event of an emergency

What must you do if you detect an emergency situation?



If you are the first person to detect an emergency situation, you must follow these instructions to warn and assist your colleagues.

- Press the alarm button to give the order to evacuate the building.
- Alert reception (or your contact person if you are external to the UOC) with as much information as possible.
- Tell them the type of incident and its location.
- From this moment on, the staff trained in emergencies shall take care of the tasks that are their duties (first aid, evacuation and firefighting).

Safety measures in the event of an accident

- Protect yourselves from whatever risk caused the accident, where necessary.
- If you can, alert the staff trained in first aid; if you cannot, contact **reception**.
- Protect the injured persons and anyone else who could be affected by the accident.
- If other people are at risk, warn them.
- Do not move an injured person unless their life is in danger (fire, gas leak, risk of explosion or collapse).
- Let the staff trained in first aid work freely and undisturbed.
- Defibrillators (AED) may be present in buildings.

Check that everyone (including visitors and external workers) is following these guidelines, which have been designed to ensure our safety in the event of an emergency situation at any of the UOC's premises.

What should you do if an emergency is announced?

- If you hear the alarm or are warned by the person responsible for evacuating the office, get ready to leave the building.
- Turn off your electrical equipment.
- If you are with any visitors, leave the building together and guide them to the assembly point.
- Do not use the lifts; doing so is very dangerous in emergency situations.



- Evacuate the building swiftly, but without running.
- Do not go back to your area to collect personal items.
- Leave the building, go to the assembly point and do not wait by the exit.
- Wait at the assembly point and follow the instructions given by the emergency managers.

Safety measures in the event of a fire

- Follow the instructions given by the emergency teams.
- Stay calm and warn staff in neighbouring premises.
- Only use the fire extinguishers if you know how they work.
- Use the fire hoses if there are two of you who have been trained to do so.
- Close the doors and windows.
- Do not use the lifts as you can get trapped inside.

Fire extinguishers

- You may use the portable firefighting equipment if you are knowledgeable of how to do so and if it is appropriate for the size of the fire; however, do not put yourself or others in danger.
- Follow the instructions given on the fire extinguisher; use one that is appropriate to the type of fire and point it at the base of the flames.
- Always work in pairs.
- If the fire cannot be controlled, evacuate the area and close all doors behind you.

If there is smoke

- If there is fire or smoke behind your door, keep it closed, dampen it and block any openings where smoke can get in.
- Make your way to the exit on all fours; the air down low is more breathable and it not as hot.
- Protect your nose and mouth with cloths and close your eyes whenever you can.
- Do not open any doors that are hot, as the heat means that the fire is close by.
- If you cannot exit the building, let others know you are trapped – by telephone or by putting something at a window to get their attention.