

PREVENTIVE GUIDE FOR TEACHING AND RESEARCH STAFF AND STAFF ALLOCATED TO RESEARCH PROJECTS



European Project Office EPO

Rey Juan Carlos University (URJC)
Madrid (Spain)



INTRODUCTION

The URJC, through the Prevention Plan approved by the Governing Council on 13 April 2018, aims to facilitate the correct integration of Occupational Risk Prevention at the URJC and improve its management, in compliance with the applicable legal regulations.

The General Management, through the Area of Occupational Risk Prevention (APRL), has prepared this manual to promote the integration of preventive aspects in teaching and research activities and to make known how prevention is configured at the Universidad Rey Juan Carlos, ensuring compliance with the legal provisions on prevention, specifically concerning risk assessment, information, emergency measures and coordination of business activities, and making, through this document, a presentation of all procedures related to the teaching and research work that is done outside and inside our facilities.

This document aims to contribute to the integration of prevention in the teaching and research activities carried out by the URJC, promoting a culture of prevention and health and safety at work.

Iván Dorado Moreno
Head of Occupational Risk Prevention Area

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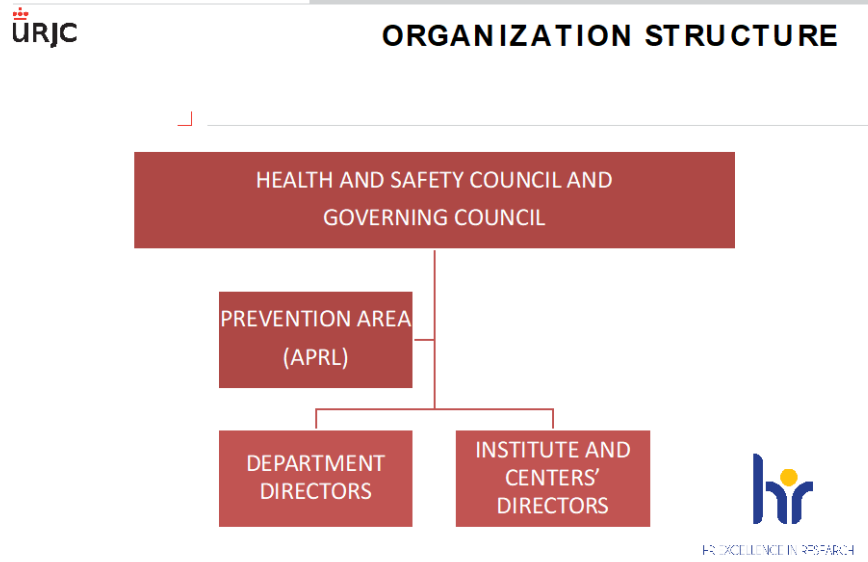
1. URJC'S OCCUPATIONAL RISK PREVENTION POLICY

1. To provide safe and healthy working conditions to prevent work-related injuries and deterioration of workers' health.
2. Risk prevention will be integrated into the URJC's policies, in such a way that the government team, technicians, middle management and workers assume their responsibilities in this area, with cooperation between all of them being an essential element. To carry out the work correctly, it must be done safely.
3. Satisfy the applicable legal requirements, as well as those requirements that the URJC may subscribe to.
4. Avoid and control risks, assessing those that could not be eliminated.
5. The prevention of occupational hazards shall be planned as a coherent whole, integrating technology, organization, social relations, the influence of environmental factors and all aspects of working conditions.
6. Continuous improvement will be promoted based on the Plan-Do-Check-Act (PHVA) concept, which requires leadership, commitment and participation of employees and employee representatives at all levels and functions of the URJC.
7. The choice of work equipment, substances and working methods shall be made in such a way as to reduce adverse effects on health and to reduce monotonous and repetitive work. In so doing, the account shall be taken at all times of technical progress.
8. In taking preventive measures, account shall be taken of technical developments to ensure that the most appropriate protective systems are available in all circumstances.
9. Collective protection measures shall take priority over individual protection systems.
10. The URJC will inform and train its employees about the risks inherent to their work, as well as the means and measures to be adopted for their prevention. To this end, it will have the necessary procedures for the development of the different preventive activities.
11. The professional capacity of workers in terms of health and safety must be able to carry it out, giving due instructions and ensuring that only those who have received sufficient and appropriate training can access places where dangers may exist or be generated. Likewise, the specific needs of disabled people will be considered with the criteria of inclusion and independent living.
12. To involve suppliers, providers and subcontractors related to the URJC in the active commitment to improve working conditions.
13. Accidents at work or any injury generated therein are fundamentally management failures and are therefore avoidable through proper management that allows measures to be taken for the identification, assessment, and control of potential risks. Therefore, all accidents with potential for harm will be analyzed and corrective action will be taken immediately.
14. The URJC will consider as serious any non-compliance with external or internal regulations that may cause damage to health.

The URJC will carry out all its activities within a framework of full respect for the social and environmental surroundings, trying to achieve the highest levels of safety in the management of the facilities and in the protection of the environment, as well as in the protection of employees, clients and neighbours.

Governing Council of 23 April 2018.

2. ORGANISATION OF PREVENTION IN THE URJC



The URJC has opted for the constitution of its prevention service (SPRL) and the contracting of an external service to collaborate in the execution of preventive activities, as required, following the provisions of Chapter III of Royal Decree 39/1997 of 17 January, which approves the Regulations of the Prevention Services.



The **Occupational Risk Prevention Area (APRL)** has an Occupational Risk Prevention Service (SPRL) with Prevention Technicians in the specialities or preventive disciplines of Occupational Safety, Industrial Hygiene, Ergonomics and Applied Psychosociology, and the Occupational Medicine Service, with Occupational Medicine and Nursing Technicians. In addition, the APRL has a specialized Administrative Area with advisory functions.

The URJC also has a Health and Safety Committee.

A) OCCUPATIONAL RISK PREVENTION SERVICE (SPRL)

Edificio Ampliación de Rectorado, 1st Floor, Offices 1017/1019

Campus de Móstoles, C/ Tulipán, S/n, 28933 - Móstoles

Telephone: 91 488 74 08

E-mail: servicio.prevencion@urjc.es

WEB PRL: www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales

Activities of the Occupational Risk Prevention Service



This information, as well as the links you will find in the rest of the document, are published on the URJC intranet, to inform, store and preserve, assist and disseminate the services of the URJC university community. Therefore, as it is a closed access system, you must access it with your username and password provided by the URJC.

- 1. Safety:** Assessment of buildings and workstations. Identification of risks related to workplaces, machines, installations, chemical substances, electricity, etc. that may cause accidents at work, assessment, and proposal of corrective measures. Periodic controls. Evaluations of particularly sensitive workplaces. Selection and control of the distribution of personal protective equipment. Study of accidents at work (accidents at work and occupational diseases) and statistics.
- 2. Ergonomics and Applied Psychosociology:** Study and design the necessary measures to adapt the workplace to the psychophysical profile of the worker. Study of posts related to data display screens, load handling, physical load, and mental load. Study of psychosocial risk factors. Mediation in labour disputes. Redesign of the workplace for people who are particularly sensitive to specific risks.
- 3. Self-protection of buildings:** Drawing up self-protection plans for URJC buildings, identification of possible emergencies (activity and derived risks), instructions for action for building staff, and emergency and evacuation measures. Designation of teams. Building evacuation drills. Formation and training of intervention teams. Study of incidents and outbreaks of fire.
- 4. Coordination of business activities:** The coordination of business activities is the compulsory exchange of documentation between the University, as the employer in charge of the work centre, and the companies, self-employed workers or researchers of external entities, who carry out some kind of work activity at the URJC, to inform each other about the specific risks related to them, as required by article 24 of the Law on the Prevention of Occupational Risks, which is developed in Royal Decree 171/2004 on the coordination of business activities.
- 5. Industrial Hygiene:** Identification of risks related to physical, chemical and biological agents that may lead to an occupational disease. Taking measurements and proposing corrective measures where necessary. Noise, chemical contaminants,

suction speed of extractions, etc. Evaluation of workstations. Evaluations of work posts due to the risk of sensitive workers. Job evaluations for reproductive, pregnancy and breastfeeding risks.

6. **Training and information:** Initial information on prevention before signing a contract. Courses within the training plan of the University Management. Specific training on the risks of the job. Dissemination of information: prevention manuals, posters, website, awareness campaigns, videos, webinars.
7. **Other activities:** Control of hazardous waste management (chemical and sanitary). Advice and training.

B) OCCUPATIONAL HEALTH SERVICE (SMT)

Alcorcón Campus Management Building
Management Building of the Madrid-Vicálvaro Campus
Telephone: 91 488 74 08
E-mail: serviciomedico@urjc.es
WEB SMT: www.urjc.es/principal-intranet/medicina-del-trabajo

Activities of the Occupational Medicine Service



The Occupational Medical Service carries out those functions foreseen by the health specialities of Occupational Doctor and Nurse: Preventive, Assistance, Expert and Investigation concerning all the risks that may affect the health of workers, both physical and psychological, as a consequence of the circumstances and conditions of work. Advice to the governing bodies and staff of the University.

Develops a preventive programme based on the periodic analysis of the health of workers by carrying out a study of specific parameters related to the risks of the workplace and health promotion tasks in general.

It assesses the pathologies derived from work in its three main aspects: Accidents at work, occupational illnesses and work-related illnesses to determine whether new organisational or preventive measures are needed to avoid their occurrence.

URJC medical examinations

Following Article 22 of the Health Surveillance of the Prevention Law, the URJC must guarantee its workers regular health surveillance. To this end, the Procedure for Health Surveillance at the URJC PAPRL-015-SMT was approved, in which the right to health and health protection of URJC workers is included.

The **URJC Health Surveillance Procedure -PAPRL- 015-SMT** states:

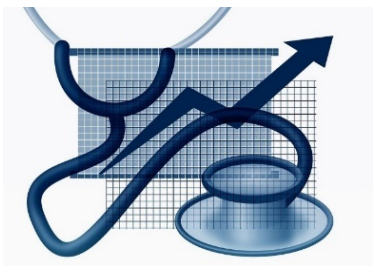
- At the start of the contract with the URJC, the employee must undergo an initial medical examination. This will be carried out within the first 15 working days after joining the URJC. The Occupational Medicine Service will issue a suitability report

for the tasks to be performed in the initial job at the URJC, which will be reported to HR, or with the need to introduce or improve protection and prevention measures.

- If your tasks have changed, you must inform the APRL, the Occupational Risk Prevention Service (SPRL) servicio.prevencion@urjc.es so that it can assess whether to carry out a complimentary risk assessment if the conditions or risks of your position have changed. If so, the SPRL will inform the Occupational Medicine Service (SMT) to carry out a new health examination to assess whether the new tasks are adapted to your health conditions.
- When an employee has suffered a temporary incapacity lasting 60 days or more, the HR area must inform the Occupational Medicine Service. The latter shall offer the employee the possibility of an examination within the first 15 days of his or her return to work. The Occupational Medicine Service will issue a report on the worker's suitability for the tasks that he/she normally performs in his/her job at the URJC, which will be reported to HR, as well as if it is necessary to introduce or improve protection and prevention measures.
- Periodic health examinations will be carried out.

To maintain the periodicity as far as possible, the URJC will inform the heads of the administrative units, services and centre administrators or will send an e-mail through the General Management informing them when the calendar that affects their service/centre starts.

The worker can contact the SMT through the URJC intranet <https://gestion2.urjc.es/serviciomedico/> , by email: serviciomedico@urjc.es , or by telephone:



Doctor Telephone
91 488 7854 (7854)

Basic Health Unit of the Madrid-Vicálvaro Campus
91 4887941 (ext. 7941)

Unidad Básica de Salud Campus Alcorcón Telephone
91 4884869 (ext. 4869)
91 4884868 (ext. 4868)

On the day of the appointment, you will go to the facilities available at the Service's two campuses, following the instructions given by the Service's staff at all times.

Through the Occupational Medicine service website, you can obtain information related to health and work: <https://www.urjc.es/principal-intranet/medicina-del-trabajo>.

C) HEALTH AND SAFETY COMMITTEE (CSS) AND PREVENTION DELEGATES. CONSULTATION AND PARTICIPATION.

Article 34.3.d) of Law 31/95 of 8 November 1995 stipulates that: "In general, a single Health and Safety Committee shall be set up within the scope of the representative bodies provided

for in the Law on Bodies for the Representation of Staff in the Service of Public Administrations". In application of this precept, the Rector promoted the creation of this Committee, as a joint and collegiate participation body, aimed at regular and periodic consultation of the company's actions in matters of Risk Prevention.

The Committee is made up of the Prevention Delegates, on the one hand, and representatives of the URJC in a number equal to that of the Prevention Delegates, on the other.

The URJC has an operating regulation that is published on the URJC intranet: www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#reglamento

The CSS shall meet ordinarily every quarter, following a call by the Chairman, formulated by the Secretary, and in extraordinary session, whenever so requested by any of the parties.

The prevention delegates are the workers' representatives with specific functions in the area of occupational risk prevention, appointed by and from among the staff representatives, within the scope of the representative bodies (PAS and PDI Board and PAS and PDI Works Committee).

The workers shall be informed, through the Prevention Delegates, about the adoption of decisions regarding existing problems in the field of prevention.

If CSS assistance is required, a request will be made to include this item on the agenda of the next CSS meeting, through the CSS secretary.

If you have any doubts or disagreements about working conditions related to safety factors (installations, equipment, workspaces, etc.), environmental factors (physical, chemical, biological pollutants), ergonomic factors (furniture, work equipment) or factors related to the organisation of work (workload, shifts, working alone, etc.) or interpersonal relations (conflicts, harassment, etc.), you can write to the person in charge of the APRL or higher levels.) or interpersonal relations (conflicts, harassment, etc.), you can write to the Head of the APRL or higher levels, or you can simply contact one of the Area's technicians via the e-mail address servicio.prevención@urjc.es / serviciomedico@urjc.es

Any worker who has suggestions on how to improve their working conditions, reduce the risk of accident or occupational disease or improve comfort in their workplace can contact any of the APRL technicians.

D) PREVENTIVE RESOURCES

The preventive resource shall be one or more persons designated or assigned by the company, with adequate training and capacity, who have the necessary means and resources and are sufficient in number to monitor compliance with the preventive activities that are so required.

The presence of preventive resources shall be regulated when any of the three cases set out in article 32 bis of the LPRL, developed by RD. 604/2006, and incorporated as article 22 bis in RD. 39/1997, which approves the Prevention Services Regulations (RSP).

At the Rey Juan Carlos University, preventive resources will be designated for cases in which dangerous activities or processes or those with special risks are carried out [Art. 32 bis 1 b) of the LPRL and 22 bis 1 b) of the RSP, which will ensure compliance with the preventive activities established for these jobs.

Activities or processes where the presence of preventive resources is necessary (see NTP 994: <https://www.insst.es/documents/94886/327567/ntp-994+w.pdf/1d0e9a95-0930-4987-a2f2-3e759e9144e2>):

1. Work with a particularly serious risk of falling from a height (RD 604/2006)
2. Works with burial or subsidence (RD 604/2006)
3. Activities in which machines are used that do not have an EC certificate of conformity when worker protection is not sufficiently guaranteed (RD 604/2006).
4. Working in confined spaces (RD 604/2006)
5. Work involving exposure to ionising radiation (Annex I of RD 39/1997 and Annex II of RD 1627/1997).
6. Work with exposure to toxic and very toxic agents and, in particular, to carcinogenic, mutagenic or toxic agents for reproduction, of the first and second category of activities involving high-risk chemical products (Annex I RD 39/97).
7. Work with exposure to biological agents of groups 3 and 4 (Annex I RD39/97).
8. Work with electrical risks, at high voltage or in the vicinity of the same (Annex I of RD 39/1997 and Annex II of RD 1627/1997).
9. As a general rule, the worker must have received training relating to basic level functions, of no less than 50 hours, following Annex IV, (section A) of the Prevention Services Regulations (RD 39/1997), in the case of companies that carry out any of the hazardous activities or those with special risks, or 30 hours in other cases. This training must be complemented with specific theoretical and practical training on the work, techniques to be developed, regulations, risks and preventive measures to be applied in the activities to be supervised, which determined their presence.

In laboratories or workshops:

- Each chemical or biological laboratory shall have a safety officer with sufficient training and information about the work carried out in the laboratory, who can pass on the information through the established procedures in case of an emergency.
- He/she shall ensure that the established preventive measures are complied with and shall inform the Department Director of any deficiencies that occur in his/her laboratory that pose a risk to workers.
- They shall control access to authorised personnel.

3. PREVENTIVE RIGHTS AND RESPONSIBILITIES



✓ WORKERS' RIGHTS IN THE FIELD OF OCCUPATIONAL RISK PREVENTION

Following [article 14 of Law 31/95 on Occupational Risk Prevention](#), URJC employees are entitled to:

1. Effective occupational health and safety **protection**.
2. **Information** from:
 - a. the risks of their workstation and of the risks that may affect them from the rest of the installations,
 - b. the prevention and protection measures applicable to avoid or minimise them,
 - c. how to proceed in case of emergency, first aid or evacuation.

According to Article 18 of Law 31/95 on the Prevention of Occupational Risks, the URJC will adopt the appropriate measures so that workers receive information regarding the risks to health and safety at work, both those affecting the company as a whole and each type of job or function, as well as information on the protection and prevention measures and activities applicable to these risks.

Before a worker is hired by the URJC, he/she receives some basic information from the APRL (Welcome Manual for new URJC workers):

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/informacion_trabajadores_riesgos_medidas_preventivas/MANUAL%20DE%20ACOGIDA.pdf

On the SPRL website you can consult the risk assessment in the URJC intranet space reserved for the Occupational Risk Prevention Service:

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales>

3. The initial and regular **monitoring of their state of health**, always respecting the right to privacy and confidentiality of information.
4. **Consultation and participation** in prevention matters through their representatives on the Health and Safety Committee.
5. Receive sufficient and appropriate theoretical and practical training in preventive matters, necessary for their job, at the time of recruitment and when there is any change in their duties or their work equipment.
6. Receive the **personal protective equipment** that the URJC deems necessary for the correct protection of the worker in the performance of his/her duties.
7. The **stoppage of activity in the** event of serious and imminent risk through their prevention delegates.
8. **The cost of occupational** health and safety measures should not be borne by the worker.

✓ PREVENTION RESPONSIBILITIES

The prevention responsibilities of all Rey Juan Carlos University employees are set out in the **Prevention Plan**, approved by the Rector and the Governing Council on 13 April 2018.

All URJC employees

Following Article 29 of Law 31/95 on the Prevention of Occupational Risks, employees of the Universidad Rey Juan Carlos have, following their training and following the instructions of the URJC, the duty to:

- To ensure, according to their possibilities and by complying with the preventive measures adopted in each case, their health and safety at work and that of other persons who may be affected by their professional activity, due to their acts and omissions at work.
- Proper use of machines, equipment, tools, hazardous substances, etc.
- Correctly use the means and protective equipment provided by the URJC, following the instructions received, and report any deterioration that reduces its effectiveness.
- Failure to deactivate and make proper use of the safety devices on the equipment related to their activity or in the workplaces where it takes place.
- Immediately inform their direct hierarchical superior and the prevention delegates or, where appropriate, the Prevention Department, of any situation which, in their opinion, involves a risk to the health and safety of workers.
- Contribute to the fulfilment of the obligations established by the competent authority.
- Cooperate with the URJC to ensure safe working conditions that do not pose risks to the health and safety of workers.
- Act in the event of an emergency as designated in the emergency plan.

Dean of Faculties/ Heads of Schools/ Heads of Centres

The functions of the Deans of Faculty, School Directors and Centre Directors are defined in the Statutes of the Universidad Rey Juan Carlos, according to Decree 22/2003, of 27 February, approving the Statutes of the URJC.

Within the scope of their competencies, they are responsible for:

- responsibility for decision-making on the integration of internal occupational health and safety at the site
- must promote, coordinate, develop and control all the preventive actions of the centre and follow the established guidelines on ORP, guaranteeing the health and safety of the staff in their charge, users and their own.
- shall take into account the decisions of the Governing Council and the SSC in this area, and shall be advised by the Occupational Risk Prevention Area (APRL).

Heads of Departments

The Department Heads represent their Department and exercise the functions of direction and management of the same. They are directly and directly responsible for the aspects of occupational health and safety integration within the Department, according to the directives of the Dean of Faculty, Head of School or Head of Centre, and must:

- Promoting, coordinating and controlling that all the actions carried out in his/her department follow the established guidelines on ORP, especially about lines of research, guaranteeing the health and safety of the members of his/her department.
- They shall participate in the application of prevention regulations through the application of the procedures derived from them.

Directors of Research Institutes and Centres

They represent their Institute and exercise the functions of direction and management of the Institute, being directly and directly responsible for the preventive measures within the scope of their competencies, and must:

- To integrate prevention in all the actions carried out in the Institute, applying the current regulations in ORP, especially about the lines of research, complying with the guidelines of the Procedure for the Integration of Prevention in Research Activities of the URJC PAPRL-013-SPRL, and the rest of the procedures developed for this purpose,
- ensure the health and safety of the Institute's staff and other visitors.
- shall not carry out any activity that entails non-compliance with current legislation on ORP at the University Institute.
- cooperate with the APRL in all matters necessary for the enforcement of this legislation
- and optimise resources to avoid duplication of resources.

Research Teaching and Research Staff (PDI) and Administration and Services Staff (PAS)

Following the provisions of art. 29 of the LPRL, it is the responsibility of each worker, in this case, teaching and research staff and administration and services staff, to take responsibility for ORP in all the activities they promote or carry out.

- They shall ensure that all pupils receive information on safety rules and ensure that they comply with them to avoid unnecessary risks to themselves and their pupils.
- If you detect any anomaly or deficiency that you are unable to correct, you must immediately report it to your superiors.
- In the performance of their teaching duties, giving theory or practical classes, they will be responsible for acting in the event of an emergency, accident or evacuation, following the guidelines received from the URJC's Occupational Risk Prevention Department, for the students and themselves.

Research Service.

It shall provide health and safety information, following established procedures, to project and research group leaders and to contract and grant holders in all research activities:

- The organisation of congresses, grants for trainee researchers, doctoral thesis grants, etc.
- contracts and grants (University Teacher Training, Research Staff Training, under excellence projects, grants for deficit areas),
- contracts and grants from research appropriations, calls for research projects and research groups, etc,

The teaching and research staff and the administrative and service staff not listed above, who have people in their charge, will be responsible for the integration of health and safety in teaching in classrooms or laboratories, field trips (teacher), a laboratory or workshop, secretaries' offices, caretaker's offices, assembly hall, storeroom, etc., including responsibility for grant holders, students, or people who are in the places where they carry out their activity.

Heads of Research Projects / Principal Investigator

The Head of Research Projects/Principal Investigators, as well as the Research Group Coordinators and the PDI who sign a research or training contract, must:

- To ensure that these activities are carried out under appropriate safety conditions and in full compliance with current regulations on occupational risk prevention and industrial safety.
- Follow the guidelines of the Procedure for the Integration of Prevention in Research Activities of the URJC PAPRL-013-SPRL and the development procedures for research projects carried out within the scope of the URJC, to assess the risks that may be involved in the design phase of the project and the proposal of the preventive measures that must necessarily be adopted in the execution phase of the research, for which they will have the preventive advice they deem necessary.
- Document in writing the aspects of risk that may arise in their work, in particular, analysing and evaluating the possible factors leading to the materialisation of this risk, as experts in the field they are investigating and the working conditions necessary for the development of their research, if there are risks that could not have been avoided.
- Report hazards that could not be avoided to their immediate supervisor and the APRL.
- Plan the research activity together with the preventive activity, looking for a set that integrates technique, work organisation, working conditions and the influence of environmental factors at work.

The university shall accredit the suitability of the occupational risk prevention provisions of the research projects. In any case, it shall guarantee that the appropriate facilities and infrastructures in terms of occupational health and safety are available for the projects carried out.

- Inform the APRL through the established procedures of the incorporation of new researchers into the projects.
- In the event of chemical or biological risk, the APRL shall be informed of the need to acquire means, equipment or any other, and such work or acquisitions shall only be carried out with the corresponding certificate issued by the APRL, following the submission and study of the PAPRL-013-SPRL forms.

4. MAINSTREAMING PREVENTION



The integration of prevention at all hierarchical levels of the company is an obligation of the Prevention Act.

In making decisions on all aspects of work, the question of how this decision will affect the improvement or worsening of working conditions and consequently of the occupational hazards that the decision may cause must be present.

For example:

1. In decisions to purchase work equipment (TE) and its inventory, compliance with all safety requirements shall be paramount (See IOP-G04) Health and Safety Operating Instruction for TE and its inventory.

2. Purchases of chemicals shall take into account the reduction of the quantities of hazardous chemicals present in the workplace to the minimum necessary compatible with the process, which will result in increased safety, reduced costs and reduced storage space.
3. When purchasing office furniture, account shall be taken of the minimum ergonomic characteristics that must be met when sizing the capacity of a classroom or office, or placing equipment or furniture in corridors, minimum distances to escape routes or minimum spaces for staff movement shall be taken into account.
4. When designing a line of research, consideration will be given to whether the appropriate safety conditions are available to carry it out in the space in which it is planned and if not, the means will be put in place to ensure that they are put into practice before the start of the research.
 - Prevention management
 - Use of chemical agents
 - Facilities and equipment
 - Personal protective equipment
 - Emergencies
5. When incorporating junior researchers into your research group, train them and ensure their safety at all times.
6. In the design of internships with students for safe internships.
7. Where lines of research co-exist in the same laboratory, the principal investigators, as the persons in charge, shall inform the users of that laboratory of the risks to which they may be exposed and how to protect themselves.
8. During visits to the facilities by personnel from outside the Rey Juan Carlos University.

INTEGRATING PREVENTION INTO TEACHING



The prevention of occupational hazards should be a cross-cutting theme in all the degrees taught at our University, so that students internalise and learn that this aspect must be taken into account in all work activities. This would be the way to make them aware from the beginning of their studies that quality at work should also include safe and healthy working conditions.

In the case of theoretical or practical classes, it is the teachers themselves who must ensure the health and safety of the students in their charge. They must plan the activity with the least possible risk to acquire the knowledge required by the qualification.

Practical teaching activities, which involve a higher risk, are included in a large number of the degrees currently taught at our University. It is at this point that prevention must be integrated when designing the practice with the lowest possible risk, including possible risks and measures to avoid them.

The inexperience of students when working in laboratories or workshops highlights the need for all the steps of the practice to be written down and for the risks to be faced and how to do it to be well defined. Therefore, it is the teacher's responsibility to explain to the student the risks he/she faces when performing the practical and to ensure that he/she understands them correctly.

If further preventive measures are necessary, he/she shall inform his/her Head of Department so that corrective measures can be implemented.

If the use of personal protective equipment is necessary, the teacher shall be responsible for checking that all students have it at the time of doing the practical exercises, and for not allowing any student who does not have it to do so.

During the practical exercises, he/she must monitor and check that they are used correctly, including the teacher himself/herself in the control.

In the event of an emergency occurring during class time, the teacher will take control of the situation in his or her classroom or laboratory. They must know where the first aid kits, safety showers and/or eye showers, and fire extinguishers are located, as well as the protocol to follow in the event of an accident, the evacuation routes and the meeting point if the classroom has to be evacuated. This information can be consulted on the URJC intranet site dedicated to the Occupational Risk Prevention Service.

The Department Council is where the appropriate decisions must be taken to organise prevention in its area and to plan corrective or preventive actions, always with the advice of APRL.

If it is necessary to implement a preventive measure that requires technical justification, the technicians of the APRL may issue a favourable report on this measure or alternative measures.

In any case, the Vice-Rector's Office, which has been designated as the Rector's delegate for these functions, shall take important decisions on prevention matters concerning the activity of the teaching staff.

For certain university studies, there are teaching classes in which excursions to the countryside take place. Students' accidents are covered by the tuition insurance, but the teacher will be responsible for explaining to students the risks that may occur and how to avoid them, as well as arranging medical assistance in the event of an accident to a student.

If visits are made to companies, it is the company itself that takes the preventive measures and informs the visitors of the rules to be followed. The teacher will check that these measures are followed and that the students are not put at risk.

INTEGRATION OF PREVENTION IN RESEARCH PROJECTS AT THE URJC



The Rey Juan Carlos University promotes research geared towards economic and social development, promoting and strengthening research activity and the dissemination and transfer of knowledge and results to society. The promotion of R&D&I activities is carried out through collaboration with companies and institutions, and participation in national and international calls for proposals that allow our researchers to develop their lines of research, contributing to the generation, expansion and dissemination of knowledge, and the advancement of science and technology.

Therefore, as a research entity, it has many research projects in all areas, Art and Humanities, Sciences, Social and Legal Sciences, Health Sciences and Engineering and Architecture.

In all these research activities, where new risks are continually being generated, as the use of energy, chemical and biological products, etc. is necessary for the development of this work, it is where preventive criteria must be integrated to avoid exposing scientists to unnecessary risks and to promote that these activities are carried

out under appropriate safety conditions, in compliance with the legal provisions in the field of occupational risk prevention.

The Agreement of the Plenary of the Council of Universities on Research activities, in the session held on 22 September 2011, establishes guidelines for the adaptation of occupational risk prevention legislation to the university, for the promotion and extension of the preventive culture to the university community, and establishes in its third point:

"All research projects shall require, for their approval and funding, a list in their presentation report of the identification of the health and safety hazards, the management of the hazardous waste generated, and the existing and proposed preventive measures for their control, placing collective means of protection before individual ones, with an expression in all cases of the necessary budget allocation as well as the suitability of the workplace or the funding foreseen for its adaptation. The University shall accredit, with the advice of the Occupational Risk Prevention Service, the suitability of the occupational risk prevention provisions of the research projects. In any case, it will guarantee that it has the appropriate facilities and infrastructures in terms of occupational health and safety for the proposed research activity.

The URJC's Prevention Policy and Prevention Plan, approved by the Governing Council on 13 April 2018, clearly determine the roles and responsibilities of Occupational Risk Prevention and aims to:

- a. Decentralise: so that each of the departments involved, Centres, etc., have responsibilities in the management of Occupational Risk Prevention.
- b. Self-management: So that they can manage themselves, thereby increasing levels of efficiency and agility.
- c. Integrate the obligation to include Prevention at all hierarchical levels involved in the lines of investigation.

And finally, to contribute to the fulfilment of the legal requirements in preventive matters, concerning the general principles of the European Charter for Researchers, of responsibilities and rights of researchers, employers and fund providers, as well as the Code of Conduct for the Recruitment of Researchers, for the correct development of the Strategic Plan of Human Resources for Research HRS4R of the Rey Juan Carlos University.

The person in charge of these research projects is therefore responsible for the safety and health of the personnel under his or her responsibility. In the same way that he/she directs the scientific work, he/she must also direct the experimental practices that are necessary for this work and avoid, as far as possible, exposing the workers to unnecessary risks. He/she must ensure that the personnel in his/her charge use the necessary personal protective equipment.

A research project co-existing in the same facility with another project may generate or increase existing risks. For this reason, those responsible for projects carried out in the same laboratory or workshop should inform themselves of the risks generated by each one, just as two concurrent companies would do. If the activity of one affects the safety of the other, preventive measures must be taken to ensure that no one is affected.

In addition, there may be people in research projects who are at a certain time more sensitive to the unavoidable risks of this work. An example of this is pregnant workers or workers who are breastfeeding, with whom special precautions should be taken and who should be temporarily removed from this risk if necessary. *See the section on workers who are sensitive to occupational hazards in this guide.*

For all the above reasons, **this information should be taken into account:**

- Actions subject to the processing of research activities:

The Occupational Risk Prevention Plan, as well as the procedures related to research activity, will apply to any URJC research activity carried out at the University itself or outside its facilities, as well as to all activities carried out by people outside the URJC who carry out research activities in spaces ceded or rented from the URJC.

Research activities:

1. Open call research projects.
2. Research lines are independent of calls for proposals.
3. Contracts for the performance of scientific, technical or artistic work and the development of specialised teaching or specific training activities in collaboration with natural or legal persons, universities or public and private entities (hereinafter referred to as Article 83 contracts).
4. Research projects carried out by another person (s) or entity(entities) in URJC facilities.

- The organisational modality for the management of prevention in research activities:
Occupational Risk Prevention Plan of the URJC.

- Integration

The management of occupational risk prevention starts from the moment the line of research is designed and must take into account the aspects of occupational risk prevention.

- Processing of research projects: contracts and agreements.

If the research project involves the signing of any type of contract, agreement or any other legal instrument, this document must contain specific clauses establishing the roles and responsibilities of the signatory parties concerning the prevention of occupational hazards.

Following the provisions of Article 9 of the Regulations for the Contracting of Scientific, Technical or Artistic Works (Art. 83 of the LOU) of the Rey Juan Carlos University (Approved by the Governing Council on 18 March 2013 and amended on 24/03/2014 and 26/09/2014). In those contracts in which CINTTEC provides advice, it will ensure the introduction of this type of clause. Likewise, the Legal Advice and Contracting Service, in the documents on which it issues a report, shall verify this inclusion.

Before the start of the execution of any type of research project, the Heads of research laboratories - Principal Investigators of projects must accredit compliance with the legal provisions on occupational risk prevention, according to PAPRL-013-SPRL, Procedure for Integration in research activities at the URJC, with the advice of the Occupational Risk Prevention Service at all times.

Detailed information on this aspect of prevention integration can be found in the **RISK ASSESSMENT IN RESEARCH PROJECTS** section of this guide.

INTEGRATION OF PREVENTION WITH COMPANIES OR INSTITUTIONS WORKING IN URJC FACILITIES.



In cases where there are companies that coexist in the URJC facilities to carry out research work, and whenever work or services are to be carried out by external companies in any URJC work centre or facility, business activity coordination actions must be carried out.

Article 24 of the Law on Occupational Risk Prevention establishes that in the same workplace where workers from two or more companies carry out activities, they must cooperate in the application of the regulations on the prevention of occupational risks. To this end, they shall establish the necessary means of coordination concerning the protection and prevention of occupational risks and the provision of information to their respective workers.

Likewise, it is established that the owner of the work centre shall adopt the necessary measures so that other employers who carry out activities in its work centre receive the appropriate information and instructions regarding the risks existing in the work centre and the corresponding protection and prevention measures, as well as the emergency measures to be applied, for transfer to their workers.

The URJC owns several work centres where its employees carry out their work activities. It is common that in these work centres there are companies, entities or self-employed workers who carry out activities outside the URJC's activity.

Therefore, to comply with Royal Decree 171/2004, of 30 January, which develops art. 24 of Law 31/1995, of 9 November, on the prevention of occupational hazards, concerning the coordination of business activities, the following procedures were drawn up: **Procedure for the integration of prevention. Coordination of Business Activities at the URJC. PAPRL-003-SPRL** and the **Procedure for the integration of prevention. Coordination of business activities in facilities outside the URJC. PAPRL-004-SPRL**, as well as a **Prevention Manual for External Companies**.

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/investigacion/gestion%20de%20la%20prevencion/PAPRL003SPRL.pdf

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/investigacion/gestion%20de%20la%20prevencion/PAPRL004SPRL.pdf

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/subcontratas/MANUAL%20PREVENTIVO%20PARA%20EMPRESAS%20EXTERNAS%20URJC.pdf

INTEGRATING PREVENTION INTO THE REST OF THE UNIVERSITY COMMUNITY



The university community is made up of students, teaching staff, researchers, administration staff, service staff, etc. As a wide range of workers and non-workers coexist on university premises both inside and outside the opening hours of its facilities, they must be provided with information on occupational risk prevention depending on the activity to be carried out, either using posters, informative talks, through the Deans or directors, the Vice-Rectorate for Students, etc.

If during the course of the teaching activity an accident occurs to a student, the teacher in charge will inform the APRL, who will investigate the causes of the accident, failures in the safety of the facilities, the protocols applied in the practices, etc., to avoid a repetition of the accident or that it may have more serious consequences.

Concerning emergency measures, all the information will be available to the university community through the space reserved on the URJC website, the Occupational Risk Prevention Area in the intranet section <https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#emergencias> and using the evacuation drills carried out in the different university buildings.

INTEGRATING PREVENTION IN PUBLIC PREMISES



In many of the URJC's buildings, there are public facilities, in which people enter without an employment or teaching relationship, such as cafeterias or canteens, sports halls, rooms where exhibitions are held, assembly halls, registers, libraries, etc. In many cases, these facilities have opening hours and days that are different from academic activities. Therefore, the information regarding the safety of our public facilities is visible to the staff who may remain in them: maps with evacuation routes, emergency signage, and emergency telephone numbers.

In congresses, conferences, etc. attended by personnel not directly related to the URJC, who may be unfamiliar with the building, it would be advisable that at the inauguration the floor plan of the room with the possible evacuation routes is visible in the presentation.

The capacity for which they are designed and assessed shall be respected to allow for a safe emergency evacuation.

The organisers of these events will be responsible for ensuring that the capacity is controlled. In the self-protection plans of each URJC building, the occupancy level of each space is marked according to its dimensions and use.

The URJC buildings have been adapted, as far as possible, to facilitate access for people with reduced mobility and people with some degree of visual impairment. In the event of an emergency, the person in charge of the emergency in that building will take into account the possibility or certainty of the existence of this group of people in the building to be able to take the appropriate decisions regarding the evacuation of the building.

INTEGRATION OF PREVENTION IN VISITS BY EXTERNAL STAFF TO THE URJC

When institutions, schools or companies visit URJC facilities to see a laboratory or workshop, research equipment, receive informative talks to learn more about the university world or the research work being carried out at our University, when the visit is arranged, security measures must be taken to ensure that it takes place without any incident to the safety and health of the participants.

For this reason, the university responsible for the visit will draw up some basic rules that visitors should be aware of and will provide the means at their disposal to ensure that participants are not exposed to unnecessary risks. It will be the person in charge of the institution who will provide the human resources to ensure that these rules are put into practice. Always ensure that visits are made in areas free of risk or with the minimum tolerable risk at that time.

Visits or demonstrations will take place when the rest of the university work in that area is not in progress, to avoid accidents that could affect other people.

If it is the demonstration itself that could generate the risk, participants will be informed on how to protect themselves and the rules to follow.

If it is the visitors themselves who carry out the practice, it shall be carried out following a written protocol that includes the safety rules and the collective and individual protective equipment to be used, and always under the supervision of the University manager.

In the laboratories and workshops of the URJC, there are informative posters with the rules that must be followed when entering these facilities.

It is the responsibility of the university staff conducting the visit to inform about the specific rules for each case.

Visitors shall be prohibited from entering high-risk areas, where access to outsiders is prohibited (radioactive installations, electrical installations, boilers, etc.).

5. RISK ASSESSMENT IN RESEARCH PROJECTS

In all competitive research projects, there must be a forecast of the need for prevention management, assessing, among other aspects, the need to adapt equipment or facilities, as well as the need for economic resources for the installation or acquisition of collective and/or individual protection. The collaboration of the Occupational Risk Prevention Department may be requested to diagnose the initial situation, by sending an e-mail to servicio.prevencion@urjc.es.

1. Obtaining the initial information for the evaluation of the project: Initial report of the research project.

Before the start of the execution of any type of research project, the Heads of research laboratories - Principal Investigators of projects must accredit compliance with the legal provisions on occupational risk prevention, according to **PAPRL-013-SPRL, Procedure for Integration in research activities at the URJC**, providing these data in the Microsoft Forms form, enabled for this purpose, which can be found through the link:

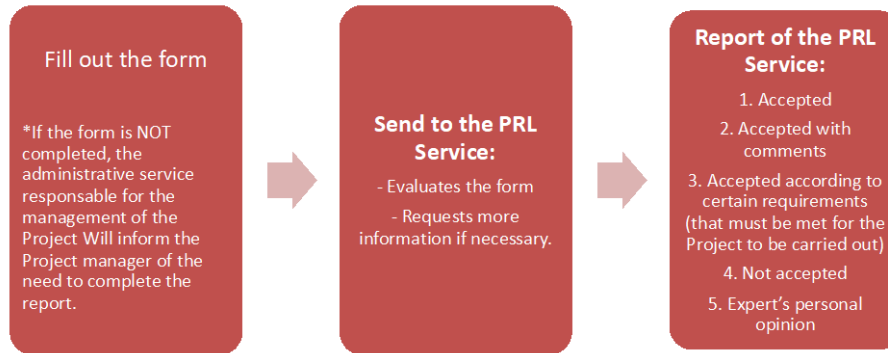
<https://forms.office.com/r/AJV9HKEhNX>.

The different administrative services responsible for the management of applications will verify whether the report has this section on occupational risk prevention. If this section is not included, the researcher will be informed of this situation so that it can be included.

As in the case of forecasting prevention needs, the advice of the SPRL will be available at all times.

Description of the initial PRL procedure in research projects:

INITIAL PRL REPORT PROCEDURE IN RESEARCH PROJECTS



1. By completing the risk assessment form for research projects (Microsoft Forms: <https://forms.office.com/r/AJV9HKEhNX>), you should report on the risks in your research.
2. As a researcher, you have information about the research to be carried out and the conditions under which it will take place.
3. And he is the main responsible for the application of ORP in all the activities carried out by the research team he leads.

What are the results of this collaborative process?

1. Contribute to compliance with legal requirements in preventive matters.
2. That the facilities/laboratories are adequately equipped for each research project.
3. Projects without significant risks should only have to fill in Annex I, as a self-declaration, by the researcher, which is then verified by the SPRL, to speed up processing.
4. Simplified appraisals for projects similar to others already approved.
5. That when several very similar or identical projects are carried out in a short time, once the first project has been evaluated and the conditions for its realisation are appropriate, certification valid for some time can be established for the rest of the projects.



I. For all research projects::

IDENTIFICATION OF THE RESEARCH PROJECT / INITIAL REPORT

- ✓ General project information is requested
- ✓ After gathering general information on the project, the prevention service Will consider that the development of the research Project does not entail significant risks or risks different from those associated with teaching and management tasks.
 - ✓ If the research is carried out partially or totally in laboratories or workshops or using similar field trips.
 - ✓ Researchers from other institutions (personnel external to the URJC) who will carry out activities on URJC premises (without considering meetings or congresses) are not involved.
 - ✓ If the research is carried out exclusively in offices, libraries or similar areas of public concurrence.
 - ✓ If the research Project does not include working with or manipulating chemical and biological agents.
- ✓ The completion of this part of the form will serve as a **SELF-DECLARATION** for projects in which there are no occupational hazards for the people who will participate in the Project or outside the project.

** If this is not the case, the other sections should be completed..*

II. For research projects that present significant risks and there is no risk-free self-declaration. Prevention of occupational hazards. Identification of specific risks

***Continue with the rest of the sections**

The rest of the project-specific risk identification sections shall be completed.
This part of the questionnaire will be essential to continue the project.

- ✓ activities carried out in the research project
- ✓ other potentially hazardous activities
- ✓ activities carried out with machines
- ✓ activities outside premises
- ✓ works implying electrical hazards
- ✓ works entailing the risk of falls from heights.
- ✓ type of equipment
- ✓ collective protection measures
- ✓ individual protection measures
- ✓ PPE
- ✓ emergencies that may arise and measures to be taken

For research projects in which there are risks with chemical agents

IDENTIFICATION AND ANALYSIS OF RISKS

For research projects involving biological agent hazards

IDENTIFICATION AND ANALYSIS OF RISKS

For research projects where there are risks with chemical and biological agents.

IDENTIFICATION AND ANALYSIS OF RISKS

For the completion of part II of the form, you can always get the advice of the Occupational Risk Prevention Service of the URJC.

Research projects in which there are risks with chemical agents.

Analysis of the risks derived from the use of chemical agents.

Should there be any doubts, please consult.

The URJC has the following procedures that can be consulted on the PRL Service website, accessing through the Intranet:

- ✓ IOP-G01 "The inventory of chemical substances"
https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/instrucciones_operativas/IOP%20inven%20sus%20quimicas%20G01.pdf
- ✓ IOP-G07 "General Principles for the purchase and storage of chemicals"
https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/instrucciones_operativas/lop7almacenamientosustanciaquimicas2010CSS.pdf
- ✓ IOP-G08 "General principles for the handling of carcinogenic and mutagenic agents in laboratories and workshops"
https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/instrucciones_operativas/lop7almacenamientosustanciaquimicas2010CSS.pdf
- ✓ Likewise, the URJC has a procedure for action in case of emergency with chemical agents.. <https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#emergencias-2>

Research projects involving risks with biological agent

Analysis of the risks derived from the use of biological agents.

Should there be any doubts, please consult.

The URJC has information that can be consulted on the intranet through the following link:

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#biologicos>

2. Once the SPRL obtains the information on the project

1. It will carry out a study of the documentation provided and may request further information, and carry out visits or interviews with the personnel involved.
2. Issue a report on the occupational risk prevention aspects of the project. The report shall state one of the following conclusions: compliant, compliant with observations, compliant with conditions (which must be fulfilled to carry out the project), non-compliant or personal expert opinion.
3. When measures are to be taken to enable the approval of the project, the principal investigator must provide the necessary funds for the adaptation, and may be supported by the Vice-Rectorate for Research or whoever is responsible for it.
4. Work on the general installations and laboratory infrastructure will be carried out from the budget of the Vice-Ministry of Infrastructures.
5. The signed Article 83 contracts shall be made available to the Occupational Risk Prevention Department when, for justified reasons about the risks identified, they are requested to do so.

3. Actions of the administrative services in the processing of research projects

All administrative services that are going to manage any aspect related to research projects (processing of documentation, hiring of personnel, purchase of equipment, etc.) must verify that the PAPRL-013-SPRL procedure has been complied with by checking the research project database before any administrative processing.

The management of this database will be the responsibility of the Risk Prevention Area, following the provisions of the Procedure for the Integration of prevention in Research activities.

If this presentation is not recorded, the administrative service will notify the Heads of research laboratories - Principal Investigators, informing them of the impossibility of continuing with the administrative processing until section 5.7 has been complied with. This situation will also be communicated to the Occupational Risk Prevention Area.

4. Substantial changes to research projects

In the event of modifications that imply significant changes in the preventive aspects included in the initial information, these modifications must be submitted, identifying the project and the modified aspects, through the Microsoft Forms: <https://forms.office.com/r/AJV9HKEhNX>, choosing in question 1, the option Modification of the initial report.

It is considered a substantial modification, among others, the incorporation of people who are particularly sensitive to existing risks and/or women in a situation of pregnancy or maternity.

5. Information to the Prevention Delegates

To guarantee the rights of consultation and participation set out in the legal provisions on occupational risk prevention, the Director of the URJC's Occupational Risk Prevention

Department will present, at the Health and Safety Committee meetings, all the preventive documentation related to new research projects.

6. Health surveillance

All documentation collected will be forwarded to the occupational physician for those projects that present significant risks.



Further information on the research can be found on the intranet link to PRL research <https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#investigacion>.





6. PRACTICAL INFORMATION



1. What to do in the event of an accident or emergency

Through the following preventive notes, the SPRL provides general information on how to report accidents and incidents that occur in the URJC facilities, as a previous phase to their investigation and application of corrective and preventive measures to avoid their repetition.


A. WHAT TO DO IN CASE OF EMERGENCY






ACCIDENT OR SERIOUS ILLNESS REQUIRING URGENT ATTENTION

ACCIDENTE O ENFERMEDAD GRAVE QUE PRECISE ATENCIÓN URGENTE		ACCIDENT OR SERIOUS ILLNESS REQUIRING URGENT ATTENTION
Avisa a Seguridad		
<ul style="list-style-type: none"> ● Por teléfono  ● Activando más cercano pulsador de alarma  	Notify Security <ul style="list-style-type: none"> ● By telephone ● Activating the nearest alarm button 	
<p>Indicando:</p> <ul style="list-style-type: none"> ✓ Persona afectada y su localización exacta: edificio, piso, despacho. ✓ Estado general del afectado, descripción del accidente. ✓ Persona/ teléfono de contacto hasta llegar al lesionado. ✓ Especialmente informar si está inconsciente y no respira. <p>i Acompañe al accidentado hasta que lleguen los servicios de asistencia.</p>	Indicating: <ul style="list-style-type: none"> ✓ The person affected and his/her exact location: building, floor, office, etc. ✓ The general condition of the affected person, and description of the accident. ✓ Contact person/phone number until the injured person is reached. ✓ Especially report if unconscious and not breathing. 	
SEGUIDAD		
Alcorcón	4001 (603012228) o 8816 (914888816)	
Fuencabada	4003 (603012234) o 7271 (914887271)	
Móstoles	4000 (603012288) o 7478 (916647478)	
Vicálvaro	4004 (603012207) o 7801 (914887801)	
Quintana, 21 (Conserjería)	4640 (914884640)	
Manuel Becerra (Conserjería)	4014 (686927138) o 8324 (914888324)	
		Accompany the injured person until assistance services arrive.
		SECURITY telephone numbers for the different campuses







ACCIDENTE O ENFERMEDAD GRAVE QUE PRECISE ATENCIÓN URGENTE	<p><i>ACCIDENT OR SERIOUS ILLNESS REQUIRING URGENT ATTENTION</i></p>
<p><u>Avise a Conserjería</u></p>	<p>Notify the Concierge Desk</p>
<ul style="list-style-type: none"> • Por teléfono  • Activando pulsador de alarma más cercano  	<ul style="list-style-type: none"> • By telephone • Activating the nearest alarm button
<p>Indicando:</p> <ul style="list-style-type: none"> ✓ Persona afectada y su localización exacta: edificio, piso, despacho. ✓ Estado general del afectado, descripción del accidente. ✓ Persona/ teléfono de contacto hasta llegar al lesionado. ✓ Especialmente informar si está inconsciente y no respira. <p>(i) Acompañe al accidentado hasta que lleguen los servicios de asistencia.</p>	<p>Indicating:</p> <ul style="list-style-type: none"> ✓ The person affected and his/her exact location: building, floor, office, etc. ✓ The general condition of the affected person, and description of the accident. ✓ Contact person/phone number until the injured person is reached. ✓ Especially report if unconscious and not breathing.
	<p>Accompany the injured person until assistance services arrive.</p>



In the Table below you can find the telephone numbers for **MANUEL BECERRA AND FERRAZ CONCIERGE DESKS**

	CONSERJERIAS	
	MANUEL BECERRA	FERRAZ
		
Auxiliar de Control	8324 (914888324)	Auxiliar de Servicio 4640 (914884640)
Auxiliar de Servicio	8325(914888325)	


<p style="text-align: center;">ACCIDENTE O ENFERMEDAD GRAVE QUE PRECISE ATENCIÓN URGENTE</p> <p style="text-align: center;"><u>Avisé a Conserjería</u></p> <ul style="list-style-type: none"> • Por teléfono  • Activando pulsador de alarma más cercano  <p>Indicando:</p> <ul style="list-style-type: none"> ✓ Persona afectada y su localización exacta: edificio, piso, despacho. ✓ Estado general del afectado, descripción del accidente. ✓ Persona/ teléfono de contacto hasta llegar al lesionado. ✓ Especialmente informar si está inconsciente y no respira. <p>(i) Acompañe al accidentado hasta que lleguen los servicios de asistencia.</p>	<p>ACCIDENT OR SERIOUS ILLNESS REQUIRING URGENT ATTENTION</p> <p>Notify the Concierge Desk</p> <ul style="list-style-type: none"> • By telephone • Activating the nearest alarm button <p>Indicating:</p> <ul style="list-style-type: none"> ✓ The person affected and his/her exact location: building, floor, office, etc. ✓ The general condition of the affected person, and description of the accident. ✓ Contact person/phone number until the injured person is reached. ✓ Especially report if unconscious and not breathing. <p>Accompany the injured person until assistance services arrive.</p>										
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;"> CONSERJERIAS ARANJUEZ</th> </tr> </thead> <tbody> <tr> <td>Edificio Pavia</td> <td style="text-align: right;">4400 (914884400)</td> </tr> <tr> <td>Edificio Gobernador</td> <td style="text-align: right;">4410 (914884410)</td> </tr> <tr> <td>Edificio Maestro Rodrigo</td> <td style="text-align: right;">4420 (914884420)</td> </tr> <tr> <td>Edificio Lucas Jordán</td> <td style="text-align: right;">4430 (914884430)</td> </tr> </tbody> </table>	 CONSERJERIAS ARANJUEZ		Edificio Pavia	4400 (914884400)	Edificio Gobernador	4410 (914884410)	Edificio Maestro Rodrigo	4420 (914884420)	Edificio Lucas Jordán	4430 (914884430)	<p>ARANJUEZ CONCIERGE DESKS</p> <p><i>Telephone numbers</i></p> <p>Pavia Building Gobernador Building Maestro Rodrigo Building Lucas Jordan Building</p>
 CONSERJERIAS ARANJUEZ											
Edificio Pavia	4400 (914884400)										
Edificio Gobernador	4410 (914884410)										
Edificio Maestro Rodrigo	4420 (914884420)										
Edificio Lucas Jordán	4430 (914884430)										

What to do in case of emergency: FIRE BOMB WARNING

<div style="background-color: #e67e22; color: white; padding: 5px; text-align: center; font-weight: bold;">INCENDIO-AVISO DE BOMBA</div> <div style="text-align: center; margin-top: 10px;"> <p style="color: #e67e22; font-weight: bold; text-decoration: underline;">Avisa a Seguridad</p> <ul style="list-style-type: none"> • Por teléfono  • Activando pulsador de alarma más cercano  <p style="color: #e67e22; font-weight: bold; margin-top: 10px;">Indicando:</p> <ul style="list-style-type: none"> ✓ Localización exacta de la incidencia </div> <div style="background-color: #8e8e7e; color: white; padding: 5px; text-align: center; font-weight: bold; margin-top: 10px;">  CONSERJERIAS ARANJUEZ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 60%;">Edificio Pavía</td><td style="text-align: right;">4400 (914884400)</td></tr> <tr><td>Edificio Gobernador</td><td style="text-align: right;">4410 (914884410)</td></tr> <tr><td>Edificio Maestro Rodrigo</td><td style="text-align: right;">4420 (914884420)</td></tr> <tr><td>Edificio Lucas Jordán</td><td style="text-align: right;">4430 (914884430)</td></tr> </table>	Edificio Pavía	4400 (914884400)	Edificio Gobernador	4410 (914884410)	Edificio Maestro Rodrigo	4420 (914884420)	Edificio Lucas Jordán	4430 (914884430)	<p><i>FIRE-BOMB WARNING</i></p> <p>Notify Security</p> <ul style="list-style-type: none"> • By phone • Activating the nearest alarm button <p>Indicating:</p> <ul style="list-style-type: none"> ✓ The exact location of the incident <p><i>ARANJUEZ CONCIERGE DESKS telephone numbers</i></p> <p><i>Pavía Building</i> <i>Gobernador Building</i> <i>Maestro Rodrigo Building</i> <i>Lucas Jordan Building</i></p>
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Edificio Maestro Rodrigo	4420 (914884420)								
Edificio Lucas Jordán	4430 (914884430)								
<div style="background-color: #e67e22; color: white; padding: 5px; text-align: center; font-weight: bold;">INCENDIO-AVISO DE BOMBA</div> <div style="text-align: center; margin-top: 10px;"> <p style="color: #e67e22; font-weight: bold; text-decoration: underline;">Avisa a Conserjería</p> <ul style="list-style-type: none"> • Por teléfono  • Activando pulsador de alarma más cercano  <p style="color: #e67e22; font-weight: bold; margin-top: 10px;">Indicando:</p> <ul style="list-style-type: none"> ✓ Localización exacta de la incidencia </div> <div style="background-color: #8e8e7e; color: white; padding: 5px; text-align: center; font-weight: bold; margin-top: 10px;">  CONSERJERIAS ARANJUEZ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 60%;">Edificio Pavía</td><td style="text-align: right;">4400 (914884400)</td></tr> <tr><td>Edificio Gobernador</td><td style="text-align: right;">4410 (914884410)</td></tr> <tr><td>Edificio Maestro Rodrigo</td><td style="text-align: right;">4420 (914884420)</td></tr> <tr><td>Edificio Lucas Jordán</td><td style="text-align: right;">4430 (914884430)</td></tr> </table>	Edificio Pavía	4400 (914884400)	Edificio Gobernador	4410 (914884410)	Edificio Maestro Rodrigo	4420 (914884420)	Edificio Lucas Jordán	4430 (914884430)	<p><i>FIRE-BOMB WARNING</i></p> <p>Notify the Concierge Desk</p> <ul style="list-style-type: none"> • By phone • Activating the nearest alarm button <p>Indicating:</p> <ul style="list-style-type: none"> ✓ The exact location of the incident <p><i>ARANJUEZ CONCIERGE DESKS telephone numbers</i></p> <p><i>Pavía Building</i> <i>Gobernador Building</i> <i>Maestro Rodrigo Building</i> <i>Lucas Jordan Building</i></p>
Edificio Pavía	4400 (914884400)								
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INCENDIO-AVISO DE BOMBA	<i>FIRE-BOMB WARNING</i>
<p><u>Avisé a Conserjería</u></p> <ul style="list-style-type: none"> • Por teléfono  • Activando pulsador de alarma más cercano  <p>Indicando:</p> <ul style="list-style-type: none"> ✓ Localización exacta de la incidencia 	<p>Notify the Concierge Desk</p> <ul style="list-style-type: none"> • By phone • Activating the nearest alarm button <p>Indicating:</p> <ul style="list-style-type: none"> ✓ The exact location of the incident

In the Table below you can find the telephone numbers for *MANUEL BECERRA AND FERRAZ CONCIERGE DESKS*

CONSERJERIAS			
	MANUEL BECERRA	FERRAZ	
			
Auxiliar de Control	8324 (914888324)	Auxiliar de Servicio	4640 (914884640)
Auxiliar de Servicio	8325(914888325)		

More information:



In the following link you can download the General Emergency Response Manual for each campus and view the videos and explanatory videos that have been developed:

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#emergencias>

B. WHAT TO DO IN CASE OF AN ACCIDENT

In cases of significant injury:

Follow the procedure described in the PREVENTION NOTE 01/2015. Notify security, who will call for an ambulance, if necessary, via the Madrid Region Emergency telephone number 112.

Medical assistance shall be sought on the day of the accident. Whenever there is an injury to health, the affected worker will inform their line manager of what has happened, who will take charge of the investigation, filling in the Accident Notification

Form, included in the Procedure for Reporting Accidents of the URJC, **Annex II, PAPRL-016-SPRL.**

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/procedimientos_internos/PROCEDIACCIDENTES.pdf

If the mutual insurance company asks the worker for information about the accident, it will contact the Occupational Medicine Service of the APRL.

The care centres to which an injured person must be transferred will depend on the scheme to which the worker is assigned:

General Social Security Scheme: go to the care centres of the Mutual Insurance Companies for Accidents at Work and Occupational Diseases (MATEPSS) chosen by the URJC (FREMAP).

Pensioners' scheme (MUFACE): they will go to the care service arranged by the worker who is affiliated with MUFACE.

Social Security hospitals will only be used in cases of vital emergency or in cases where the injured MUFACE staff has chosen them as a care centre.

The MATEPSS will provide the injured person with a medical report (without sick leave) or a medical leave report, which will be sent to the administrator on the same day or the next working day. He/she will inform him/her of what has happened so that he/she can report it to the SMT.

If the accident has not required specialised medical attention, the worker will report it directly through the SMT e-mail serviciomedico@urjc.es.

If the Mutual Society refuses medical care and refers the worker to the Social Security, but the APRL and the worker himself consider that the accident is occupational, the worker may go to FREMAP patient care to have his case reviewed.

All of the above applies to cases of occupational disease.

Students will go to Social Security care centres or hospitals or those of the health insurance company with which they have taken out insurance if they are doctoral students and are over 28 years of age.

[Network of FREMAP Care Centres General Telephone: 900610061](tel:900610061)

[Mutualidad General de Funcionarios Civiles del Estado \(MUFACE\) Tel: 912739950](tel:912739950)

- **Information telephone numbers:**

1. 91 273 99 50
2. 91 273 49 99



Red de Centros

- **ALCALÁ DE HENARES** C/ Colmenar de Oreja, 20
Tel: 91 88 18 85
- **ALCOBENDAS** C/ Jaén (esq. Avda de Madrid)
Tel: 91 65 4 87 00
- **ALCORCÓN** Avda. Olímpico Francisco Fernández Ochoa, 18
Tel: 91 644 91 25
- **ARGANDA DEL REY** Avda. Derechos Humanos, 8
Tel: 91 871 06 53
- **COLLADO VILLALBA** C/ Honorio Lozano, 43
Tel: 91 849 74 30
- **FUENLABRADA** C/ Constitución, 98
Tel: 91 690 53 78
- **GETAFE** C/ Tres Carabelas, 4 Sector III
Tel: 91 696 84 13
- **HUMANES DE MADRID** C/ Blas Cies, 15
Tel: 91 492 02 12
- **LEGANÉS** C/ Julio Palacios, 18. (P.I. Ntra. Sra. De Butarque)
Tel: 91 686 53 89



Red de Centros

- **MADRID** Avda. Pablo Iglesias, 36-40
Tel: 91 456 14 50
Ronda de Valencia, 8
Tel: 91 506 49 70
C/ General Ricardos, 138
Tel: 91 225 78 00
C/ Capitán Haya, 39
Tel: 91 572 60 00
Avda. De Aragón, 334 (P.I. Las Mercedes, Ed. América)
Tel: 91 746 15 40
C/ Bueso Pineda, 59
Tel: 91 716 11 50
- **MAJADAHONDA** Carretera de Pozuelo, 61
Tel: 91 626 58 63
- **MÓSTOLES** Calle E. 5 (P.I. Arroyo Molinos.)
Tel: 91 685 23 70
- **PARLA** Avda. de América (Esq. C/ Turín)
Tel: 91 698 87 66
- **PINTO** C/ Manuel Jiménez El Alguacil, 3-4
Tel: 91 698 72 00
- **RIUS URCIAMADRID** C/ Electrodo nº 68 (Próxima apertura)
Tel: 914991761
- **SAN SEBASTIÁN DE LOS REYES** Avda. Pirineos, 27, nave 5
Tel: 91 659 31 36

Red de Centros

- **TORREJÓN DE ARDOZ** Avda. Cristóbal Colón, 22
Tel: 91 676 40 15
- **TRES CANTOS** Ronda de Poniente, 18
Tel: 91 806 13 56
- **VALDEMORO** Avda. Mar Mediterráneo, 3 (C.C. El Restón)
Tel: 91 809 45 89
- **VILLAVICIOSA DE ODOÓN** Avda. Quitapesares, 52
Tel: 91 665 85 43

Urgencias 24 horas

- **MAJADAHONDA** Hospital Carretera de Pozuelo, 61 - Tel: 91 626 56 80
- **MADRID** Centro asistencial C/ Capitán Haya, 39 - Tel: 91 572 60 00



www.fremap.es

FREMAP ASISTENCIA
900 61 00 61
24 h



COMUNIDAD DE MADRID



The graphic above shows the addresses and the contact details of the different assistance centers of the FREMAP network, including centers where ASSISTANCE IN CASE OF EMERGENCY is provided 24 hours a day, 7 days per week.

- [MUFACE offices:](#)
- Provincial Services and Delegated Offices
 - <http://www.muface.es/content/oficina-de-informacion-al-mutualista>

We remind you that the URJC has taken out a life insurance policy for its staff, which covers permanent/absolute disability and death, following the provisions of Article 89 of the Agreement of the Public University Staff of the Public Universities of the Community of Madrid and Article 24, Chapter VIII, of the Agreement of 17 March 2005, of the Governing Council, expressly and formally approving the Agreement of 11 March 2005, of the Sectoral Negotiating Committee for the Negotiation of Working Conditions of the Civil Servant Staff

of Administration and Services in the service of the General Administration of the Region of Madrid and its Autonomous Organisations.

2. How to apply for Personal Protective Equipment at the URJC



In cases where the activity requires the use of personal protective equipment, it shall be provided to the public employee concerned, who shall be responsible for its use, care and, if necessary, its maintenance. The possible loss or breakage shall be reported to their line manager so that it can be replaced, as well as if any deficiency or excessive discomfort is observed.

The area responsible for purchasing at the URJC or the person in charge of the corresponding research project will assume the purchase, supplying it to the employee's line manager.

The latter shall deliver the PPE to the workers together with the manufacturer's information leaflet attached to the PPE, in a language understandable to the worker, which must be available to the worker at all times. This delivery shall be recorded and documented using the IOPG02 control form, a copy of which shall be sent to the SPRL.

PPE shall be replaced or replenished whenever necessary, either due to a decrease in protective efficacy, expiry or any other circumstance that makes it necessary to change it. Those directly responsible for the workers shall ensure the use of personal protective equipment.

Personal protective equipment must bear the appropriate CE marking and instructions for its correct use and maintenance.

The Prevention Department will advise on the necessary personal protective equipment, indicating for which task/s and workers, so that they can carry out their activity without risk or minimising it.

Each laboratory, research group, department or work area should make an inventory of protective equipment and update it periodically.

URJC Operational Instruction:

IOP-G02 Personal protective equipment:

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/investigacion/equipos%20de%20proteccion%20colectiva/IOPG02.pdf

IOP-G03 The inventory of protective equipment:

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/investigacion/equipos%20de%20proteccion%20colectiva/IOPG03.pdf

3. Information for workers sensitive to occupational hazards at the URJC.

WORKERS IN A REPRODUCTIVE, PREGNANT OR BREASTFEEDING SITUATION



The necessary measures will be implemented to promote the improvement of health and safety at work for pregnant workers, workers who have given birth or are breastfeeding, as well as the adoption of other preventive measures to ensure the reproductive health of the URJC's working population.

Workers of childbearing age should be familiar with the **URJC procedure for the Protection of Reproduction, Pregnancy and Breastfeeding against Occupational Risks PAPRL-018-SPRL**, published on the URJC-SPRL intranet:

www.urjc.es/images/Intranet/prevencion_riesgos_laborales/procedimientos_internos/PROCEDIMIENTO REPRODUCCION Y LACTANCIA 2011 CSS.pdf

If you consider that in your workplace you may be exposed to any of the agents mentioned in the procedure, as soon as you are aware of your situation, you will ask the APRL for a risk assessment of your workplace, to be able to take the appropriate measures for your new situation of reproduction, pregnancy, postpartum and/or breastfeeding through the SPRL email servicio.prevencion@urjc.es.

The APRL technicians, including the health surveillance doctor, will carry out the risk assessment and will consult with the director of their department on the possible solutions to be taken to prevent the worker from being exposed to risks that could affect him/her, the foetus or the breastfeeding child. The relevant reports shall be drawn up for the adoption of the most appropriate preventive measure.

If it is not possible to adapt the workplace to avoid these risks, the Mutual Accident Insurance Company alone will decide whether or not to grant sick leave.

WORKERS WITH DISABILITIES OR INJURIES



The worker may contact the APRL of the URJC to carry out a study of the possible adaptations that may be necessary to carry out his/her work in optimum conditions, providing the medical reports that accredit this situation and the corresponding certificate of disability if he/she has one.

For specific questions related to a situation of disability, you can also request advice and support from the URJC's Unit of Attention to People with Disabilities and Special Educational Needs (UAD), a service that collaborates with the APRL and is located in the Rectorate building, ground floor, offices 09 and 010 of the Móstoles Campus, (contact telephone 91488 85 66 and e-mail address discapacidad.programa@urjc.es / <https://www.urjc2030.es/uapdnee/>).

TEMPORARY/INTERIM WORKERS

Workers who are going to stay at the URJC for a short time are the most exposed to the risks of their job due to a lack of experience or lack of training/information.

In the case of research project workers, the lecturers responsible for the project shall be responsible for providing the premises about their work and the preventive measures to be taken, as well as for finding out whether the worker's training is appropriate for the project. This shall be done in writing so that there is a record of having been informed of how to proceed.

The principal investigator should consult the Laboratory Health and Safety Manual.

https://www.urjc.es/images/Intranet/prevencion_riesgos_laborales/laboratorios/manuales/genlaboratorios.pdf

In the case of workers who come in to cover the absence of colleagues, it shall be the responsibility of those in charge of the service/unit or department to provide the necessary additional information about their position.

All of them have the APRL at their disposal to provide them with any risk information that was not provided to them at the beginning of their work.

In the case of TFG or TFM students, the PDI directing the student's work will be responsible for coordinating and monitoring all aspects of the student's safety and for informing the APRL if the TFG or TFM entails health risks.

WORKERS WITH PSYCHOSOCIAL RISKS



Article 14.2 of Law 31/1995 of 8 November 1995 on the Prevention of Occupational Risks establishes the duty to guarantee the health and safety of workers in all aspects related to work.

One of the areas in which this protection is necessary is concerning psychosocial or organisational risks, which are those that arise as a consequence of a harmful relationship between the work organisation and the individual; problems that can be, among others, human error, work-related stress or violence at work that can generate very significant consequences both for the person affected and for the employer, as it affects the well-being and physical, psychological and social health of employees, as well as the efficiency of the entity due to the possible absenteeism and lack of productivity that this implies.

Likewise, Law 7/2007, of 12 April, on the Basic Statute of the Public Employee, in article 14 h), establishes the right of all public employees to respect their privacy, sexual orientation, self-image and dignity at work, especially concerning sexual harassment and harassment on grounds of sex, morality and work. Article 95.2 o) establishes harassment at work as a very serious disciplinary offence.

For all of the above reasons and under the protection of the aforementioned regulations, the URJC approved a Protocol, the purpose of which is to put into practice effective prevention

policies, define appropriate procedures for the solution of problems related to harassment and try to prevent this type of situation from occurring.

Protocol for the prevention of and action against bullying at the Rey Juan Carlos University, approved by the Governing Council Agreement of 24 September 2012.

https://www.urjc.es/images/Universidad/Presentacion/normativa/Protocolo_acoso_Rey_Juan_Carlos.pdf

In addition, the SPRL, through the space reserved for Occupational Risk Prevention, has provided information for workers on harassment in the workplace:

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#acoso-laboral>

7. PREVENTION TRAINING REQUIRED FOR MY JOB



The URJC considers the continuous training of the teaching and research staff to be a fundamental aspect of quality assurance, as it allows for an improvement in innovation in teaching, research and academic management at the University.

In the Training Plan for the PDI 2021, training actions related to prevention management have been contemplated, insofar as this has repercussions on the health and safety of the university community.

To receive the appropriate and necessary training in the prevention, specific to the risks of your job, you may consult and apply for inclusion in one of the courses that appear in the Training Plan for the PDI:

<https://sede.urjc.es/tablon-oficial/anuncio/7021/>

or consult the training and complementary information offered by the APRL through the link:

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#informacion-a-los-trabajadores>

8. CONTACT



If, when you start work or during the course of your work, you observe that there is any situation of risk for you or that could affect your colleagues or users, please contact the URJC PRL Department by telephone on 91664 7408 or by e-mail: servicio.prevencion@urjc.es.

You can also inform your manager and/or the prevention delegates of any complaints about your working conditions related to safety factors (installations, equipment, workspaces, etc.), environmental factors (physical, chemical, biological pollutants), ergonomic factors (furniture, work equipment) or those deriving from the organisation of work (workload, shifts, lone working, etc.) or interpersonal relations (conflicts, harassment, etc.) or interpersonal relations (conflicts, harassment, etc.), you may write to the APRL, following the procedures indicated on the Area's website or, if there are none, you may contact one of the Area's technicians via the email address indicated above.



We would be grateful if you could help us to improve our service by sending us your suggestions regarding our prevention management procedures, our website, etc. by e-mail or telephone. In the process of continuous improvement, new indicators that are important for the development of our work will be implemented and measured.



Finally, we would like to take this opportunity to remind you that smoking is NOT allowed inside any of the URJC buildings, neither in the entrances nor on the surrounding pavements, both for regulatory and safety reasons. Smoking is always allowed outdoors and with a minimum separation of 5 metres from the entrances and façades of the buildings.



On the URJC intranet, reserved for the Occupational Risk Prevention Service, you can find preventive information for the development of your activity against SARS-Cov-2.

<https://www.urjc.es/principal-intranet/prevencion-de-riesgos-laborales#informacion-covid-19>