

GENERAL REGULATIONS FOR EXTERNAL STAFF FROM CONCURRENT COMPANIES AND ORGANISATIONS AT THE UNIVERSITY OF VALENCIA

These regulations are intended to **inform external staff** with the aim to promote safety and avoid accidents, discomfort or harm while at work, which is thereby extended to the university community as a whole. In case of non-compliance, the University of Valencia may take appropriate measures, including suspension of work.

1) ACCESS IS PROHIBITED TO:

- Non-walkable surfaces, utility shafts, power transformers, machinery rooms or technical installations, etc. due to the risk of occupational accidents, primarily:

- a fall to a different level
- electrical contact
- a hit/cut

Premises may only be accessed by qualified engineers and maintenance workers who follow proper safety measures.

- Confined spaces or enclosed areas, which are generally defined as open at the top and at such a depth that avoid natural ventilation; enclosed areas with a small inlet and outlet, such as septic tanks, reservoirs, deep trenches, etc. Access is only permitted for work procedures authorised by the technician in charge due to the risk of fatality, primarily:

- suffocation
- intoxication
- fire/explosion

2) EXTERNAL STAFF MUST BE INFORMED about the risks and general preventative measures for the accessed premises. **The company shall perform** a specific risk assessment, and therefore may need to be informed by personnel working at laboratories, storage areas for hazardous substances and wastes, anatomy rooms, animal facilities, etc. Possible general risks are detailed below:

- risk of occupational accident due to:

- fire/explosion
- acute radiation exposure
- acute exposure to harmful or toxic substances
- contact with caustic and/or corrosive substances
- electrical contact
- thermal contact

- risk of occupational disease due to:

- exposure to chemical contaminants
- exposure to biological contaminants
- ionizing radiation
- non-ionizing radiation

3) IT IS PROHIBITED TO EAT AND DRINK in these areas.

4) IT IS PROHIBITED TO ACCUMULATE objects near fire doors, fire-extinguishers, evacuation routes and exits, safety showers and eye wash stations.

5) EXTERNAL STAFF MUST PROPERLY MARK THE BOUNDARIES OF THEIR WORK SPACE AND SURROUNDING AREA (fences, caution tape, etc.) to avoid risks to the university community during construction work, maintenance, etc.

6) IT IS PROHIBITED TO WORK WITH HOT MATERIALS (welding, cutting which generates sparks, fire...) near combustible or inflammable material.

7) SMOKING IS PROHIBITED in all UV buildings.

EMERGENCY TELEPHONE NUMBERS

(For internal calls, the short extension in bold can be used)

| | |
|--|-----------|
| POLICE – FIRE BRIGADE - AMBULANCE- CIVIL PROTECTION | 112 |
| MEDICAL EMERGENCIES | 900161161 |
| POISON CONTROL CENTRE | 915620420 |
| MEDICAL CLINICS ON CAMPUS | |

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|---|---|
| Campus de Blasco Ibáñez (Located in the Faculty of Geografy and History) | 963864287-64287 – emergency mobile 630276465 - 94027 |
| Campus de Burjassot-Paterna (Next to the Burjassot Campus vehicle entrance) | 963544321-44321 – emergency mobile 630179407 - 93458 |
| Campus dels Tarongers (Located in the North Classroom Building) | 961625481-25481- emergency mobile 630270102 - 98953 |

PREVENTION AND ENVIRONMENT SERVICE AT THE UNIVERSITY OF VALENCIA 963395017

TECHNICAL AND MAINTENANCE SERVICE AT THE UNIVERSITY OF VALENCIA 963864205

24-HOUR SECURITY COMPANIES

| | | |
|---------------------------------------|----------|-----------------------------|
| - Campus Blasco Ibáñez | - CLECE | 902 88 68 60 |
| - Centro Cultural La Nau | - FOVASA | 96 152 66 50 |
| - Campus Tarongers- CM Rector Peset | - CASVA | 96 425 33 47 - 902 25 33 47 |
| - Campus Burjassot – Palacio Cerveró | - Ombuds | 91 636 36 60 |
| - Campus Paterna-ETSE-Jardín Botánico | - EULEN | 91 631 36 69 - 902 70 23 59 |

For further information click [Emergencias Universidad de Valencia](#)

EMERGENCY PROCEDURES

1) BEFORE STARTING WORK, EXTERNAL STAFF ARE TO BECOME FAMILIAR WITH:

- The location of the nearest medical clinic
- Evacuation routes and exits at the site
- Ways of fighting fires at the site
- Safety showers and eye wash stations in laboratories and similar

2) IN CASE OF FIRE which is controllable (a small fire), extinguish by proper technical means (extinguishers...). Disconnect systems which may increase the severity of the emergency (power supplies, air conditioning units, etc). If the situation get worst or it is serious from the start, **call 112 to contact the fire brigade** and UV employees. Spreading of the fire and smoke must be avoided. Doors and windows are to be closed and all combustible material must be removed from the area without endangering human life. If clothes are on fire, drop to the floor and roll. Evacuate the building. If you cannot evacuate and you remain confined, close the doors and place wet rags on the floor so that smoke does not enter. Notify others of your location (by phone or other means), open the windows and make yourself seen in order to be evacuated.

3) IN CASE OF AN EMERGENCY EVACUATION, ensure it is done in a quick, orderly manner without crowding in the evacuation routes and exits. Do not use lifts or service lifts. If there is abundant smoke, crawl. Follow the instructions given by UV employees. Do not go inside the building. Meet outside the building and confirm that everyone has been evacuated.

4) IF THE FIRE ALARM IS ACTIVATED IN ROOMS WITH AN AUTOMATIC FIRE EXTINGUISHING SYSTEM USING GAS you are to evacuate the room immediately due to the imminent risk of suffocation.

5) IN CASE OF A SERIOUS ACCIDENT, FOLLOW THESE STEPS: 1st PROTECT → 2nd ALERT → 3rd SAVE LIVES

PROTECT: before acting, ensure that you and injured people are out of danger (running into objects, smoke, gas, falls, electricity, fire, etc). Decide whether you can attend to injured people at the site or if they must be moved to avoid danger.

ALERT: you must alert **emergency health services by phoning 112 or 900161161**. Phone the emergency campus mobile number (see telephone directory). If possible, do not leave injured people unattended at any time.

SAVE LIVES: remain calm. Check vital signs, breathing and pulse. Do not move injured people unless there is imminent danger. Reassure them and keep them warm with a blanket. Do not offer food, drinks or medication. Facilitate the arrival of emergency health workers.

6) IN CASE OF EXPOSURE TO, CONTACT WITH, OR INGESTION OF A HAZARDOUS SUBSTANCE, immediately contact laboratory personnel or the person in charge of the facility and follow their instructions. Check the label and safety information sheets to obtain information on the substance. If the substance has been swallowed, contact the Poison Control Centre at 915620420.

IN ACCORDANCE WITH REGULATIONS ON OCCUPATIONAL RISK PREVENTION, STAFF MUST BE TRAINED IN EMERGENCY SITUATIONS AND FIRST AID BY THEIR RESPECTIVE COMPANIES.