

Servicio de Prevención de Riesgos Laborales

GUÍA PREVENTIVA
PARA LOS EMPLEADOS PÚBLICOS DE LA
UNIVERSIDAD DE SEVILLA
Edición 4ª







PREVENTIVE GUIDE
FOR PUBLIC EMPLOYEES OF THE UNIVERSITY OF
SEVILLE
4th Edition, (11-12-2018)

This is a free translation of the Preventive Guide (Guía Preventiva) of the University of Seville, addressed to non-Spanish speakers and foreigner researchers and visitors at the Condensed Matter Department, University of Seville. 07-03-2022

It is not an official translation.

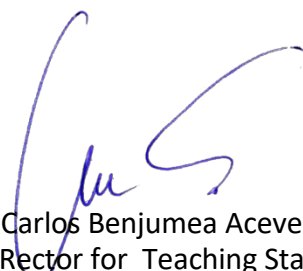


PRESENTATION.

The University of Seville possesses a Management System for Prevention of Occupational Risks (SGPRL), certificated by AENOR with the standard OHSAS 18001:2007, which is developed in a Handbook of Prevention of Occupational Risks, approved by the University Government Council 17/12/2014. It highlights the relevance of Health and Safety at the workplace for the Institution, it is supported by the own University Statute, and it is also especially encouraged in the Government Program of the Rector.

But an SGPRL would not be effective without the recognition of the worker as a fundamental piece in its establishment, for the development of the rights and obligations established in the Law on the Prevention of Occupational Risks (Law 31/1995 and amendments).

Therefore, through this Preventive Guide, we want to present and let you know how the organization of prevention is configured at the University of Seville, as well as the activities that, in terms of risk prevention, the University carries out through its Occupational Risk Prevention Service, informing you on how to act in emergency situations and where to obtain information about the possible risks of your workplace and the preventive measures to be applied in your case.



Juan Carlos Benjumea Acevedo
Vice-Rector for Teaching Staff



Santiago Melcon Perez
HR Director



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[Declaration of the Occupational Risk Prevention Policy.](#)

The University of Seville is committed to the promotion of safety and health at work, and this is evident in its **Statute** (... "will be enhanced and ensure effective compliance with health and safety regulations"...) and in the **Occupational Risk Prevention Policy of the University**, signed by Mr. Rector D. Miguel Ángel Castro Arroyo (7-11-2016) "The University of Seville is committed to recognizing the prevention of occupational risks as one of the highest priorities within its management. With this, it is intended to guarantee the protection of the safety, health, and well-being of the entire University Community. The responsibility for the management of occupational risk prevention lies within the entire university and, consequently, the Governing Bodies and the rest of the University Community assumes the commitment to incorporate preventive management in its activities".

The Human Resources Directorate, within the framework of its **Charter of Services**, establishes as one of its commitments the promotion of safety and health.

[Statement of principles against workplace, sexual and gender-based harassment.](#)

The University of Seville, with all the means at its disposal, has the responsibility to ensure an environment in which it is unacceptable and inadmissible to generate behaviors that may constitute any type of harassment. Based on this, it establishes commitments, one of them is to manifest **Zero Tolerance** against any type of harassment in the US, regardless of who the alleged victim or the person allegedly harassing is, acting as a reference against violence, especially against women, in any of its manifestations, a phenomenon that this academic institution firmly rejects.

Based on this, to ensure an environment in which the dignity of the person is respected, the Governing Council of the University of Seville, in its meeting of November 18, 2013, approved the Protocol for the prevention, evaluation and intervention of situations of workplace, sexual and gender-based harassment of the University of Seville. This protocol has been revised and **by agreement 9.1 of the Governing Council of June 19, 2018, the Protocol for the Prevention, Evaluation, and Intervention in the face of harassment at the University of Seville.** The purpose of the preparation of this Protocol is to establish the actions and procedures to be followed to prevent, avoid, and eradicate harassment behavior in the US, making it known to the entire university community and including guidelines to identify such situations. It is also the object of this Protocol to establish the procedures for investigating and resolving requests for intervention for harassment that may be submitted in a fast, agile, and effective way, guaranteeing throughout the process the confidentiality, security and integrity of the people affected.

1.- How is Prevention organized at the University of Seville?

The University of Seville has an Occupational Risk Prevention Plan that is integrated into the Occupational Risk Prevention Guide that was approved by its Council of Government of December 17, 2014, and in which its structure is established as follows:

Núm. 1/2015, de 30 de enero **BOUS**

I. DISPOSICIONES Y ACUERDOS GENERALES

I.2. Consejo de Gobierno

Acuerdo 7/CG 17-12-14, por el que se aprueba el Manual del Sistema de Gestión de Prevención de Riesgos Laborales.

Acuerdo 7/CG 17-12-14, por el que se conviene, por asentimiento, aprobar el Manual del Sistema de Gestión de Prevención de Riesgos Laborales, en los términos del documento que se anexa (Anexo VII).

ANEXO

MANUAL DEL SISTEMA DE GESTIÓN DE PREVENCIÓN DE RIESGOS LABORALES DE LA UNIVERSIDAD DE SEVILLA.

Elaborado por: Servicios de Prevención de Riesgos Laborales (SEPRUS).	Consultado por: Comité de Seguridad y Salud. Fecha: 3 de diciembre del 2014.
Aprobado por Delegado del Rector para la Prevención de Riesgos Laborales. Fecha: 4 de diciembre del 2014. Firma:	
Aprobado por: Director de Recursos Humanos. Fecha: 4 de diciembre del 2014. Firma:	Aprobado por: Vicerrector de Profesorado. Fecha: 4 de diciembre del 2014. Firma:

Fecha de creación	diciembre del 2008	Edición	0
Fecha de modificación	diciembre del 2009	Edición	1
Fecha de modificación	diciembre del 2009	Edición	2
Fecha de modificación	noviembre del 2011	Edición	3
Fecha de modificación	noviembre del 2012	Edición	4
Fecha de modificación	noviembre del 2013	Edición	5
Fecha de modificación	octubre 2014	Edición	6

Fecha	Página	Modificaciones respecto a las ediciones anteriores
sep-08	70	Seguimiento de deficiencias por trabajadores designados.
oct-09	19	Se eliminan los datos referentes a la accidentabilidad.
oct-09	34	Se actualizan los miembros del Comité de Seguridad y Salud.
nov-09	32	Verificación y calibración de instrumentos de medida.
dic-2009	71	Informe de revisión por la Dirección

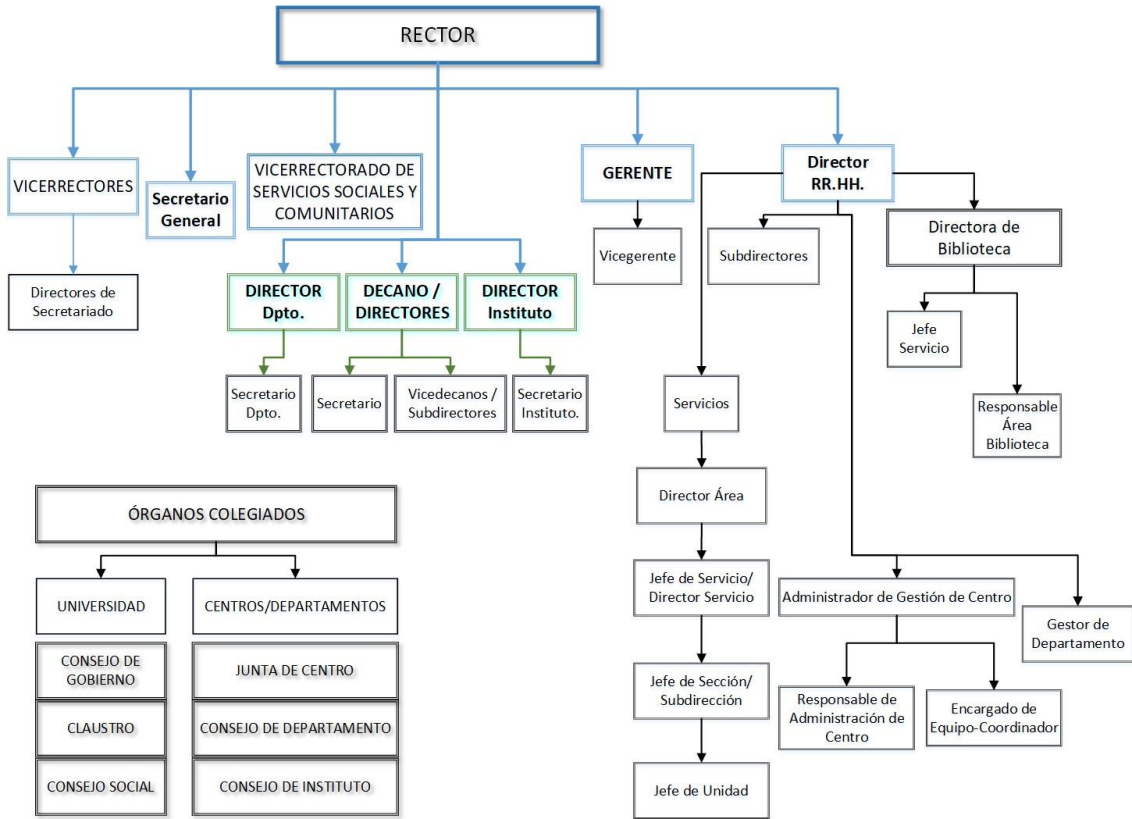


According to the Guide of Prevention of Occupational Risks of the University of Seville (MPRL-US), in its chapter 03.4 the preventive organization is structured based on two premises:

- Decentralization:** each Center, Department, Institute, Service, Unit, etc., must have those responsible for the management of occupational risk prevention who apply and manage the same effectively.
- Integration:** integrating prevention at all hierarchical levels implies the commitment of each person responsible to include the prevention of occupational risks in any activity carried out or order and in all decisions that are taken.

For its part, and based on the above, chapter 03.5 defines the functions and responsibilities in preventive matters, based on the following scheme:

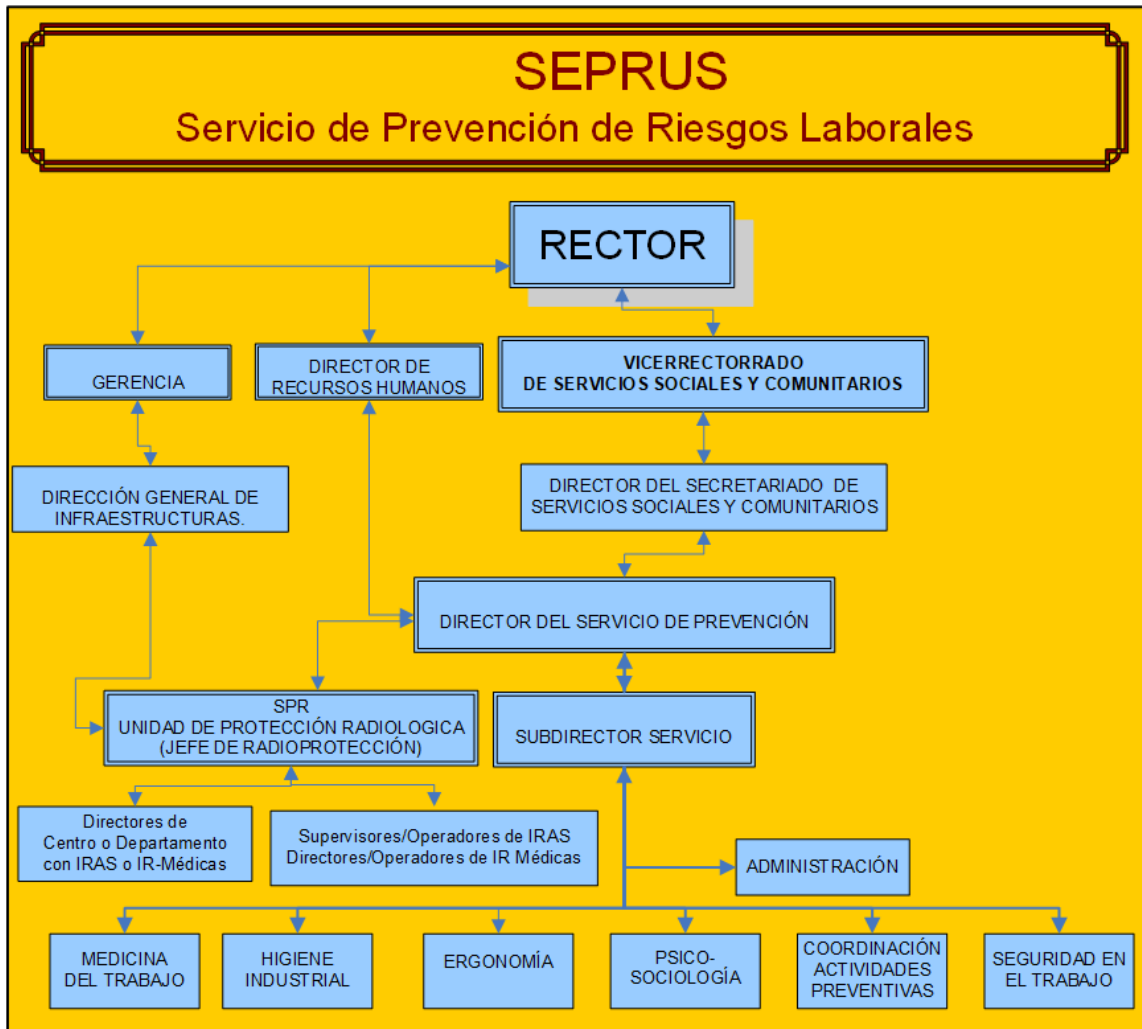
**ORGANIGRAMA DE LA UNIVERSIDAD DE SEVILLA:
FUNCIONES Y RESPONSABILIDADES EN MATERIA DE PREVENCIÓN DE RIESGOS LABORALES**



2.- Who's who in Occupational Risk Prevention?



2.1- Occupational Risk Prevention Service of the University of Seville (SEPRUS). The University of Seville has its own Prevention Service (SEPRUS) created by Rectoral Resolution of October 1, 1999 and is structured as follows:



Preventive Guide for public employees of the University of Seville (4th and revised 11-12-2018)

The mission of SEPRUS is to promote the safety and health of the workers of the University of Seville through the elimination or reduction of the risks derived from the work, health surveillance, information, training, consultation and participation of workers in preventive matters (see below). It forms the set of human and material resources necessary to carry out preventive activities to guarantee adequate protection of the safety and health of the workers, advising and assisting the Rector and the workers and their representatives and the bodies of consultation and participation.

2.2- Workers designated in preventive matters.

Under the supervision and advice of the Prevention Service, the University of Seville has **Workers Designated** by the Human Resources Directorate in preventive tasks that they have the capacity necessary to carry out preventive tasks at a basic level. These are Team Managers-Service Coordinators, Maintenance Managers and TEAM Managers of SADUS, to whom you can go to communicate or highlight any risk or suggestion that you detect to improve prevention in your work.

2.3- Prevention Delegates.

They are the representatives of workers with specific functions in the field of risk prevention at work, appointed by and from among the representatives of the staff in the field of the representative bodies (PAS Works Council and PDI, PAS Staff Board and PDI). Its functions and powers are contained in article 36 of the Law on the Prevention of Occupational Risks; the names of the same can be consulted on the website of the Prevention Service.

2.4- Health and Safety Committee.

Joint and collegiate body of participation destined to the regular and periodic consultation of the actions of the University in the field of risk prevention. It is formed by the prevention delegates and, in equal numbers, by representatives of the administration of the University of Seville. You can consult the operating regulations on the website <http://recursoshumanos.us.es>

3.- Who can you ask to in your Workplace in terms of occupational risk prevention?

You can resort to any of the figures described so far with competences or responsibilities in this matter: SEPRUS (there is a specific form on our website), delegates of prevention, designated workers of your center and of course, deans and directors of center, directors of departments, services, or administrative units, in accordance with the established in Chapters 3.3, 3.4 and 3.5 of MPRL-06.

4.- Activities of SEPRUS.

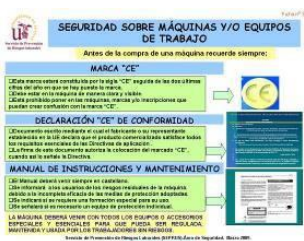
The activities of SEPRUS are organized into two main areas that are interrelated with each other in an integrated and interdisciplinary manner:

A. Occupational Medicine Area.

The most characteristic activities are: health surveillance, by virtue of specific preventive medical examinations, depending on the risk(s) of the workplace, together with the epidemiological analysis of data, study and analysis of occupational accidents (accidents at work and occupational diseases), adaptations of jobs (particularly sensitive workers, disabled, pregnant women, etc.), management and analysis of disability temporary (I.T.) by common contingency, assistance in clinical psychology (linked to the psychosocial risk assessment process) and health promotion: voice school, back school, cardiovascular risk factor analysis...



B. Technical Area, which is organized in:



- a. **Safety at Work:** risk assessment of workplaces, facilities, machines and work equipment, collaboration in Self-Protection Plans, coordination in works of construction, selection, and use of personal protective equipment (PPE's).



- b. **Industrial Hygiene:** assessment of the conditions of work Related with the exposition a chemical, biological and physical pollutants, in laboratories and areas Related. Selection and use of EPI's (Individual Protection Equipment).
- c. **Ergonomics:** ergonomic studies of workstations especially related to data visualization screens, load handling, work postures and scopes. Selection and use of PPE's.
- d. **Coordination of business activities:** development of article 24 of the Law on the Prevention of Occupational Risks, related to the activities carried out at the University of Seville by contractors and subcontractors and university workers with other companies and institutions.
- e. **Psychosocial factors:** Manages psychosocial risks with an intervention program that is developed in a specific action procedure in this area as well as the Protocol for prevention, evaluation and intervention in situations of workplace, sexual and gender-based harassment.
- f. **Radiological Protection Unit:** its scope of action includes the radioactive facilities of the National Accelerator Center, as well as the rest of the radioactive and radiological facilities of the University of Seville.

All areas carry out training and information activity.

5.- Where and how can you locate us?

HEADQUARTERS (Campus Torre de los Perdigones):

- **Semi-basement of the Teaching Center of Physiotherapy and Podiatry**, c / Avicena s / n, 41009 – Seville.
- Tel.: Secretaría **95 448 61 63**, e-mail seprus@us.es
- In this headquarters we can find the Directorate of the Service and the areas of prevention: Occupational Medicine, Safety at Work, Industrial Hygiene, Ergonomics, Psychology, as well as the Coordination Area of Preventive Activities and the Radiological Protection Unit. In addition, the Back School and the Voice School are located here.

PERIPHERAL HEADQUARTERS (Macarena Campus):

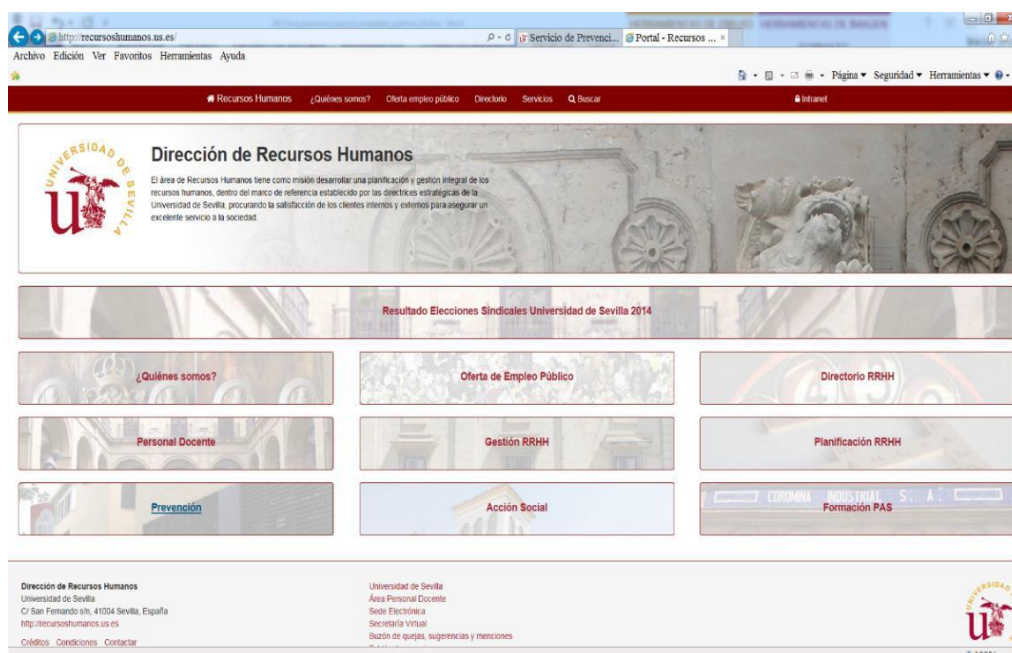
- **Faculty of Medicine**, Avda. Sánchez Pizjuán s/n, 41009 – Seville.
- Tel.: Secretariat **95 455 15 82**, e-mail reconocimientos@us.es

In this headquarters is located the Unit of medical examinations (Area of Occupational Medicine).



Web: <http://recursoshumanos.us.es>

Hours: from 8:00 a.m. to 3:00 p.m., Monday through Friday (in the period of reduction of working hours, from 9:00 a.m. to 2:00 p.m.). Afternoon hours are usually available.



6.- Can I request a medical examination at the University?

You can request a medical assessment by communicating it through the SEPRUS website, in the Health Surveillance tab or in the forms and applications tab, as well as in the through the Estela platform. Recognition will always be carried out respecting privacy, dignity, and confidentiality. There is also a regular schedule of medical examinations within the framework of health surveillance, initial or periodic, depending on the risks of the position. In any case, the recommendations that are deemed appropriate on general healthy habits and / or the workplace, controls by a family doctor or specialist, etc. For any questions or information you can contact us on the phones: **954551582** or **954486163**, or by email: reconocimientos@us.es.

7.- Can SEPRUS give me psychological attention?

The request is channeled through the medical area of SEPRUS that determines its origin and arranges the visit. To request psychological attention, you must contact the telephone number **954486163**.

8.- If I have a work accident, what do I have to do?

There is a Circular of May 24, 2018, from the Management of the University of Seville, which determines the procedure to be carried out:

In general, in case you suffer an accident at work, you must **immediately notify the Prevention Service**, in order to issue the notification report, which will be delivered by hand or sent immediately by email and thus go to the designed hospital (from the MUTUA agreement), either FREMAP (Avda. Jerez, s/n, Los Bermejales) for of labor regime staff, or the reference hospital in the case of workers assigned to MUFACE.

If due to the apparent seriousness of the accident the situation does not admit delay or occurs outside the usual working day (afternoons, Saturdays, etc.), **the worker may go directly to the hospital, notifying the Prevention Service as soon as possible.**



It is worth remembering the importance of **accidents when going to or returning from work (in itinere)** so it is necessary that you always be attentive in your travels, either as a pedestrian or driver of a vehicle, with or without an engine, and you collect the maximum information about it and, if possible, witnesses.

Likewise, it is worth remembering, especially for the PDI, the Instruction of January 11, 2018 for the processing of licenses for studies abroad.

9.- If I am on leave due to common illness, what can SEPRUS do for me?

The Prevention Service, in accordance with the provisions of current regulations, can carry out the evaluation of casualties for common contingencies that allows investigating and analyzing factors of a labor nature that may influence these processes and, where appropriate, carry out actions with the medical units of assessment of disabilities (UMVI and EVI).

10.- What should I do if I am a particularly sensitive worker (pregnant, have a disability or am under 18 years old)?

You must contact the medical area of the Prevention Service on the phone **954486163** to proceed with your assessment. In the case of the pregnancy situation, this communication must be made as soon as possible, and there is a specific form for it that you can find on our website (on the *Records* tab, in paragraph 15).



11.- If I detect a risk situation, what should I do?






When you detect a risk situation related to the conditions of your job, you can **inform the Prevention Service** through a specific form that you can locate on the SEPRUS website, in the *Records* tab, section

4, or you can communicate it to the designated worker of your Center or persons with responsibility in this matter of your Center, Department, Service, as well as through the delegates of prevention.

12.- How should I act in the event of a fire/evacuation in my workplace?

- If you detect a fire, **communicate it quickly** through the existing alarm buttons or communicate it to the concierge (Internal Emergency Control Center) to be able to activate the center emergency. If you can't find them, call 112 emergency services or firefighters.
- If you are trained, and there is no danger, try to extinguish the fire (remove extinguisher safety pin, take the nozzle, check that it works - tighten the handle - and direct the lateral zig-zag jet to the base of the fire 2-3 meters away).
- If you do not know the operation of the extinguisher or if indicated, **evacuate the area calmly**, using the established evacuation routes (know the plans of your center), closing doors and windows, not going back for any belongings.
- **If you are caught by fire:** if there is a lot of smoke, crouch, and crawl, if you can moisten a handkerchief to protect your nose and mouth. Try plugging grooves around doors with rags, carpets, etc. (if possible wet) to prevent smoke from entering. Approach the window and make yourself visible or by phone indicate where you are.
- Review your center's Self-Protection plan on your center's website.

FIRE SAFETY.
In case of evacuation....

-  **Leave calmly** and immediately the facilities.
-  **Use evacuation paths** as established and **DO NOT** use elevators.
-  If you are surrounded by smoke crouch and crawl.
-  **Close the doors** that go through.
-  Attend and follow the **instructions of the personnel** for emergencies.

It is absolutely forbidden to enter the parking lots for cars or return for personal belongings.

13.- What is the performance in first aid?

In case you must provide **first aid**, do not forget the initials **P.A.S.**: **Protect** the injured and protect yourself from possible sources of risk, (Avisar) **Call** the emergency services (112) and **Help**, if trained to do so and, in any case, do not to abandon the injured until specialized assistance arrives.



Protect the area from the possibility of persistent sources of risk. Before acting, we must be sure that both the injured person and ourselves are out of danger.



Call 112



Help the injured, first recognizing their vital signs by the following sequence:
Assessment: 1º) Consciousness. 2nd) Breath. 3rd) Pulse.

☐ Attend the periodic training courses in this area, organized by SEPRUS.

14.- How can I make proposals to improve the quality of the services provided by SEPRUS?

There is at your disposal a survey aimed at those workers of the University of Seville who have been users of the Occupational Risk Prevention Service in any of the activities they develop and want to value the service provided.

For your part, in addition to being able to submit your complaints and / or suggestions regarding the Prevention Service through the Human Resources Directorate, we have a physical mailbox so that you can provide the relevant complaint or suggestion.

Remember that developing good preventive practices you can choose to present your candidacy in the Prevention Awards that are held periodically every year on April 28, Day of Safety and Health at Work.

15.- Who can inform and train me to work safely?

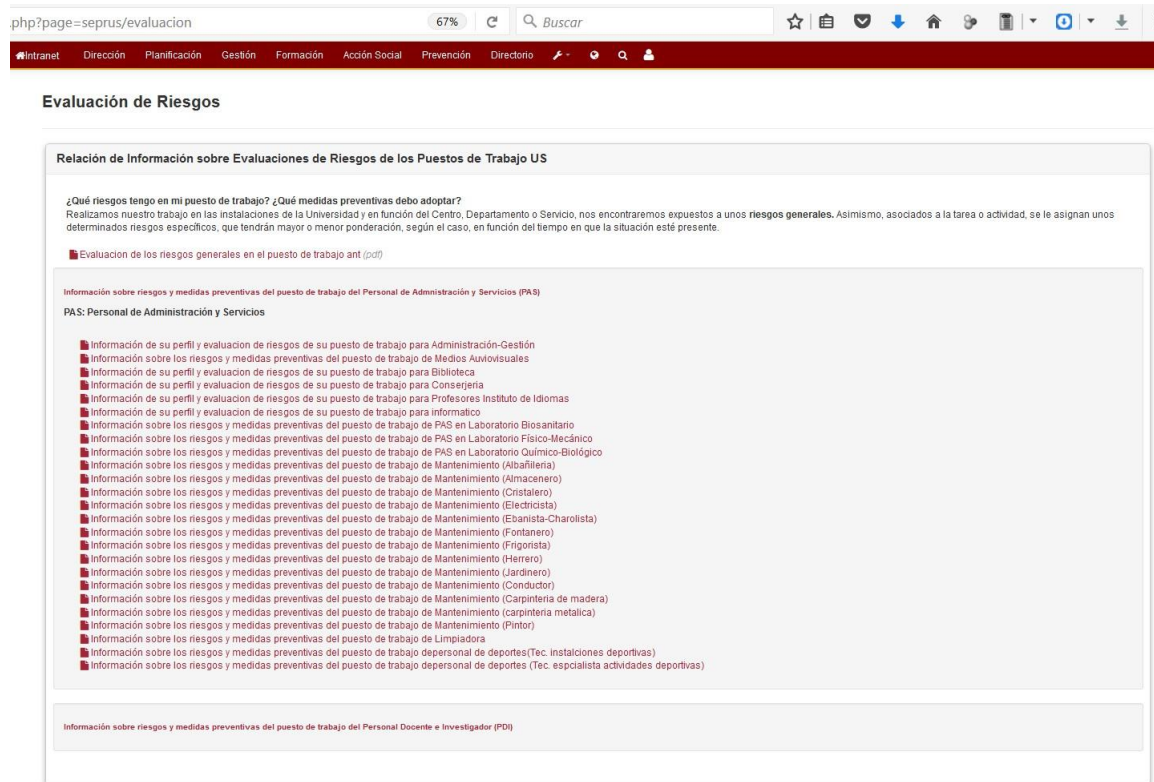
One of the most important tasks of SEPRUS is the information and training of workers on the risks arising from work. To do this, we carry out information campaigns based on "pills" via the web with accurate information on a specific topic.

In addition, we have designed a varied training program in occupational risk prevention that responds to the different university groups to impregnate the workers the preventive culture, and to make safety and health an element of health promotion from the workplace and to promote adequate conditions of work to control risks. The training program can be found on the website and is coordinated with the PAS Training Center and the Institute of Education Sciences.

16.- What risks do I have in my workplace? What preventive measures should I adopt?

When we carry out our work in the facilities of the University and depending on the Center, Department or Service, we will be exposed to general risks. Likewise, associated with the task or activity, certain specific risks are assigned, which will have greater or lesser weighting depending on the time in that the situation is present.

Through our website, <http://recursoshumanos.us.es>, by clicking on the prevention tab by authenticating, with your username and password, click on risk assessment and, depending on your professional group can access information about the specific risks of your job and the preventive measures you must take:



Relación de Información sobre Evaluaciones de Riesgos de los Puestos de Trabajo US

¿Qué riesgos tengo en mi puesto de trabajo? ¿Qué medidas preventivas debo adoptar?
Realizamos nuestro trabajo en las instalaciones de la Universidad y en función del Centro, Departamento o Servicio, nos encontraremos expuestos a unos riesgos generales. Asimismo, asociados a la tarea o actividad, se le asignan unos determinados riesgos específicos, que tendrán mayor o menor ponderación, según el caso, en función del tiempo en que la situación esté presente.

■ Evaluación de los riesgos generales en el puesto de trabajo ant (.pdf)

Información sobre riesgos y medidas preventivas del puesto de trabajo del Personal de Administración y Servicios (PAS)

PAS: Personal de Administración y Servicios

- Información de su perfil y evaluación de riesgos de su puesto de trabajo para Administración-Gestión
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Medios Audiovisuales
- Información de su perfil y evaluación de riesgos de su puesto de trabajo para Biblioteca
- Información de su perfil y evaluación de riesgos de su puesto de trabajo para Consejería
- Información de su perfil y evaluación de riesgos de su puesto de trabajo para Profesores Instituto de Idiomas
- Información de su perfil y evaluación de riesgos de su puesto de trabajo para informático
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de PAS en Laboratorio Biosanitario
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de PAS en Laboratorio Físico-Mecánico
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de PAS en Laboratorio Químico-Biológico
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Albañilería)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Almacenero)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Electricista)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Ebanista-Charolista)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Fontanero)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Frigorista)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Herrero)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Jardinero)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Conductor)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Carpintería de madera)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Carpintería metálica)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Mantenimiento (Pintor)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de Limpieza
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de personal de deportes (Tec. instalaciones deportivas)
- Información sobre los riesgos y medidas preventivas del puesto de trabajo de personal de deportes (Tec. especialista actividades deportivas)

Información sobre riesgos y medidas preventivas del puesto de trabajo del Personal Docente e Investigador (PDI)

We work so that we have a safe and healthy work environment. If you need it, contact us at seprus@us.es



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