PREVENTION ACTION GUIDE FOR EXTERNAL COMPANIES

Safety, first and foremost
1. Which prevention of occupational hazard documents need to be submitted to be able to work for the UdL?

Companies or self-employed workers in the construction sector: painting, air-conditioning, plumbing, electrical installations, carpentry, maintenance, etc. *
- Registration in the Register of Authorised Companies
- Prevention plan for the activities contracted
- Professional card in construction of the people who will work in the UdL or equivalent training

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

Companies or self-employed workers in waste, fitting and furnishing, computer systems, gardening, telephony, vigilance, removals and other professionals that could generate a hazard *
- Contract with external prevention service or other prevention organisation models
- Prevention plan for the activities contracted
- Training certificate of the people who will work in the UdL

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

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

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

5. What work equipment should be used?

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

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

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

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

Before starting work, you should consult the website:

[www.spri.udl.cat](http://www.spri.udl.cat)

and analyse whether it is possible to apply the safety measures and the work procedures of the company’s prevention plan.
3. What should be done if work cannot be carried out safely?

Inform the person responsible for contracting to establish the necessary measures.

- Limit the work area as much as possible.
- Keep the work area as clean as possible.
4. What should be done before starting and on completing a job?

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

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

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

Last day
- Inform the person responsible for contracting about the completion of the job
5. What work equipment should be used?

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

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

Everything that is needed should be brought, including certified personal protective equipment.
6. What should be done in the case of an accident?

The most important thing is to attend to the victim immediately.

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

Inform the person responsible for the contracting.

Pay attention to the POSTERS that are in the buildings: they indicate the telephone numbers of the control centre to be informed in the case of an emergency.
7. What should be done in the case of a fire?

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

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

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

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

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