

## Basic health and safety rules for work off campus

This document describes the set of general rules for action (procedures, safety and behaviour) for anyone taking part in taught practicals off campus in order to improve safety and offer students practical training in the general and specific risks which could derive from the activities carried out in an off-campus environment.

The person responsible for the practicals must inform students of these rules and ensure safe conditions for students, and obtain their acceptance in a signed document.

### OBJECTIVES

- Promote safety in the course of the practicals.
- Use the necessary material to carry out the practicals safely.

### OBLIGATIONS

— Comply with these safety rules during work off campus and bear them in mind at all times.

— Accept that they will abide by the rules in the signed document indicating that the on line training course in “Health and Safety for work off-campus practicals” available on the Campus Virtual has been passed. Practical teaching staff may require this document.

— Be responsible for the safety materials used in the practicals and make responsible use of it.

— Immediately report any incident that occurs to the person responsible for the practicals or to administrative or support staff.

— Report to the teaching staff, with the appropriate mechanisms in place for confidentiality, any personal or health circumstances (e.g. pregnancy, asthma, allergies, etc.) which may limit the normal course of the practicals, or any other limitations of the necessary capacity to carry out the proposed activities (e.g. swimming, walking certain distances, etc.).

— Follow the instructions of the person responsible for the practicals at all times or, in the case of visits to companies, of the designated people in the company, especially in everything concerned with emergency procedures.

**Failure to follow or observe these rules by the student may result in the suspension of their participation and, in consequence, a fail in the practicals as part of the subject.**

## GENERAL RULES

- It is recommended that students get an anti-tetanus vaccination before taking part in the work off campus. If you were vaccinated in the UAB Health Centre and you cannot remember the date, phone and they will let you know when you need to have the booster (tel. 93 581 18 00 - 93 581 19 00).
- It is mandatory to have the right equipment and clothing (mountain boots, warm clothes, waterproof, etc.), and adopt other measures (e.g. sun cream, neoprene boots, wetsuit, sunglasses and water, etc.) and to have an individual protection kit (goggles, gloves, hard hat, mask. etc.) as instructed by the person responsible for the practicals.
- Students without the required equipment, clothing and protection will not be able to take part in the practicals.
- Students must follow the behaviour and safety directives communicated by the teaching staff at all times.
- Unauthorised experiments are not allowed. Always follow the guides or instructions of the teaching staff strictly and, if in doubt, ask before doing anything.
- Working is not allowed close to zones where falls are likely (cliffs, precipices or escarpments, etc.) or in zones where there may be rock falls (stones, rocks, etc.).
- Avoid working close to roads. If this is not possible, keep a safe distance and use a high-visibility vest.
- Never work alone. Nobody should separate from the group or from the allocated work zone.
- Work must not be abandoned without previously notifying the person responsible.
- If the use of dangerous chemicals is planned (e.g. 70% alcohol, formaldehyde, hydrochloric acid, etc.) protective gloves and goggles must be used. See the material safety data sheet (MSDS) for these products before using them.
- When in the normal course of the practicals it is necessary to use manual tools (e.g. pocket knife, knives, scissors, picks etc.) make sure that they are in a good state of repair. They should always be carried in back-packs or bags (never in pockets) and in the case of cutting tools or sharp ended tools they should be carried closed and, if possible, sheathed. (*this recommendation also applies to the teaching and support staff*).
- Use gloves to protect against cuts and pricks in all tasks identified as being risks as a result of the use of manual cutting or other sharp tools.
- Glass should be handled with care and the use of any material with imperfections should be avoided. Glass should be carried in back-packs.
- In the case of tasks which could project particles towards the face, facial protection should be used (e.g. goggles, face shield, etc.).
- In case of emergency, follow the instructors of those in charge.
- Any situation of risk must be reported immediately to the person responsible.

- In the case of sudden or gradual worsening of the weather conditions, go to the point indicated by the person responsible for the practical. If in doubt, ask the person responsible.
- In case of accident, stay calm and do not leave the injured person unless it is absolutely necessary in order to advise the person responsible for the practicals.
- When visiting companies or institutions, respect the internal rules, especially those concerning restricted areas of access and the use of personnel protective equipment. Act in such a way as to not interfere with the normal activity of the company or institution.