



Welcome

Health and Safety Department

Welcoming new employees

The welcoming of new employees is not only an obligatory part of the "Wellbeing at Work" legislation, it is also our policy to take good care of new employees, no matter what their status is (employee, trainee, volunteer, ...).

Through an appropriate welcome, we hope to increase wellbeing at our university and prevent physical or psychological injury and material damage to facilities or buildings.

Our purpose: At the end of the day everyone goes home at least as healthy as when they arrived.

Welcoming new employees

This presentation gives an introduction to the wellbeing policy of the University of Antwerp.

The welcome to the worksite shall be done by a local contact with knowledge (godmother/ godfather principle).

For specific information, you can contact your supervisor, your colleagues, the Health & Safety Department and various information channels (welcome sessions, PINTRA, internal training, etc.).

After this presentation you will know

- ✓ more about the university's wellbeing policy
 - what the university expects from you
 - risks and preventive measures
 - mandatory health assessment
 - training programmes
- ✓ measures taken in the struggle against covid-19
- ✓ what to do in emergency situations
 - fire, evacuation
 - accidents
 - first aid
- ✓ how to report an accident or dangerous situation
- ✓ where to go if you encounter stress, bullying, violence or sexual harassment, ...
- ✓ who to contact for more information

Wellbeing = safety, physical and mental health

Act of Wellbeing at Work - 7 domains:

1. Occupational safety: preventing accidents
2. Protecting employees' health at work: preventing occupational diseases and disorders
3. Psychosocial aspects at work: preventing stress, bullying, violence, sexual harassment
4. Ergonomics, preventing musculoskeletal disorders , back problems,...
5. Occupational hygiene: preventing exposure to harmful substances, noise, vibrations, ...
6. Embellishing the workplace: care for pleasant workplaces
7. (Environment)

Legal tasks of the Health & Safety Department

- ✓ Advice on the wellbeing policy
- ✓ Prepare emergency plans
- ✓ Investigating accidents at work
- ✓ Workplace visits & audits
- ✓ Participate in risk analyses, guidelines, information
- ✓ Advice/visa when purchasing work equipment and collective and personal protective equipment
- ✓ Entry-into-service of machines, installations
- ✓ Application and follow-up of permits ionizing radiation, specific products
- ✓ Advice: chemical, biological en fysical agents

Other tasks of the Health & Safety Department

- ✓ Declaration and follow-up of accidents at work
- ✓ Organization of (periodic) health assessments
- ✓ Organization of the flu vaccination
- ✓ Offering function-oriented training courses
- ✓ Management First Aid (equipment + training)
- ✓ Signaling risks (pictograms...)
- ✓ Safety of car parks and buildings
(NOT security!)
- ✓ Indication of risks (pictograms, ...)
- ✓ ...



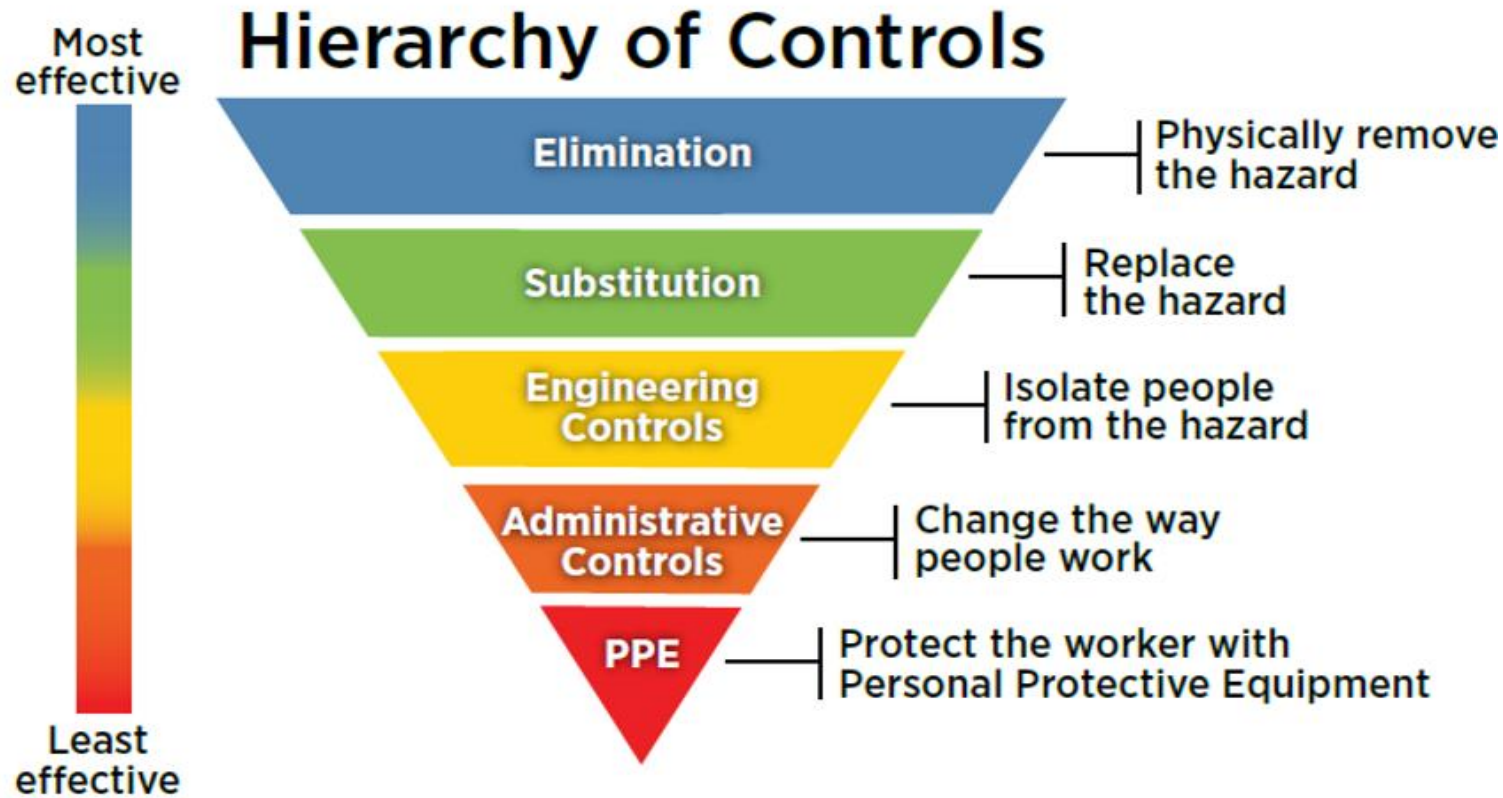
A good welcome procedure ...

- ✓ nominates a **mentor**
- ✓ starts with a **risk inventory**, mandatory for every employee
- ✓ specific risks: **need for more detailed risk assessment**
 - risks and preventative measures
 - need for health assessment (e.g. vaccinations)
 - explanation of maternity protection
 - workplace information sheet and training table
(**training requirements** based upon risks present at workplace)
- ✓ gives detailed information about **alarm and evacuation procedures**
- ✓ informs about the **emergency measures**
- ✓ encourages the new staff member to **work safely**

Don't start anything you haven't received training for or if you aren't sure about the risks!

Risk and preventive measures

By taking preventive measures, we follow the hierarchy of controls



Source: NIOSH



What we expect from all staff members

Every member of staff bears responsibility for his/her/their safety and that of others.

- ✓ Correct use of machines, appliances, tools, dangerous substances, vehicles, etc.
- ✓ Correct use of collective and personal protective equipment (CPE and PPE)
- ✓ Correct use of safety devices of equipment and installations
- ✓ Report dangerous situation to head of department and/or Health & Safety Department
- ✓ Make a positive contribution to the wellbeing policy

Health assessment *(check PINTRA for more information)*

There are various types of **health assessment**. The University of Antwerp works with **occupational physicians** from an external health and safety department (Mensura).

You are subject to a medical assessment in the following cases:

- ✓ There are health risks related to working with chemical, biological or physical agents, ionising radiation, etc.
- ✓ You hold a safety position or a position with higher vigilance.
- ✓ In particular employee categories: e.g. pregnant women, trainees, etc.

You can also request an appointment with the occupational physician as and when you need one for work-related reasons.

Training programmes

Safe, healthy work depends on well-trained members of staff. The university organises a range of internal and external safety training courses.

- ✓ Legally required training: hierarchical line, radiation protection, biosafety, etc.
- ✓ Certified training: first aid, firefighting, asbestos
- ✓ Open training: lunch & learn
 - Correct choice and use of gloves
 - Respiratory protection
 - Storage of dangerous products
 - Chemical risk analysis
 - Risks of nanomaterials
 - What to do in emergency situations
 - Waste procedure
 - Ergonomics
 - Voice coaching
- ✓ Training for the hierarchical management line
- ✓ Bespoke training courses



More information on training can be found on Pintra

> Health and Safety at Work

|| Nederlands

Corona	Emergency, incident, terror	Work safe	Health & Wellbeing	Training	Information CONFIDENTIAL	About us
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[Start](#) > [Mijn Subsites](#) > [Health and Safety at Work](#) > [Training](#)

Training

NEW! Online workshop '8 steps to healthy and productive teleworking'

E-learning course hierarchical line

Welcome new employees

Information about past courses

Training on wellbeing topics



An important note

If you fail to attend a course without timely notification (2 working days), making it impossible for another participant to join, the costs for the course will be passed on to the entity of the participant concerned, unless in the event of proven force majeure (eg illness).

Registering for a course requires an engagement from everyone.

Looking for other available courses?

Suggestions for training on safety or the environment? Send an email to preventiedienst@uantwerpen.be.

Corona

Check Pintra for more information

Check Pintra Newsletter for updated information

Corona

Presence on campus when ill, after risk contact or travelling

Free testing - with appointment!

FAQ rapid and self-tests

Corona

UPDATE 20/05/2022

The vigilance phase of the pandemic law has ended. There is no longer any spread of corona in the workplace.

There are also no longer any government measures that apply to the workplace.

In other words: There is no longer a mouth mask obligation for large numbers of people for indoor spaces.

However, since corona has not yet gone away, you will find the following information below.

In this part you can find important information about the measures that apply to you.

Go to the themes in the column on the left.

Corona

Presence on campus when ill, after risk contact or travelling

Free testing - with appointment!

FAQ rapid and self-tests

Presence on campus when ill, after risk contact or travelling

Update 26.09.2022

Self-assessment tool COVID-19

See: <https://sat.info-coronavirus.be/nl/formulier/sat>

Infected or ill?

Get a PCR test or rapid antigen test (RAT) through your pharmacist.

Are you infected? Then:

- you have to be in isolation for 7 days; you may leave the isolation after the 7th day on condition that you are fever-free and have no more symptoms for 3 days;
- wear a mouth mask (preferably FFP2) for 10 days, keep your distance and avoid contact with vulnerable people.
- do not participate in activities for which a mouth mask cannot be worn, such as going out to dinner, up to 3 days after the isolation has ended.

No distinction is made for the duration of isolation between fully vaccinated, partially vaccinated and unvaccinated individuals.

See: [Quarantine and self-isolation | Coronavirus COVID-19 \(info-coronavirus.be\)](https://www.info-coronavirus.be/nl/quarantaine-en-isolatie)

Positive (self) test?

If you were on campus recently inform your colleagues.

High-risk contact or return from red zone?

Protect your colleagues! At komida, you can receive a package with self-tests and FFP2 masks to protect your colleagues.

Emergency situations

Check PINTRA for more information

Emergency situations

- ✓ Emergency situations call for rapid, correct responses: accidents, fire, chemical spill, bomb
- ✓ **Everyone plays a role in dealing with emergency situations successfully.**

You can make the difference between:

- ✓ a small or a big fire;
 - ✓ a small incident or a disaster;
 - ✓ no victims or multiple victims;
 - ✓ ...
- ✓ **Golden rule: your own safety comes first!**



Alarmprocedure in case of a fire, incident, etc.

Example of alarm sheet

This sheet tells you

- ✓ how to report an emergency
- ✓ what to do
- ✓ where to evacuate
- ✓ ...

Where can this sheet be found?

- ✓ In the evacuation-instruction kits

NEW! RVP-point
Location where you await the emergency services

1. Bel Hulpdiensten

- Waar?
 - UAntwerpen Stadscampus
 - Prinsstraat 13, 2000 Antwerpen
 - Gebouw s.A, verdieping 0
 - Lokaal s.A.003
 - RVP UAntwerpen 43
- Wat?
 - Brand/Ziekte/Ongeval/Misdaad
- Omvang?
 - aantal slachtoffers/getroffen zone

Brand/EHBO

ALARM

Fire/First Aid

<p>1. Bel Hulpdiensten</p> <ul style="list-style-type: none"> ■ Waar? <ul style="list-style-type: none"> UAntwerpen Stadscampus Prinsstraat 13, 2000 Antwerpen Gebouw s.A, verdieping 0 Lokaal s.A.003 RVP Uantwerpen 43 ■ Wat? <ul style="list-style-type: none"> Brand/Ziekte/Ongeval/Misdaad ■ Omvang? <ul style="list-style-type: none"> aantal slachtoffers/getroffen zone 	<div style="background-color: red; color: white; padding: 10px; font-size: 24px; font-weight: bold;">112</div> <p style="color: red; font-weight: bold;">+</p> <p style="color: red; font-weight: bold;">(03 265) 6666</p>
<p>2. Alarmeer</p> <ul style="list-style-type: none"> ■ Druk de alarmknop ■ Roep om hulp 	
<p>3. Blus</p> <ul style="list-style-type: none"> ■ Blus zo mogelijk het vuur ■ Onderneem slechts 1 bluspoging 	
<p>4. Evacueer</p> <ul style="list-style-type: none"> ■ Gebruik de trappen, niet de lift ■ Sluit deuren en vensters bij vertrek 	
<p>5. Verzamel</p> <ul style="list-style-type: none"> ■ Ga naar het verzamelpunt: <ul style="list-style-type: none"> Gebouw s.K binnenplaats Kleinse Kauwenberg 14, 2000 Antwerpen ■ Verlaat de verzamelplaats niet 	
<p>6. Rapporteer aan hulpdiensten</p> <ul style="list-style-type: none"> ■ Plaats en info incident ■ Achtergebleven personen ■ Andere nuttige info 	<p>6. Report to emergency services</p> <ul style="list-style-type: none"> ■ Location and info of incident ■ Persons left in the building ■ Other useful info

Neem geen onnodige risico's
Eigen veiligheid primeert

Do not take unnecessary risks
Own safety first

Universiteit Antwerpen

Where can these kits be found

- ✓ In public spaces
- ✓ Classrooms
- ✓ Meeting rooms
- ✓ Corridors on every floor (near the exits)

What else is in here?

- ✓ Fluorescent jacket
- ✓ Earplugs

RVP-point

- RVP point = predetermined location on campus with GPS coordinates
- GPS coordinates known to the emergency services
- RVP Points on Campus Drie Eiken, Stadscampus and Campus Middelheim.
- **! NOT** on Campus Groenenborger (situation there sufficiently clear)

Mode of operation:

- ✓ Are there RVP points on your campus? (look at the instruction card)
- ✓ In case of emergency, pass nearest point to emergency services.
- ✓ After calling, go to that point to wait for 112
- ✓ Accompany them to the site of the accident or incident.

CDE RVP 112

Rendez Vous Points 112

- RVP UAntwerpen 21
- RVP UAntwerpen 22
- RVP UAntwerpen 23
- RVP UAntwerpen 25
- RVP UAntwerpen 27
- RVP UAntwerpen 29

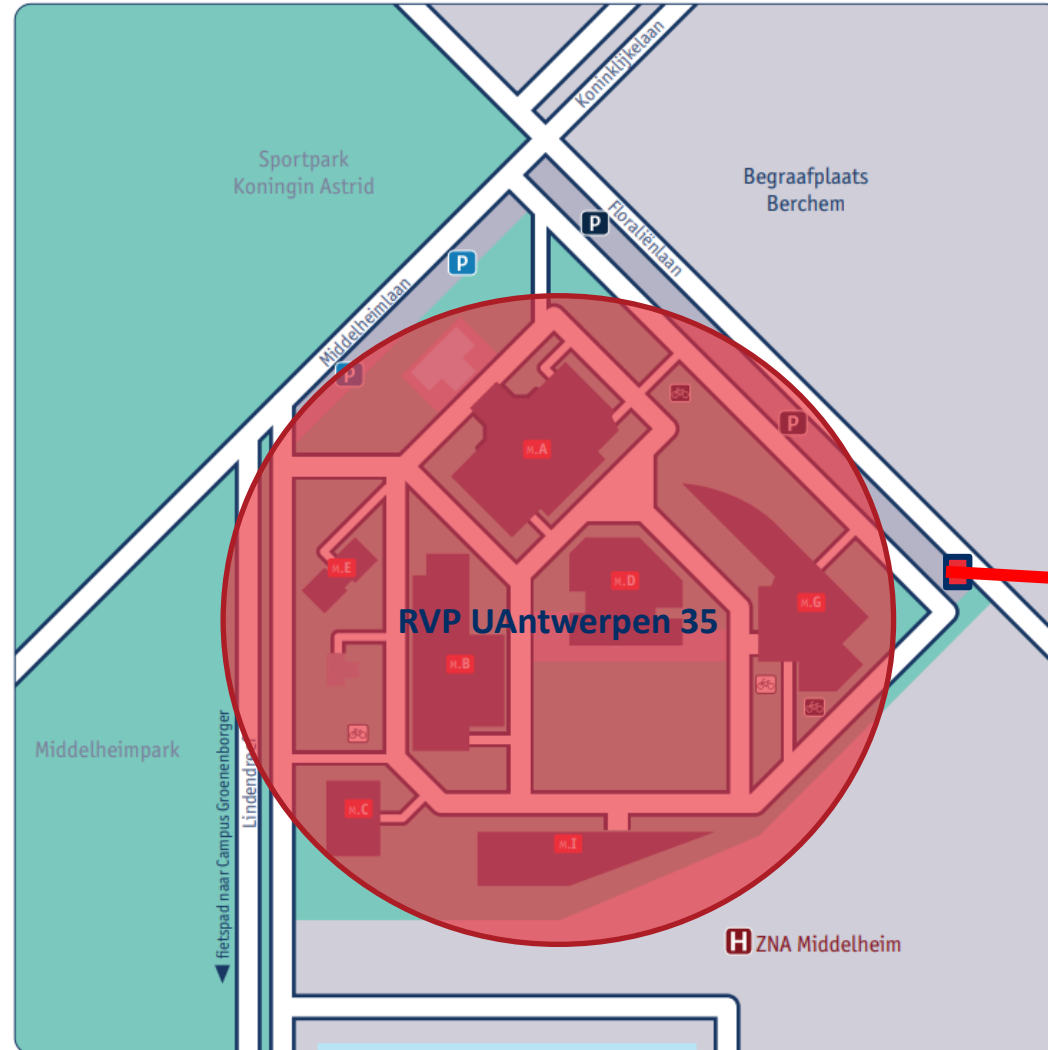


CMI RVP 112

Rendez Vous Points 112

RVP UAntwerpen 35

Campus Middelheim



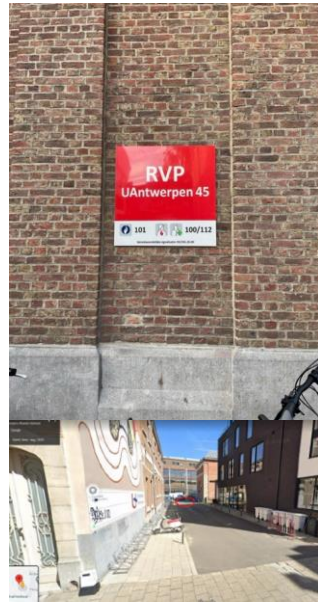
CST RVP 112

Rendez Vous Points 112

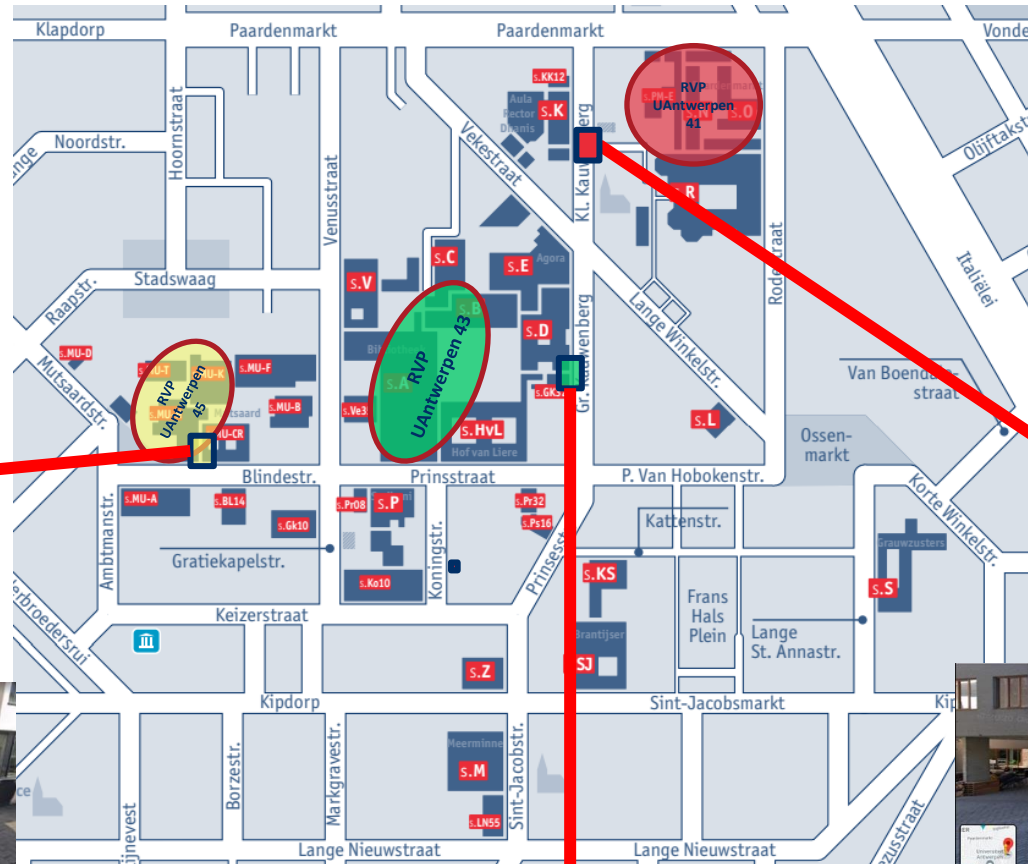
RVP UAntwerpen 41

RVP UAntwerpen 43

RVP UAntwerpen 45



RVP UAntwerpen 45
S.MU-B
S.MU-F
S.MU-K
Blindestraat "15"



RVP UAntwerpen 41
S.N Kauwenstraatje



RVP UAntwerpen 43
S.ABC - S.B - S.A
Grote Kauwenberg 18



CGB RVP 112

Rendez Vous Points 112

No RVP point: the address is clear.

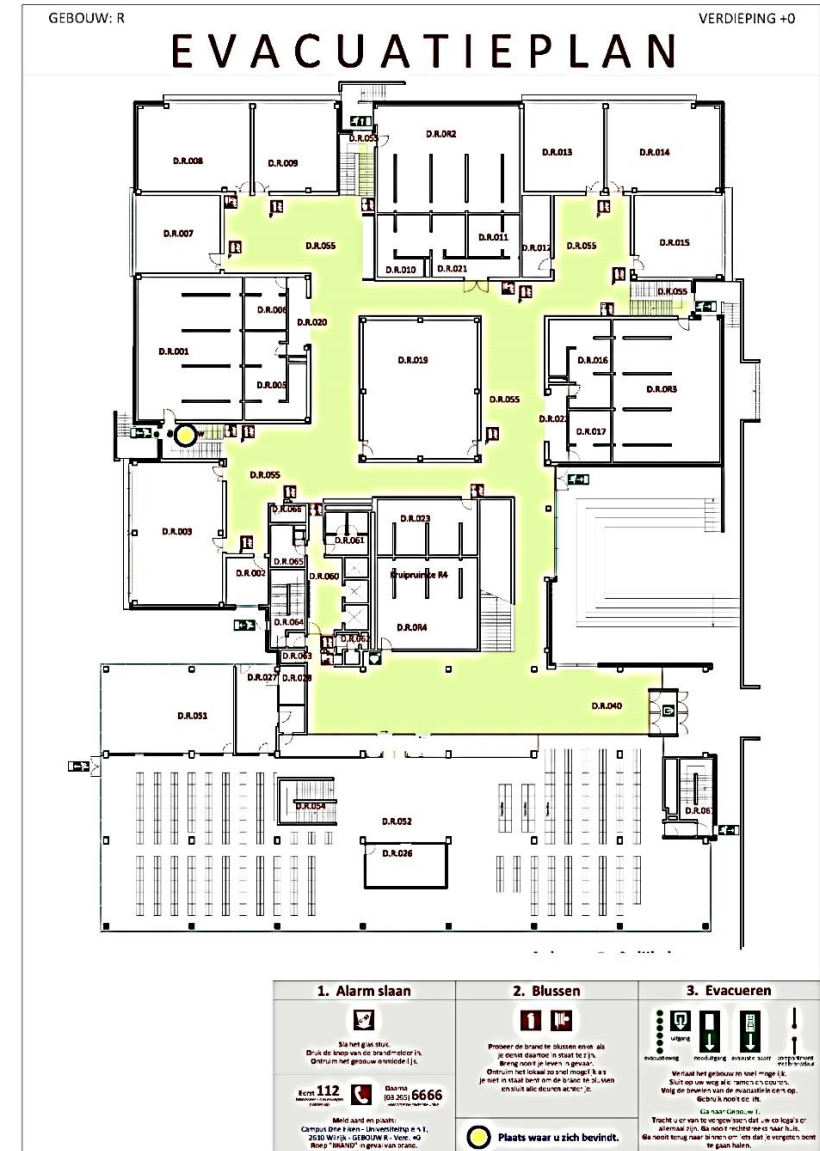
Campus Groenenborger



Evacuation

Always be prepared!

- ✓ Do you know your location?
Campus
Building
Floor, room
- ✓ Do you know your evacuation route? Have you ever tested it?
- ✓ Do you know where the fire extinguishers and alarms are?
- ✓ Familiarise yourself **beforehand** with the instructions and evacuation plans in your area.



Evacuation Helpers: who exactly are they?

1- Evacuation helpers of a research group or central service

- ✓ Three volunteers per (research) group/ floor;
- ✓ Know the floor, the rooms, the people, the type of work or research, ...;
- ✓ Play a specific role in the successful evacuation of a building.

(!) Golden rule: your own safety comes first!

2- Teachers, assistants and chairs of meetings

- ✓ Teachers and assistants are responsible for evacuating their students!
- ✓ Chairs of meetings are responsible for evacuating the other attendees!

Emergency procedure in case of an accident more serious than first aid accident

1. Notify the emergency services, call 112.
Specify the location:

campus + building + floor + room

If stated on evacuation instructions: RVP point

Call the internal emergency line (03 265) 6666.

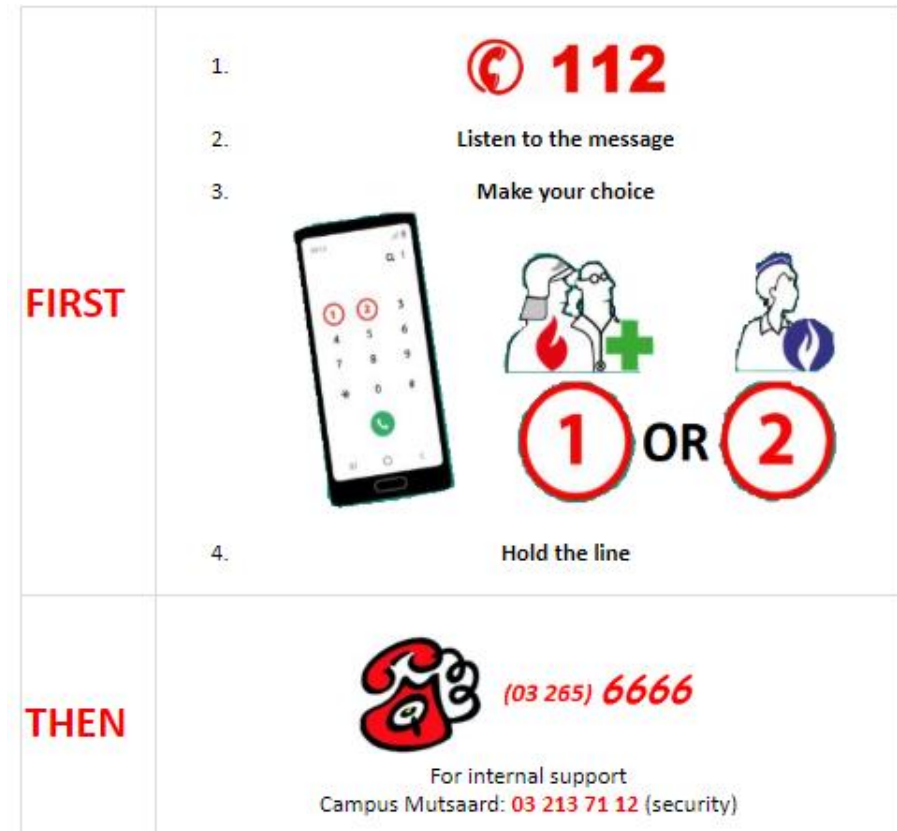
Important for accomodating the emergency services on the campus!

2. Call a first aider:

- ✓ Using the internal emergency line 6666,
- ✓ Use the list of names in the first aid cabinet
- ✓ Use PINTRA-HSW

3. Make sure:

- ✓ someone stays with the victim,
- ✓ someone waits for the emergency services (building entrance)



Does your department have an emergency mobile phone? Keep this line available for the Health & Safety Department!

Reporting an accident at work (1)

- ✓ Every employer is required to take out insurance to cover accidents at work and on the way to work.
- ✓ In the event of an accident, the insurance agency covers:
 - ✓ the victim's medical costs,
 - ✓ loss of salary for the temporary incapacity for work,
 - ✓ loss of salary for permanent incapacity for work.

Remark: the occupational accident insurance agency decides whether an accident can be recognised as an accident at work or not. UAntwerp doesn't have a say in this decision.

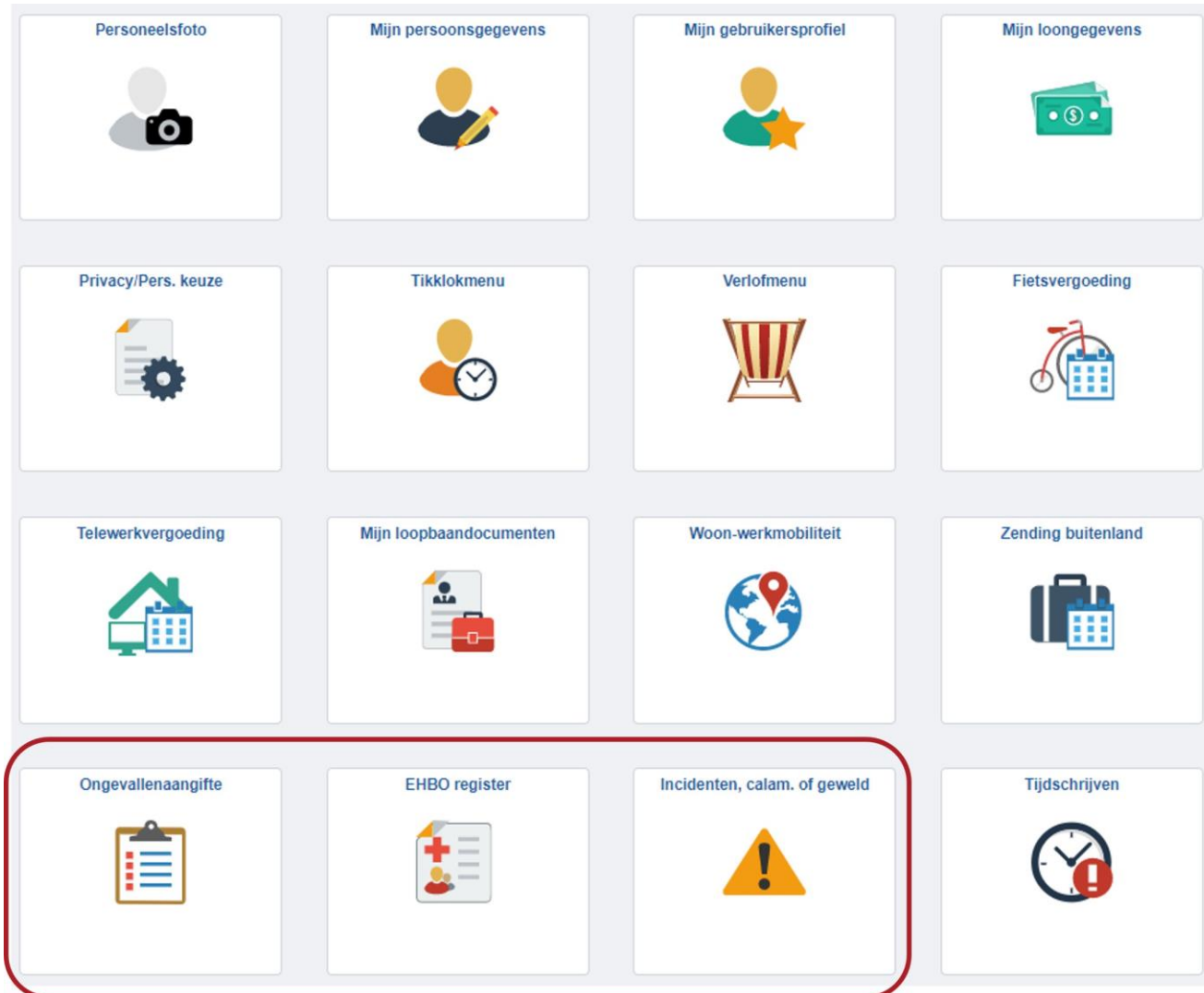
- ✓ Recognition as an accident at work requires the following conditions:
 - ✓ it must happen **suddenly**,
 - ✓ with an **external cause**,
 - ✓ which causes an **injury**,
 - ✓ during and because **of the work**.

Reporting an accident (2)

- Accident at work and accident on the way home-work!
- Accident with medical intervention
 - ✓ Report as soon as possible (PeopleSoft home page),
 - ✓ Serious accidents should be reported immediately at the Health & Safety Dept. (03 265 6666)!
 - ✓ Witnesses (direct or indirect),
 - ✓ A medical certificate is required: consult a doctor as soon as possible,
 - ✓ Reference number or a sticker from your health insurance fund.
- First Aid intervention
 - ✓ Injury without immediate need for medical intervention,
 - ✓ Registration via Peoplesoft is mandatory, (also for third parties/visitors),
 - ✓ In the event of aggravation a decalaration at the insurer can still be made.



PeopleSoft: reporting and registration of an occupational accident

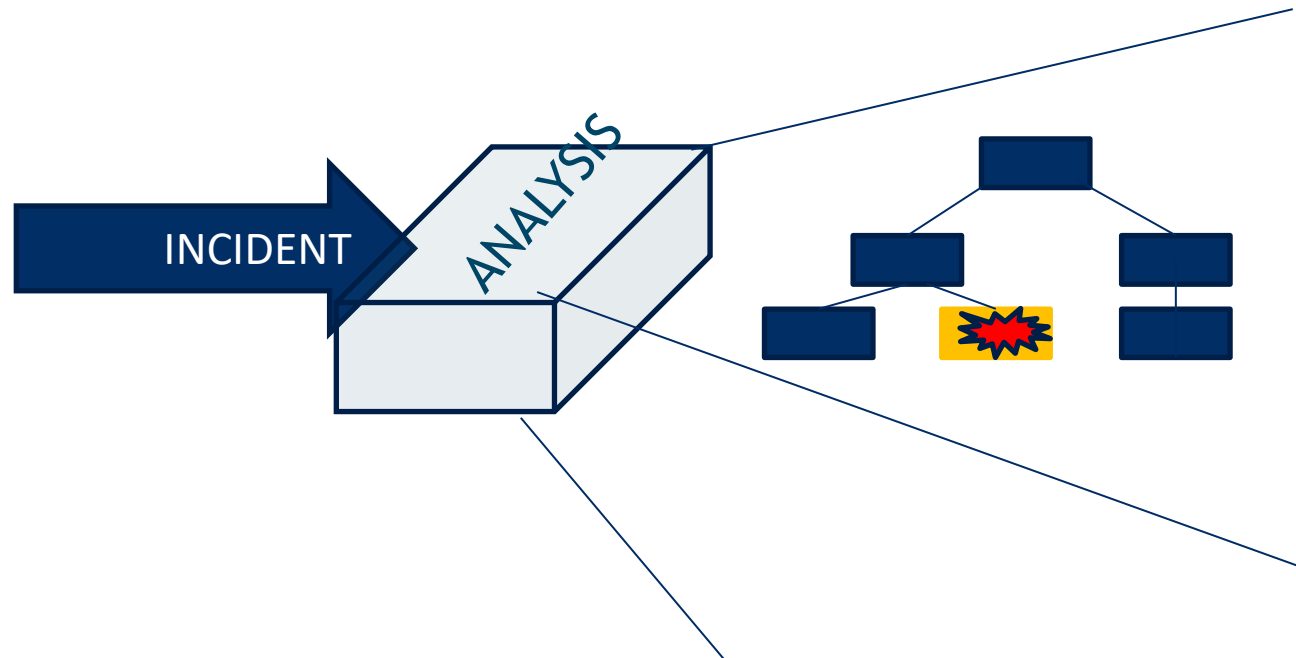


Reporting accidents
Registration of first aid interventions
Reporting near misses

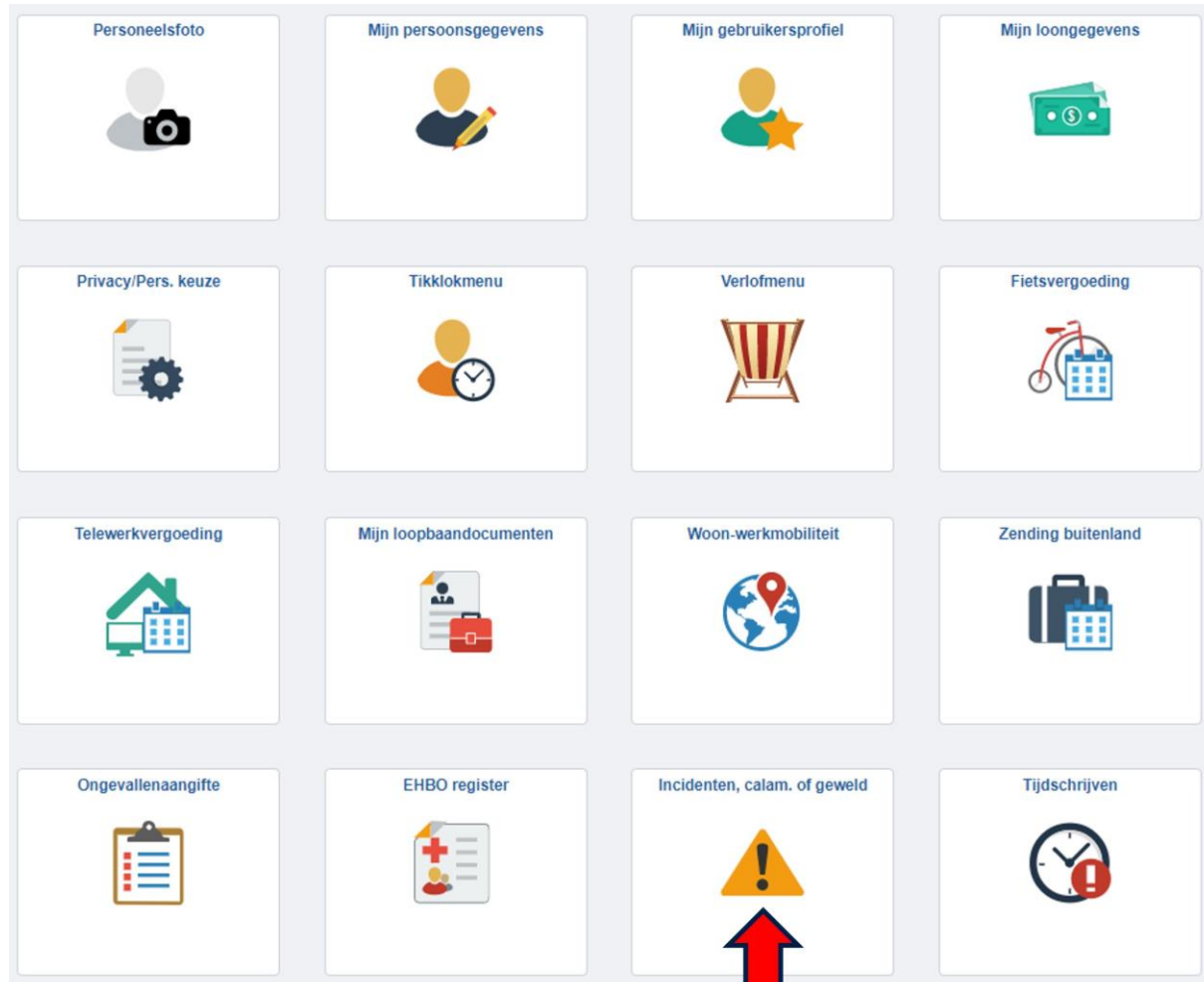


Learning from accidents and near misses

- ✓ One of the ways of improving safety is to report dangerous situations and accidents.
- ✓ By investigating the cause of an accident, we can take steps to remedy the situation and avoid repeat incidents.
- ✓ The campus advisor will receive and follow up on your report.
- ✓ **Your colleagues will thank you!**



PeopleSoft: registration of criminal facts



- ✓ **Report criminal offenses on campus** (*theft, burglary, vandalism, violence, ...*).
- ✓ Also report suspicious cases (*suspicious person, vehicle, letter or package, ...*).
- ✓ The Health & Safety Department receives all notifications
- ✓ This way the right security measures can be taken!

Emergency, incident, terror

Occupational accident

Needlestick, bite, cut and splash injuries

Accidents during an internship

Student accidents

First aid and AED

Criminality and threat

Theft - Burglary -
Vandalism

Criminality and threat

- Theft - Burglary - Vandalism
- Suspicious situations
- Online danger and threats
- Exhibitionism - Stalking
- Bomb threats - Acts of (blind) violence
- External danger - Nuclear risk
- Practical tip

Emergency numbers

UAntwerp emergency: 03 265
66 66

Police, fire department,
ambulance: **112**

Examples from the Security Awareness presentation

How to approach strangers?

- 1 In a friendly manner
- 2 Use open questions
- 3 'Can I help you with something?'
'Do you find your way?'
- 4 Create distance if the conversation starts to become unsafe



Terrorism: how to react?

Bomb threat



Turn off the sound of your cell phone



Check the room for suspicious objects



Take your personal stuff with you and close your desk



Leave the building and campus and don't stay around



112

Contact the police



Report suspicious cases via (03 265) 66 66



UAntwerpen communicates via Pintra and

www.uantwerpen.be/crisisupdate
pintra@uantwerpen.be



More information about the situation via 03 265 54 54

Work-related psychosocial risks

Psychosocial aspects of work



Check Pintra for more information

A psychosocial burden can manifest as:

- ✓ physical symptoms, such as:
sleeping problems, high blood pressure, headaches, breathing difficulties, digestive disorders
- ✓ mental symptoms, such as:
alcohol abuse, depression, lack of motivation, fear and suicidal thoughts.

Possible causes of psychological stress are:

- ✓ stress due to working conditions
- ✓ relationship problems because of certain interpersonal or group conflicts
- ✓ violence at work
- ✓ harassment at work
- ✓ sexual harassment at work

Psychosocial aspects of work

As with other risks, both prevention and protection are important.

- Prevention
 - ✓ Awareness raising, training, offering quality jobs
 - ✓ Wellbeing survey, riskanalysis on service level
 - ✓ Coaching
- Channels for reporting problems - support
 - ✓ Supervisor
 - ✓ Confidential advisors on every campus
 - ✓ Occupational physician and occupational psychologist Mensura
 - ✓ Human Resources Department
- Check Pintra for more information and contact details

My Stress Coach

What is My Stress Coach?

- ✓ An interactive tool of Mensura
- ✓ Gauges your individual perception of stress
- ✓ Measures your energy level in only 10 minutes
- ✓ At the end you receive a personal report containing specific, customised tips
- ✓ Your answers are completely anonymous
- ✓ Accessible via desktop or mobile

Why use My Stress Coach?

- ✓ Basis for individual coaching.
- ✓ If you want to, you can use it to request a consultation with one of the university's confidential advisors or a Mensura occupational psychologist.
- ✓ The university will receive the anonymised group results. This enables us to take appropriate measures and to ensure that our employees remain vital and fit for work.



A few useful contacts

- ✓ Health & Safety Department -tel: 03 265 **2660** - preventiedienst@uantwerpen.be
- ✓ Reporting accidents - tel: 03 265 **2122** - ongevalsaangifte@uantwerpen.be
- ✓ Appointment with occupational physician -tel: 03 265 **2660** - arbeidsarts@uantwerpen.be
- ✓ Mailing address & offices
Health & Safety Department
Campus Middelheim - M.I.243
Middelheimlaan 1
2020 Antwerpen



DIVISION OF TASKS INTERNAL PREVENTION SERVICE

	Name	Phone	Email
Head of the Health & Safety Department	Lieve Op De Beeck	03 265 2582	lieve.opdebeeck@uantwerpen.be
Campus advisor Drie Eiken + FGGW + FFBD	Kris Kuypers	03 265 2588	kris.kuypers@uantwerpen.be
Campus advisor Stad + Groenenborger FTI-gebouw Z	Annick Dausy	03 265 2666	annick.dausy@uantwerpen.be
Campus advisor Middelheim + Groenenborger FWET + FTI	Anna Worobiec	03 265 1769	anna.worobiec@uantwerpen.be
Secretary (health surveillance)	Mehri Akgul	03 265 2660	mehri.akgul@uantwerpen.be
Secretary (accidents, first aid training courses)	Carine Keustermans	03 265 2122	carine.keustermans@uantwerpen.be
Logistics and administration (ergonomics, PPM, training courses, etc.)	Tom Dupont	03 265 2686	tom.dupont@uantwerpen.be
Logistics and administration (First Aid-material, spill kits, internal inspections, etc.)	Abdullah Karbouj	03 265 9644	abdullah.karbouj@uantwerpen.be
Process and quality coordinator / Policy support	Pascal Coppens	03 265 1849	pascal.coppens@uantwerpen.be
Communication and Psychosocial Aspects of work	Femke Van den Audenaeren	03 265 2639	femke.vandenaudenaeren@uantwerpen.be

Diversity and inclusion

*More info on PINTRA and the WEBSITE
Or via diversiteit@uantwerpen.be*

Diversity and Inclusion

An inclusive university where everyone feels at home

As an actively pluralistic institution, the University of Antwerp wishes to be a safe, accessible and stimulating environment for all its members, both students and staff. The assets and challenges inherent in a diverse (Antwerp) society give us an extra incentive to strive for equal opportunities.

Unfortunately, despite all efforts, discrimination cannot be completely ruled out.

➤ Are you dealing with discrimination? Report problems through the following channels:

- ✓ Supervisor
- ✓ Confidential counselor on every campus
- ✓ Occupational physician and occupational psychologists Mensura
- ✓ HR Department

([More info: Support channels](#))

Diversity and Inclusion

UAntwerp has a diversity policy - more info at Team Diversity (diversiteit@uantwerpen.be)

- Diversity Action Plan for Staff ([Pintra: DAP Staff](#))
- Diversity Action Plan for Students ([Pintra: DAP Students](#))
- More information about our work and concrete initiatives can be found at [Pintra](#) and the [website](#).



Thank you for your
cooperation!