Universiteit Antwerpen

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 harrassment
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 physical 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, …)
- ✓ …

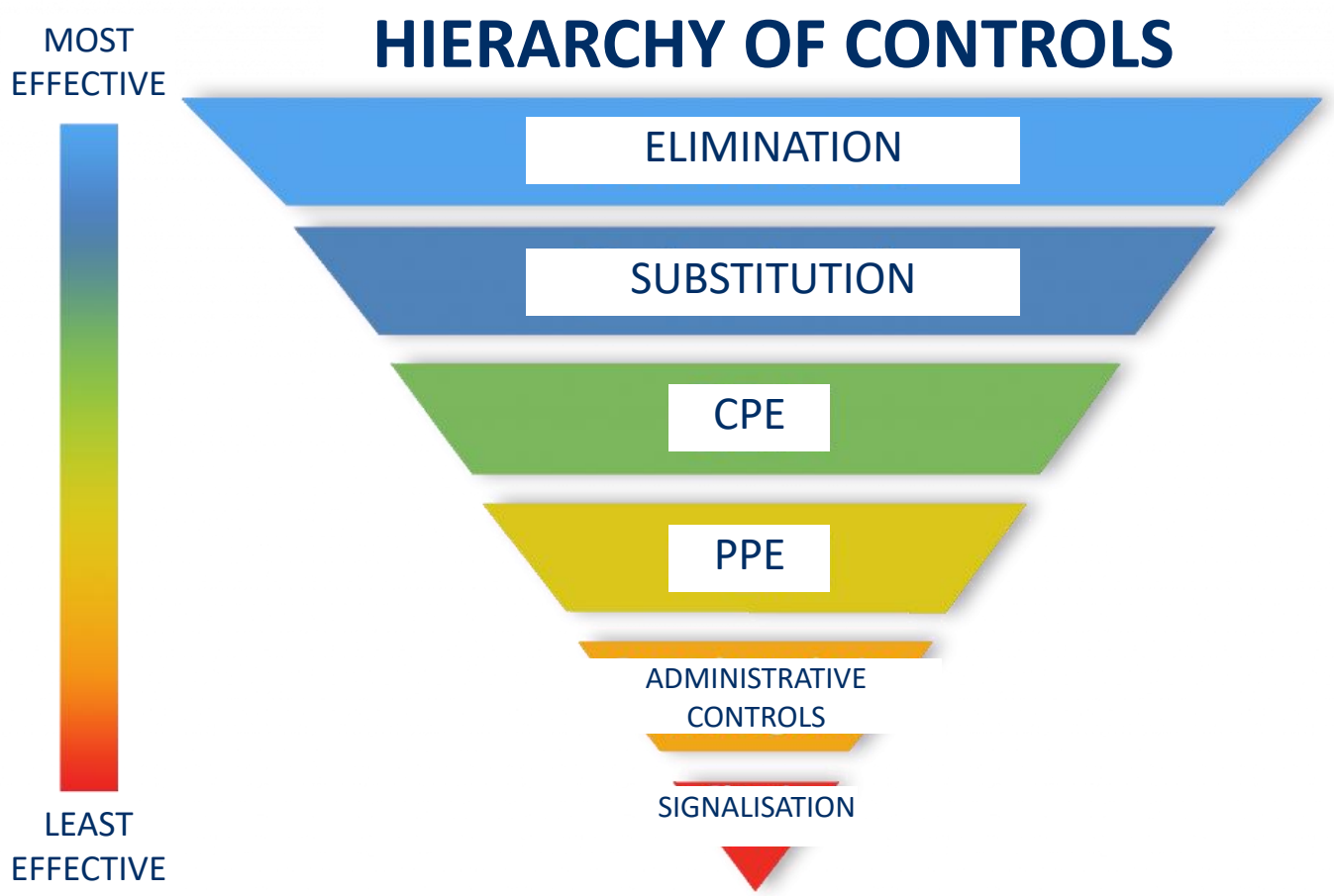
A good welcome procedure …

- ✓ 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



What we expect from all staff members

Every member of staff bears responsability 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

Start > Mijn Subsites > Health and Safety at Work > Training

Training

E-learning course hierarchical line

Welcome new employees

Learning from incidents

Information about past courses

Training on wellbeing topics

Looking for other available courses?

Suggestions for training on safety or the environment? Send us an email.

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 emergeny 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

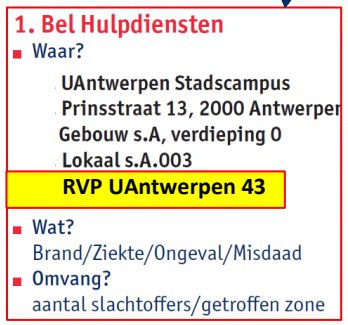
- ✓ how to report an emergency
- ✓ what to do
- ✓ where to evacuate
- ✓ …

Where can this sheet be found?

- ✓ In the evacuation-instruction kits

NEW! RVP-point

Location where you await the emergency services



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

Evacuation can be learned. Watch the video

An annual evacuation drill teaches you how to act decisively in case of fire. This way, you are prepared and know what to do in case of an emergency. This short film will guide you through our evacuation procedure in less than two minutes and reiterate the most important principles.

https://what to do when you here a fire alarm

Emergency, incident, terror

Occupational accident

Needlestick, bite, cut and splash injuries

Accidents during an internship

Student accidents

First aid and AED

Criminality and threat

Traumatic event

Evacuation

Evacuation procedure

Assembly points in case of fire

Fire

Evacuation

Fast evacuation of a building is essential. The University of Antwerp **ALWAYS** puts the **SAFETY OF PERSONS** ahead of damage to the infrastructure or the functioning of the organisation.

Evacuation procedure

Do you know how to raise the alarm? Do you know the evacuation procedure? Don't wait until an emergency occurs to review the procedure.

Assembly points in case of fire

Do you know your campus' assembly points? One or more assembly areas have been determined for each campus. This is where you go in the event of a fire alarm and evacuation of the building.

Rendez vous points (RVP)

Not all of the campuses are equally accessible to emergency services. In that case, in the event of an emergency, it is more efficient for them to work with an RVP point, a predetermined location on campus with GPS coordinates. This allows the 112/100 Help Center, to determine the exact location. For UAntwerp, there are RVP Points on Campus Drie Eiken, Stadscampus and Campus Middelheim. Not on Campus Groenenborger because the situation there is sufficiently clear for emergency services. On these maps you will find an overview of the campuses and their RVP Points. Are there such points on your campus? In case of an emergency, when you call emergency services, you communicate the nearest point. After your call, you go to that point to wait for them and escort them to the scene of the accident or incident.

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

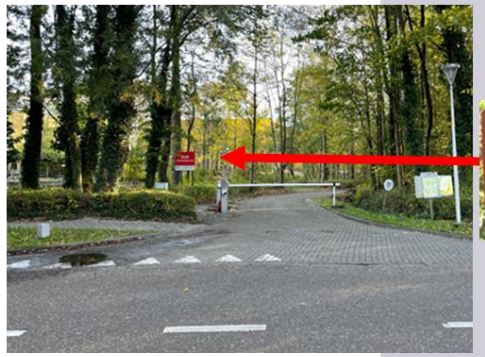
RVP UAntwerpen 22

RVP UAntwerpen 23

RVP UAntwerpen 25

RVP UAntwerpen 27

RVP UAntwerpen 29

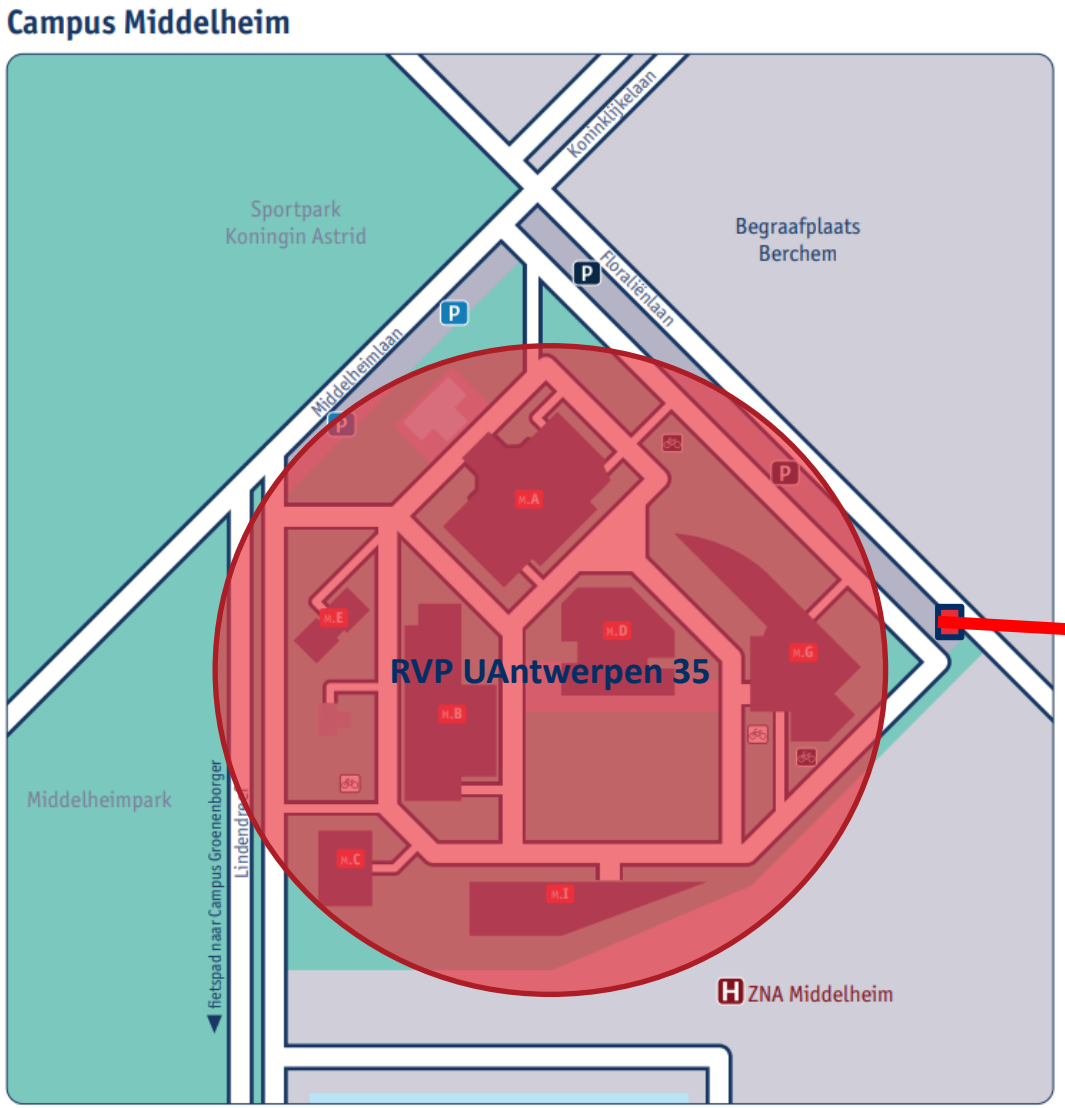


Universiteit Antwerpen

CMI RVP 112

Rendez Vous Points 112

RVP UAntwerpen 35



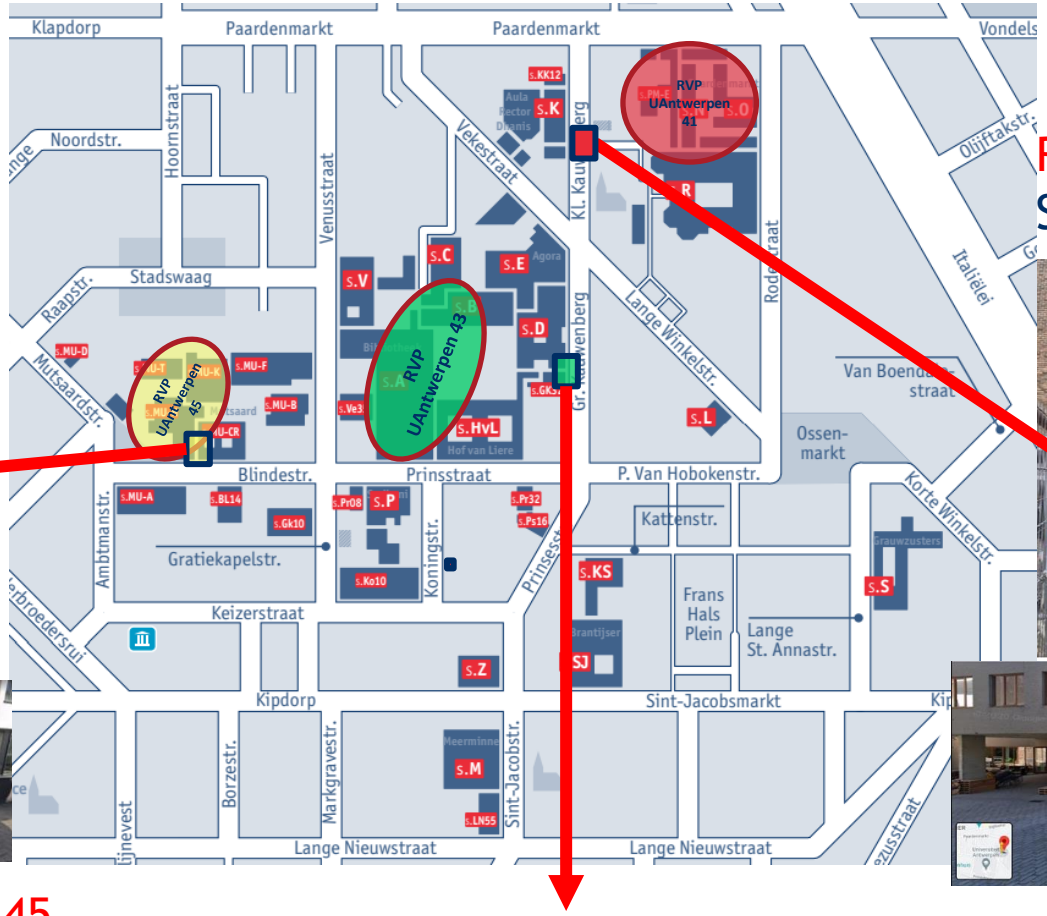
CST RVP 112

Rendez Vous Points 112

RVP UAntwerpen 41

RVP UAntwerpen 43

RVP UAntwerpen 45



RVP UAntwerpen 41
S.N Kauwenstraatje

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

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

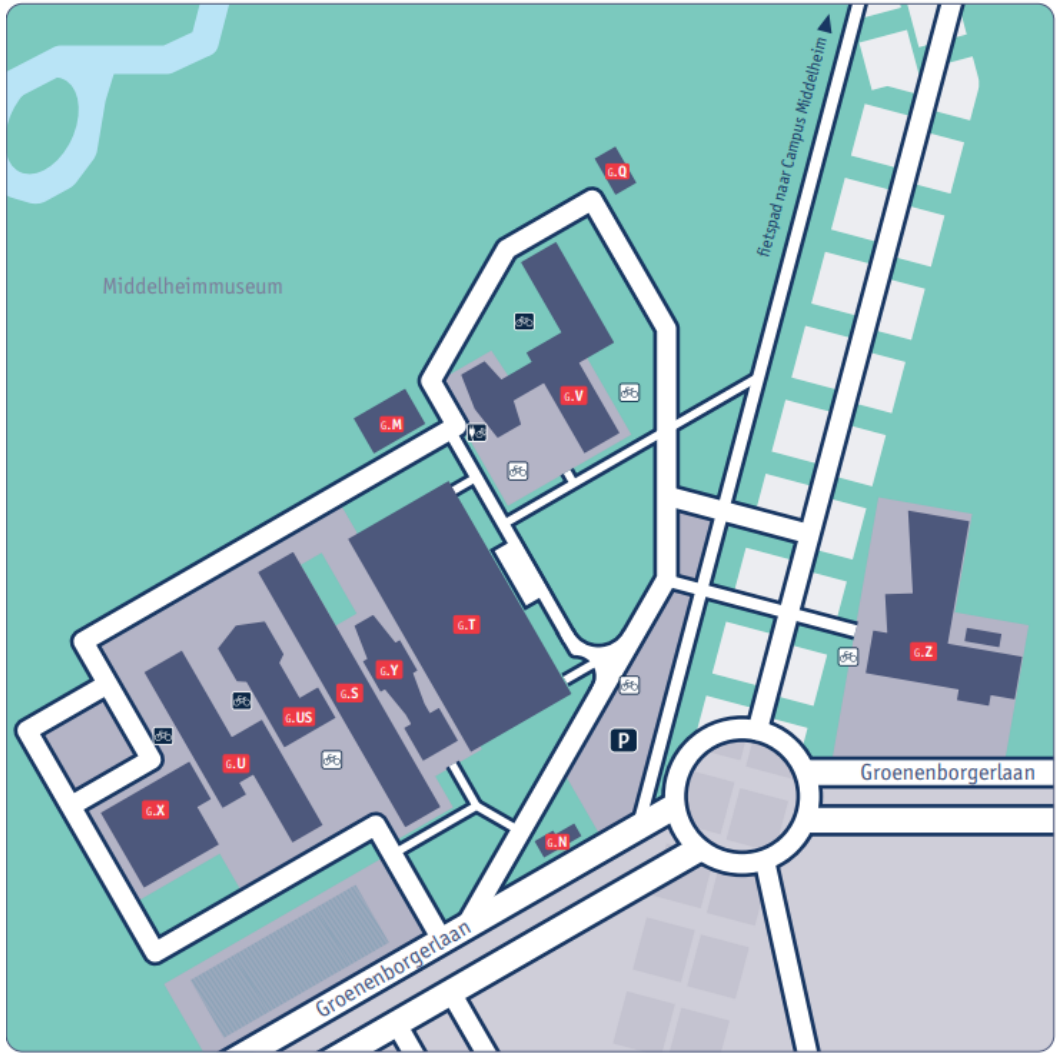
Universiteit Antwerpen

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.

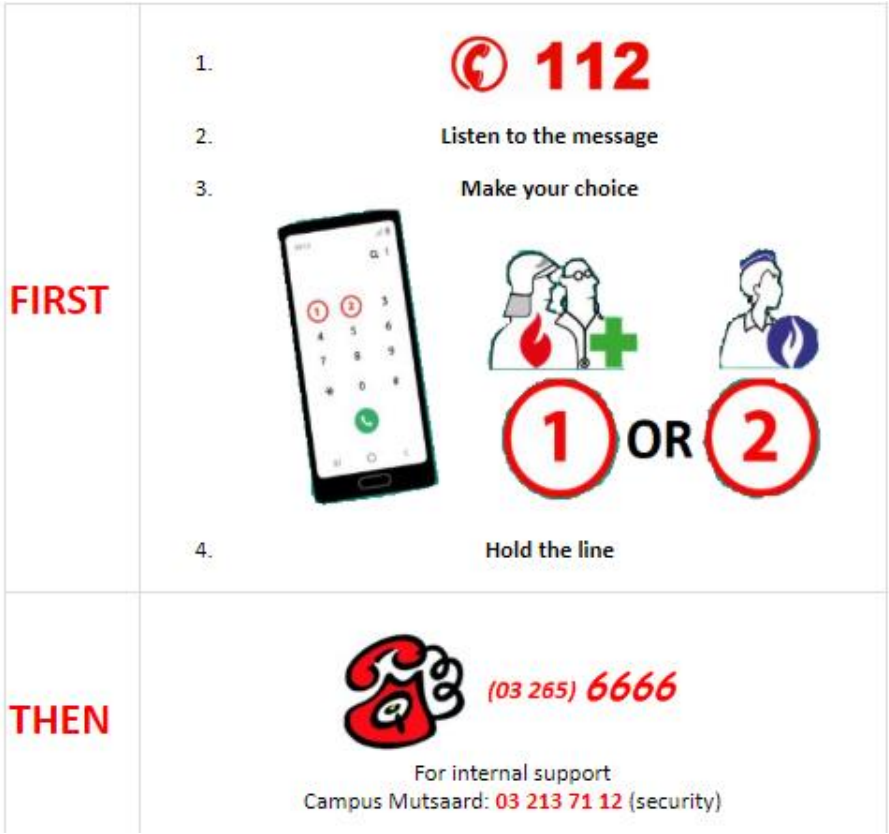
(!) Golden rule: your own safety comes first!

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 (03 265) 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**.

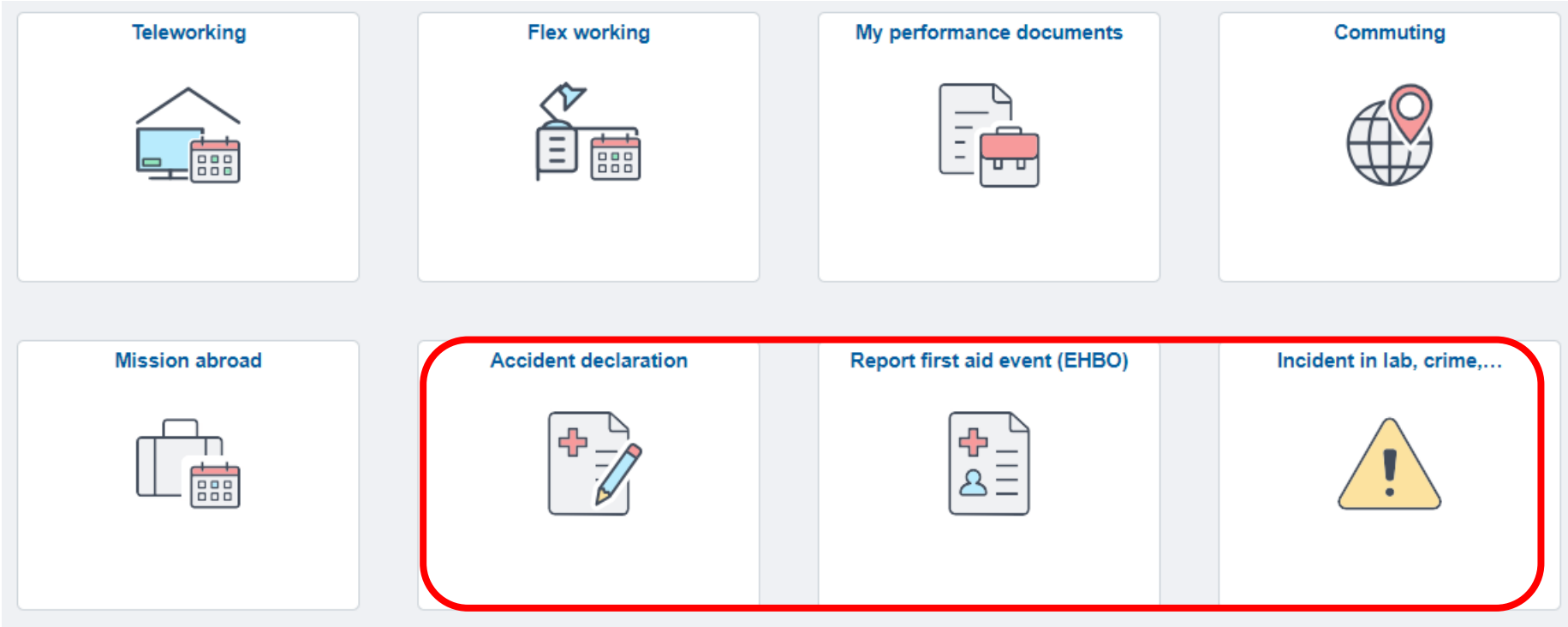
Reporting an accident (2)

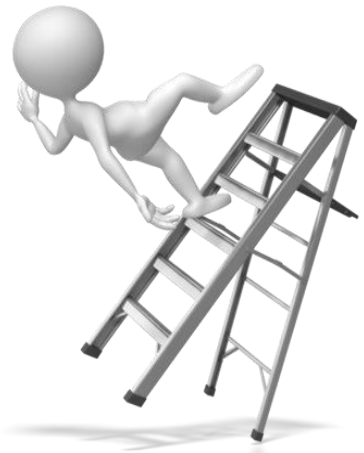
- Accident at work and accident on the way home-work!

- 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

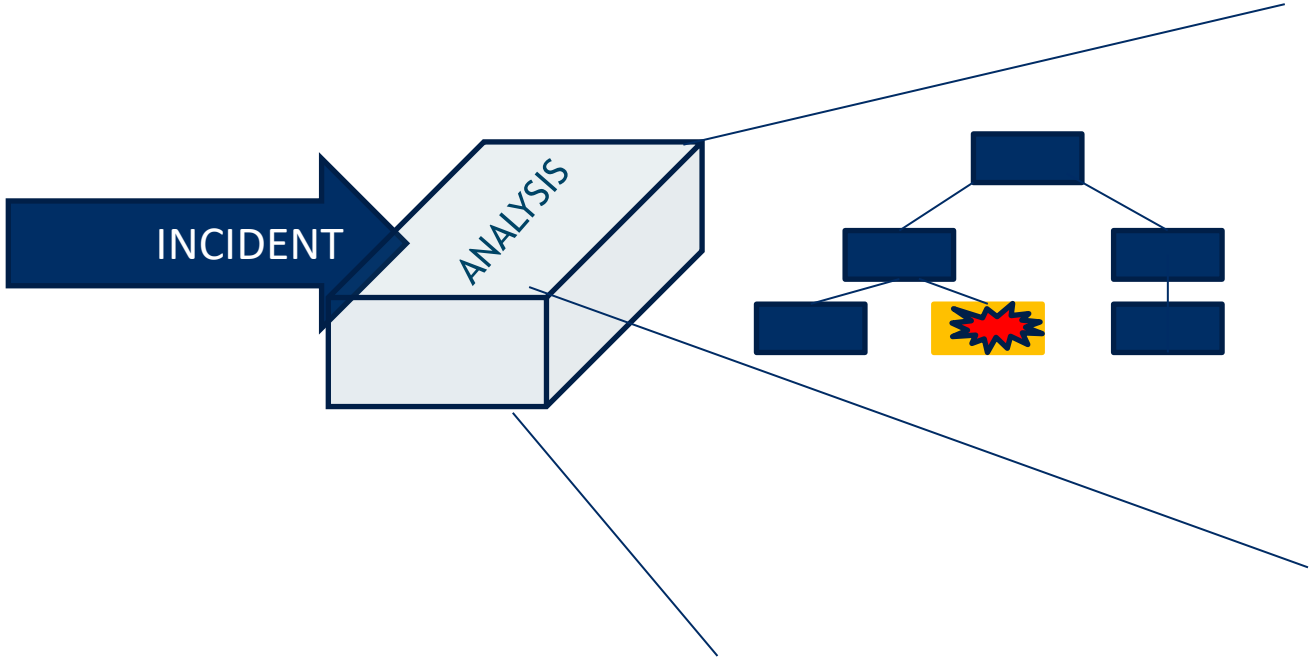




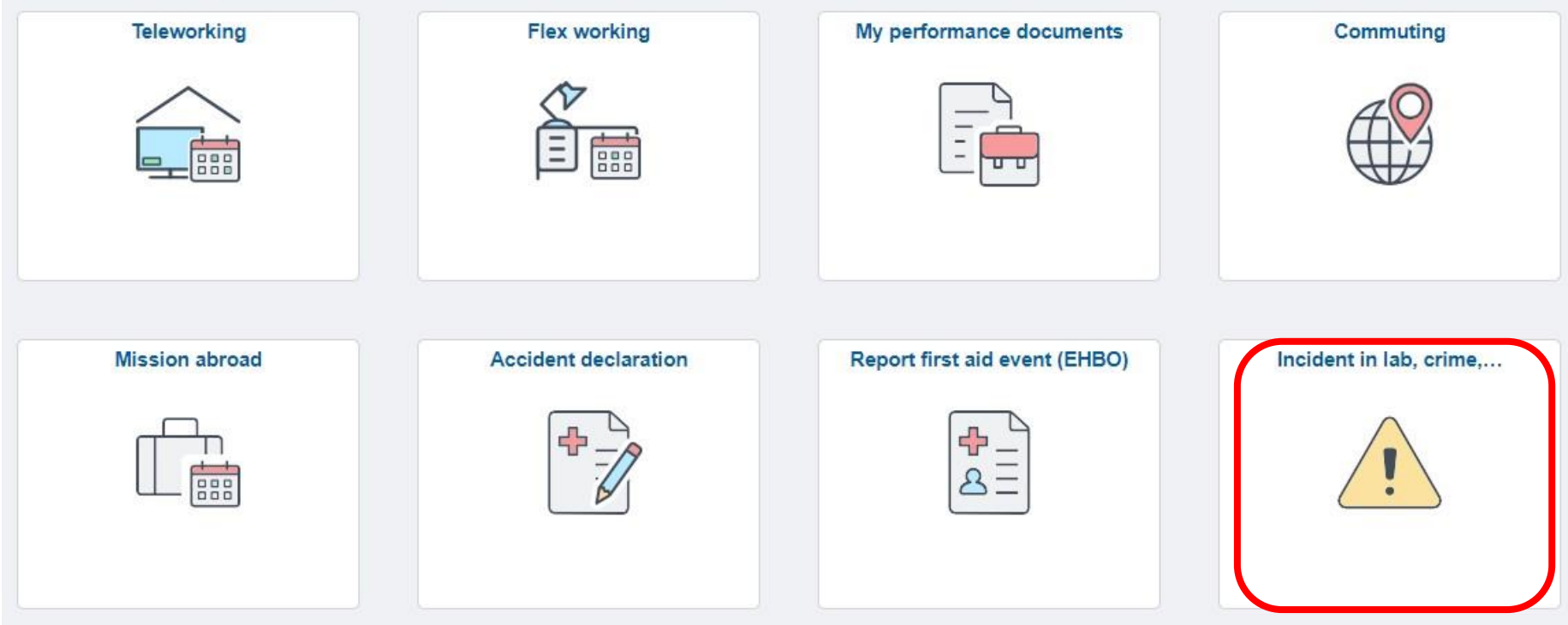
- ✓ Reporting accidents
- ✓ Registration of first aid interventions
- ✓ Reporting near misses

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 notifcations
- ✓ 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 of 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

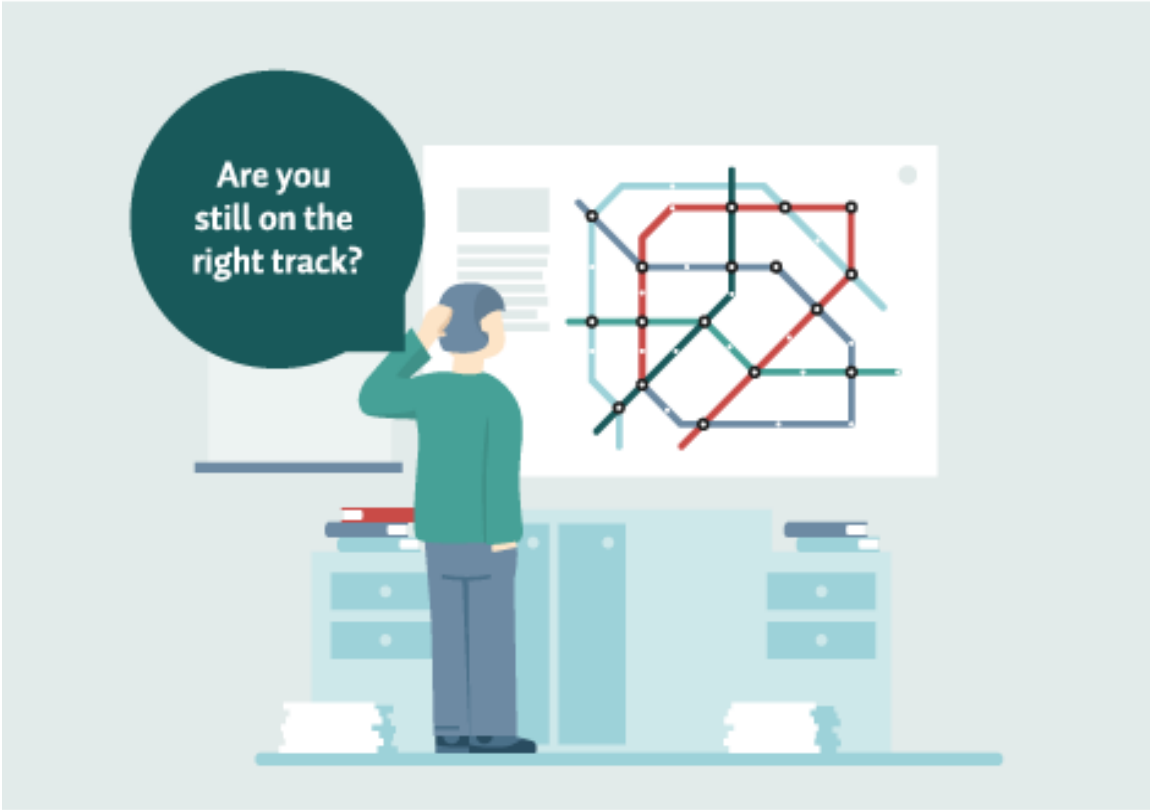
www.uantwerpen.be/crisisupdate
pintra@uantwerpen.be

More information about the situation via 03 265 54 54

Universiteit Antwerpen

Work-related psychosocial risks

Psychosocial aspects of work



A psychosocial burden can manifest as:

- ✓ physical symptoms, such as:
  sleeping problems, high blood presure, 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

Check Pintra for more information

> Well-being

Nederl

Feeling good mentally | Feeling good physically | Feeling accepted | Feeling good in your job | Feeling good with colleagues

Start > Mijn Subsites > Well-being

We care

Well-being – that means feeling good **mentally** and **physically**, but also feeling **accepted**, being able to do **your job** well and feeling good **with your colleagues**. As an employer, that's what UAntwerp is committed to. It's something we take care of together, and it's something you can contribute to yourself.

On this subsite, we give you an overview of how we work together on your well-being and that of your colleagues, and what you can do yourself. This is how we build a caring University of Antwerp together.

Feeling good **mentally** - Feeling good **physically** - Feeling **accepted** - Feeling good **in your job** - Feeling good **with colleagues**

Jump to

- Recognise inappropriate behaviour
- Reach out to a support channel
- Measure your stress levels

> Health and Safety at Work

Quick navigation | Emergency, incident, terror | Work safe | Psychosocial well-being | Health | Training | At

Start > Mijn Subsites > Health and Safety at Work > Psychosocial well-being > Stress at work > Mindlab

Mindlab by bloomup

Kris | Logout | EN

Home | Modules | Skills | Tests | Podcasts | Dashboard | Blog | About

Step-by-step programs

Offered by

Mindlab

CREATING HEALTHY MINDS

Psychosocial well-being

- Transgressive behavior at work
- Support channels
- Procedures for psychosocial risks
- Stress at work
  - Recognising signs of stress
  - Measure your stress level
  - How to manage stress?
  - Mindlab
- Life challenges
- Wellbeing survey
- What does the welfare law say?

Getting started with Mindlab

Well-being includes feeling good mentally, and that's what UAntwerp is committed to as an employer. That's why we are introducing **Mindlab:** a tool you can use to manage your stressors. From managing stress, sleeping better and burn-out to feeling good about yourself and mindfulness.

A wide range of programmes

A lot of modules are waiting for you to help you get a better grip over your life. You can go through them at **your own pace**, **completely anonymously** and **free of charge**. Each programme consists of different learning formats, such as videos, exercises, quiz questions, and podcasts.

Overview of the modules:

- Emotional regulation
- Self-care
- Sleeping better
- Managing stress
- In-depth module on stress
- Burnout
- Panic attacks
- Mindfulness and meditation
- Feeling good about yourself
- Self-image
- Mood (depression)
- Hypochondria

Create an account

Get started now and increase your mental resilience. You can create a personal account at www.mindlab.be/register. Please use the company code **wecare@uantwerpen**. Your details will remain anonymous.

2 lessons

Dealing with emotions

0% finished

This short introduction will give you a taste of what Mindlab's programs have to offer...

7 lessons

Self-care

0% finished

As a society, we have become collectively obsessed with the idea of self-care. Who woul...

8 lessons

Sleep better

0% finished

Cognitive behavioral therapy (CBT) is the gold standard in the treatment of sleep probl...

7 lessons

Less stress

67% finished

This program provides an introduction to some very effective tools and techniques to be...

6 lessons

Less stress: Next level

0% finished

Have you completed the program "Less stress" and do you want to learn more? Then contin...

6 lessons

Burnout

0% finished

In this program you will discover what burnout is and how it's caused. You will receive...

7 lessons

Panick attacks

0% finished

This program offers tools for dealing with panic attacks. By discovering which thoughts...

7 lessons

Mindfulness and meditation

0% finished

This program will offer you practical tools on how to get started with mindfulness and ...

6 lessons

Feeling great

0% finished

This program covers several topics that all contribute to "feeling great". The program ...

5 lessons

Self-image

0% finished

This program provides an incentive to work on your self-image. Do you suffer from low s...

7 lessons

Depression

0% finished

Are you struggling with feelings of depression or do notice a low mood that you are not...

8 lessons

Health anxiety

0% finished

Being afraid of getting ill is normal, but when it takes hold of your personal, social ...

Psychosocial aspects of work

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

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

> Health and Safety at Work

Emergency, incident, terror | Work safe | Psychosocial well-being | Health and disease | Training | About us | Informa

Start > Mijn Subsites > Health and Safety at Work > Psychosocial well-being > My Stress Coach. Your personal stress meter

Psychosocial well-being

- Violence, harassment and sexual harassment at work
- Support channels
- What to do as a bystander
- Eyeopener transgressive behavior
- Reporting procedures regarding psychosocial issues
- Stress due to working conditions
- My Stress Coach. Your personal stress meter
- Wellbeing survey

Support

You can turn to:

- the university's confidential advisors for help with the psychosocial aspects of your job
- Mensura – external health & safety department if you would like to talk to an occupational physician or a health and safety advisor regarding psychosocial aspects (= occupational psychologist)
- the Human Resources Departement

My Stress Coach. Your personal stress meter

My Stress Coach, a new interactive tool of Mensura, gauges your individual perceptions of stress. In only 10 minutes you measure your energy level and receive a personal report containing specific, customised tips at the end. Your answers are completely

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 Biological agents	Kris Kuypers	03 265 2588	kris.kuypers@uantwerpen.be
Campus advisor Middelheim + Groenenborger FWET + FTI Drie Eiken (FWET + FTI) City campus FOW Equipment, nanoparticles	Anna Worobiec	03 265 1769	anna.worobiec@uantwerpen.be
Campus advisor City campus (-FOW) Asbestos, fire department intervention files	Glenn Fluchard		glenn.fluchard@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
Process and quality coordinator / Policy support	Pascal Coppens	03 265 1849	pascal.coppens@uantwerpen.be
Information management, Communication, Psychosocial Aspects of work	Peter Roef	03 265 2639	peter.roef@uantwerpen.be
Line management training update	Johan Serré	03 265 4553	johan.serré@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.

Universiteit Antwerpen

Thank you for your cooperation!