



Welcome

Health and Safety Department

A good welcome procedure

nominates a mentor	
starts with a risk inventory	Mandatory for every new employee
highlights specific risks	Need for more detailed risk assessment
gives detailed info about alarm and evacuation procedures	
informs about the emergency measures	
encourages the new staff member to work safely	That's up to you all 😊

Pintra

The place to find out more!

Health & Safety @ Work: Where to find your topic of interest?

> Health and Safety at Work

■ ■ Nederlands

Quick navigation Emergency, incident, terror Work safe Psychosocial well-being Health Training About us Information CONFIDENTIAL

Start > Mijn Subsites > Health and Safety at Work > Quick navigation

Quick navigation

Quickly navigate to...



112 (03 265) 6666

Emergency numbers



Reporting and support channels



Health & Safety Department



Occupational accident



Work safe



Psychosocial well-being



Report a dangerous situation



Evacuation procedure



AED and First Aid



What is transgressive behavior?



Health & Disease



Ergonomics at work

Training

Check PINTRA for more information

Training programmes: More information 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



Ergonomics Lunch & Learn on 8/11 and 16/12 (Eng) and on 7/11 and 12/12 (Dutch)

Learn how to use small extinguishers - CDE - 17/10/2024 and 25/10/2024





Feeling good physically

Feeling good physically

Exercise not only improves your immune system, it also strengthens your mental resilience. By moving a lot, your brain makes more connections, making it easier to think of creative solutions. The importance of ergonomics should also not be underestimated. In a pleasant, comfortable environment, you work with more energy, fun and, hopefully, no complaints.

Are you comfortable at your desk?

- [Check out these tips for an ergonomic posture](#)
- [Build your ideal home office environment in eight steps](#)
- [Choose an ergonomic office chair at home too](#)
- [Attend a lunch & learn session on ergonomics](#)

Practicing your job safely

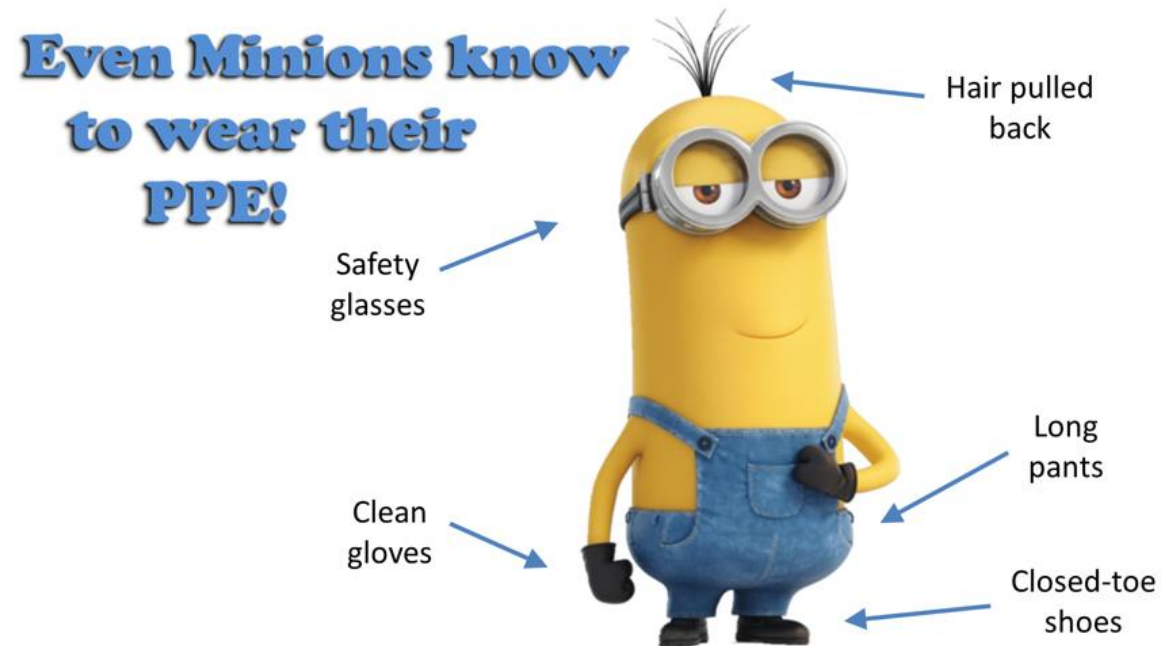
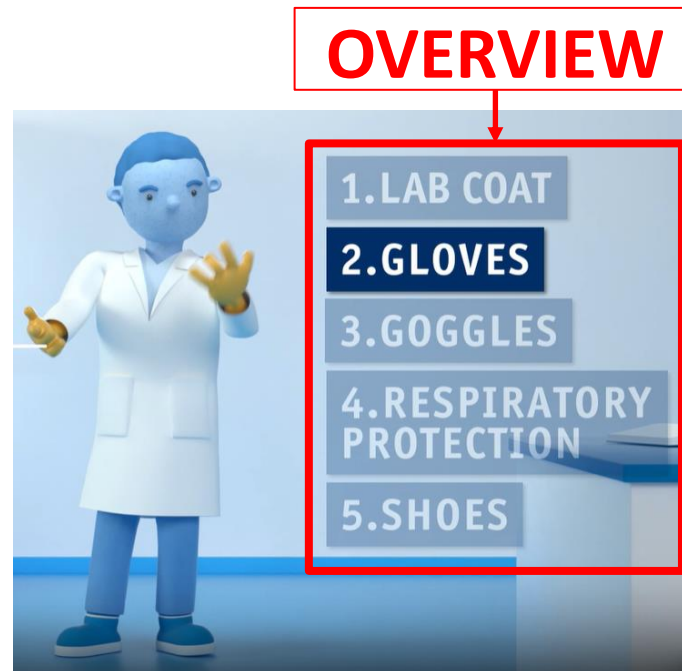
- [Working safely with hazardous products and work equipment](#)
- [Get support when working with a disability](#)

A healthy mind in a healthy body

- [Discover MOVE's sports activities](#)

Lunch & Learn Personal Protective Equipment

- Check communication via Pintra newsletter



Emergency

Check PINTRA for more information

Evacuation instructions

Example of alarm sheet, displayed in the university buildings

This sheet tells you

- how to report an emergency

- where you are

Campus Drie Eiken (CDE)

Universiteitsplein 1, Wilrijk

Building - Floor - Room number

Where you have to await emergency services

→ RVP (Rendez Vous Point 112 - localisation by GPS coordinates)


- what to do

- where to assemble

- which information you should give to 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 
1. Bel Hulpdiensten <ul style="list-style-type: none"> ■ 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 	 + (03 265) 6666	1. Call emergency services <ul style="list-style-type: none"> ■ Where? UAntwerp Stadscampus Prinsstraat 13, 2000 Antwerp Building s.A, ground floor Room s.A.003 RVP Uantwerpen 43 ■ What? Fire/Illness/Accident/Crime ■ Range? number of victims/affected zone
2. Alarmeer <ul style="list-style-type: none"> ■ Druk de alarmknop ■ Roep om hulp 	 	2. Alert <ul style="list-style-type: none"> ■ Push alarm ■ Call for help
3. Blus <ul style="list-style-type: none"> ■ Blus zo mogelijk het vuur ■ Onderneem slechts 1 bluspoging 	 	3. Fire Fighting <ul style="list-style-type: none"> ■ Extinguish the fire if possible ■ Only 1 attempt
4. Evacueer <ul style="list-style-type: none"> ■ Gebruik de trappen, niet de lift ■ Sluit deuren en vensters bij vertrek 	   	4. Evacuate <ul style="list-style-type: none"> ■ Use the stairs Don't use the elevators ■ Close windows and doors as you leave
5. Verzamel <ul style="list-style-type: none"> ■ Ga naar het verzamelpunt: Gebouw s.K binnenplaats Kleine Kauwenberg 14, 2000 Antwerpen ■ Verlaat de verzamelplaats niet 		5. Assemble <ul style="list-style-type: none"> ■ Proceed to the assembly point: Building s.K binnenplaats Kleine Kauwenberg 14, 2000 Antwerp ■ Do not leave the assembly point
6. Rapporteer aan hulpdiensten <ul style="list-style-type: none"> ■ Plaats en info incident ■ Achtergebleven personen ■ Andere nuttige info 		6. Report to emergency services <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

RVP 112

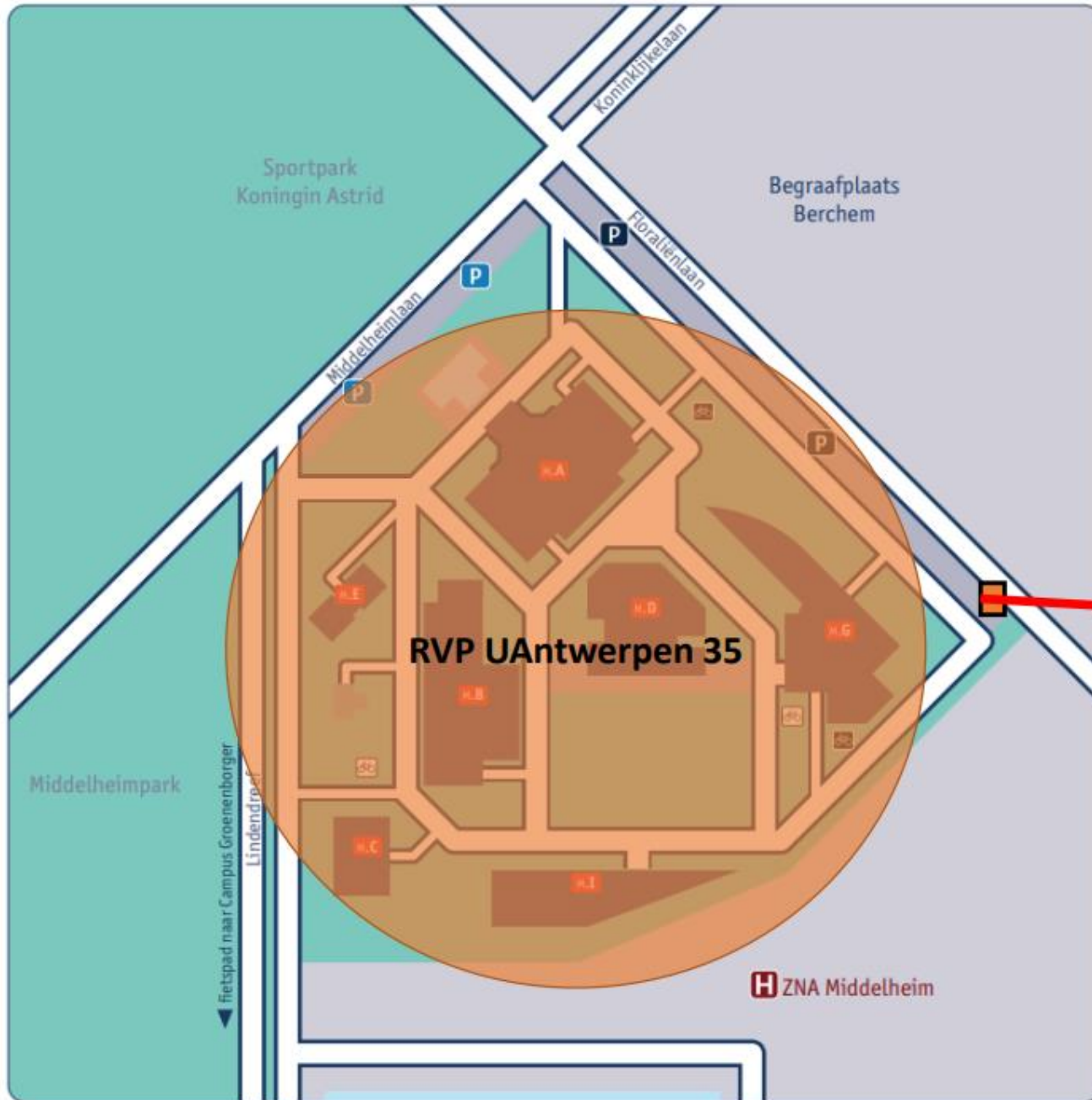
Rendez Vous Points 112

= where you await the 112

REMARK:
D.A does not have a RVP
Address = correct



Campus Middelheim



RVP UAntwerpen 35
@entrance of
parking of CMI

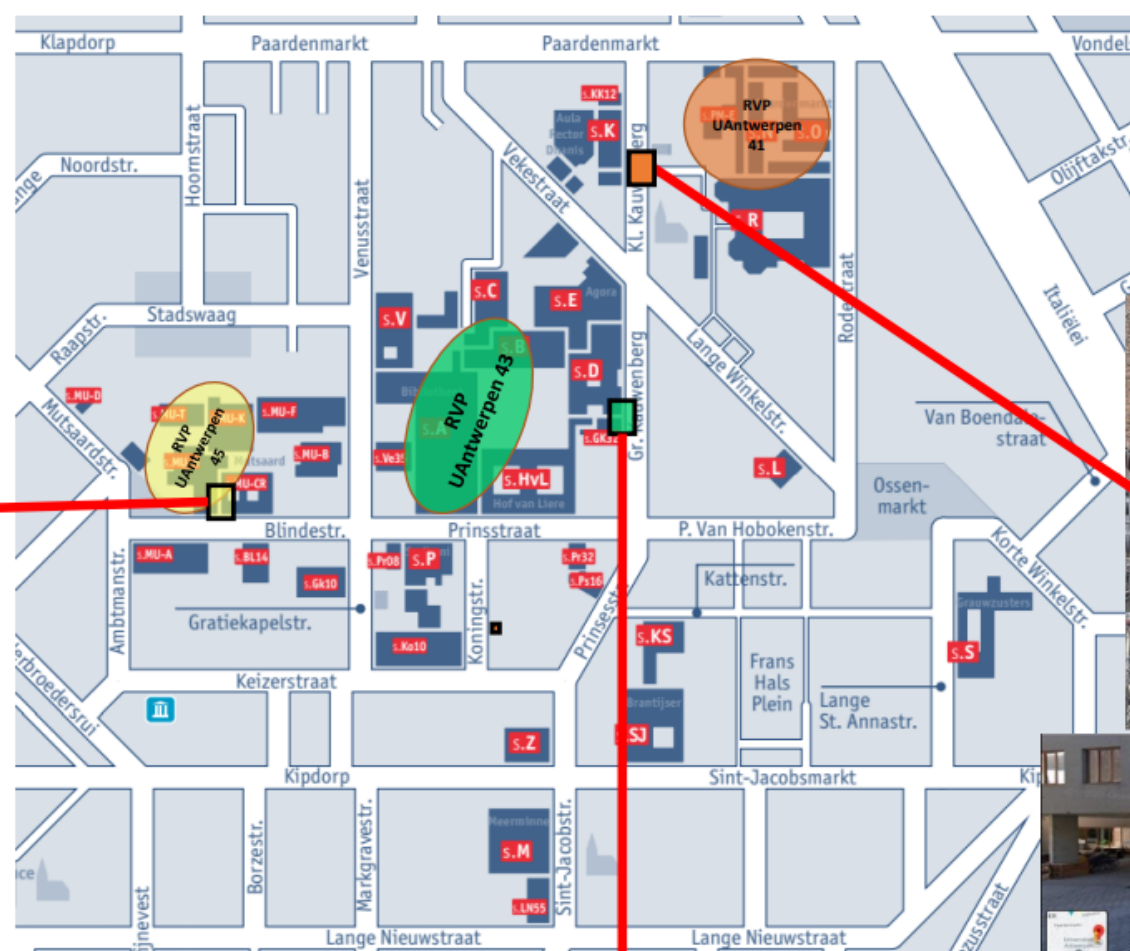


Campus Stad

S.MU-B
S.MU-F
S.MU-K
Blindestraat "15"



RVP UAntwerpen 45



RVP UAntwerpen 43

S.ABC – S.B – S.A
Grote Kauwenberg 18

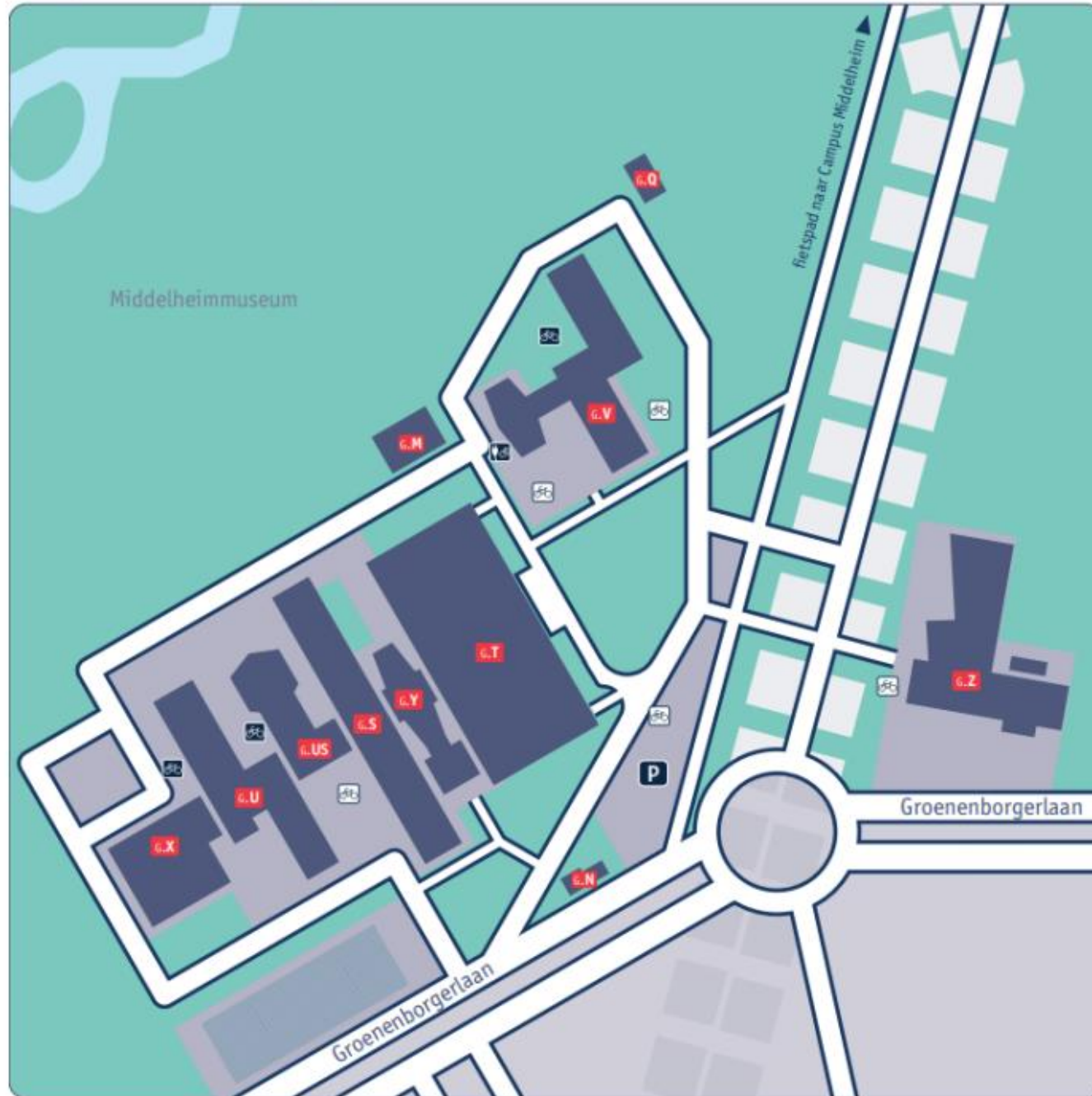


S.N
Kauwenstraatje



RVP UAntwerpen 41

Campus Groenenborger



Fire compartments e.g. fire CST

**ALWAYS CLOSE
THE FIRE DOORS
(in case of fire alarm
and in the evening!)**

Fire door
on side of flames



Fire door
on the "safe" side



- During the fire
- the door was closed
 - the fire extinguisher was in the correct place



Fire compartments – a simulation with open and closed doors

<https://www.youtube.com/watch?v=bSP03BE74WA>

Start@ 1minute 38 seconds



Right or wrong?



			
			
Wooden wedge	Piece of carton	Fire extinguisher Plastic wedge	PERFECT?







Accidents:

Accident@work





Commuting accident

Check PINTRA for more information




Accident: a few scenario's (1)

<p>Accident Home → Work</p>	<p>Accident@work</p>	<p>Accident Work → Home</p>	
			
<p>Accident Home → Work</p>	<p>Accident@work</p>	<p>Accident Work → baby-sitter, bakery</p>	<p>Accident baby-sitter → home bakery</p>
			




Accident: a few scenario's (2)

<p>Accident Home → Work</p>	<p>Accident@work</p>	<p>Accident Work → Home</p>	
			
<p>Accident Home → Work</p>	<p>Accident@work</p>	<p>Accident Work → baby-sitter, bakery</p>	<p>Accident baby-sitter → home bakery</p>
			

Accident: @Home while “teleworking” (1)

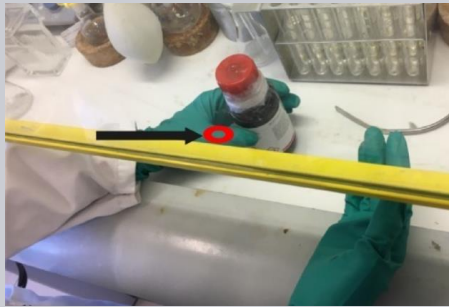
Accident Home → Desk Home	Accident Desk	Accident Desk Home → Home
		

Accident: @Home while “teleworking” (2)

Accident Home → Desk Home	Accident Desk	Accident Desk Home → Home
		

Accident versus Occupational disease

Accident@work



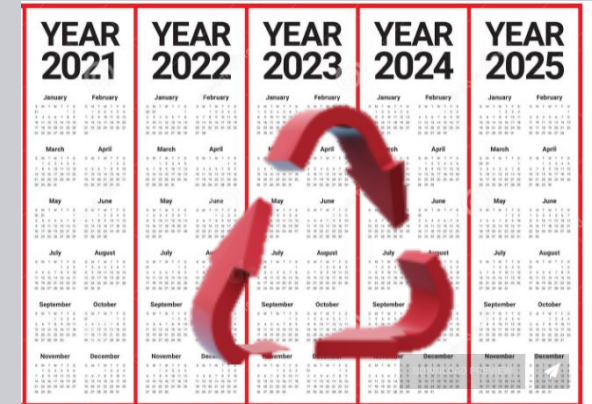
Slipping on wet floor/Droplet on glove

One point in time



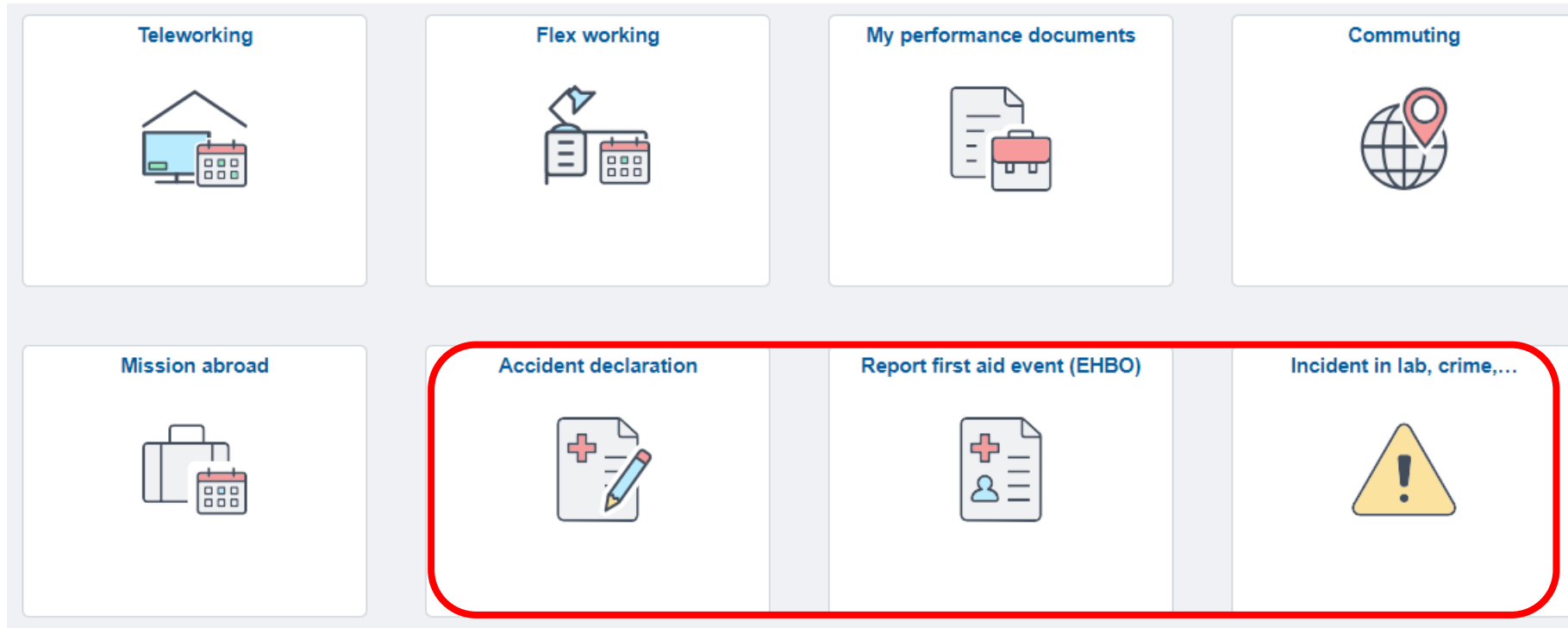
Occupational disease e.g. Repetitive Strain Injuries (RSI)

! Importance of ergonomics!



- Pain
- Joint stiffness
- Muscle tightness
- Redness
- Swelling
- Numbness
- Pins and needles sensations
- Skin colour changes

PeopleSoft: reporting and registration of an occupational accident



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



Importance of registering First Aid after injury

- ✓ Extension of period to go to doctor

Make sure you provide a witness:

- ✓ someone who saw it happen
OR
- ✓ Someone told you about the accident shortly afterwards.



Criminality and threat

Terrorism: how to react?

Bomb threat



Turn off the sound of your cell phone



112

Contact the police



Check the room for suspicious objects



Report suspicious cases via (03 265) 66 66



Take your personal stuff with you and close your desk



UAntwerpen communicates via Pintra and

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



Leave the building and campus and don't stay around



More information about the situation via 03 265 54 54

Work-related psychological risks

> Well-being

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](#)

Feeling good Mentally - MINDLAB

Step-by-step programs

Offered by



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

Panic 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 ...



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...



8 lessons

Feeling great

0% finished

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



9 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 ...

Overview of reporting and support channels for PhD researchers

Version 25.09.2023

Confidential counsellors

Confidential counsellors for PhD researchers

Family name	Given name	Phone	E-mail
Daems	Kristien	03 265 48 78	kristien.daems@uantwerp.be
Missault	Stephan	03 265 88 18	stephan.missault@uantwerp.be
Tersago	Karla	03 265 17 23	karla.tersago@uantwerp.be

Confidential counsellors for staff

Family name	Given name	Phone	E-mail
Coolsaet	Carine	03 265 42 37	carine.coolsaet@uantwerp.be
Cuyt	Annie	03 265 38 98	annie.cuyt@uantwerp.be
Dhondt	Joëlle	03 265 57 74	joelle.dhondt@uantwerp.be
Huyghe	Katieen	03 265 21 58	katieen.huyghe@uantwerp.be
Loeman	Sonia	03 265 40 65	sonia.loeman@uantwerp.be
Lyssens	Sophie	03 265 27 03	sophie.lyssens@uantwerp.be
Migo	Iman	03 265 31 15	iman.migo@uantwerp.be
Peeters	Patricia	03 265 48 54	patricia.peeters@uantwerp.be
Peeters	Werner	03 265 32 93	werner.peeters@uantwerp.be
Spooren	Pieter	03 265 30 37	pieter.spooren@uantwerp.be
Van Langendonck	Gert	03 265 46 17	gert.vanlangendonck@uantwerp.be
Van Roosbroeck	Sofie	03 265 28 78	sofie.vanroosbroeck@uantwerp.be

Confidential counsellors for students

Family name	Given name	Phone	E-mail
Cornwell	Steffi	03 265 27 38	steffi.cornwell@uantwerp.be
Sevenhans	Walter	0474 84 40 02	walter.sevenhans@uantwerp.be

Reporting and support channels psychosocial well-being for PhD researchers

Are you confronted with stress, burn-out, or conflicts with a colleague or supervisor? Have you experienced or witnessed transgressive behaviour? You should not keep dealing with it alone. In principle, your supervisor is your first point of contact, but that may not always be an option. There are several support channels and there is often more than one option. In the overview below, we will guide you through the channels you can turn to for:

a listening ear, advice, information on possible procedures, mediation or third-party intervention

Confidential counsellors, occupational psychologist/physician

- stress and burn-out
- transgressive behaviour such as:
 - physical or verbal aggression
 - unwanted (sexual) behaviour
 - abuse of power
 - discrimination, racism
 - bullying
- ...

Contact details of occupational physicians and psychologists can be found on Pintra. Don't have access? The ombudspersons or confidential counsellors will refer you.

Duty of confidentiality

All confidential counsellors, occupational psychologists and physicians are bound by professional confidentiality. What you share with them will remain confidential between you and will not be discussed with others, except with your explicit permission.

Faculty and central ombudspersons for PhD researchers

- mediation with your supervisor concerning PhD regulations, progress or defence, ...
 - support when accused of fraud/plagiarism
 - ...
- Not sure? Feel free to ask and we'll refer you to the right person

Professional discretion

Ombudspersons, HR and Health & Safety staff also handle your question in full confidence. Legally they are not subject to professional confidentiality, but they have a duty of discretion.

HR Department

- illness
- types of leave and holidays
- long-term absence
- reintegration
- questions (about a conflict) concerning working conditions
- ...

Health & Safety Department

- safety at work
- incidents & emergency situations, danger
- stalking
- questions on well-being
- working with a disability (adjustments to workplace), ...

How you can take action

- Strengthen your skills through [trainings](#) on (self)leadership, giving/receiving feedback, bystander training, inclusive thinking and acting, implicit bias, ...
- Test your stress level and get personalised tips via [mystresscoach](#). The results are confidential, UAntwerp only receives feedback at a group level.



Communication

> Marketing and Communications Department

Our role Distributing a message Organising an event Support Tools Contact

Start > Mijn Subsites > Marketing and Communications Department > Distributing a message > Communication channels

Distributing a message

Communication per target group

Communication channels

Email

Email newsletters

On-campus displays

Pintra

Press

Social media

UAntwerp communication channels

Do you have a message for one of our generic target groups? Then we can use the following communication channels:

- [Email](#)
- [Email newsletters](#)
- [On-campus displays](#)
- [Pintra \(newsletter, intranet and blog\)](#)
- [Press](#)
- [Social media](#)
- [Student portal](#)
- [University of Antwerp Magazine](#)
- [Website \[www.uantwerpen.be\]\(http://www.uantwerpen.be\)](#)

Pintra Alert

Contact details of Health and Safety department

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 Campus Stad	Glenn Fluchard	03 265 4427	glenn.fluchard@uantwerpen.be
Campus advisor Middelheim + Groenenborger + FWET + FTI + FOW	Anna Worobiec	03 265 1769	anna.worobiec@uantwerpen.be
Advisor	Mohamed El Arif		mohamed.elarif@uantwerpen.be
Secretary (accidents)	Katrin De Groof	03 265 3261	preventiedienst@uantwerpen.be
Secretary (health surveillance)			arbeidsarts@uantwerpen.be
Logistics and administration (ergonomics, PPE, training courses, etc.)	Tom Dupont	03 265 2686	tom.dupont@uantwerpen.be
Information management / communication	Peter Roef	03 265 9639	peter.roef@uantwerpen.be
Process and quality coordinator	Pascal Coppens	03 265 1849	pascal.coppens@uantwerpen.be



Thank you for your
cooperation!