

Safety instructions for external employees

1 Health and Safety at Work

All works at the University of Antwerp must be carried out according to the provisions of the 'Algemeen Reglement voor de Arbeidsbescherming' (ARAB, 'General Regulations for Labour Protection'), the law of 4 August 1996 (Belgian Official Journal 18/09/96) and the Codex on employees' wellbeing at work.

2 Environment

Waste must be disposed of in accordance with the applicable environment laws and at the contractor's expense. The work site must be left clean. If these requirements are not met, the University of Antwerp will rectify the harmful or obstructive situation at the contractor's expense.

3 General information

Teaching and research activities are carried out at the University of Antwerp. Any disruption to these activities must be kept to an absolute minimum. The Infrastructure Department and the Health & Safety Department can help you with this. All interaction with staff and students should be polite and courteous.

The university's research activities involve products, substances, biological agents and devices that may pose a risk to your safety or health. The researchers must inform you of any risks. The Infrastructure Department will let you know who to contact for this information. The most common risks are indicated by signs. The most common signs and an explanation of their meaning are included here for your information: see point 15.

4 Agreements

4.1 Work preparation

All works must be prepared in such a way that disruption to teaching and research activities is kept to an absolute minimum, as is the risk of any damage to (expensive) equipment and infrastructure. During work preparations, please notify us of potential disruptions. This includes noise hindrance (grinding, drilling, breaking, etc.), vibrations (drill, hammer, roller, etc.), and excessive dust. If such disruptions are expected, the work must be planned well in advance so that this can be communicated in good time to all those involved. Scheduled classes and meetings must be able to go ahead and the continuity of research activities must not be compromised.

No announced interruptions to utilities (delivery/drainage of water, gas, electricity, ventilation, telephone or data) are permitted. Interrupting public utilities may compromise safety, for example fume hoods or vacuum systems that stop working, and may also cause damage to appliances.

Infringements of these regulations will have serious financial consequences that will be passed on to the executor of the works.

4.2 Start and completion of work

The Infrastructure Department must be notified at the start and completion of the works.

4.3 Work equipment

All external employees must have their own work equipment. This equipment must comply with all legal requirements, be in good condition and, if necessary, have been inspected. Proof of the last inspection must be available on site. Particular attention must be paid to work equipment that is used when working at heights.

5 Food and drink



It is strictly forbidden to eat or drink in laboratories and workshops. You can make use of the cafeterias and restaurants for these purposes. The cafeteria offers small snacks, while lunch can be bought at reasonable prices in the restaurant. If you bring your own drinks or lunch, these can be consumed in the cafeteria or restaurant. Dirty or contaminated work clothing must be removed before entering these areas.



The water in the labs is not drinkable. Drinking water is only available in the kitchens, at the water fountains and in the toilet washbasins.

6 Smoking



A general smoking ban applies in all buildings at the University of Antwerp.

7 Drugs and Alcohol

It is forbidden to:

- bring drugs or alcohol to the campus,
- work under the influence of drugs, alcohol or medicines that reduce reactionary capacity.

8 Restricted areas



You may only enter areas marked with this sign if you have permission from the person in charge (indicated on the door).

9 Working in confined spaces

It is forbidden to work in confined spaces without continuous supervision. The supervisor may not remain in the confined space. Confined spaces are defined as those that have limited or difficult access and limited natural ventilation. A hazardous atmosphere may be present in these spaces.

(For example, a low basement, a manhole, a lift pit, shafts, etc.)

Relevant health and safety measures must be agreed upon, depending on the risks involved (vapours, gases, oxygen deficiency, electrical risks, rescue possibilities, etc.). A permit for these works must be requested from the Infrastructure Department.

10 Fire permit



If the work to be carried out requires the use of an open flame or can cause a flame, heat or sparks, a fire permit must **always** be requested from the Infrastructure Department in advance. This permit must be signed by the Health & Safety Department, and their instructions for the prevention of fire hazards must be followed.

Each permit applies to a specific work assignment and location. The permit is only valid for one day. When the fire permit is issued, clear agreements are made about the temporary covering of smoke detectors and the removal of these caps after finishing the work and when leaving the work site at the latest.

Damage (direct or indirect) caused by fire, unnecessary evacuations, etc. will be chargeable if a fire permit has not been requested or the conditions/agreements have not been adhered to.

11 Working in an EX zone



An explosive atmosphere may be present in areas that are marked with this sign. A fire permit is required for all activities in EX zones.

In these zones you may only work with:

- spark-free tools,
- electrical appliances bearing EX marking of a sufficiently high category.

In this zone, it is forbidden to:

- use a mobile/smartphone/laptop/iPad/iPod etc.,
- operate ignition sources (sparks, flames, etc.),
- use electricity from the standard electricity grid.

If it is not possible to meet the above requirements, you will need to:

- ensure a trained safety officer is on hand,
- check the atmosphere for explosive gases/vapours continuously,
- draw up a written work procedure and risk analysis document.

12 Asbestos inventory



The presence of asbestos is marked by this sign.

The University of Antwerp has an asbestos register. Based on this, your employer can warn you about the presence of asbestos-containing materials and/or materials where asbestos is suspected. If asbestos fibres are released into the environment, they pose a serious risk to the health of your employees and other people present in the area. Therefore, do not change or damage these materials. It is forbidden to drill, screw or grind these materials.

During the work, if you encounter materials that are not marked, but which you suspect may contain asbestos, you must stop work immediately and consult with your employer. If needed, a decision can be made to analyse the material before the work is continued.

13 In case of emergency

13.1 Be prepared in an emergency situation

Before beginning each activity, take note of:

- the location of fire detectors, fire extinguishers, first aid facilities and emergency exits,
- the correct address of the work site.

This information and the emergency procedures mentioned below can also be found:

- on the alarm card in the room (in classrooms and meeting rooms),
- on the evacuation plan (near each exit of a building level).

13.2 The alarm procedure

In urgent situations, first call the external emergency service 100/112 and then the internal emergency number (03/265) 6666. The alarm centre (6666) is responsible for calls regarding:

- the internal first aid responders,
- the external emergency services (double check the correct location),
- the primary intervention team (receiving the emergency services),
- the Infrastructure Department (technical interventions),
- the Health & Safety Department.

There are a number of first aid responders on each campus. A list of names and contact details is included in the first aid boxes.

In the event of a fire, gas leak or any other emergency situation, break the glass on the nearest fire alarm.

13.3 The evacuation procedure

Be aware of the nearest exits and emergency exits:



An exit that can also be used as an emergency exit



Emergency exit



Direction of the emergency exit

In case of evacuation, follow the instructions of (in order of priority):

- the external emergency services
- the evacuation assistants
- the person who is leading you
- the instructions displayed in the room or corridors.

13.4 First aid



You can always call on qualified first aid responders in the event of an accident. A list of names and telephone numbers for first aid staff is available in the first aid boxes. You can also call the number 6666.



You will find eye wash fountains in all laboratories where corrosive chemicals are present. If your face or eyes accidentally come into contact with corrosive or irritating substances, you should rinse them extensively – for at least 15 minutes. Always consult an ophthalmologist afterwards!


14 Useful telephone numbers

Internal emergency number	(03/265) 6666
Campus Middelheim - Groenenborger Infrastructure Department	(03/265) 3556
Campus Drie Eiken Infrastructure Department	(03/265) 2000
Stadscampus Infrastructure Department	(03/265) 5000
Campus Middelheim - Groenenborger Health & Safety Department	(03/265) 1769
Campus Drie Eiken Health & Safety Department	(03/265) 2588
Stadscampus Health & Safety Department	(03/265) 4427
Campus Mutsaard - Paardenmarkt Health & Safety Department	(03/265) 4427
Main Health & Safety Department	(03/265) 2582
UAntwerp Environmental Coordinator	(03/265) 2021

14 Danger signs -Pictograms

14.1 Pictograms on bottles and jars

Old danger symbols and new GHS pictograms

	E	Explosive		GHS 01 Explosive
	F+	Extremely flammable		GHS 02 Flammable
	F	Highly flammable		GHS 02 Flammable
	O	Oxidizing		GHS 03 Oxidizing
No symbol				GHS 04 pressurized gases
	C	Corrosive		GHS 05 Corrosive
	T+	Very toxic		GHS 06 Toxic
	T	Toxic		GHS 06 Toxic
	Xi	Irritant		GHS 07 Irritant
	Xn	Harmful		GHS 08 Harmful
	N	Harmful to the environment		GHS 09 Harmful to the environment

14.2 Biological contamination risk



Laboratories where a biological infection risk may be present.
Before entering these premises or starting work here, make sure you have permission from the person in charge.
Follow their instructions carefully.

14.3 Toxic environment



In places where this symbol is displayed, oxygenating substances are used and the risk of a suffocating atmosphere is high. Even a very short time in these areas can lead to loss of consciousness, coma and death. If you need to enter these rooms, you must get permission from the person in charge of the department.

14.4 Ionising radiation



In places where this symbol is applied, radioactive substances or ionising radiation are used. If you need to enter these rooms you must get permission from the person in charge of surveillance. Their contact details can be found on the placard on the door. You must follow their guidelines carefully.

14.5 Non-ionising radiation



This symbol can be found near antennas and devices that emit radio waves. The contact details of the person in charge of the installation are displayed at the entrance door. You must follow their guidelines carefully.

14.6 Magnetic fields



Certain laboratories use devices that develop powerful magnetic fields. People who have metal prostheses, implants or pacemakers can experience serious discomfort. If you need to enter these premises or carry out work, you must get permission from the person in charge of the lab.

Small metal objects can be attracted to the device, while large metal objects may cause damage.

PLEASE NOTE: Bank cards and/or other magnetic cards may also be damaged!

14.7 Laser



The use of laser radiation can lead to fire and poses a risk to the eyes. Not all laser beams are visible! Contact the person in charge of the department before entering the room. Follow the department's guidelines on working in the vicinity of laser beams carefully.

14.8 Other light sources (artificial optical radiation)



Certain light sources can be dangerous. Not all radiation sources are visible! Contact the person in charge of the department before entering the room.