

1. These regulations apply to all those present on the premises, in the buildings or at the installations of the University of Twente, or carrying out or having carried out, activities or experiments at these locations.

2. The Executive Board –as formal employer– has the final responsibility for safety, health, well-being and environment within the UT. These responsibilities have been delegated to deans, research directors and heads of department in accordance with memorandum 353.835/PA&O.

3. In the event of fire and/or an accident **(053-489) 2222** should be phoned immediately, stating the location and, if possible, the extent and nature of the calamity or accident. If present, the manual fire alarm must be activated.

4. In all UT buildings smoking is prohibited, both in public spaces and in all workplaces. All buildings display signs at their entrances indicating that the smoking ban is in effect within them. If a smoking area is available within or near to the building, the sign will state where it is.

5. For one's own and other people's safety, health and well-being as well as in the interest of the environment, everyone must exercise utmost care.

6. Everyone must observe the prohibition, warning and other signs installed by or on behalf of the Executive Board and/or the faculty/department or third persons and the indications, instructions, guidelines and regulations given or provided by the Executive Board, faculty/department or third persons.

7. Everyone is responsible for the separate collection of workplace refuse in the appropriate paper and other waste containers.

8. Hazardous waste must be collected in accordance with the [UT guideline Collection Hazardous materials](#).

9. It is prohibited to discharge hazardous materials into the sewer.

10. Those instructing others to perform specific activities, must

- make the necessary inquiries beforehand as to the possible dangers associated with the activities
- pass on this knowledge to the other persons beforehand. If necessary, new information or altered insights regarding these dangers must be passed on immediately to those involved.

Similar obligations regarding making (continued) inquiries relevant to the risk of danger apply to the persons carrying out the work. Making inquiries after the possible dangers includes inquiring after possible or necessary measures to prevent danger or to minimise the risk of danger. For making inquiries you can consult the UT's working conditions and environmental coordinator (AMC) of the faculty or department and the UT's Human Resources.

11. Accidents, incidents and dangerous situations must be reported immediately to Human Resources by means of the Registration form for accidents, incidents and dangerous situations. This form can be obtained at the HR website.

12. Anyone who is of the opinion that a dangerous situation is present, or that there is a lack of sufficient security somewhere, is **obliged** to report this. For this is also the Registration form for accidents, incidents and dangerous situations to be used.

13. Repairs and changes to the electrical installations may only be performed by competent persons authorised to do so by or on behalf of the Executive Board.

14. Purchasing, installing and relocating general fire safety equipment may only be done by the general and technical services department.

15. When materials, cupboards, pieces of work, tools and suchlike are installed or put in place and relocated, pathways, exits, stairs, access to switches, fireman's material and other safety equipment must be kept free. Escape routes must at all times be kept unblocked.

16. It is prohibited by law to purchase and/or handle equipment and/or materials that radiate ionising beams without having obtained prior permission. Permission can only be obtained via the security officer of Human Resources.

17. It is prohibited by law to purchase and/or handle with genetically modified organisms without having obtained prior permission. Permission can only be obtained via the Biological safety officer (BVF) of the UT.

18. Without permission of the head of the building, it is not allowed to stay in the buildings outside of the regular working hours applicable to the building. Individual rules may be set for each building individually. For information you can refer to the HSE/Building administrator of your faculty or department.

19. Life tests and experiments that incidentally are carried out outside regular working hours, must be reported to the HSE of your faculty or department, or in accordance with the internal procedure of the faculty.

20. Responsibilities ensuing from the working conditions and environmental regulations may involve other persons that have a joint responsibility. This must be laid down formally in writing. These persons who have a joint responsibility may lay down additional working conditions rules applicable in their field. These working conditions rules are not to be inconsistent with the working conditions and environmental regulations and must be submitted for permission to the relevant person responsible for working conditions. These subsequently approved rules must be brought to the notice of Human Resources.

21. With regard to specific subjects the Executive Board has formulated further guidelines, regulations and provisions.

These subjects include:

- hazardous substances;
- carcinogenic and reprotoxic substances;
- personal protection equipment (PBM);
- working with biological agents, pathogenic micro-organisms and genetically

modified organisms;

- chemical waste;
- non-ionising radiation;
- lasers;
- working tools;
- harmful noise;
- ionising radiation; radiation hygiene arrangement UT (reference 274.592/AMD);
- safety for third parties;
- self inspection Buildings, public rooms and installations University of Twente;
- pregnancy and breast feeding.

For information and advice in the area of working conditions and environment you can refer to the HSE of the faculty / department or Human Resources.