



Occupational health and safety policy

The organisation and safeguarding of (statutory) occupational health and safety responsibilities

Management Summary Occupational Health and Safety Policy 2020

The UvA provides a safe and healthy working and learning environment for (international) students and staff (Preamble to Safety and Security policy papers). The requirement to have an occupational health and safety and absenteeism policy in place is set out in the Working Conditions Act (*Arbeidsomstandighedenwet*). In 2009, the Occupational Health, Safety and Environment Management policy was adopted at the UvA. Since then, legislation has been tightened and the VSNU Occupational Health and Safety Catalogue (*Arbocatalogus VSNU*) was created, which has provided the impetus to the review of this policy. Due to the cyclical approach to risk management - based on the periodic implementation of the RI&E and the action plan - a PDCA cycle is built into the occupational health and safety policy. This approach allows occupational health and safety to be raised to an increasingly higher level.

The Occupational Health and Safety Policy 2020 addresses the working method of the RI&E, the position of the official with the prevention remit (occupational health and safety coordinator) and governance within the UvA.

The policy centres on three key categories:

1. employees who should be able to expect a safe and healthy working environment when performing their duties. The organisation of the work, the workplace and the working environment (space, building, within the Netherlands and abroad) are key in this regard.
2. students carrying out activities comparable to professional practice (such as laboratory work, fieldwork);
3. other students, visitors, external parties, etc. who are present and/or carry out activities in the buildings or on the campuses/grounds.

The structure of the occupational health and safety policy is shown in the diagram below:



In conjunction with the VSNU Occupational Health and Safety Catalogue, the UvA introduced the RI&E dossier. The RI&E dossier means that there is no single RI&E for the UvA, but rather that the RI&E is carried out by way of the following modules:

- RI&E for Central occupational health and safety management policy;
- RI&E for Decentralised occupational health and safety policy;
- RI&E for the Workplace & Work Environment;
- RI&E for Psychosocial workload;
- RI&E for Company Emergency Response (BHV);
- RI&E for Owners;
- RI&E for Lecture rooms.



The representative advisory bodies have the right to consent on the RI&E method and the action plan. Reviewing the RI&E itself is the responsibility of the Occupational Health and Safety Service and must be carried out by a certified expert. A copy of the review statement must be submitted directly to the Works Council by the Occupational Health and Safety Service.

Occupational health and safety management is an ongoing process and consists of the following steps:

- a. prevention of new risks;
- b. controlling existing risks;
- c. limiting residual risks (and their impact).

A PDCA cycle is embedded in the RI&E method by the legislation: assess, evaluate, take measures, re-assess in order to ascertain the effectiveness of the measures taken.

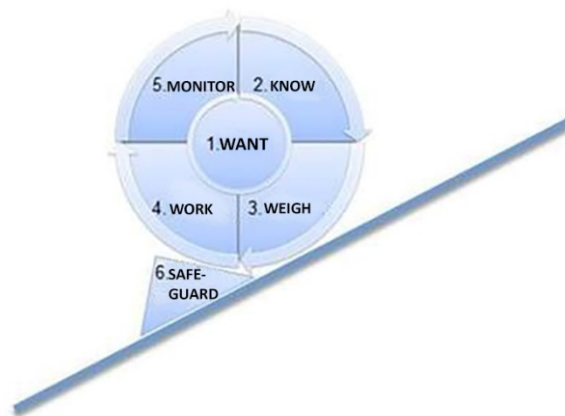
The occupational health and safety coordinator is charged with drafting a progress report on the planning of the RI&Es and the implementation of the action plans each year. In order to ensure that the occupational health and safety policy is implemented, a progress report is submitted to the Executive Board each year by the Senior Adviser Safety and Security.

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1 Introduction

The UvA provides a safe and healthy working and learning environment for (international) students and staff (*Preamble to Safety and Security policy paper*). The requirement to have an occupational health and safety and absenteeism policy in place is set out in the Working Conditions Act (*Arbeidsomstandighedenwet*). This policy is based on the risk assessment and evaluation (RI&E) and the associated topics included in the VSNU Occupational Health and Safety Catalogue (*Arbocatalogus*). A PDCA cycle has been embedded in the policy by the legislator due to the cyclical approach to risk management, based on the periodic implementation of the RI&E and the action plan. As a result of this approach, occupational health and safety management can be raised to an increasingly higher standard (the '6W' model, please see figure)¹.



In 2009, the *Occupational Health, Safety and Environment Management² policy* was adopted at the UvA. Since then, legislation has been tightened and the VSNU Occupational Health and Safety Catalogue (*Arbocatalogus VSNU*) was created, which has provided the impetus to the review of this policy.

The Occupational Health and Safety Policy 2020 focuses on the RI&E method, the position of the employee with a prevention remit and governance within the UvA.

The policy centres on three key categories:

1. employees who should be able to expect a safe and healthy working environment when performing their duties. The organisation of the work, the workplace and the working environment (space, building, within the Netherlands and abroad) are key in this regard.
2. students carrying out activities comparable to professional practice (such as laboratory work, fieldwork)³;
3. other students, visitors, external parties, etc. who are present and/or carry out activities in the buildings or on the campuses/grounds.

The policy also includes aspects relating to physical accessibility.

The date of adoption of UvA policies, protocols, regulations and codes of conduct is listed in an overview in Appendix 1.

¹ Source: Beumer, P, e.a., *Dossier Risico Inventarisatie en Evaluatie (RI&E)*, Arbokennisnet 2012 [[www.arbokennisnet.nl >images>dynamic>Dossiers>Arbobeleid>D_RIE_9-12-2019](http://www.arbokennisnet.nl/images/dynamic/Dossiers/Arbobeleid/D_RIE_9-12-2019)]

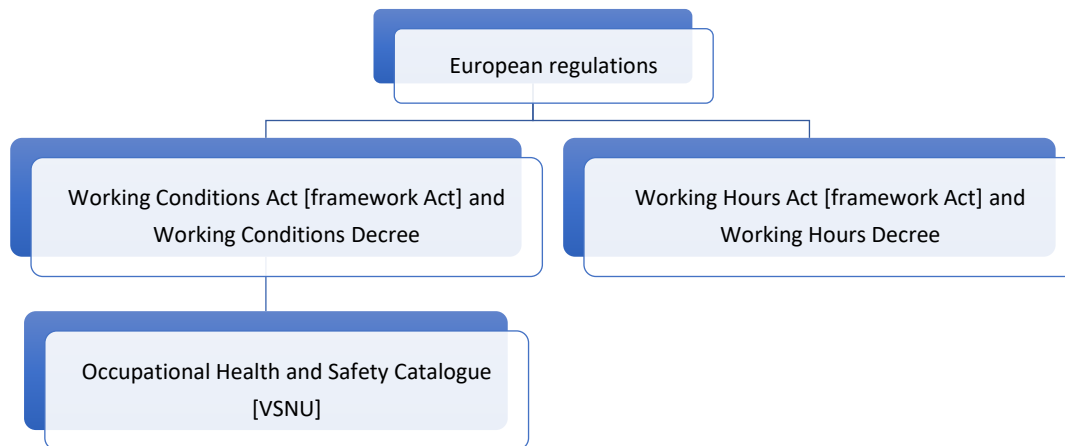
² In the revised version, environment management has not been taken into consideration, given that it relates to other legislation, in addition to the issues of sustainability and the environment being invested with the UvA in another way and the fact that the occupational health and safety coordinator does not carry out any environmental responsibilities.

³ This policy follows the Working Conditions Act with regard to the status and position of students;

2 Legislation and regulations, UvA policy

2.1 Duty of care

The relevant laws and regulations in the field of working conditions are shown in the diagram below:



In the Netherlands, the duty of care⁴ for employees is invested with the person under whose authority the work is carried out (7:658 Dutch Civil Code), meaning that the employer is obliged to prevent employees from coming to harm as a result of their work.

The employer is liable for the damage/harm, unless it can demonstrate that it has fulfilled its obligations or in cases where there is deliberate intent or deliberate recklessness on the part of the employee. This liability also covers employees hired from the outside, persons with whom no contract of employment has been concluded, such as self-employed persons (when they perform work in the ordinary course of business) and volunteers.

The duty of care for students is not legally laid down in the Dutch Civil Code or the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW*). The same duty of care for employees applies to students who perform activities that are comparable to professional practice. Students have the same status as visitors in relation to other activities.

activities abroad

The duty of care⁵ likewise remains in place for employees or students carrying out work or academic activities abroad, whether or when instructed by or under the authority of the UvA, where Dutch law is observed unless local law is more stringent than Dutch law.

⁴ i.e. good employment practices: what you can reasonably do to prevent harm: a duty to limit harm, information provision and insurance

⁵ The employer's duty of care also extends to places outside the employee's or student's workplace. The term 'workplace' can be interpreted in a broad sense and can even extend to a location abroad where an employee may be residing in the context of his/her activities. Generally speaking, the further away the harm has occurred from the actual workplace, the less responsibility the employer has due to their reduced control. The employer's duty of care may then consist of taking out proper insurance for damage or harm sustained by the employee elsewhere. The employer is not at all liable for damage or harm that has arisen during commuting.

2.2 Working conditions

2.2.1 Working Conditions Act and Decree

The Working Conditions Act (*Arbowet*) is a framework Act that outlines the duty of care in the area of working conditions respectively. The Working Conditions Decree sets out the regulations with regard to various factors.

students

The Working Conditions Act and its provisions also apply to students who perform work comparable to professional practice in (parts of) educational institutions, including open spaces.

2.2.2 Occupational Health and Safety Catalogue

The VSNU Occupational Health and Safety Catalogue contains a detailed outline of the employment risks relevant to universities. The VSNU Occupational Health and Safety Catalogue is the assessment instrument used by the Inspectorate SZW (Inspectie-SZW). The VSNU Occupational Health and Safety Catalogue principally prescribes policies with regard to the current sub-catalogues regarding: psychosocial workload; complaints relating to the arms, neck and shoulders (CANS); Risk assessment and evaluation; hazardous substances; Company Emergency Response; information, teaching and supervision; and laboratory animal allergy.

2.3 Working hours and rest times

2.3.1 Working Hours Act^{2,6}

The Working Hours Act is a framework Act that inter alia outlines working hours and rest times and the method of registration.

students

This Act and corresponding provisions do not apply to activities of students in (parts of) educational institutions, including open spaces (Section 2.3).

2.3.2 Working Hours Decree

The Working Hours Decree sets out rules for special business sectors. Section 2.1:2(3) applies to scientific research:

- [Sections 4:2](#) and [4:3](#) and [Chapters 5](#) and [6 of the Act](#)⁷ and the relevant provisions do not apply to work carried out by employees aged 18 or above, who
 - b. carry out scientific research, insofar as this is required by the nature of the research or the processes to be applied in the research;

Section 5.23 applies to exhibition construction (APM). However, this section can only be applied by collective arrangement; this is not provided for by the CAO-NU.

⁶ The policy on working hours and rest times is carried out in conjunction with the policy on working conditions (Section 4.1(1) of the Working Hours Act). Section 5 of the Working Conditions Act (occupational health and safety policy and RI&E) likewise applies.

⁷ Section 4.2 Communication of working hours and rest times; Section 4.3: Registration; Chapter 5: Working hours and rest times; Chapter 6: Representative advisory bodies.

2.3.3 CAO-NU (31 December 2019 to 31 December 2020)

The Collective Labour Agreement for Dutch Universities (CAO-NU) sets out the standard working hours and rest times in accordance with the Working Hours Act (Section 4.3(1) and (2)). If required for operational management purposes, employees are required to work overtime, work at irregular hours or work an on-call and standby shift or perform work during a deferred shift (Section 4.3.3).

The collective labour agreement applies to employees with a function-based contract, with the exception of:

- a. the provisions relating to working times and working hours in Sections 4.2, 4.3 and 4.6 to 4.8 (Section 4.5.3).

2.4 Absence due to illness and reintegration

The Eligibility for Permanent Incapacity Benefit (Restrictions) Act (*Wet verbetering poortwachter*), the Work and Income (Capacity for Work) Act (*WIA*) and the Disability Benefits Act (*Wet op de arbeidsongeschiktheidsverzekering*) govern the subjects of absenteeism and reintegration.

2.5 Other laws and regulations

Other laws, regulations or guidelines, such as the Building Decree, NEN-EN standards, the Drinking Water Act, asbestos regulations, the Equal Treatment (Disability and Chronic Illness) Act may apply to subjects that fall under the occupational health and safety policy. Where applicable, the scope of these laws and regulations is set out in the policy documents relating to these issues.

3 Scope

The occupational health and safety policy relates to the UvA from the point of view of its responsibility as an employer. This responsibility continues to exist even in cases where UvA employees work for another employer. In general, the UvA remains responsible if a person is carrying out activities under its authority.

This section specifies the situations relevant to the UvA's responsibility as an employer within the meaning of the Working Conditions Act and the Working Hours Act.

The scope of the Health and Safety policy relates to:

1. the work of:
 - (international) employees (UvA-employed personnel);
 - guest employees, hired employees and personnel not employed by the UvA, carried out under the authority of the UvA. With regard to these employees, the host employer must make the relevant parts of the RI&E available to the seconding employer, who must communicate them to the seconded employees;
 - (international) students in the context of obtaining credits at the UvA. The Working Conditions Act [and the RI&E] only apply insofar activities comparable to professional practice are carried out;
 - interns and volunteers insofar to the extent that they carry out activities under the authority of the UvA⁸.

⁸ The UvA does not have a standard agreement for volunteers.

2. *the presence* of employees, students and third parties (visitors, local residents, tourists) in UvA buildings or at UvA sites.
3. *work of UvA employees at organisations other than the UvA*
The duty of care⁹ remains in force when working at other organisations / when seconding employees to another organisation. The employer or the host organisation must ensure that the employee is able to perform his or her work in a healthy and safe manner. This inter alia applies to UvA Holding and the institutes that fall under the Holding¹⁰.
4. *in the case of the establishment of joint organisations with other knowledge institutions*
In the case of organisational units for which the UvA is responsible, whether or not the UvA's occupational health and safety policy or that of the other organisation must be followed will depend on the agreements made in a collaboration agreement (see Appendix 2a). This applies to:
 - the Faculty of Medicine (UvA students in the Amsterdam UMC building);
 - ACTA (UvA students and staff in VU building);
 - AUC (staff and students in UvA building);
 - UvA and AUAS shared service units (employees in externally rented building);
 - Netherlands Institute in Athens and the Netherlands Institute in Saint Petersburg (directors are UvA personnel).
5. *permanent and occasional collaborative ventures*
In the case of permanent collaborative ventures with other knowledge institutions in parts of buildings, agreements must be made on what (part of the) UvA occupational health and safety policy should be followed. This applies to the restoration workshops (Faculty of Humanities – Rijksmuseum/RCE). An overview of working conditions is included in Appendix 2b. Agreements should also be made for projects (occasional collaborative ventures), for example with the government or industry.
This occupational health and safety policy does not apply to private companies, limited partnerships and the foundations of the UvA.
6. *employees of external companies*
Employees of external companies (technical, catering, cleaning and other) who perform activities in the buildings or on UvA premises are individually responsible with regarding to working conditions. Both parties (UvA and third parties) must coordinate the presence and control of any risks. The user must be informed of any non-regular activities.

⁹ The secondment agreement often includes a provision that obliges the host organisation to take out insurance for any damage incurred by the employee during the performance of the work carried out under the host employer's authority. This is because the host employer has control over/influence over the design of the workplace, a position that the original employer does not. The host employer and original employer are jointly and severally liable for any damage suffered by the employee in the performance of the work assigned by the host employer.

¹⁰ As employers, the UvA Holding and the institutes that fall under the Holding have individual responsibility within the meaning of the Working Conditions Act and the Working Hours Act.

4 Risk assessment and evaluation

Following the adoption of the Risk Assessment and Evaluation (*Risico-inventarisatie en -evaluatie*, RI&E) policy¹¹ and further to the VSNU Occupational Health and Safety Catalogue, the UvA introduced the RI&E dossier. The RI&E dossier means that there is no single RI&E for the UvA, but rather that the RI&E is carried out by way of the following modules:

4.1 RI&E modules – responsibilities and representative advisory bodies

RI&E module	Responsible party	Implementation is the responsibility of:	Representative advisory body ¹²
1. RI&E for Central occupational health and safety management policy	Executive Board	Occupational Health and Safety Service, under the authority of the SG on behalf of the Executive Board	Central Works Council
2. RI&E for Decentralised occupational health and safety management policy	Dean/SG/Service director	Occupational health and safety coordinator	Faculty Works Council/Joint Works Council
3. RI&E for the Workplace & Work Environment - special modules ¹³	Dean/SG/Service director	Occupational health and safety coordinator	Faculty Works Council/Joint Works Council
4. RI&E for Psychosocial workload (workload and inappropriate behaviour)	Dean/SG/Service director	Occupational Health and Safety Service, under the authority of the Head of P&O	Faculty Works Council/Joint Works Council
5. RI&E for Owners	SG of the University, on behalf of the Executive Board	Occupational health and safety coordinator of the Executive Staff	Central Works Council
6. RI&E for Company Emergency Response (per building)	Main building user	Occupational health and safety coordinator of the main user	Faculty Works Council ¹⁴
7. RI&E for Lecture rooms	Director of FS, on behalf of Executive Board	Occupational health and safety coordinator of FS	Central Works Council

The subjects per module are outlined in Appendix 3.

The representative advisory body has right of consent regarding:

- the *instrument of the RI&E*, outlining the setup of the implementation of the RI&E. At the UvA, the Central Works Council is the principal representative advisory body, unless a special RI&E module is concerned (please see footnote 7) that is only relevant to the unit in question [in which case approval is deferred to the Faculty or Joint Works Council];
- the *action plan* corresponding to the RI&E.

¹¹ Please see Appendix 1.

¹² Please see 8.2.2 for CSR [Representative advisory bodies].

¹³ With individual modules, to be assessed by the Occupational Health and Safety Service in specific situations, such as the *RI&E for Hazardous Substances*, *RI&E for Fieldwork, placements and excursions*, *RI&E for MRI*. This differs per faculty/unit/executive staff.

¹⁴ Please see 8.2.1 for cases where several users are present in a building

4.2 Reviewing the RI&E

Reviewing the RI&E itself is the remit of the Occupational Health and Safety Service and is carried out by a certified expert (an occupation hygienist, a labour and organisational expert, a senior safety expert and/or an occupational physician).

The following aspects are assessed in the review:

- accuracy:
 - Have all risks been identified?
 - Is there an accurate representation of the situation at the unit/building?
- up-to-date: Have the current insights into the risks to working conditions (using up-to-date standards and guidelines) been used?
- state-of-the-art: Are the recommendations with regard to measures sufficient?

A copy of the review statement must be submitted directly to the Works Council by the Occupational Health and Safety Service.

Review will not take place if the Occupational Health and Safety Service expert is directly involved in the implementation of the RI&E.¹⁵

UvA and AUAS shared service units

Agreements are made regarding the RI&E for the service units shared by the UvA and the AUAS, for example, regarding the RI&E methodology, the structure and implementation of the action plan, requesting approval for the action plan from the Joint Works Council and the Department and Service Representative Advisory Council (Deelraad Staven en Diensten, DSD) (AUAS) (please see Appendix 2.4).

4.3 RI&E/Action Plan updating procedure

The Working Conditions Act does not set out a period of validity for the RI&E, however, the starting point is that the RI&E should be up to date. The RI&E must be revised and reviewed in the event of any changes to the working methods, the working conditions or in the event of any technical changes.

The procedure at the UvA is as follows:

1. The action plan shall be reviewed at least twice a year and will involve:
 - establishing which measures have been realised;
 - ascertaining whether there have been any new developments, which would require additional assessment.The findings will be outlined in the progress report (Appendix 4).
2. The applicable RI&E module must be revised and reviewed in the event of relocation to another building or part of the building or larger scale reorganisations.
3. Each RI&E module is reviewed every five years to assess whether it is still up to date. If this is not the case, the RI&E must be carried out again.

The RI&E/Action Plan, for which the Secretary General of the University or Director of FS, is responsible is discussed with the HR committee of the Central Works Council and the Senior Adviser Safety and Security to ascertain whether the measures have been implemented and whether the RI&E must be updated.

¹⁵ Please see the *RI&E memorandum* (Appendix 1)

The RI&E/Action plan, for which the Dean/Service director or main user of the property is responsible, is discussed with the Joint Works Council/Faculty Works Council, the occupational health and safety coordinator and the administrator/(sub-)mandated official(s) (Dean, operational manager or director) as to whether the measures have been implemented and whether the RI&E should be updated.

The findings are outlined in the annual progress report of the faculty and unit (Appendix 4). The Occupational health and safety coordinator will provide the necessary data for this purpose.

4.4 Processes for the implementation and adoption of the RI&E and the implementation of measures

The RI&E is governed by the following process:

- a. The occupational health and safety coordinator provides an overview of the RI&Es to be carried out in the progress report (Q1).
- b. The instruction to carry out the RI&E is issued to the occupational health and safety coordinator or to the Head of P&O (Psychosocial Workload module) by the administrator or (sub-)mandated official.
- c. The RI&E supervisory group (decentralised) will discuss the structure of the RI&E with the Head of P&O or the occupational health and safety coordinator in accordance with the RI&E instrument established for that module.
- d. The RI&E module will be carried out in accordance with that is outlined in the RI&E overview (please see 4.1).
- e. The RI&E report is discussed in the RI&E supervisory group and the action plan is subsequently jointly fleshed out.
- f. The occupational health and safety coordinator will submit the RI&E to the Occupational Health and Safety Service for review. The Occupational Health and Safety Service will submit the review statement to the administrator with a copy to the occupational health and safety coordinator and the Works Council.
Step f will be omitted in the Occupational Health and Safety Service has been involved with the execution of the RI&E and the drafting of the RI&E report (including the action plan).
- g. The occupational health and safety coordinator will ensure that the reviewed RI&E (including the RI&E for Psychosocial Workload) is also made available to the administrator.
- h. The administrator will submit the RI&E report to the Works Council for information purposes and will submit the action plan to the Council for approval.
- i. After obtaining the approval of the Works Council, the administrator will ensure the implementation of the action plan. The occupational health and safety coordinator will periodically monitor whether this process is taking place.
- j. The occupational health and safety coordinator will set out the timetable, the updating and the progress of the action plan in the progress report.

5 Employee with prevention duties - the occupational health and safety coordinator

5.1 Expert assistance and the occupational health and safety coordinator

Pursuant to the Working Conditions Act, assistance in the area of prevention and employment protection shall in any case consist of:

- providing cooperation in the drafting and execution of an RI&E;
- advising and working closely with the Works Council regarding the measures that have been and are to be taken to ensure the establishment of the best possible policy on working conditions;
- implementing and/or cooperating with measures in the area of working conditions.

This assistance is aimed at preventing harm to health. At the UvA, the employee with the statutory prevention remit is the occupational health and safety coordinator.

5.2 Duties of the occupational health and safety coordinator

The occupational health and safety coordinator is the first point of contact for employees when it comes to working conditions. The occupational health and safety coordinator has at least the following duties:

- a. acting as primary adviser to management and employees, both solicited and unsolicited;
- b. supervising the administrative process surrounding the RI&E, meaning the provision of instructions from the executive staff and the provision of the executed and reviewed RI&E to the administrator;
- c. initiating and implementing RI&E modules; implementing or monitoring of the implementation of the action plan;
- d. carrying out workplace assessments and/or in-depth studies;
- e. advising on new developments to prevent risks in the areas of health, safety and psychosocial workload (please see 6.2);
- f. assisting persons with disabilities or chronic illnesses and arranging special provisions. The occupational health and safety coordinator is the first point of contact for employees; the study adviser or the student counsellor is the relevant intermediary for students.
- g. the provision of information and education in the field of working conditions;
- h. handling accident reports in the area of working conditions;
- i. drafting an annual progress report (see Appendix 4);
- j. liaising and consulting with the management, the Works Council (council and committees) and secondary advisers and the occupational physician of the Occupational Health and Safety Service in respect of occupational health and safety policy.

students

The occupational health and safety coordinator focuses primarily on employees. With regard to students, this role is limited to activities that are comparable to those of professional practice and to providing non-education-related provisions for students with a disability or chronic illness.

5.3 Position of the occupational health and safety coordinator

The occupational health and safety coordinator holds a position at the level of the faculty and executive staff/units.

The way in which occupational health and safety management is positioned (direct supervisor, number of occupational health and safety coordinators and division of responsibilities) and the level at which it is organised (at the level of the unit or, for example, of the campus) is submitted to the decentralised Works Council for approval by the administrator.

The occupational health and safety coordinator will be enabled to organise these responsibilities autonomously and independently and he/she shall have the same protection against unfair disadvantage as the members of Works Councils.¹⁶

In the event of perceived problems in the performance of the position or disputes, escalation will take place along the hierarchical line (supervisor – dean/service director/SG of the University – Executive Board).

5.4 Appointment of the occupational health and safety coordinator

The employer requires the approval of the Works Council for the selection of the person to be appointed as occupational health and safety coordinator. This section outlines the preferred level of education of the candidate as well as the scope and hours of the appointment and the appointment procedure.

Appointments are made by the administrator.

5.4.1 Preferred level of education

The level of expertise must be in line with the nature of the risks as described in the RI&E.¹⁷ Regarding which, the following is relevant:

- the nature of the activities and organisation of the work;
- the number of employees and the complexity of the unit;
- the nature and extent of the risks;
- the level of management and control of working conditions and absenteeism;
- the laws and regulations applicable to the relevant unit;
- the aims in the area of working conditions.

Given that the occupational health and safety coordinator is able to call in the experts of the Occupational Health and Safety Service as secondary advisers, this level is always guaranteed. The certified experts of the Occupational Health and Safety Service will always have a higher education background in their area of focus.

5.4.2 Scope of appointment

There are no (statutory) guidelines for the scope of the appointment of an occupational health and safety coordinator – rather, it requires a tailor-made solution. The rule of thumb at the UvA for all health and safety tasks is:

- 1 FTE per 500 employees at the Faculty Science;
- 1 FTE per 1,000 employees at the other faculties, service departments and executive staff.

¹⁶ This means that an employer may not dismiss an occupational health and safety coordinator without prior permission from the subdistrict court unless there are compelling reasons to do so.

¹⁷ The STECR guidelines on '*Responsibilities and expertise of prevention officers*' may be used to determine the level of expertise (professional and intellectual level) of the occupational health and safety coordinator.

The key principle is that they should be able to carry out their duties appropriately during the time made available to them. This will also depend on their expertise, experience and equipment.

5.4.3 Appointment procedure

The position of occupational health and safety coordinator is classified into the UFO job profile of occupational health and safety and environment specialist.

Recruitment and selection follow the standard procedure with the following additions:

1. Recruitment:
 - * determining job profile. A sample job profile is attached in Appendix 5.
 - * submitting profile to Works Council for approval.
2. Selection:
 - * establishing an application committee: a member of the Works Council may be added to the committee;
3. Submitting proposed candidate to the Works Council for approval.

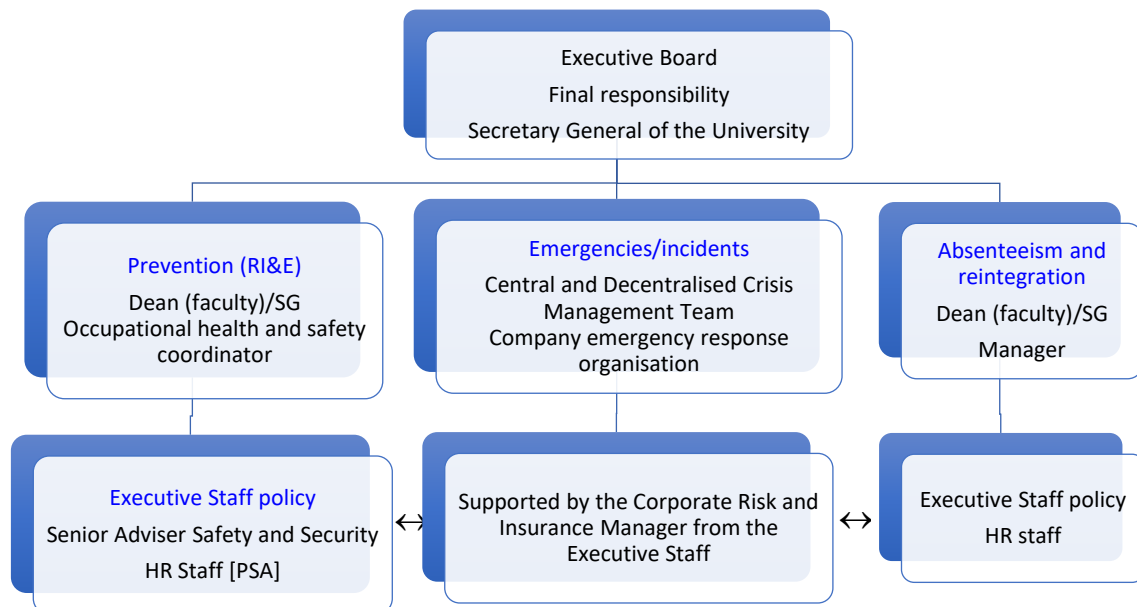
6 Governance - Process, roles, responsibilities and powers

In this chapter, governance in the area of process and roles, responsibilities and powers is detailed along the following lines:

1. Organisation of occupational health and safety management: UvA-wide (1.1) and decentralised (1.2) with particular focus on occupational health and safety responsibilities at the service departments (1.3) and the role of the Occupational Health and Safety Service (1.4);
2. Occupational health and safety management topics.

6.1 Organisation of occupational health and safety management

The organisation of health and safety management is shown in the flowchart below:



6.1.1 UvA-wide occupational health and safety management

The Executive Board is responsible for policy making in the area of working conditions and draws up UvA-wide frameworks. One of the members of the Executive Board is the portfolio holder for Health and Safety and the Environment. There will be areas of overlap with the HR portfolio with regard to certain aspects.

The Executive Board has delegated the responsibilities with regard to staff and students to the implementing organisation [*Standard Operational Management Mandate*] and matters related to housing to Real Estate (owners' responsibilities), Facility Services (management duties) and Real Estate Development (development and renovation) [*Space Utilisation Regulations*] – under the authority of the Secretary General of the University.

In order to ensure that the policy is implemented, the Executive Board receives an annual overview of the progress reports (through the Senior Adviser Safety and Security). Any shortcomings are discussed by the Executive Board in the periodic executive consultations (PBO).

Policy preparation and other responsibilities at the strategic level are assigned to:

a. HR staff

- psychosocial workload (*psychosociale arbeidsbelasting, PSA*), namely workload and social safety (incl. RI&E for psychosocial workload);
- working and rest times (in accordance with the Collective Labour Agreement);
- absence due to illness and counselling for sickness absence;
- drafting (bonus) schemes in the area of working conditions (CER/First Aid, computer glasses);
- service agreement contract monitoring and link with the Occupational Health and Safety Service.

b. Senior Adviser Safety and Security

- for the other subjects, particularly health and safety at work;
- chairing the occupational health and safety coordinators consultations;
- reporting accidents at work subject to a notification obligation to the Inspectorate SZW and supervising inspections by Inspectorate SZW;
- providing support for health and safety contract monitoring and acting as a hub in the area of prevention.

c. Corporate Risk and Insurance Manager

- supporting the crisis teams (crisis management and salvage) in dealing with large-scale and/or major incidents at home and abroad;
- taking out relevant insurance policies;
- assessment – within the framework of the insurance policy requirements – inter alia regarding:
 - the completion or delivery of a new construction or renovation project;
 - research projects involving test subjects or medication;
 - international movements.

6.1.2 Decentralised occupational health and safety management - occupational health and safety management mandate

administrator

The administrator is responsible for realising a healthy and safe workplace and study environment and for putting in place measures in the area of working conditions. The following policy documents outline decision-making authority and the responsibility arising based on use of the buildings respectively:

- a. The *Standard Operational Management Mandate*: the administrator, in his/her position as the mandated official has the authority to take decisions and to carry out actions in the area of security and safety, including the welfare, the health and safety of persons working in or for the benefit of the unit, students that are present and other third parties (Article 3.1d).
- b. the *Space Utilisation Regulations*: these regulations set out the responsibilities and authority from an ownership, use and management point of view. As the user of a building, the administrator is responsible for the occupants and for the activities that take place inside the building. In cases where there are several users in a building, the principal user will act as the coordinator (Article 7.1). Where users live together on a campus, agreements will be made regarding safety, occupancy and management (Article 7.8).

In concrete terms, this means that the administrator is responsible for organising occupational health and safety management in his/her domain. The administrator will in any case retain final responsibility for:

- realising a healthy and safe working and study environment;
- where applicable, translating UvA-wide policy to his/her individual domain;
- the presence of an expert occupational health and safety coordinator charged with carrying out the duties outlined under 5.2; The administrator will ensure sufficient expertise, time and training for these duties to be performed. When appointing an occupational health and safety coordinator, the approval of the Works Council (Faculty/Joint) will be requested. These responsibilities may be divided between various parties, provided that the coordinating party for these responsibilities is clear. This distribution of responsibilities must be submitted to the relevant Works council (please see 5.3);
- carrying out or instructing the execution of the RI&Es and implementation of the measures included in the action plan for the various RI&E modules. The administrator is ultimately responsible for implementing the measures in the action plan for the RI&E modules;
- making information regarding the executed RI&E modules available and requesting the approval of the Works Council (Faculty or Joint) for the action plan associated with the RI&E;
- preventing new risks in relation to renovations/relocations/new products and services/arrangements and materials by consulting with the occupational health and safety coordinator prior to decision making (please see under 6.2);
- arranging permits or exemptions when these are required for the activities to be carried out;
- setting up and chairing a decentralised crisis management team;
- the organisation of Company Emergency Response by assigning the following duties:
 - * the coordination of the Company Emergency Response organisation to a CER team leader (putting together team, training, training exercises, payment of bonuses);
 - * carrying out evacuations to a chief team leader per building – if the administrator is the principal user of a building¹⁸ – for a chief team leader who is responsible for evacuations in the event of an emergency [*Company Emergency Response Regulations*];
 - * designating and instructing all lecturers in the role of evacuating official during teaching activities;
- including the main findings of the occupational health and safety coordinator's progress report in the Integrated management report; the progress report will be submitted to the Works Council for information purposes. The administrator will include objectives in the area of working conditions in the annual plan for the faculty.

Administrators will be able to make mutual agreements for each campus regarding the collective organisation of occupational health and safety management on that campus. These agreements will

¹⁸ An overview can be found in the UvA buildings register [UvA website].

always include the way in which the representative advisory bodies will be involved regarding health and safety document that require the approval or advice of those bodies (please see 8.2).

supervisors¹⁹ and lecturers/tutors

Managers/supervisors are responsible for ensuring good working conditions for the employees and this includes both the physical workplace and workload and social safety. For duties relating to support for absence due to illness, please refer to the University of Amsterdam Absence due to Illness Protocol. Managers have a supervisory role when it comes to work involving risks. In the case of students, this responsibility is assigned to lecturers or persons supervising practicals or fieldwork. During teaching activities, lecturers are responsible for evacuating students.

staff and students²⁰

Staff and students are required to:

- ensure their own safety and that of others;
- use work equipment and personal protective equipment correctly and not to make any modifications that could lead to the risk increasing;
- participate in education and safety tutorials that are provided by or on behalf of the employer;
- report any hazardous situations to the manager/supervisor or occupational health and safety coordinator. For the purposes of registration and aftercare, all incidents are reported on the digital incident registration system.

Employees are entitled to stop their work in the event of an acute and serious risk to their safety and health without this affecting their legal status.

Employees are entitled to access to the occupational physician for health questions related to their work [occupational health surgery, set out in contractual terms]. Their supervisor/employer will not be informed of such consultations.

Employees are entitled to a second opinion in relation to support for absence due to illness, the periodic occupational health medical examination (PAGO), the appointment examination and health consultation (please also see under 6.1.4).

6.1.3 Decentralised occupational health and safety management - service departments

a. FS

Responsibilities in the area of working conditions assigned to FS include:

- compliance with and/or review according to laws and regulations in relation to management, accessibility and renovation (of parts and/or installations) of buildings, facilities, teaching areas and premises, including the drafting and updating of the *Facilities Programme of Requirements*;
- focusing on reducing adverse effects on working conditions and physical accessibility in the procurement process and the final specifications in the FS Purchasing Department;
- coordinating the initial communication in the event of any incidents and emergencies in accordance with the UvA Crisis Management Guide (*Crisiswijzer UvA*) and the FS Incident Management Guide (*Incidentenwijzer FS*) through the UvA Central Control Room;
- managing and conducting audits into safe working practices of external companies: in accordance with the Safety Regulations for Third Parties (*Veiligheidsreglement Derden*) and the Working Safely procedure (*Procedure Veilig Werken*);
- supporting the application, management and the reporting of permits or exemptions required by law and supervising inspection visits (with the exception of the Inspectorate SZW); timely

¹⁹ Supervisors also bear responsibility in terms of criminal liability, although they will only face prosecution in highly exceptional circumstances.

²⁰ Please see under Scope 3.1.

- identification and communication in respect of the Owner as to what changes are required to continue to ensure compliance with the permit requirements;
- the maintenance, updating, coordination with users and instruction for digital incident registration; the provision of data for reports;
 - contract management and evaluation of training courses in the area of Company Emergency Response and First Aid;
 - contract management and evaluation of the training courses for the control room and the central crisis management teams;
 - (co-)implementing the RI&E for Owners and the RI&E for Lecture Rooms;
 - the safe delivery and completion of workstations (including cabling);
 - Facility Services is the first point of contact for employees with regard to facility aspects and/or building-related matters, such as breakdowns or nuisance. The occupational health and safety coordinator of the user will always be informed if a complaint cannot be handled immediately;
 - a monitoring role with respect to the Executive Staff regarding changes to laws and regulations in Facility Services' area of responsibility.

The responsibility of Facility Services regarding specific issues, such as asbestos and hazardous substances/biological agents, is outlined in separate policies.

In order to support the occupational health and safety activities in maintenance and management, FS works with occupational health and safety coordinators in relation to the user segment and FS is able to engage an independent party, such as the Occupational Health and Safety Service or an asbestos consulting firm.

b. Real Estate Development

The Real Estate Development department is responsible for working conditions relating to renovations and new construction. The department ensures that all (safety) regulations are complied with during the renovation or construction as well as that the buildings to be delivered/completed comply with the requirements for working conditions laid down by law and lower regulations.

This includes ensuring safety if a construction project is carried out while use continues in the building or its immediate surroundings.

The process is described under 6.2.1a.

c. ICTS

ICTS's responsibility for working conditions, when purchasing certain systems or programmes, lies in testing user-friendliness or in the purchase of specific occupational health and safety software, such as break software.

In addition, ICTS is responsible for coordinating safety with FS for on-site projects and technical spaces managed by ICTS.

d. Student Services

The student counsellors have an advisory/signalling role and can refer students to the occupational health and safety coordinator for non-educational services (particularly in the area of physical accessibility).

e. University Library

The University Library is responsible for providing accessible, safe and ergonomically varied study spaces.

6.1.4 Occupational Health and Safety Service

The statutory duties carried out by the Occupational Health and Safety Service include advising persons in relation to absenteeism, conducting an occupational health surgery, carrying out occupational health inspections (in accordance with the RI&E), reporting work-related illnesses, reviewing the RI&E and carrying out medical examinations prior to employment²¹.

The activities and findings are outlined each year in an annual report that is submitted both to the Executive Board and the faculties and the Executive Staff & service departments.

The service agreement sets out agreements regarding the nature of the support and allocation of the various experts.²²

Prevention

The experts of the Occupational Health and Safety Service are secondary advisers who may support the UvA at the request of the occupational health and safety coordinator, the Executive Staff or the FS. This may relate to:

- a. projects²³ that are included in the annual work plan with the Occupational Health and Safety Service. The agreements in the work plan are concluded at a decentralised and central level.
- b. reviewing the RI&E modules. The (experts of the) Occupational Health and Safety Service have the statutory duty of reviewing an RI&E for accuracy, reliability and state-of-the-art status (best available knowledge at the time and generally recognised best practices). The review statement is submitted directly to the Works Council by the Occupational Health and Safety Service.
- c. advice relating to the occupational health assessments associated with the RI&E;
- d. analysis of accidents at work;
- e. responding to current issues that arise, such as indoor climate problems, supervising a department with regard to workload or inappropriate behaviour;
- f. supporting employees with a disability in relation to:
 - complex issues relating to terms of employment;
 - allocation of disabled parking (medical assessment);
- g. monitoring and communicating with regard to relevant changes to laws and regulations;
- h. organising and/or contributing to the thematic consultations of the occupational health and safety coordinators.

All experts are required to work closely with and advise the occupational health and safety coordinator and the Works Council.

The recommendations will be independent and will be issued both solicited and unsolicited.

The experts of the Occupational Health and Safety Service will periodically consult with the various occupational health and safety coordinators and will take part in the OHS coordinator consultations. The

The *Medical Examinations Act* and the *Pre-Employment Medical Examinations Decree* set out stringent requirements for the admissibility and performance of pre-employment medical examinations respectively. At the UvA, pre-employment medical examinations are only carried out if they are included in an adopted policy paper regarding a specific subject.

²² All the duties that an employer is required to undertake by way of an Occupational Health and Safety Service under the Working Conditions Act are outlined in the service agreement. In the event of interim changes to the law, these are added to the service agreement as an addendum. The most recent amendment to the law inter alia concerned enabling the occupational physician to visit every workplace at the UvA and ensuring that the Occupational Health and Safety Service had an adequate complaints procedure in place.

²³ The projects do not cover aspects relating to ordinary management and maintenance that fall under the responsibility of Facility Services. At the request of FS, the Occupational Health and Safety Service may be engaged for further investigation (e.g. for indoor climate issues).

head of the Occupational Health and Safety Service will periodically consult with the Chair of the Executive Board and with the central and decentralised Works Councils.

support for absence due to illness

Support for absence due to illness consists of advising employees who are unable to perform their work due to illness [in accordance with Absenteeism policy and the University of Amsterdam Absence due to Illness Protocol].

consultation

Appendix 6 outlines the regular UvA consultations between the UvA and the Occupational Health and Safety Service including agenda items and frequency. At each of these consultations, any issues can be identified by each party to ensure the quality of service.

6.2 Occupational health and safety themes

Occupational health and safety management is an ongoing process and consists of the following steps:

- a. prevention of new risks;
- b. controlling existing risks;
- c. limiting residual risks (and their impact);

The legislation provides for the RI&E to follow a PDCA cycle: assess→, evaluate→, measures→, re-assess and evaluate the effectiveness of the measures taken.

6.2.1 Preventing new risks

a. (Large/small-scale) construction and renovation projects

Real Estate Development follows a standard process at the start of any large-scale construction project. In order to ensure that no uncontrollable risks in the area of working conditions should arise, the following working method is used for each project:

1. *Programme of Requirements and phase documents*

- a. The Facilities Programme of Requirements (FS) (also) includes guidelines in respect of occupational health and safety aspects and insurance requirements as part of the Programme of Requirements of a specific project;
- b. A section on occupational health, safety and the environment is to be included in phase documents as yet to be determined.

2. *review of phase documents for health and safety aspects*

An occupational health and safety²⁴ thematic group will be set up for projects that will assess the various phase documents on their potential impact on working conditions, physical accessibility and social safety.

The following participants will take part in this thematic group:

the project leader or his/her deputy as chair (Real Estate Development, HO), the occupational health and safety coordinator of the Executive Staff (ownership aspects), the occupational health and safety coordinator of the (principal) user, a representative from the Safety department (FS) (management aspects, including external parties, and permits) and a representative from the Occupational Health and Safety Service. The thematic group will advise the project.

After discussion of the recommendations of the *thematic group on occupational health, safety and the environment* in the programme group, occupational health and safety will be included as a section in the proposal that will be submitted to the steering committee for decision making

²⁴ Component 3 will be launched in 2020 as a pilot, with the effectiveness of this method being evaluated after 2 years (in 2022).

purposes by the director of Real Estate Development. This section will be disclosed to the occupational health and safety coordinator of the Executive Staff in advance.

3. *construction phase*

An Accessibility, Liveability, Safety and Communication (BLVC) plan²⁵, or impact analysis, will be drawn up by the executing party – in consultation with HO, the (principal) user and FS – in order to ensure that the implementation of the project should not have or should have a limited adverse impact on the continuity of the primary process or on the safety of the staff, students and local residents in the adjacent buildings/spaces of outdoor areas (including noise pollution, vibrations, blocking of escape routes).

4. *delivery*

A structural and a technical handover will take place from the contractor to the HO, after which the HO will hand over the premises to the owner (in accordance with the *Handover and Acceptance Protocol*). This protocol includes health and safety aspects and insurance requirements.

FS renovation projects

All regulatory aspects are always reviewed at the start of small-scale (architectural) projects, of which working conditions and physical aspects are always fixed components.

Based on the risk theme, the project leader will always request the advice of the Housing Safety team (Veiligheid van Huisvesting), during which process the Occupational Health and Safety Service may always be consulted as a secondary adviser.

The *Facilities Programme of Requirements* applies to the design and realisation of projects. Construction of lecture rooms, however, follows the *Facilities Programme of Requirements for Lecture Rooms*.

Where the work may affect the process of the (future) user of the building (section), the occupational health and safety coordinator of the user will be informed and possibly consulted. The user will have to formulate its own requirements if not provided for by the principles of the *Facilities Programme of Requirements*.

When small-scale projects are delivered, the aforementioned Safety Department will – at the handover to the user – assess whether they comply with the Working Conditions Act.

leasing external, structural (teaching) premises

* *via Teaching Logistics Office (BOL)*

When leasing teaching areas, FS will adhere as much as possible to the *Facilities PoR* or the *PoR for Lecture Rooms* (appendix to the *Facilities PoR*). If the location to be hired deviates from the Programme of Requirements, this will be presented to the user, along with the nature of the deviation.

However, a number of requirements must always be ensured, even in the case of one-off leases. This is laid down in the document *Minimum Requirements for the Leasing of Teaching Facilities or Premises*²⁶. This includes requirements for indoor climate, accessibility, social safety and safe escape.

* *through the faculties*

Faculties leasing teaching areas will follow the BOL method as outlined in the above.

²⁵ BLVC: Accessibility, Quality of Life, Safety and Communication (Dutch: Bereikbaarheid, Leefbaarheid, Veiligheid en Communicatie)

²⁶ To be drafted in 2020

b. Purchasing and tendering

central purchasing

The Purchasing Department (FS) is responsible for central purchasing at the level of the campus, the UvA and the UvA-AUAS. In order to ensure that new tenders or extensions of existing contracts do not adversely affect working conditions and/or physical or digital accessibility, the following working method is used:

1. Periodic (at least four times a year) review of the procurement calendar (senior purchaser at the Purchasing Department, representative of Housing (Safety Department), the Digital Accessibility coordinator (ICTS) and an adviser from the Occupational Health and Safety Service) in order to ascertain: *Are there any foreseeable risks to working conditions or to physical or digital accessibility?*;
2. If there are any potential risks, the adviser of the Occupational Health and Safety Service will appoint an adviser with relevant expertise who will consult with the project leader of the relevant tender. The consultations will determine whether specific topics should be added to the programme of requirements and in which way the adviser will remain involved (written test, participation in a working group, themed session on occupational health and safety/accessibility);
3. The recommendation will be put to the project group: a) if the project group adopts the recommendation, the subject will be included in the specifications. The specifications containing the agreements from the recommendation will later form part of the contract.
b) if the recommendation is not adopted by the project group, the recommendation is put before the steering committee of the tender. The project group will outline its reasons why the recommendation cannot be included and will attach its decision.
4. The steering committee, in which the client is a participant, will decide whether or not to follow the recommendation or support the project group's reasons. The client will consult its own occupational health and safety coordinator in this process.

decentralised purchasing

The administrator is responsible for including the impact on working conditions or accessibility (see 6.1.2) in the purchasing process at the level of the faculty, service department or executive staff. In doing so, the method as outlined for central purchasing may be followed, where the occupational health and safety coordinator takes the place of the adviser from the Occupational Health and Safety Service. In the event of any risks that may impact other users of the building or to the building as such, the occupational health and safety coordinator will work with a representative from Housing (Safety Department).

c. New setups

In the case of new setups, a risk assessment is carried out in consultation with or by the occupational health & safety coordinator in accordance with the *Checklist for technical (trial) setups and/or projects* [Good Practice #6 RI&E VSNU Occupational Health and Safety Catalogue].

d. New techniques and materials

New techniques and new materials (including new chemical substances) are developed at the Faculty of Science. The *Hazardous Substances* Policy outlines how risks from hazardous substances (including nanomaterials) are controlled.

e. Studies involving test subjects or animals

test subjects

A research proposal involving test subjects will be reviewed by the (Medical) Ethics Committee per faculty. In the case of a research plan that involves changes to usual working methods, entailing

potential risks in the area of working conditions, a risk assessment will be carried out by the occupational health and safety coordinator.

laboratory animals

The Animal Experiments Committee (Dierexperimentententcommissie, DEC) assesses any research involving laboratory animals with regard to ethical aspects.

If a research plan involves working conditions that deviate from daily practice (as described in the *RI&E module for Animal Housing and Laboratory Animal Allergy*), a risk assessment is carried out by the occupational health and safety coordinator.

f. New working and study environments

Fieldwork, work placements and excursions involve working outside of UvA premises and buildings, which may relate to locations that have been visited for many years or new locations. A risk profile is developed at each faculty/department where fieldwork, work placements and excursions take place and a risk assessment is carried out – for each new project or new location – if the nature of the risks give rise thereto [to be included in the Fieldwork, work placements and excursions policy (please see Appendix 1)].

g. Building management or organisational innovations (FS)

In the event of a new development (FS Innovations working group), an employee from the Occupational Health and Safety Service and one of the OHS coordinators will be invited to assess this development for occupational health and safety aspects.

6.2.2 Controlling existing risks

There may be existing risks or (new) risks may arise in relation to work that is already underway. Occasionally such risks are linked to the introduction of a different method or of a new technique or type of equipment, measures that elevate the workload (e.g. administrative pressure) or regulatory changes.

The RI&E is the instrument used to periodically monitor the existing situation and these new developments. The Employee Monitor, the absenteeism analysis, incident registration, the progress reports of the occupational health and safety coordinators and the CAO-NU are instruments that identify whether specific issues and/or job or high-risk groups deserve additional focus.

Key themes, for example, include workload, social safety, the introduction of flexible working practices, the status of PhD students, the large-scale transition to the use of laptops, the need for the purchase of a seated/standing desk.

During the construction phase of major or small-scale projects, it is necessary to ensure that the construction site and the corresponding work do not pose a risk to the environment. The internal project supervisor (HO or FS) is responsible for monitoring any such risks.

6.2.3 Limiting residual risks (and their impact)

Not every type of risk can be foreseen or sufficiently controlled.

a. Incident reporting, registration and handling

The *incident management* policy outlines the handling, reporting and registration of incidents.

The occupational health and safety coordinator is responsible for investigating all recorded incidents in the field of working conditions, with the aim of preventing similar incidents. The OHS coordinator may consult the Occupational Health and Safety Service for the assessment of an accident.

Serious accidents involving UvA employees must be reported to the Inspectorate SZW immediately (within 24 hours) by the Senior Adviser Safety and Security. The term 'serious accident' is defined as an accident involving hospitalisation and (suspected) permanent injury or a fatal accident.²⁷ Although there need not necessarily be a causal relationship with the work, the accident is subject to a notification obligation if it has taken place within UvA premises or buildings. This similarly applies to third parties operating under the authority of the UvA, such as temporary workers or self-employed persons. In the case of students, the accident must have been a 'work-related' accident. The accident will be subject to a notification obligation if the student was carrying out work comparable to professional practice.

b. Crisis management teams and CER organisation

The *incident* management policy sets out the organisation of the crisis management teams, with the *Company Emergency Response policy* outlining the Company Emergency Response (CER) organisation.

c. Work-related absenteeism

The method on support for absence due to illness is followed with regard to work-related absenteeism (see 6.1.4). Occupational physicians are obliged to report any cases of work-related absenteeism to the Netherlands Center for Occupational Diseases (Centrum voor Beroepsziekten). This obligation does not exist for employee not employed by the UvA, visiting staff and students.

7 Governance – consultation structures

7.1 Occupational health and safety coordinators' consultations

The occupational health and safety coordinators will consult at least three times a year under the auspices of the Senior Adviser Safety and Security, with FS (Facility Management, Safety Department) and the experts from the Occupational Health and Safety Service likewise taking part in the consultations.

A thematic meeting will be held two to three times a year, the content of which will be prepared by the Occupational Health and Safety Service.

The OHS coordinators' consultations will focus on the following issues:

- contributing to occupational health and safety policy and the impact of its implementation;
- participation in decision making regarding RI&E module and RI&E report methodology;
- catching up on regulatory changes and development within the disciplines;
- discussing the annual report and the work plan of the Occupational Health and Safety Service;
- sharing experiences from practice.

7.2 CER directors' consultations

The purpose of the CER directors' consultations²⁸ is:

1. gaining information regarding or contributing to policy developments at strategic, tactical and operational level and impact per campus/cluster;

²⁷ The accident must still be reported as an accident at work even if hospitalisation takes place or if permanent injury is diagnosed at a later stage.

An accident subject to a notification obligation must be reported within 24 hours or parties may risk a fine of up to € 50,000.

²⁸ As outlined in the UvA and AUAS Company Emergency Response policy, please see Appendix 1.

2. planning, coordination and evaluation of evacuation training exercises, training courses, external support;
3. feedback relating to problems within the CER directors' consultations, identifying trends and any UvA-wide (and AUAS-wide) approach.

Consultations will take place four times a year. Participants include: CER directors from UvA and AUAS, Senior Adviser Safety and Security and FS (Housing, Safety Department).

7.3 P&O directors' consultations

At least once a year, the P&O directors' consultation(s) will focus on:

- the contract with the Occupational Health and Safety Service, the annual work plan, the annual report and services;
- absenteeism and related issues;
- psychosocial workload.

Consultations will focus both on policy development and new initiatives, for example, in the area of workload, support for management in relation to employees suffering from prolonged illness. The Occupational Health and Safety Service will be asked to take part in relation to this agenda item.

7.4 Real Estate-Safety consultations

The Real Estate-Safety consultations focus on coordination with regard to policy development and operational matters relating to the UvA buildings portfolio, with regard to major projects such as fire safety, asbestos and vacant property management.

The safety consultations will take place approximately four times a year, chaired by the Director of Housing FS. Participants include:

- Executive staff: Senior Controller FP&C Real Estate, Senior Adviser Safety and Security, Corporate Risk and Insurance Manager;
- FS: Real Estate Management team leader, Safety & Permits Adviser, Asbestos Project Manager and the Maintenance Management team leader;
- HO: project manager.

7.5 Other

The work plan associated with the Occupational Health and Safety Service and the services will be raised for discussion each year at:

- the operational managers' consultation committee (BVO) and the P&O directors' consultations [by HR staff];
- the OHS coordinators' consultations [by the Senior Adviser Safety and Security];
- submitted to the Central Works Council for information purposes [through HR staff].

8 Governance – administrative feedback and representative advisory bodies

8.1 Administrative feedback

The Executive Board will be informed as follows:

- through the Integrated Management report, to which a subsection on occupational health and safety will be added;
- an overview of the nature and numbers of the incidents (twice a year; based on incident registration, by the Senior Adviser Safety and Security);
- the annual report of the Occupational Health and Safety Service (Occupational Health and Safety Service);
- the annual report of the confidential advisers (HR Staff).

8.2 Representative Advisory Bodies

8.2.1 Central and Decentralised Works Council

The Works Council has:

- the right of consent in relation to decisions to adopt, amend or withdraw regulations or schemes in the area of working conditions, absenteeism or reintegration policy [Section 27(1d) Works Councils Act]. This right of consent applies to:
 - * UvA-wide occupational health and safety policy and regulations [Central Works Council];
 - * the organisation of expert support, including the level of expertise of the prevention officer, i.e. an occupational health and safety coordinator [Central Works Council and Faculty/Joint Works Council respectively];
 - * the selection of a new Occupational health and safety coordinator [Faculty/Joint Works Council] (see 5.3);
 - * the RI&E instruments corresponding to the various RI&E modules [Central Works Council, unless it only applies to a single unit];
 - * action plan associated with the RI&E [Central/Faculty/Joint Works Council, in accordance with table in Chapter 4];
- the right to be informed in respect of the RI&E report. This also includes inspections carried out outside of the regular RI&E.
- the right to accompany a visit from the Inspectorate SZW to the institution [Central Works Council or Faculty/Joint Works Council on behalf of the Central Works Council].

The Works Council will receive the following information:

- the progress report; of which the Central Works Council will receive a summary;
- the work plan and the annual report of the Occupational Health and Safety Service.

At least four times a year, consultations will be held between the Central Works Council (or the HRM committee of the Central Works Council) and the Senior Adviser Safety and Security regarding policy making and implementation of policy.

At least twice a year, consultations will be held between the Faculty/Joint Works Council and the occupational health and safety coordinator regarding the progress report, implementation/updating of the RI&Es and implementation of measures from the Action Plan.

reports at building level

The RI&E for CER and the RI&E for Owners will be carried out for the buildings. If there are various users per building, the principal user will inform the other users of the relevant sections of text. The users will inform their own representative advisory body.

agreements or reports at campus level

If there is a collective need to organise occupational health and safety management at campus level, a relevant initiative will be submitted to the dedicated Works Council for approval by the administrators.

If a report at campus level is drafted, this report may be submitted to all Works Councils on that campus by the administrators.

The Councils may decide to schedule a joint meeting to include either the initiative or the report on the agenda. This will not alter the individual powers of each council to give consent or advice.

8.2.2 Central and decentralised student councils

The adopted RI&E report, including the action plan, will be submitted to the Central Student Council (CSR) or the Faculty Student Council (FSR) by the administrator for information purposes, if the position of the students should be part of the relevant RI&E module.

9 Communication

Information on occupational health and safety and absence due to illness policy and regarding OHS coordinators is available on the website:

- staff: central and of the faculties;
- students;
- the Occupational Health and Safety Service.

In order to report incidents, staff, students and third parties will be able to visit the website (staff and student website, extranet).

10 Privacy and archiving

Appendix 7 sets out:

- the method of processing and storing data;
- the method and duration of data archiving.

11 Financial aspects

activities

The costs associated with the compliance with the rules imposed by or under this Act shall not be charged to the employees.

The administrator is responsible for the costs associated with the activities and FP&C, on behalf of the owner/the Executive Board, is responsible for the costs associated with the buildings. Any management costs fall under the responsibility of FS (both on behalf of the owner and the user, in accordance with the demarcation).

study

Costs associated with the safe performance of teaching activities that are comparable to professional practice will be borne by the teaching party and relates to aspects such as the purchase, provision and management of personal protective equipment.

RI&E action plan

Under the *Standard Operational Management Mandate*, the costs arising from the RI&E action plan form part of the budget of the administrator. If, in the opinion of the administrator, there is a disproportionate burden and a lack of alternatives²⁹, the financing of the measure outlined in the action plan will be submitted to the Executive Board for decision making.

12 Violations, liability and insurance

12.1 Enforcement

The enforcement policy of the Working Conditions Act 1998 is characterised by tit-for-tat approach. The Inspectorate SZW is the enforcement authority of the Working Conditions Act and is able to take four different enforcement pathways, depending on the facts that they encounter, such as:

- miscellaneous fineable offences;
- immediately fineable offences;
- serious fineable offences;
- criminal offences: this relates to violations of prohibitions or Section 10 of the Working Conditions Act and for crimes in the case of infringement of Section 28 or crime in accordance with Section 32 of the Working Conditions Act.

Enforcement may take place in the event of infringements of provisions of the Working Conditions Act, Decree or the VSNU Occupational Health and Safety Catalogue. The way in which enforcement takes place is determined by the nature of the infringement and the nature of the violated norm.

As an employer, the UvA is liable for all harm suffered by persons in the performance of the activities they carry out under the authority of the UvA.

²⁹ Measures must be taken in accordance with the Occupational Health Strategy (1. Source approach; 2. Collective measures; 3. Individual measures; 4. Personal protective equipment). A level may only be lowered if there are compelling reasons to do so (technical, executive and economic reasons). This is a principle of reasonableness. There is an exception for certain chemical substances (please see the *Hazardous Substances policy* [2020])

contracts

Responsibilities in the area of working conditions cannot be contractually excluded, meaning that a contract where the occupational health and safety responsibilities of a supervisor or lecturer/tutor is placed with the employee, student, volunteer, etc. is not legally valid.

12.2 Insurance

In part in view of occupational health and safety policy, the UvA has concluded the following insurance policies:

staff and students

<i>insurance</i>	staff				students
	UvA personnel (#3)	personnel not employed by the UvA (#4)	visiting employees	company emergency response officers	
liability					
accidents (#1)					
travel insurance (#2)					

#1 the accident insurance applies throughout the entire research or work placement period within the Netherlands or abroad including travel. It is expected that travel between the home and work address should be as short as possible.

#2 this exclusively concerns travel on the instruction or on behalf of the UvA, which is the result of an employment contract or a curriculum assignment. Conference visits, etc. are included under the insurance policy.

#3 this also relates to employees who have been seconded to other institutions.

#4 if registered in SAP.

other

<i>insurance</i>	trainees at the UvA*	Volunteers at the UvA	third parties		
			external companies	guests	visitors
liability		**	****	****	***
accident insurance			****	****	
travel insurance ****					

* provided that there is a Work Placement Agreement, reimbursement and registration in SAP, or visitors' regulations will apply

** provided there is a volunteer agreement, reimbursement and registration in SAP or visitors' regulations will apply

*** visitors' regulations are in place for visitors to buildings/premises or participants in UvA activities that do not have a work or study relationship with the UvA

**** if persons are working on the instruction or under the supervision of the UvA, additional coverage is provided if the damage is not covered by their own insurance

The insurance policies apply both within the Netherlands and abroad. In the case of extended stays at external locations either in the Netherlands or abroad, the person in question must take out additional insurance him or herself.

Health insurance is a private form of insurance and is therefore the responsibility of the person him or herself.

Appendix 1 Subjects for which policies or protocols have been or are being developed

 Legend: [expected year of adoption](#)

Title	AUAS/UvA ³⁰	Date
Occupational health and safety policy and RI&E		
Occupational health and safety policy		2020
RI&E memorandum	UvA	7 December 2012
RI&E instruments		
1. Central Occupational health and safety management policy in conjunction with 2.	UvA	11 June 2019 [letter from the Executive Board]
2. Decentralised Occupational health and safety management policy	UvA	2020
3. Workplace and Work Environment	UvA	2020
* special modules ³¹		8 March 2016
4. PSA	UvA/AUAS	2020
5. Owner	UvA	8 March 2016
6. Company Emergency Response (CER)	UvA/AUAS	2020
7. Lecture rooms	UvA	2020
8. Management	UvA	
Topics (Occupational Health and Safety Catalogue)		
CANS [complaints relating to the arms, neck and shoulders]	UvA	7 December 2012
- Computer glasses reimbursement scheme		9 December 2019
PSA [Psychosocial workload]	UvA	
- Workload and UvA Workload Action Plan		7 December 2017
- Summary Memorandum on Social Safety		1 February 2019
- Regulations concerning the Confidential Adviser		update 2020
- UvA Code of Conduct		update 2020
Hazardous substances	UvA	2020
Laboratory animal allergy	UvA	2020
Fieldwork, work placements and excursions	UvA	2020
Safety and security aspects in relation to internationalisation	UvA	2020
Information, education and supervision included in the occupational health and safety policy	UvA	Please see under occupational health and safety policy
Controlling residual risks		
UvA and AUAS Company Emergency Response policy	UvA/AUAS	30 September 2015
- Bonus scheme for CER	UvA	27 October 2015
UvA and AUAS Incident management policy	UvA/AUAS	30 September 2015
- Crisis Management Guide (latest, revised version)	UvA	Dec. 2018
University of Amsterdam Absence due to Illness Protocol		30 June 2018
Other relevant policies/protocols/regulations		
Standard Operational Management Mandate	UvA	18 March 2013
UvA Space Utilisation Regulations, including:	UvA	12 January 2015
• Buildings Register	UvA	determined annually
Preamble to Safety and Security Policy Papers	UvA	30 September 2015
Organisational safeguards for the management and operational management of the control of safety risks at the UvA	UvA	12 July 2012
UvA-wide framework for house rules and the code of conduct for buildings, facilities and grounds of the UvA	UvA	30 September 2015

³⁰ in connection with the joint services with the AUAS

³¹ The instruments for the special modules are included in the policy for that topic or are submitted separately to the central or decentralised Works Council.



Safety and security aspects relating to the use and management of the open city campus	UvA	30 September 2015
AUAS and UvA Policy for people with a disability, a chronic illness or an occupational disability	UvA/AUAS	14 April 2016
policy on: - smoking - alcohol - substance abuse (drugs and medicines)	UvA	2020 2020 2020 – 2021

Appendix 2 Demarcation regarding working conditions in relation to other knowledge institutions

2a Establishment of joint organisations with other knowledge institutions

In terms of working conditions, it is vital that agreements with affiliated parties define for whom the UvA bears what responsibility when it comes to UvA employees and students³². The key issue in this instance is:

- whether UvA policy and regulations are or must be complied with for this group of employees and students;
- what the responsibilities are with regard to absence due to illness and reporting to the Inspectorate SZW.

This chapter takes a first step with regard to the agreements to be made.

A distinction is made between:

- a. activity-related topics: employees and students insofar as they carry out activities that are comparable to professional practice;
- b. building-related topics: staff and students.

Collaboration agreements will often refer to a responsibility for administrative and financial management. It is unclear whether issues relating to working conditions are included.

The general rule is:

- The duty of care remains the purview of the employee's own employer;
- Registration of incidents and reporting incidents subject to a notification obligation to Inspectorate SZW (the latter only applicable to incidents in the Netherlands).

In order to ensure adequate care for UvA staff and students, it is essential that the units draw up a progress report each year, the main components of which will be included in the Integrated Management Report (IMR) and that a copy of the management report is submitted to the Senior Adviser Safety and Security of the UvA (Q1).

The table provides an overview of the way in which occupational health and safety management is organised, with a brief explanatory note for each unit.

³² Under the Working Conditions Act, several employers must cooperate effectively in order to ensure compliance with the Working Conditions Act (Section 17.1).

2.1 ACTA

ACTA, the Academic Centre for Dentistry in Amsterdam, is a joint venture between the VU and UvA dentistry programmes. The basis for this partnership was established in 1984. The *Joint ACTA Regulations, last amended in 2014*, state that ACTA will situate its operations as much as possible at the VU and will follow the UvA's terms of employment. ACTA has had a new governance model since 2019 that is based on the governance model of the UvA, which also outlines the governance of ACTA. The UvA acts as the lead institution, with the VU running large parts of the operational management, including financial and personnel administration.

The *ACTA Faculty Regulations* [1 July 2019] were adopted for the faculty with regard to governance, organisation and organisational management. The ACTA follows the *UvA Standard Operational Management Mandate* and the *Joint Regulations* (Article 6.1) with regard to the exercise of the powers relating to operational management. Funding as well as the number of employees and students (numerus fixus) both follow the ratio of 45% VU and 55% UvA.

The *Joint ACTA Regulations 2014* and the *ACTA Faculty Regulations* do not contain any further specifications with regard to working conditions.

The VSNU Collective Labour Agreement and the VSNU Occupational Health and Safety Catalogue apply to both institutions.

The ACTA follows the VU with regard to the following aspects.

- policy in the area of working conditions. In cases where one institution should develop specific policies on a certain topic or prioritises a certain theme, ACTA may decide to follow that direction, such as *Managing your workload* (UvA), *social safety* (VU).
- building-related issues, including permits;
- crisis management. Agreements are in place between ACTA, VU and UvA with regard to coordination concerning organising crisis management; in the event of incidents that concern UvA staff or UvA students, UvA insurance will apply and there is recourse to the Corporate Risk and Insurance Manager. ACTA will record the incident in the area of working conditions. ACTA will report incidents subject to a notification obligation to the Inspectorate SZW.
- ACTA and/or ACTA employees are able to rely on UvA regulations relating to the legal status of employees in the area of: CER/First Aid bonuses, reimbursement for computer glasses, denying access to buildings (ACTA employees and students);
- occupational health and safety services. Contracts will run through the VU and a joint Amsterdam UMC Occupational Health and Safety Service will be created in the near future³³.

ACTA has a dedicated occupational health and safety coordinator and the action plan to the RI&E is submitted to the ACTA Works Council for approval. The occupational health and safety coordinator will then draft the progress report. ACTA is responsible for the funding of occupational health and safety issues, including special provisions for employee or students with a disability. If the management of ACTA believes that certain measures or provisions are disproportionate, cases that relate to UvA employees or UvA students may be escalated to the Executive Board of the UvA.

³³ At the ACTA's inception, UvA employees were able to opt for the UvA Occupational Health and Safety Service, with a number of employees choosing that option. UvA.

ACTA demarcation		topics		UvA	ACTA	VU
hazardous substances	* chemical load	* policy				
		* risk assessment (RI&E)				
		* nanomaterials				
		* purchasing				
		* fume cupboards				
	* biological load	* personal protective equipment				
		* GMO licences				
		* vaccine check/vaccinations			VU-MC	
		* Legionella ((oral) irrigators)				
		* safety cabinets				
	* laboratory animal allergy					
fieldwork, work placements and excursions	in NL and abroad	* policy				
		* risk assessment per project				
		(including emotional stress)				
safety aspects	falls, impact, work equipment, ... personal protective equipment external parties	* risk assessment (RI&E)				
psychosocial workload		* policy				
		* Employee Monitor				
		* risk assessment (RI&E)				
	* workload					
	* social safety	* protocol				
		* confidential adviser for employees				
	* confidential adviser for students			SC		

ACTA demarcation	topics		UvA	ACTA	VU
disability	* policies and protocols				
	digital accessibility, including	* website			
		* digital documents			
	application for special provisions	* teaching materials			
	accessible education				
building-related risks	building, facilities, premises	* risk assessment (RI&E)			
	installations	* risk assessment (RI&E)			
	physical accessibility, inc.	* general accessibility			
		* relaxation room			
		* parking facilities			
crisis management	* policy	* assembling teams and training			
	* Company Emergency Response (CER) organisation	* CER/First Aid bonus			
		* assembly			
	* decentralised crisis management team	* assembly, coordination			
		* training			
	* incidents	* handling of occupational health and safety incidents			
		* handling of large-scale incidents/emergencies			
		* registration			
		* notifiable incidents (Inspectorate SZW)			
	* insurance	* <i>Building access (restriction) protocol</i>			
	* handling of damage claims via insurance				

2.2 Faculty of Medicine

The Faculty of Medicine is part of Amsterdam UMC, both in organisational terms and in terms of housing. The employees, including PhD students, are employed by Amsterdam UMC, with students being enrolled at the UvA.

Amsterdam UMC follows the practices of the NFU (Netherlands Federation of University Medical Centres) Occupational Health and Safety Catalogue.

The formal and legal form of the partnership is outlined in the *UvA-AMC administrative structure* document (in accordance with Section 12.20(1) of the WHW), with implementation de facto the remit of AMC. The mandate has been delegated to the dean of the faculty in accordance with the UvA Standard Operational Management Mandate.

The UvA-AMC Executive Council's duties include:

- Coordination with regard to policy applicable to the Faculty of Medicine, in cases where NFU agreements deviate from policies adopted by the Executive Board of the UvA.

The framework conditions also cover the use of the UvA Student Services service.

Appendix 3 (Information charter) of the decision states that information exchange is required for the statutory accountability to the Executive Board of the UvA and furthermore:

- In order to enable the Executive Board of the UvA to comply with its obligations pursuant to law in respect of the Ministry of Education, Culture and Science [...];
- In order to enable the Executive Board of the AMC to fulfil its obligations in respect of the Ministry of Education, Culture and Science and Ministry of Health, Welfare and Sport pursuant to law.

Note: what this means for students carrying out activities comparable to professional practice and therefore falling under the Working Conditions Act.

Funding: The Faculty of Medicine receives an annual amount through the UvA budget.

With regard to building access (restriction) and insurance, the Faculty of Medicine falls under the regulations/insurance of the AMC.

Further agreements must be made with the AMC regarding the demarcation in relation to occupational health and safety issues and studying for medical students with a disability inter alia regarding the following issues:

- what policy will be followed (occupational health and safety and disability), who pays for the special provisions arising from this policy?;
- execution of the RI&E (insofar applicable to students); feedback to UvA;
- the funding of provisions (teaching facilities and material facilities) in the area of studying with a disability or chronic illness; escalation to Supervisory Board (AMC) or Executive Board (UvA) in the case unreasonable adjustments;
- building-related risks;
- reporting incidents to Inspectorate SZW [regarding incidents subject to a notification obligation relating to activities that are comparable to professional practice].

Crisis management will follow the processes of Amsterdam UMC.

Regulations relating to legal status and OHS services³⁴ do not apply for students.

³⁴ Occupational health and safety services: except issues relating to activities comparable to professional practice.

2.3 AUC

The Amsterdam University College (AUC) is an interuniversity partnership institute between the Faculty of Science (UvA) and the Faculty of Earth and Life Sciences (VU). The basis for this partnership is laid down in the *Joint Regulations for Amsterdam University College* [August 2016]. Academic staff and support and management staff fall under the Faculty of Science. The UvA is responsible for operational management which inter alia includes financial and personnel administration, teaching logistics and operational management (in accordance with the *Management and Administration Regulations* and the *UvA Standard Operational Management Mandate*). There is no explicit reference to responsibility with regard to working conditions.

Responsibility for the legal protection (and relevant procedures) of students lies with the VU.

Both the UvA and VU, and therefore the AUC, are covered by the VSNU Occupational Health and Safety Catalogue. The AUC has its own occupational health and safety coordinator.

Specific areas of focus include:

- occupational health and safety management (activities and building) for (visiting) employees and students of the AUC falls entirely under the responsibility of the UvA.
- in the case of visiting employees, support for absence due to illness and reporting notifiable incidents (Inspectorate SZW) will be provided and carried out resp. by the employer of the guest lecturer.
- the mandatory accommodations of all students in the halls of residence (dorms). The AUC has agreements in place with DUWO, the owner of the housing.

AUC demarcation	topics		UvA	VU
General				
lead institution				
operational management				
staff				
students				
International students/employees				
building				
Occupational Health and Safety Catalogue			VSNU	
Occupational health and safety policy				
implementation of the RI&E				
Occupational health and safety coordinator	* appointment			
	* Works Council approval of new OHS coord.			
representative advisory bodies	approval re: method and RI&E action plan			
Occupational Health and Safety Service				
activity-related risks				
physical load	* computer-based work	*CANS policy		
		* risk assessment (RI&E)		
		* computer glasses reimbursement		
	* ergonomics of practical operations	* risk assessment (RI&E)		
physical load				
physical load				
hazardous substances				
hazardous substances				
fieldwork, work placements and excursions				
fieldwork, work placements and excursions	in NL and abroad	* policy		
		* risk assessment per project		

Legend
responsible party
N/A

AUC demarcation	topics	(including emotional stress)	UvA	VU
	safety aspects	falls, impact, work equipment, ... personal protective equipment external parties	* risk assessment (RI&E)	
	psychosocial workload	* workload * social safety	* policy * Employee Monitor * risk assessment (RI&E) * protocol * confidential adviser for employees * confidential adviser for students	
	disability	* policies and protocols digital accessibility, including application for special provisions accessible education	* website * digital documents * teaching materials	
	building-related risks	building, facilities, premises installations physical accessibility, inc.	* risk assessment (RI&E) * risk assessment (RI&E) * general accessibility * relaxation room * parking facilities	



AUC demarcation	topics		UvA	VU
crisis management	* policy	* assembling teams and training		
	* Company Emergency Response (CER) organisation	* CER/First Aid bonus		
	* decentralised crisis management team	* assembly		
		* assembly, coordination		
		* training		
	* incidents	* handling of occupational health and safety incidents		
		* handling of large-scale incidents/emergencies		
		* registration		
		* notifiable incidents (Inspectorate SZW)		
		* <i>Building access (restriction)</i> protocol		
	* insurance	* handling of damage claims via insurance		

2.4 AUAS

The combined service departments (AC, FS, ICTS and UvA/AUAS Library) are a partnership between the AUAS and the UvA for the provision of services to both institutions. The basis for this partnership is laid down in the *Combined Services Collaboration Agreement* [20 July 2017].

The service departments employ staff from both the UvA and the AUAS.

The building that houses the AC, FS and ICTS service departments is leased from an external party by the AUAS (Leeuwenburg) and will be leased by the UvA (new site) from 2021. The UvA/AUAS Library is housed in UvA and AUAS buildings respectively.

occupational health and safety

The VSNU Occupational Health and Safety Catalogue applies to the UvA, with the Occupational Health and Safety Catalogue for Higher Education (Arbocatalogus HO) applying to the AUAS.

The *Combined Services Collaboration Agreements* does not include any specific references to occupational health and safety management. The sections that are relevant in this context are:

- personnel and financial policies, policies in respect of information provision, administrative organisation, communication and housing shall be adopted by the management of either institution (Article 2.1.II). Is it unclear as to whether this also refers to occupational health and safety management.
- one of the duties of the directors is cited as relating to: all other activities corresponding to the position of supervisor of the service department/department, based on the rules individually applicable to the parties (Article 3.1.6);
- with regard to decisions relating to service departments for which the approval and advice of the representative advisory bodies of the institutions is required, the parties shall agree to coordinate the relevant procedures (Article 4.3);
- the employer shall be the decisive factor for the legal status of every employee of a department (Article 8.1);
- liability and insurance: the parties shall bear the risk of a service department proportionate to their share of the service department (Article 12.1).

An occupational health and safety coordinator is present for the UvA/AUAS for the combined service departments, in addition to a coordinator for the other service departments. The *Combined Service Units Risk Assessment & Evaluation Professionalisation Pathway* memorandum was drafted for both institutions (discussed in both representative councils in February 2020). A separate agreement has been made to include occupational health and safety services via the UvA.

Demarcation of UvA and AUAS service departments			UvA - AUAS service departments		
	topics		UvA	director	AUAS
			service department		
General					
lead institution					
operational management		Legend			
staff		responsible party			
students		N/A			
International students/employees					
building			2021		LWB
Occupational Health and Safety Catalogue			VSNU		HO
Occupational health and safety policy			VSNU		HO
implementation of the RI&E			review/method		
Occupational health and safety coordinator	* appointment				
	* Works Council approval of new OHS coord.		Joint Works Council		Department and Service Representative Advisory Council
			Joint Works Council		Department and Service Representative Advisory Council
representative advisory bodies Occupational Health and Safety Service	approval re: method and RI&E action plan				
activity-related risks					
physical load	* computer-based work	*CANS policy			
		* risk assessment (RI&E)			

Demarcation of	UvA and AUAS service departments		UvA - AUAS service departments		
	* ergonomics of practical operations	* computer glasses reimbursement * risk assessment (RI&E)	█		█
physical load	* policy * noise, including ultrasonic sound * radiation, non-ionising	* risk assessment (RI&E) * hearing protection * risk assessment (RI&E)		█	
hazardous substances	* chemical load * biological load	* policy * risk assessment (RI&E) * nanomaterials * purchasing * fume cupboards * personal protective equipment * GMO licences * vaccine check/vaccinations * Legionella ((oral) irrigators) * safety cabinets * laboratory animal allergy	█	█	█
fieldwork, work placements and excursions				█	
safety aspects	falls, impact, work equipment, ... personal protective equipment external parties	* risk assessment (RI&E)	█	█	█
psychosocial		* policy	█		█

Demarcation of UvA and AUAS service departments			UvA - AUAS service departments		
workload	<ul style="list-style-type: none"> * workload * social safety 	<ul style="list-style-type: none"> * Employee Monitor * risk assessment (RI&E) * protocol * confidential adviser for employees * confidential adviser for students 			
Demarcation of	topics		UvA	director	AUAS
disability	<ul style="list-style-type: none"> * policies and protocols digital accessibility, including application for special provisions accessible education 	<ul style="list-style-type: none"> * website * digital documents * teaching materials 			
building-related risks	<ul style="list-style-type: none"> building, facilities, premises installations physical accessibility, inc. 	<ul style="list-style-type: none"> * risk assessment (RI&E) * risk assessment (RI&E) * general accessibility * relaxation room * parking facilities 		lessor	
crisis management	<ul style="list-style-type: none"> * policy * Company Emergency Response (CER) organisation * decentralised crisis management team 	<ul style="list-style-type: none"> * assembling teams and training * CER/First Aid bonus * assembly * assembly, coordination 			

Demarcation of	UvA and AUAS service departments			
	<ul style="list-style-type: none"> * incidents * insurance 	<ul style="list-style-type: none"> * training * handling of occupational health and safety incidents * handling of large-scale incidents/emergencies * registration * notifiable incidents (Inspectorate SZW) * <i>Building access (restriction) protocol</i> * handling of damage claims via insurance 	UvA - AUAS service departments	

2.5 Netherlands Institute in Athens (NIA) and Netherlands Institute in St. Petersburg (NIP)

The NIA and the NIP are partnerships of Dutch universities, with the lead institution being the UvA for both institutes.

The basis for this partnership is laid down in the *Joint Regulations for Dutch Scientific Institutes Abroad* [10 December 2015].

The UvA is responsible for the administrative and financial management of both the NIA and the NIP and the director is accountable to the Executive Board regarding the institute's policies. The official administrator will ensure that an activity plan can be established for each forthcoming calendar year. It is unclear as to whether this also include responsibility for occupational health and safety management.

The director is employed by the UvA, with the other employees being employed by the relevant institute. The building of the NIA is owned by the UvA, whereas the NIP building is leased.

occupational health and safety

The director is tasked with ensuring a safe and healthy working environment for employees and students carrying out academic activities at or through the institute. Furthermore, national legislation of the countries where the institutes are located applies to both institutes.

The Corporate Risk and Insurance Manager and the director are responsible for ensuring that occupational health and safety management is implemented in the broadest sense. He/she will also carry out the RI&E for Owners for the NIA.

Demarcation NIA/NIP		topics		UVA	NIA/NIP
General					
lead institution					
operational management					
staff			Legend	director	staff
students			responsible party		
International students/employees			N/A		
building			local national legislation		own/lease
Occupational Health and Safety Catalogue					
Occupational health and safety policy					
implementation of the RI&E					
Occupational health and safety coordinator	* appointment				
	* Works Council approval of new OHS coord.				
representative advisory bodies	approval re: method and RI&E action plan				
Occupational Health and Safety Service				director	
activity-related risks					
physical load	* computer-based work		*CANS policy		
			* risk assessment (RI&E)		
			* computer glasses reimbursement		
physical load					
hazardous substances					
fieldwork, work placements and excursions	in NL and abroad		* policy		
			* risk assessment per project		

Demarcation NIA/NIP			UVA	NIA/NIP
	topics	(including emotional stress)		
safety aspects	falls, impact, work equipment, ... personal protective equipment external parties	* risk assessment (RI&E)		
psychosocial workload	* workload * social safety	* policy * Employee Monitor * risk assessment (RI&E) * protocol * confidential adviser for employees * confidential adviser for students		
disability	* policies and protocols digital accessibility, including application for special provisions accessible education	* website * digital documents * teaching materials		
building-related risks	building, facilities, premises installations physical accessibility, inc.	* risk assessment (RI&E) * risk assessment (RI&E) * general accessibility * relaxation room * parking facilities		

2b Permanent collaborative ventures

2.6 Restoration workshops (Faculty of Humanities)

A service agreement is in place between the Rijksmuseum Amsterdam and the UvA (Faculty of Humanities, Conservation and restoration of Cultural Heritage department), relating the use of the Ateliergebouw [dated 1 October 2007].

Upon the evaluation of the service agreement [dated 22 July 2015] - due to the lack of clear agreements in that service agreement – it was agreed that Occupational Health and Safety coordination and safety will be carried out by:

- Rijksmuseum: The Ateliergebouw and the joint spaces [including the aspects that fall under the RI&E for Owners, RI&E for Company Emergency Response];
- Faculty of Humanities: dedicated spaces [including RI&E for the Workplace & Work environment, RI&E for Psychosocial Workload].

Appendix 3 Topics per RI&E module

Overview of the University of Amsterdam RI&E: ownership, implementation and topics

			RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment and special modules	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
RI&E organisation	owner	Executive Board	Dean/SG/Service director	Dean/SG/Service director	Dean/SG/Service director	Director FS	Secretary General of the University	Main building user	
	for approval for information purposes	Central Works Council	Faculty Works Council/Joint Works Council	Faculty Works Council	Faculty Works Council/Joint Works Council	Central Works Council Central Student Council	Central Works Council	Faculty Works Council	
	implementation by	Occupational Health and Safety Service on behalf of the Executive Secretary to the Board	Occupational health and safety coordinator	Occupational Health and Safety Service on behalf of the Head of P&O	Occupational health and safety coordinator in consultation with the Occupational Health and Safety Service	Occupational health and safety coordinator for joint services in consultation with Teaching Logistics Office (BOL)	Occupational health and safety coordinator Executive Staff	Occupational health and safety coordinator of the main user	
	scope	UvA-wide	per faculty or service department	per faculty or service department	per faculty or service department	per faculty, excluding study spaces and laboratories	per campus	per building	



	topics in accordance with the Working Conditions Decree <i>[(to be determined) UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
1	<i>Occupational health and safety policy; Absence due to illness policy and protocol]</i>	Working Conditions Act s.3	Occupational health and safety and absence due to illness policy	x	x					
		Working Conditions Act s.3	Duties, responsibilities and powers	x	x					
		Working Conditions Act s.12	Collaboration and consultation	x	x					
		Working Conditions Act s. 5, 6, 13 and 14	Organisation of expert assistance	x						
		Working Conditions Act s.13	Employee access to prevention officer, occupational health and safety expert or Occupational Health and Safety Service	x	x					
		Working Conditions Act s.13	Role, duties, number and level of prevention officer	x	x					
	<i>[Occupational health and safety policy, RI&E memorandum]</i>	Working Conditions Act s. 5 Occupational Health and Safety Catalogue RI&E	RI&E and action plan, PDCA cycle	x	<i>x (determine which modules apply)</i>					
	<i>[Occupational health and safety policy]</i>	Working Conditions Act s. 8 and 11 Occupational Health and Safety Catalogue Information, Education & Monitoring	Information and education (note: multilingualism)	x	x					
		Working Conditions Act s. 8 and 11	Monitoring by managers	x	x					
		Working Conditions Act s.11	Employee conduct	x	x					
		Working Conditions Act s.18	Medical health examination / PAGO recommendation	x	x (recommendations of Occupational Health and Safety Service to RI&E)	x	x			

	topics in accordance with the Working Conditions Decree <i>[(to be determined) UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
		Working Conditions Act s. 3, 5, 8; Working Conditions Decree Part 8, 9, 10	Special categories: employees (temporary employees, trainees, youths, pregnant women, foreign-language speakers, persons working from home (computer work), students, volunteers and visitors)	x	x	x	x	x	x	x
		Working Conditions Act s. 10; Building Decree 2012	(Construction) safety: agreements between client, designer and/or contracting parties regarding health and safety						x	
	<i>[Occupational health and safety policy]</i>	Working Conditions Decree s. 7.2	New construction, renovation and procurement	x	x				x	
	<i>[Occupational health and safety policy]</i>	Working Conditions Act s.12	Role of representative advisory bodies	x	x					
			Working at external (research) locations in NL and abroad	x			RI&E for Fieldwork			
	<i>[UvA Incident management policy]</i>	Working Conditions Act s. 9; Working Conditions Regulations Annex I	Accident registration and investigation	x	x					
		Working Conditions Act Part 10	Flexible working arrangements (flexible working/Het Nieuwe Werken)		x					
2	Psychosocial Workload	Working Conditions Act s.3	Behaviour: aggression and violence, sexual harassment, bullying, discrimination	x	x	x				
		Working Conditions Act s.3	Workload and stress	x	x	x				
3	Company Emergency Response <i>[UvA Company Emergency Response policy]</i>	Working Conditions Act s. 3 and 15	CER organisation, training	x	x					x



	topics in accordance with the Working Conditions Decree <i>[(to be determined) UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
		Working Conditions Act s. 3 and 15; Working Conditions Regulations Annex II	CER plan or evacuation plan							x
			Company Emergency Response drills							x
		Working Conditions Act s. 3 and 15; Working Conditions Regulations Annex II	CER after working hours (e.g. evening opening)							x
4	Workplace design	Working Conditions Decree s. 3.2, 3.11	General aspects such as order and cleanliness, maintenance, control and inspection				x	x	x	
	<i>[UvA Company Emergency Response policy]</i>	Working Conditions Regulations s. 3.6-3.9, Ch 8	Emergency provisions, such as extinguishers, escape routes and emergency exits					x	x	x
		Working Conditions Regulations s. 3.11-3.29, 5.4	Equipment: room to move, floors, thresholds, entrapment hazards, risk of impacts (glass doors)				x	x		
		Working Conditions Decree s. 3.20-3.24	Break rooms and (sanitary) facilities such as changing room, shower room, lactation room and relaxation room				x (use of shower)		x	
		Working Conditions Decree s. 3.5A-3.G	Explosion hazard				x	x		x
		Working Conditions Decree s. 3.2	Study spaces				x			
		Working Conditions Act s. 7, 10, Working Conditions Decrees. 3.2	Premises and site-related facilities						x	
	<i>[UvA Policy for people with a disability, a chronic illness or an occupational disability]</i>	Working Conditions Act s.4	Physical accessibility and safety aspects				x	x	x	x



	topics in accordance with the Working Conditions Decree <i>[(to be determined) UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
		Working Conditions Decree s. 3.3	Construction Safety						x	
5	Hazardous substances and biological agents <i>UvA policy on Hazardous Substances</i>	Working Conditions Decree Ch 4	Registration and storage, available (safety) information, labelling, limiting exposure in accordance with occupational safety strategy, working in confined spaces		x		x			x
	<i>[UvA policy on Laboratory animal allergy]</i>	Working Conditions Decree Ch 4, GMO Regulations, Experiments on Animals Act, Occupational Health and Safety Catalogue Laboratory Animal Allergy	Biological agents, including genetically modified organisms (GMOs) and working with laboratory animals		x		x (various special modules)			x
			Nanotechnology							
		Drinking Water Act Chapter 4	Legionella control						x	x
	<i>[UvA Asbestos policy]</i>	Working Conditions Act Part 5	Asbestos				x (e.g. equipment)		x	
6	Physical load	Working Conditions Decree, Ch 5, Part 1	Exerting force, such as lifting, pushing, pulling, holding, supporting and carrying				x			
		Working Conditions Decree, Ch 5, Part 1	Working posture such as unfavourable posture, static posture, standing and sitting				x			
		Working Conditions Decree, Ch 5, Part 1	Movements such as walking, repetitive movements and sudden movements				x			
	<i>[UvA CANS policy]</i>	Working Conditions Decree, Ch 5, Part 2	Computer work and seated office work				x	x		



	topics in accordance with the Working Conditions Decree <i>[[to be determined] UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response	
7	Physical factors	Working Conditions Decree s. 6.1, 6.2	(Indoor) climate, extremes in heat and cold				x	x	x		
		Working Conditions Decree s. 6.3, 6.4	(Artificial) lighting				x	x	x		
		Working Conditions Decree, Ch 6, Part 3	Noise, both harmful and unpleasant				x	x	x		
		Basic Safety Standards for Radiation Protection Decree (Bbs), Nuclear Energy Act	Radiation, ionising				x				
		Working Conditions Decree s. 6.12	Radiation, non-ionising				x (RI&E for MRI FMG)				
		Working Conditions Regulations, Chapter 6	Working in a pressurised environment				x				
		Working Conditions Decree Chapter 6, Part 3a	Vibrations, both hand-arm and whole-body vibrations				x				
8	Safety	Working Conditions Act s. 3.1, 3.4, 3.5, 3.29	Electrical safety (building-related)						x		
		Working Conditions Decree Chapter 7	Electrical equipment (including cables and sockets)				x	x	x		
		Working Conditions Act s. 3.1, 3.4, 3.5, 3.29	Installations (building-related such as lifts, air conditioning, fire alarm system and transmission mast)							x	
		Working Conditions Decree s. 3.16	Working at heights such as working on roofs, façade lifts and working with ladders							x	
9	Work equipment and specific work activities	Working Conditions Decree s. 7.2	CE marking				x	x	x		



	topics in accordance with the Working Conditions Decree <i>[(to be determined) UvA policy]</i>	Legislation VSNU Occupational Health and Safety Catalogue	topic	RI&E for Central occupational health and safety management policy	RI&E for Decentralised occupational health and safety management policy	RI&E for Psychosocial Workload	RI&E for the Workplace and Work Environment	RI&E for Lecture rooms	RI&E for Owners	RI&E for Company Emergency Response
		Working Conditions Act s. 7.7, 7.15, 7.16	Safety mechanisms/safety devices/emergency stop features					x	x	
		Working Conditions Decree s. 7.4a	Maintenance and inspection of work equipment				x	x	x	
		Working Conditions Decree s. 7.6	Authorisation to use work equipment				x	x	x	
		Working Conditions Decree s. 18, 20, 21	Hoisting and lifting equipment				x	x	x	
		Working Conditions Decree s. 7.17	Transport equipment				x	x	x	
		Working Conditions Decree Ch 7	Identification and evaluation of hazards of work equipment				x	x	x	
11	Personal protective equipment	Working Conditions Decree, Ch 8, Part 1	Necessity, choice, availability and use (registration, maintenance, replacement)				x	x		
12	Health and safety signs	Working Conditions Decree s. 8.4	Presence, legibility and audibility					x		x
13	Working and rest times	Working Hours Act and Working Hours Decree s. 2.12(3b)	Implementation and execution according to the VSNU Collective Labour Agreement	x	x	x				

Legend:

[policy]: to be developed 2020

Appendix 4 Topics of progress report

The format of the progress report is set out in the consultations of the occupational health and safety coordinators. There may be deviation from this format, provided that the following topics are included in the report.

Topics:

1. Implementation of the RI&E modules and progress of the corresponding action plans
2. Activities of the Occupational health and safety coordinator, including workplace inspections and education
3. Company Emergency Response, First Aid and crisis management organisation and incidents
4. Government inspection(s)
5. Expected developments in the year
6. Planning year (including dates of permanent consultations)

Appendix 5 Occupational health and safety coordinator sample job profile for the vacancy

Media

List the media channels where you would like the vacancy to be published. Delete as appropriate.

Only complete 'Cost centre/WBS element' section if you have completed 'Other media'

UvAWeb: Yes/Np

Academic Transfer: Yes/No

Other media: *[Dutch Occupational Hygiene Association, Dutch Association of Safety Science and the Occupational Health and Safety Coordinators' Association]*

Cost centre/WBS element: ---

1. Publication date

'ASAP'.

2. Closing date

[+ 2] weeks after placement

3. Organisational units

[Unit]

4. Level of education

Higher professional education/Research-university education

5. Hours

... FTE

6. Salary indication

Scale ..

7. Job title

Occupational health and safety coordinator

8. Vacancy type

Support staff

9. Introductory text

[To be completed per unit]

The approval of the Works Council regarding the person of the proposed candidate is a statutory requirement.

10. Job description

Within the UvA, occupational health and safety coordinators have been appointed to perform the duties of a prevention officer within the meaning of the Working Conditions Act. [One or more] occupational health and safety coordinator(s) has/have been appointed for the [unit] within the mandate of the [Dean/Secretary General of the University]. The vacancy relates to the activities for the *[faculty/Executive Staff/service departments]*.

Based on their professional role, the occupational health and safety coordinator has the following responsibilities:

1. Acting as a primary adviser for any questions from the management and staff;
2. Providing the management and staff with solicited and unsolicited advice. If necessary, he or she will be able to escalate matters to the Board;
3. Initiating and executing, or instructing the execution of, the RI&E modules. This relates to *[inter alia Decentralised Occupational Health & Safety policy, RI&E for the Workplace and Work Environment, RI&E for CER and RI&E for Psychosocial Workload]*; implementing or monitoring the implementation of the action plan;
4. Carrying out and reporting on individual workplace assessments, in-depth assessments in consultation with secondary experts from the Occupational Health and Safety Service;
5. Advising in relation to new developments aimed at preventing risks in the field of health, safety and psychosocial workload;
6. Assisting persons with a disability or chronic illness insofar as this relates to the (route to the) workplace and the drafting of a personalised evacuation plan or instructing the drafting thereof;
7. Handling accident reports in the area of working conditions;
8. Providing information and education in the area of working conditions;
9. Drafting an annual progress report;
10. Liaising, consulting with management, the Works Council, committees, secondary advisers and the occupational physician of the Occupational Health and Safety Service, etc.

The performance of these duties will take place in close cooperation with [...].

11. Profile

- *[Successful completion of a degree programme in higher professional or academic education]* with up-to-date knowledge in the field of occupational safety, safety science;
- Able to advise various parties within a large and complex organisation (preferably through experience at a higher education institution);
- Demonstrates a sense of integrity and is able to handle confidential information;
- Excellent verbal and written communication skills;
- A proactive and result-oriented attitude and is able to work with a range of stakeholders within a complex organisation effectively;
- Excellent communicator who is able to operate with ease at various levels within a complex organisation and who is able to raise awareness regarding occupational health and safety;
- Able to take responsibility and lives by the rule that ‘a deal is a deal’;
- Able to think in terms of processes and is able to prioritise, keep a clear overview and is able to act calmly and effectively – even in hectic situations.

12. Additional information

For more information about this position, please contact Ms/Mr ...] by email on [\[webmail address\]](#) or by phoning *[020-525...]*.

13. Appointment

The position will be open *[to internal and external applicants concurrently]* . External candidates will, in principle, be offered a year-long fixed contract to the amount of [...] hours per week. In the event of a positive performance review at the end of that year, the candidate may be offered a permanent employment contract. Remuneration will depend on the candidate’s professional background, experience and, naturally, his/her affinity with the gravity of the content of the position (*up to € ..., scale ... according to the CAO NU*).



14. Application

Candidates will be able to apply for the position via [online link below]. Applications submitted directly to the contact or by any other means will not be considered.

No agencies please.

Appendix 6 Periodic consultations between the UvA and the Occupational Health and Safety Service

level	who	topic	frequency
administrative level	President of UvA and Head of Occupational Health and Safety Service	occupational health and safety services, other subjects by mutual agreement	2x/year
	Central Works Council and Head of Occupational Health and Safety Service	work plan for information purposes, topics to be coordinated	at least 1x per year
	Head of HR Staff and Head of Occupational Health and Safety Service with senior HR policy officer, Senior Adviser Safety and Security, Occupational Health and Safety Service account manager and OHS team manager of the Occupational Health and Safety Service	contract monitoring, current projects, use of hours, indicators	4x per year
faculty/service dept/executive staff level	director of operational management, head of P&O, occupational health and safety coordinator with Occupational Health and Safety Service customer team (occupational physician, advisers)	agreements at unit level, including implementation of work plan, indicators	1x per year
	Heads of P&O consultations with Occupational Health and Safety Service (head, account manager, and manager of OHS team)	absenteeism analysis, contract and work plan, psychosocial workload	2x per year
	occupational health and safety coordinators' consultations with participation by Occupational Health and Safety Service (OHS team manager and advisers)	occupational health and safety policy and regulations, coordination, work plan	3x per year
level of occupational health & safety coordinator and P&O adviser	occupational health and safety coordinator and adviser	coordination of planning and execution of / support for responsibilities	at least 3x a year
	P&O adviser and occupational physician and/or other experts	coordination on absenteeism-related issues and RI&E for psychosocial workload	periodic

Appendix 7 Data processing and archiving

As regards of personal data, there are two key steps:

1. Are parties authorised to process personal data? Principles: concrete objective and (legal) basis;
2. How can the personal data be processed with due care? Principles: safe storage, restricting storage to what is necessary to achieve the objective, concrete retention periods and safe method of data transmission.

The data subject whose personal data is processed should always be properly informed on what personal data is being processed and for what purpose.

Data processing is relevant in the area of working conditions in relation to:

- correspondence on and storage of individual workplace assessments;
- retention of exposure data from personalised assessments and correspondence
- sending consultation correspondence. Reference is made to the Handbook for P&O staff in this regard.

This concerns a link of personal data to personal identifiable characteristics. This link is permitted.

RI&E for Archiving and related issues³⁵

The following will apply to the archiving of the RI&E dossier, including all inspections/surveys in relation to which a risk assessment took place:

- a. All RI&Es for which approval of the representative advisory bodies took place will be submitted to the Department of Records and Information Services (DIV) by the Occupational health and safety coordinator and will be retained there electronically. The review statement of the Occupational Health and Safety Service will be attached (if separate review has taken place); Retention period: until the relevant RI&E module has been carried out again and has completed the administrative process;
- b. Periodic occupational health medical examination (PAGO) reports or other reports in the context of health monitoring: these will be submitted to DIV by the Occupational health and safety coordinator. Retention period: 10 years after dismissal. These reports will be removed from the medical records of the occupational physician 15 years after recruitment;
- c. The approval of the representative advisory bodies will proceed through the archiving of the reports of the meetings of the representative advisory bodies.
- d. In relation to workplace inspections, the report containing recommendations will be stored in the personnel file. Retention period: up to 10 years after termination of employment; An overview of the workplace assessments carried out (by name) will be retained by the occupational health and safety coordinator and stored as follows: by level/location of the organisational unit. Retention period: as long as is necessary for the execution of the work.
- e. In relation to individual risk assessments, such as the assessment of exposure to chemical substances (including asbestos) or radiation, the report will be retained by the Occupational Health and Safety Service in accordance with statutory retention periods (at present, 40 years after the report was drafted). These reports will be retained if an employee leaves employment. In the event of a change in occupational health and safety service, these files will be transferred to the new OHS service provider.
- f. Retention of participant lists for information & education under the Working Conditions Act: this data may be retained without the consent of the participants, however may not be shared with third parties for other purposes.
Retention period: with the OHS coordinator until termination of employment.

³⁵ The retention periods are based on the Basic Selection Document for Universities. The retention period for the medical records is based on the Medical Treatment Contracts Act (WGBO).

What is the case for retention of participants in CER/First Aid trainings in relation to bonuses?
These will be retained in the personnel file.

- g. In the case of pre-employment examinations, the examination report will be retained in the personnel file by the Occupational Health and Safety Service alongside the letter containing the recommendation.

Retention period: the letter may be retained up to 10 years after the employee has left employment (in accordance with the DIV retention periods) and the advisory report may be retained in the medical records up to 15 years after termination of employment.

Position of students: provisions e) and f) will also apply to students insofar as they have carried out activities comparable to professional practice.

Data retention and the personnel file

Handling documents in relation to employees whose information does not belong in the personnel file but which does need to be retained:

- Confidential documents that are not allowed to be accessed via the Self-Service Tool will not be stored in the personnel file, but rather on the network drive to which only authorised employees have access;
- Once documents are no longer confidential, the documents may be added to the personnel file, allowing them to subsequently be included in the archiving processes (retention periods and deletion).

Sending confidential data via email

Surf Filesender should be used in order to send confidential data via email

(<https://filsender.surf.nl>).