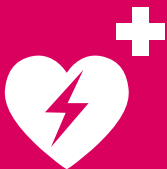




Safety first at the University



EMERGENCIES 4-7

- In any situation
- Fire, chemical, biological, or radioactive incident – Flood – Gas leak
- Accident – Illness
- Anomaly – Incident – Near-miss incident
- Evacuation
- Suspicious persons – Theft – Incivility – Vandalism – Assault – Break-in

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- In the event of a threat
- Prevent theft
- Lost and found objects
- Suspicious objects or packages

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- Safety team members

HEALTH AND WELL-BEING AT UNIGE

The health, safety and well-being of members of the community are among the priorities of the University of Geneva (UNIGE). Students, employees, you are all entitled to benefit from healthy and safe working and study conditions.

The Rectorate is committed to offer this to you through “STEPS” (Occupational Health, Environment, Prevention and Safety) who focus on the quality of your professional and academic environment and ensures the preservation of the University property and the members of the community.

To maintain and constantly improve the level of security at UNIGE, your day-to-day action and involvement are also essential: be the actors of your security!

The keys to collective success are known; they depend on the responsibility and commitment of everyone. Participating in STEPS training, following instructions in case of an emergency or reporting any problem without delay are all opportunities to make our institution progress in the health and safety areas.

Yves Flückiger
Rector

– EMERGENCIES –

IN ANY SITUATION


- Inform the emergency services of the address, building, floor, and room number of the incident
- Send a person to meet the rescue team at the address indicated

• Always inform internal security:

 Internal number **1222** or **+41 22 379 1222**

FIRE, CHEMICAL, BIOLOGICAL OR RADIOACTIVE INCIDENT – FLOOD – GAS LEAK

Poisoning or incident with chemicals, or if in doubt:

 **Poisoning 145**

People injured or in imminent danger:

 **Fire and rescue service 118**

No injuries or imminent danger:

 **Internal security +41 22 379 1222**

ACCIDENT – ILLNESS

- Call a first aider
- Accompany the person to the building's front desk or go directly to **the infirmary** if possible (in French only):
unige.ch/steps/infirmieries



Serious cases or in case of doubt about the condition of the person concerned:

 **Medical emergencies 144**



Location of defibrillators:
unige.ch/steps/defibrillateurs

ANOMALY – INCIDENT – NEAR-MISS INCIDENT

Anomaly: dangerous situation, without no material damage

Incident: material damage only

Near-miss incident: imminent risk of injury with or without material damage

Theft, depredation, assault, anomaly, or near-miss incident:

- Please fill in the online incident form (in French only):
unige.ch/steps/declaration



Report professional and non professional accidents within 48 hours (in French only):

- For employees:
memento.unige.ch/doc/0027
- For students:
memento.unige.ch/doc/0038



EVACUATION



When you hear the evacuation alarm:

- Stop what you are doing immediately.
- Make sure that those around you have heard the alarm and know what it means. Offer help to anyone requiring assistance.
- If you are in charge of a study area (e.g., a classroom, computer lab, lecture theater or laboratory) or work in the library, make sure that all occupants have heard the alarm and that they evacuate as instructed.



- Close all doors and windows. Whenever possible, close offices and laboratories.



- Exit the building following the evacuation signs.



- Use only staircases, emergency exits or secure waiting areas for people unable to evacuate independently. Do not use elevators.



- Go to the assembly point indicated on the “Evacuation Procedures” posted in the hallways.
- Keep away from facades of the building.
- Remain at the assembly point until you receive further instructions and keep away from the building.
- Do not go back unless instructed to do so.

SUSPICIOUS PERSONS – THEFT – INCIVILITY – VANDALISM – ASSAULT – BREAK-IN

Feelings of insecurity due to the presence of people who are not involved in university activities, reports of theft, break-ins or vandalism:

 **Inform internal security +41 22 379 1222**

In case of imminent danger to persons or property:

 **Call the police 117 and internal security +41 22 379 1222**

Advice in case of assault (in French only):
unige.ch/steps/surete/agression



For thefts, assaults, and depreations:

- Please fill in the online declaration form (in French only):
unige.ch/steps/declaration



For more information and help with filing a complaint (in French only):
memento.unige.ch/doc/0074



– PREVENTION – SAFETY –



For your safety, some buildings are equipped with video surveillance systems

IN THE EVENT OF A THREAT

WITHOUT IMMEDIATE DANGER

Threatening words, writing, gestures, or behavior, aimed at a specific person and inspiring a feeling of insecurity: write to respect@unige.ch and describe the situation.

SPECIFIC AND IMMINENT THREAT

Armed attack, hostage taking, kidnapping, suicide threat, etc.:

- Protect yourself
- Alert those around you:

📞 Call the police **117** and internal security **+41 22 379 1222**

For more information:
Violence Prevention Unit (in French only)
unige.ch/steps/respect



PREVENT THEFT

- Keep a close eye on your belongings in libraries, auditoria, cafeterias, and laboratories (e.g., phones, laptops, wallets, and other personal belongings)
- Lock your office even for short absence



LOST AND FOUND OBJECTS

Items found in the University buildings should be brought as quickly as possible to the front desk.

If you have lost something:

- Contact the front desk of the building in which you lost the item.
- Inform your service provider if the lost item is a credit card, telephone, etc.
- For valuables, fill in the form for reporting the loss of an object (in French only):
memento.unige.ch/doc/o132



- If the item is not found, contact the Geneva lost and found office at:
ge.ch/en/lost-property

📞 **+41 22 427 90 00**



SUSPICIOUS OBJECTS OR PACKAGES

- Do not touch or open the object or package
- Keep people away from the object or package
- Inform campus security by calling internal security:

📞 **+41 22 379 1222**

– BUILDINGS –

BUILDING ACCESS AND HOURS

During opening hours, University buildings can be accessed freely. You can see the **detailed timetables** on the STEPS website for the whole academic year (in French only): unige.ch/steps/horaires-batiments



Your **multiservice card** (student and/or staff card) must be updated regularly at a validation terminal (in French only): cartes.unige.ch/infospratiques/bornes



You may be asked to show your card during a security check, for example in certain restricted areas or outside opening hours. If the validity has expired, you will be refused access.

Your staff card can be programmed, according to the procedures set up by the various faculties, to allow you to enter the University buildings outside of official opening hours.



If you have been given such access privileges, you are responsible for anyone you allow to enter the building or who enters with you. Never under any circumstances provide entry to a person you do not know.

You are required to file a report if your multiservice card is lost or stolen. More information (in French only): cartes.unige.ch



CYBERSECURITY

How to react in the event of a potential or actual cybersecurity incident on your computer:

- Cut the Internet connection by unplugging the network cable or deactivating the Wi-Fi.
- Inform the Helpdesk ([97000](tel:97000) ou cad.unige.ch) or your IT correspondent (unige.ch/-/ci) of the incident.
- Await instructions and follow them step-by-step.

Email security, secure telework, management of sensitive data, etc. Consult all best practices and information concerning cybersecurity at UNIGE:

cybersecurite.unige.ch



A SMOKE-FREE UNIVERSITY



Smoking is not permitted in any of the premises and within a 9-meter distance of any door, air intake or window that can be opened, including:

- Interior courtyards, patios, ramps, walkways, covered terraces and covered entrances in the immediate vicinity of doors, etc.
- Sports fields, including areas reserved for spectators.

The smoking ban also applies to electronic cigarettes.

ACCESSIBILITY FOR DISABLED PEOPLE AND STUDENTS WITH SPECIAL NEEDS

- Access to buildings

You will find all the details on the website of the Equality & Diversity Service (in French only): unige.ch/-/besoinsparticuliers



– WASTE MANAGEMENT –

The University provides users with collection points to sort and recycle recyclable waste as best as possible.

SPECIAL WASTE

«Special waste» is waste that is toxic or dangerous to health and the environment, generated by laboratory activities and other hazardous activities. It includes radioactive substances, biological waste, solid and liquid chemicals, acids, solvents, various pastes or gels, pharmaceutical products, photographic products, used oils, lubricants, cutting water, soiled packaging and other laboratory and workshop waste. The STEPS department takes care of their packaging, storage, transport, and the necessary administration.

For further information and details, please refer to the instructions for the disposal of special waste: unige.ch/steps/en/environnement/gestion-dechets/disposal-of-special-waste



These instructions are also posted in the Faculty of Science and Medicine buildings.

Contact:
dechets-speciaux@unige.ch



RECYCLABLE WASTE

Collection bins are available across campus to allow users to sort their recyclable waste.

Depending on the facilities available in each building, the following types of waste may be recovered:

- Paper and cardboard
- Aluminium
- Sagex (expanded polystyrene)
- PET (polyethylene terephthalate)
- PP (polypropylene): pipette tip holders and boxes
- PE (polyethylene) flexible: transparent and colored packaging films
- Coffee capsules (e.g., Nespresso)
- Toners and printer cartridges, CDs
- Batteries
- Cell phones, tablets and chargers
- Fluorescent tubes
- Computer, electrical and electronic equipment
- Bulky items

More information and details on the website (in French only): unige.ch/batiment/campus-durable/recyclage/gestion-des-dechets

Contact:
dechets-valorisables@unige.ch

+41 22 379 77 77



– STUDENT HEALTH SERVICE –

The Student Health Service offers assistance to UNIGE, HES and IHEID students.

PSYCHOLOGICAL CONSULTATION

- Psychological consultation, support and follow-up
- Therapeutic groups
- Sleep consultation (Do you have sleeping difficulties that impact your day and prevent you from concentrating?)

+41 22 379 13 33 or psychologique@unige.ch

More information and details:

unige.ch/sse/en/psychological-counseling



MEDICAL COUNSELING

- Get a free examination and/or medical advice.
- To be referred to specialists and get recommendations
- Vaccination (flu)
- To obtain a voucher for free HIV testing

Contact: sante@unige.ch

More information and details (in French only):

unige.ch/sse/consultations-psychologiques-medicales/consultation-sante



SPECIAL NEEDS

The UNIGE supports the inclusion of students with special needs. This concerns the adaptation of conditions, examinations and study plans (mental disorders, ASD, ADD/ADHD, motor and sensory disorders, somatic disorders and chronic diseases, dys. disorders).

Contact: besoins-particuliers@unige.ch

More information and details (in French only):

unige.ch/sse/besoins-particuliers



HEALTHY CAMPUS

UNIGE has been awarded the Healthy Campus platinum category label awarded by the International University Sports Federation (FISU) with 91% of the criteria. This certification, based on criteria, takes into account the management of physical and mental health, nutrition, disease prevention and risky behavior. It also includes factors such as the social responsibility of the institution or the sustainability of the campus.

The Healthy Campus program of the Student Health Service aims to raise awareness about health and mental health via innovative projects such as the «ÉTUDIANT-ES RELAIS SANTÉ» (creation of new promotion and prevention campaigns) and the SENTINELLES (mental health peer support) projects. Developing communication on campus and collecting information about the students health is also at the core of the Healthy Campus missions.

More information and details:

unige.ch/sse/en/healthy-campus-label



– OCCUPATIONAL HEALTH –

Creating a healthy environment at work is in the interest of both employers and employees, but it is University management that is primarily responsible for implementing a prevention plan, often through consultation with specialists in workplace health and safety.

RISK ANALYSIS, ADVICE

A risk analysis is regularly performed for each new research group in Faculties with specific hazards. Furthermore, the University safety engineers regularly carry out audits to assess the prevention measures in place and keep records up to date. The safety engineers are available for consultation on all questions concerning health and safety in the workplace.

They must be informed of all accidents: steps@unige.ch

MATERNITY PROTECTION

In buildings with infirmaries, pregnant people may use these spaces for rest, and mothers may use them for breastfeeding purposes. Please contact the front desk of the building in question for more information (in French only):

unige.ch/rectorat/egalite/thematiques/familles

The infirmaries are available as a resting place for pregnant people or as a breastfeeding area.

To access them, please contact the front desk of the building concerned (in French only):

unige.ch/steps/infirmeries

USEFUL CONTACTS

Occupational Medicine (in French only):

unige.ch/adm/dirh/sante-au-travail/medecine-du-travail

Conflicts/unhappiness: unige.ch/maletre

 Psyline +41 22 379 92 00 or unige.ch/fapse/pole-cite/en/psyline



– TRAINING –

OCCUPATIONAL HEALTH AND SAFETY TRAINING

The STEPS Department offers different types of safety training:

- Welcome training
- Specific risks and laboratories (chemical products, biological risks, electricity, radioactivity, etc.).
- First aid and defibrillator use
- Fire fighting
- Ergonomics

For more information (in French only):

unige.ch/steps/formation

Or contact us: steps-formation@unige.ch



SAFETY TEAM MEMBERS

No institution or company is immune to incidents, health risks at the workplace, fire, or other disasters.

Therefore, the occupational health and safety policy implemented at our university aims to establish safety teams for building evacuation, emergency assistance or firefighting.

As a member of the University community, you are invited to protect the property and the people at your work site and to become part of our safety team (in French only):

memento.unige.ch/doc/o223



Are you already trained? Get your certificate recognized by contacting us: steps-formation@unige.ch

STEPS | steps@unige.ch

Workplace health, environnement, prevention, and safety
We're here to help

HEALTH & SAFETY SPECIALISTS

FACULTY OF SCIENCES

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Denis PERRIN | +41 22 379 **61 08**

FACULTY OF MEDICINE

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Audrey MACIEJEWSKI | +41 22 379 **10 58**

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Eric NICOLIER | +41 22 379 **50 66**

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Gregory CHAMAYOU | +41 22 379 **12 48**

HAZARDOUS WASTE

dechets-speciaux@unige.ch

Gaëll LAGRIFFOUL | +41 22 379 **62 97**

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Raphaël MAION | +41 22 379 **31 63**

Frédéric RENAUD | +41 78 858 **35 25**

SECURITY

Vincenzo BERARDICELLI | +41 22 379 **72 15**

KEYS

cles@unige.ch

ADMINISTRATION OFFICE

Véronique HUMBERT-DROZ

& Philippe RAY | +41 22 379 **12 34**

STUDENT HEALTH CARE

psychologique@unige.ch ou sante@unige.ch

Manager: Arnaud PICTET | +41 22 379 **77 26**

Administration: Dominique ROSSBOROUGH | +41 22 379 **12 31**

& Frédérique TAGLIABUE | +41 22 379 **12 92**

Psychological service: Pierre MOIROUD | +41 22 379 **78 02**

Health service and special needs:

Tiziana FARINELLI EBENGO | +41 22 379 **72 91**

Healthy Campus: Julien BONJOUR | +41 22 379 **75 86**

Welcome
unige.ch/steps



EMERGENCIES

Internal security **+41 22 379 1222**

Police **117**

Fire **118**

Medical emergencies **144**

Poisoning **145**

