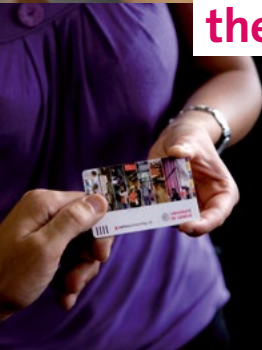




Safety at the University



EVERYTHING YOU NEED TO KNOW ABOUT:

Emergencies p. 4-7

- Accident - illness
- Fire
- Chemical, biological or radioactive incident - flood
- gas leak
- Anomaly - incident - near-miss incident
- Evacuation
- Break-in - vandalism - assault
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- Theft
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- Building access
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- What to do when you feel threatened

Campus security

Extension **1222** or 022 379 12 22
(available 24/7)

HEALTH AND WELLBEING AT UNIGE

At the University of Geneva, we take our responsibilities regarding workplace health and safety very seriously and have tasked the STEPS team with providing a safe and healthy working environment for the entire UNIGE community.

We also have security measures in place to protect all property belonging to the University of Geneva as well as the facilities used by the University.

Mindful of the importance of protecting the environment, we encourage all members of the University community to recycle and/or reuse waste and have put in place a system for managing laboratory waste as well.

This brochure provides you with all the information you might need about health and safety at the University. The STEPS team, whose contact information is given on the back cover, is available to answer any further questions you may have.

EMERGENCIES

ACCIDENT - ILLNESS

- **Accompany the person to the building's front desk or go directly to the infirmary if possible**

If you're at the CMU or another Faculty of Medicine building, you can also go straight to the Emergency Room at the University Hospital of Geneva (HUG).

www.hug-ge.ch/acces-direct-aux-services-urgences-hug

For serious accidents or illness, or if you are unsure how serious the person's condition is:

- **Call the emergency medical service at 144**
Inform them of the address, building, floor, and room number of the incident.
Meet the emergency responders at the indicated address.
- **Inform campus security by calling extension 1222 (or 022 379 12 22)**

FIRE

- **Call the fire service at 118**
Inform them of the address, building, floor, and room number of the incident.
Meet the emergency responders at the indicated address.
- **Inform campus security by calling extension 1222 (or 022 379 12 22)**



CHEMICAL, BIOLOGICAL OR RADIOACTIVE INCIDENT - FLOOD - GAS LEAK

If anyone is wounded or in imminent danger:

- **Call the fire service at 118**
Inform them of the address, building, floor, and room number of the incident.
Meet the emergency responders at the indicated address.
- **Inform campus security by calling extension 1222 (or 022 379 12 22)**

If nobody is wounded or in imminent danger:

- **Inform campus security by calling extension 1222 (or 022 379 12 22)**

ANOMALY - INCIDENT - NEAR-MISS INCIDENT

- **Anomaly:** dangerous situation with no material damage
- **Incident:** material damage only
- **Near-miss incident:** imminent risk of injury, with or without material damage

Fill in the online incident form available (in French only) at www.unige.ch/steps/declaration



EVACUATION

If 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, and offer to help 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. Where possible, lock offices and laboratories.
- Go to the nearest exit.
- If the normal exits are blocked (e.g., by smoke, debris or crowds), **use the emergency exits.**
- Do not use the elevators.
- Do not go back unless instructed to do so.
- Go to the assembly point indicated on the “Evacuation Procedures” posted in the hallways.
- Keep away from the sides of the building.
- Remain at the assembly point until you receive further instructions.



BREAK-IN - VANDALISM - ASSAULT

In the event of a situation that represents an imminent danger to people or property:

- **Call the police at 117**
Inform them of the address, building, floor, and room number of the incident.
Meet the emergency responders at the indicated address.
- **Inform campus security by calling extension 1222 (or 022 379 12 22)**

THEFT - SUSPICIOUS PERSONS

In the event of a theft, break-in, vandalism or other situation that does not represent an imminent danger, or if the presence on campus of people not connected with the University is making you feel uneasy:

- **Inform campus security by calling extension 1222 (or 022 379 12 22), or **333 (from an internal phone) If you're at the CMU: **555 (from an internal phone)**

In the above situations:

Fill in the online incident form available (in French only) at

www.unige.ch/steps/declaration

The website also provides information and advice (in French only) regarding **filing a complaint**.



**Au bureau,
n'oubliez pas de fermer
votre porte à clef, même
pour un court instant,
un ordinateur portable
est facile à voler...**

SUSPICIOUS OBJECTS AND PACKAGES

- Do not touch or open the object or package
- Keep people away from the object or package
- **Inform campus security by calling extension 1222 (or 022 379 12 22)**

PREVENTION - SAFETY

THEFT

Never leave your personal belongings (e.g., telephones, laptops, wallets, etc.) unattended, especially in libraries, lecture theaters, cafeterias, and laboratories. Lock your office even if you are leaving only momentarily.

*Beware of thieves:
always keep an eye
on your valuables*



A la bibliothèque,
ne laissez pas
votre sac sans
surveillance...

A la cafétéria,
ne laissez pas traîner
votre téléphone
portable...



Report any theft by filling in the online incident form available (in French only) at www.unige.ch/steps/declaration. The website also provides information and advice (in French only) regarding [filing a complaint](#).

For your safety, certain buildings are equipped with CCTV.



LOST AND FOUND

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

If you have lost something:

- Go to the desk of the building in which you lost the item.
- Fill out the “lost item form” if the item was valuable.
- Inform your service provider if the lost item is a credit card, telephone, etc.
- If the item is not returned to you quickly, contact the Geneva lost and found office at 022 546 09 00.



BUILDINGS

ID CARD AND BUILDING ACCESS

Access to University buildings is unrestricted during opening hours. Detailed opening times for the current academic year are available at www.unige.ch/horaires-batiments.

You may be asked to present your multi-service card (i.e., your student and/or employee ID card) at any time during a security check. Your card will not be accepted if it is out of date. It is your responsibility to validate your card in one of the kiosks provided in order to update the expiry date.

If you are an employee, your card can be programmed to enable you to enter University buildings outside of normal opening hours, following the procedures put in place by each Faculty.



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 multi-service card is lost or stolen.

More information is available (in French only) at cartes.unige.ch.

A SMOKE-FREE UNIVERSITY

Smoking is prohibited in all University of Geneva buildings, including exterior walkways.

Use of e-cigarettes is not permitted in public and teaching spaces or in University laboratories.

If you would like to quit smoking, contact the student health office at sante@unige.ch.

ACCESSIBILITY FOR DISABLED PEOPLE

Detailed information is available (in French only) from the student health office website:

www.unige.ch/dife/sante-social/etudiants-besoins-specifiques



WASTE MANAGEMENT

We endeavor to ensure that University waste is collected and eliminated in an environmentally friendly manner.

Hazardous waste

Please refer to the instructions posted in the buildings of the Faculties of Science and Medicine regarding the elimination of hazardous waste.

Contacts:

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
- Aluminum
- Plastics: expanded polystyrene
- PET (polyethylene terephthalate)
- PP (polypropylene): boxes of pipette tips and stands
- Low-density polyethylene
- Nespresso coffee capsules
- Ink and toner cartridges, CDs
- Batteries
- Cellphones and chargers
- Fluorescent tubes
- IT and other electric and electronic equipment
- Bulky items

More details are available (in French only) on the STEPS website:
www.unige.ch/steps/environnement

Contacts:

Recyclable waste

France FAVARGER & Aurélie KROPF- 022 379 77 77

dechets-valorisables@unige.ch

Tel. 022 379 77 77

HEALTH IN THE WORKPLACE

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 AND 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 in order 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 work-related accidents.

PREGNANCY AND NURSING

In keeping with Swiss federal legislation, any workspace used by a pregnant woman must be evaluated for possible risks to herself or to her child.

More information is available at www.unige.ch/egalite/parents.

In buildings with infirmaries, pregnant women 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.

EMERGENCY PLANS AND SAFETY TEAMS

Ensuring proper emergency planning and creating teams trained in building evacuation, fire control and first aid can help to significantly mitigate the impact of an accident or other incident.

If you are a University employee, you can volunteer to help safeguard and protect the people and property in your place of work. For more information (in French only) on our training sessions:

www.unige.ch/steps/formation

USEFUL CONTACTS

For employees

Health service for State personnel (SPE):

Rue de l'Aubépine 6

1205 Geneva

Tel. 022 388 11 30

For students

Student health office:

Tel. 022 379 72 91 (by appointment)

Counseling center:

Tel. 022 379 74 41 (by appointment)

WHAT TO DO WHEN YOU FEEL THREATENED

WHAT IS A THREAT?

A threat is any kind of behavior, act, or written or spoken comment that makes you feel unsafe, even if there is no imminent danger.

TAKE ACTION

Write to respect@unige.ch and provide a brief description of the situation.

SPECIFIC, IMMINENT THREAT

An armed attack, hostage situation, kidnapping or immediate suicide threat

SOUND THE ALARM

Protect yourself, sound the alarm, and notify campus security immediately at extension **1222 (022 379 12 22)**, then call the police at **117**.

To find out more: www.unige.ch/respect (in French only)

STEPS

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

Campus security

Extension **1222** or 022 379 12 22 (available 24/7)

Full contact information available at:

www.unige.ch/batiment/service-steps/equipe/

Security guard - dial **333 (from an internal phone)

- If you're at the CMU: **555 (from an internal phone)

STEPS office

Véronique HUMBERT-DROZ - 022 379 78 06 & Philippe RAY - 022 379 71 61

Health & Safety

Science

Raphaël MAION - 022 379 31 63 & Denis PERRIN - 022 379 61 08

Medicine

Jacques LE MOAL - 022 379 50 66 & Thérèse JOMOTTE - 022 379 10 56

Other Faculties and administration

Anna-Sofia FERRO-LUZZI - 022 379 77 51

Hazardous waste

Gaël LAGRIFFOUL & Kevin REICHENBACH - 022 379 62 97

Training

David GERARD - 022 379 62 22

Safety equipment

Claude LAGRIVE - 022 379 87 32

Security

Vincenzo BERARDICELLI - 022 379 72 15

Visit the STEPS website

www.unige.ch/steps

