

Introduction of new employees to the office environment

Introduction

New employees (including students and interns) who will be working within the FHML/FPN office environment must be instructed within two weeks of starting work on general safety within UM and healthy and responsible working practices.

This instruction must be provided by the Armico of the department where the employee is appointed and a BHV officer from the relevant area. If the employee in question will be working in a laboratory, research or technical environment, the "Introduction for new laboratory employees" form must be completed. After reviewing and checking off the instructions, this document must be signed by the parties involved, stored digitally within the department and made available to HSB upon request.

Contents of introduction for new office employees

New employees are introduced by the above-mentioned persons to all existing rules, guidelines and procedures that apply within the office environment of the FHML and FPN faculties.

This is done using the checklist for introducing new employees and covers topics such as: company emergency response (BHV), ergonomics, prevention and waste.

Checklist for introducing new office employee:

Take note of the following (supporting) units:

- ☐ Faculty FHML and/or FPN
- ☐ FS (Facility services) <https://www.maastrichtuniversity.nl/nl/over-de-um/service-centra/facility-services>
 - Catering service
 - Umc card
 - Cleaning <https://umemployee.maastrichtuniversity.nl/en/practical-information/cleaning>
 - Waste <https://umemployee.maastrichtuniversity.nl/en/practical-information/waste-separation-and-processing>
 - Safety and security: malfunctioning lights, doors, fire barriers, etc.; report via Servicepoint-FS by email or telephone on 043-3882002
- ☐ ICTS <https://www.maastrichtuniversity.nl/about-um/service-centres/ict-service-centre> (of local ICT-support)
- ☐ HSB (Health Safety & Buildings) <https://www.maastrichtuniversity.nl/nl/about-um/other-offices/hsb>
 - Health and safety (Arbo): ergonomics and prevention
 - Company emergency response (BHV)
 - Buildings

General safety, company emergency response and incidents

- ☐ Introduction to Armico, what role does he play in relation to employees and managers (department chair or head of department)
- ☐ Internal emergency number 1333 / 0433875566
- ☐ Report technical incidents via FS Service Point (office hours), 1333 (outside office hours)
- ☐ Location of fixed (emergency) telephones
- ☐ Who are the emergency response officers within the area?
- ☐ Emergency response deployment (e.g. fire, evacuation, someone in need of assistance)
- ☐ Escape route, use of emergency doors, slow-whoop and evacuation instructions
- ☐ Availability and use + instruction on fire extinguishers (also by non-emergency response officers)

- ☐ First aid equipment
- ☐ (Eye) emergency shower
- ☐ Incident form to be completed <https://www.maastrichtuniversity.nl/nl/over-de-um/andere-afdelingen/hsb/incidenten>
- ☐ Safe storage of materials in the correct locations and at the correct height: no obstruction of paths and escape routes
- ☐ Consumption water is drinking water. Water from laboratories is prohibited for consumption.
- ☐ UM policy 'Working alone'
- ☐ Smoking is prohibited on the entire UM campus

Ergonomics

- ☐ Setting up your workplace (chair, desk, IT equipment)
- ☐ Settings/guidelines for working from home
- ☐ Flexible workspaces
- ☐ Workplace assessment (WPA)
- ☐ WPA computer glasses

Prevention

- ☐ Pregnancy Risk inventerisation and evaluation (RI&E)
- ☐ Psychosocial Workload (PSA)

General waste streams

- ☐ Waste poster
- ☐ Location of waste platform(s)
- ☐ Food waste
- ☐ Small chemical waste from office environment
- ☐ Glass
- ☐ Paper/cardboard
- ☐ Styrofoam
- ☐ Plastic
- ☐ Residual waste

The above items are subject to change in terms of policy or content. Armico will inform employees of any such changes where applicable.

This document has been signed by:

Name and date employee:

Name and date Armico:

Signature employee

Signature Armico

Introduction documentation

After completing the introduction, a new UM employee is authorised to work independently within an office area. The introduction is confirmed by a signature from Armico and the employee on the relevant checklist. By signing, Armico declares that it has discussed all relevant topics with the employee, and the employee declares that they are aware of all current protocols, procedures, rules and guidelines and will strive to comply with them in their work. The signed version will be stored digitally within the department and made available at the request of HSB.

List of abbreviations

ARMICO	Health, Safety and Environment Contact person
BHV	Company emergency response
FHML	Faculty of Health, Medicine and Life Sciences
FPN	Faculty of Psychology and Neuroscience
FS	Facility Services
HSB	Health, Safety and Buildings
PSA	Psychosocial Workload
RI&E	Risk-Inventarisation & Evaluation
WPA	Workplace assessment
UM	University Maastricht