

Tasks and responsibilities Occupational Health and Safety, and Environment UM Randwyck¹

Introduction

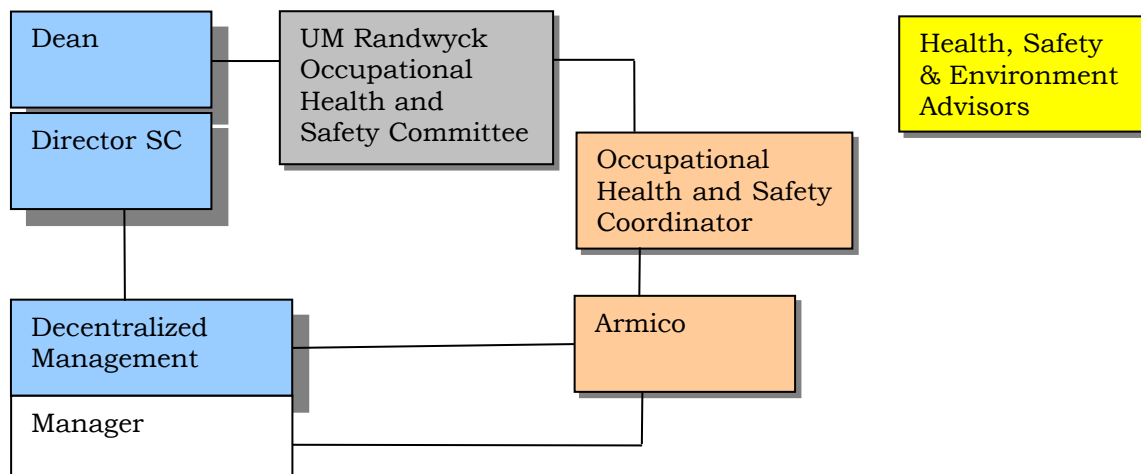
To ensure the efficient and effective implementation of the Occupational Health and Safety (OHS), and Environment Policy at UM Randwyck, a OHS and Environment (OHSE) organisational structure has been established within UM Randwyck. This organizational structure was established in 2003. In 2016, at the request of the UM Randwyck Occupational Health and Safety Committee, an update was carried out.

The content of this document is still the version of the 2016 update. In 2025, three minor changes were made to the document:

- The content of the document has been converted to the HSB department format.
- In the document, the old department name “CRISP” has been replaced by the current name HSB.
- Under the heading “Responsibilities and Powers of the OHS Coordinator,” the last sentence stating that the OHS Coordinator is also the head of CRISP facilities has been removed.

The organization

The organization is structured in such a way as to ensure broad support. The dean of a participating faculty or the director of the participating Service Centre (SC) is ultimately responsible for all health and safety and environmental care activities within his or her jurisdiction at Randwyck. The deans and directors have delegated the establishment and implementation of a OHSE care system to the UM Randwyck Occupational Health and Safety Committee. This is a broadly composed consultative and advisory body in the field of OHSE care at Randwyck.



Anyone who supervises work performed under their authority is considered a manager. UM has administrative managers, work managers and discipline managers. The dean or head of department must discuss the OHSE Policy to be implemented with the faculty council or departmental council, respectively, and enable them to agree to it.

¹ For the policy, organization, tasks, responsibilities and powers concerning radiation safety and biological safety, please also refer to the “Randwyck Radiation Hygiene Regulations” and the “UM/azM Biological Safety Policy Plan” respectively.

The following units participate in the organization described in this memorandum:

- Faculty of Health, Medicine and Lifesciences (FHML)
- Faculty of Psychology and Neuroscience (FPN)
- Faculty of Humanities and Sciences
- Facility Services (FS)
- Finance
- University Library Randwyck

Various key figures have specific responsibilities with regard to health and safety and environmental protection. It has been determined that every manager (department chair, institute director or head of department) is responsible for implementing health and safety and environmental protection measures within their own unit. The coordinator, auditors and advisors are committed to the entire UM complex at Randwyck.

This document provides an overview of the tasks of key figures in OHSE protection at Randwyck, namely:

- Dean of Director Service Centre
- Faculty Council or Service Council
- UM Randwyck Occupational Health and Safety Committee
- Occupational Health and Safety Coordinator
- Department chair, Institute director or Head of department = Decentralized Management
- All managers (under decentralized management)
- Occupational Health, Safety & Environment Contact persons (Armico)
- Occupational Health, Safety & Environment Auditors
- Occupational Health, Safety & Environment Advisors

This memorandum attempts to highlight the hierarchical structure of responsibilities and powers as much as possible.

Dean Director SC

The dean or director of a Service Centre (SC) is fully responsible for the health and safety and environmental policy to be pursued. This is laid down in Maastricht University's mandate regulations.

Responsibilities and powers dean, director of a Service Centre :

- Has final responsibility for the OHSE policy of the respective management unit;
- Ensures the implementation of the OHSE policy and supervises that sufficient resources are available for this purpose;
- Ensures the safeguarding of the relevant OHSE aspects of the faculty, department or Service Centre in question;
- Ensures assistance to the experts in the implementation of OHSE care;
- Is responsible for the planning and control cycle for OHSE;

- Is responsible for consultation on progress and planning with the participation council (faculty council or service council);
- Reporting on the state of affairs in the field of OHSE to the Executive Board;
- Establishing the UM Randwyck Occupational Health and Safety Committee;
- Being familiar with and promoting the OHSE policy within one's own organization;
- Ensures implementation of the environmental management system in collaboration with the other deans and SC directors per building and implementation of the UM Randwyck OHSE policy within their own organization, translation of the central OHSE action program into decentralized activities and monitoring of progress;
- Ensures the provision of information to the council in the field of OHSE and enables the council to set priorities in this policy.

The dean or director of an SC seeks advice from the Occupational Health and Safety Coordinator and/or the expert staff of HSB.

Faculty Council Service Council

As a consultative body, the Faculty Council or Service Council has the power of approval and advisory authority in the area of Occupational Health, Safety and Environmental policy.

Responsibilities and powers Faculty Council or Service Council:

- The council discusses the OHSE policy at least once a year.
- The council discusses and adopts the implementation plan, including the Risk Assessment & Evaluation plan, on the advice of the UM Randwyck Occupational Health and Safety Committee.
- The council discusses the results of the Risk Assessment & Evaluation and the accompanying Action Plan.

The council may seek advice from the Occupational Health and Safety Coordinator and/or the expert staff of HSB.

UM Randwyck Occupational Health and Safety Committee

The UM Randwyck Occupational Health and Safety Committee is responsible for organizing Occupational health and safety and environmental policy for the Randwyck complex on behalf of the three participating faculties and Service Centers. The Committee consists of six members and is composed of managers with an affinity for health, safety and the environment. It is supported by an official secretary and the Occupational Health and Safety Coordinator.

Responsibilities UM Randwyck Occupational Health and Safety Committee:

- Advising the participating units on the design (of aspects) of the OHSE care system;
- Advising the dean or director of SC with regard to the OHSE section in the policy documents of the relevant faculty, department or Service Centre;
- Advising the participating units on the OHSE implementation plan and the subjects of the audits in a programmatic sense;
- Serving as the client (organizing) for audit groups;

- Advising the participating units on the design of a coherent OHSE policy;
- Establishing guidelines for safe and responsible working practices.

The UM Randwyck Occupational Health and Safety Committee is advised in its meetings by the Head of Occupational Health and Safety at UM, the Environmental Advisor and the expert staff of HSB.

Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator has been appointed by the deans and directors of service centers to perform specific tasks within the framework of the occupational health, safety and environmental management system.

Responsibilities and powers Occupational Health and Safety Coordinator:

- Ensuring the efficient functioning of the UM Randwyck Occupational Health and Safety Committee;
- Ensuring administrative coordination between the UM Randwyck Occupational Health and Safety Committee and the relevant management of the administrative units.
- Drawing up an OHSE implementation plan and ensuring its implementation; Distributing relevant OHSE information within the management units;
- Organizing information and instruction for staff and students on the relevant aspects of safe and responsible working;
- Keeping abreast of OHSE matters relevant to the UM;
- Providing functional guidance for the work of the Audit Groups;
- Supporting Armico in the performance of their duties;
- Organizing communication from/between Armico and their training;
- Coordinating OHSE audits;
- Advising decentralized management and supervisors on OHSE care (second-line support);
- Encouraging OHSE-conscious behavior;

The Occupational Health and Safety Coordinator is also one of the expert employees referred to in Article 13 of the Working Conditions Act (Prevention Officer) and is part of HSB.

Department chair, Institute director or Head of department

Decentralized management plays a key role in integrating occupational health, safety and environmental management into business operations. Processes that impact the environment must be managed. Decentralized management also has a responsibility to raise employee awareness and motivation regarding OHSE management.

Responsibilities and powers decentralized management:

- Responsible for maintaining awareness of the UM Randwyck OHSE policy and communicating it within the unit;
- Ensuring management of OHSE aspects relevant to the unit;

- Promoting OHSE awareness among managers;
- Translating the central OHSE implementation plan into decentralized activities;
- Taking measures and monitoring corrective and preventive actions;
- Conducting the Risk Inventory & Evaluation and developing a decentralized OHSE action plan;
- Ensuring that employees responsible for OHSE activities (in this case, the Armico) are given the opportunity to participate in relevant training courses and that relevant training requirements are included in their job profiles;
- Providing opportunities for Armico to perform their duties;
- At least annually, placing OHSE care on the agenda of the unit's work meetings;
- Responsible for organizing the introduction of OHSE-related topics to new employees.

Decentralized management can obtain support in their tasks and responsibilities from the Armico, the Occupational Health and Safety Coordinator, and HSB's expert staff.

Manager

All managers (leaders within decentralized management) are directly involved in the performance of work on the workplace. Managers play an important role in controlling occupational health, safety and environmental aspects. Managers also play an important role in determining the place of environmental care within the department.

Responsibilities and powers manager:

- Ensuring that work is carried out in accordance with the established OHSE policy, objectives, implementation plan and procedures (compliance with internal regulations) and actively contributing to the drafting of the decentralized OHSE action plan;
- Ensuring the effective dissemination of information about OHSE aspects of the work and new regulations;
- Reporting bottlenecks in risk management in the field of OHSE to the managing director;
- Providing information and instruction, corrective and preventive measures in the field of OHSE;
- Encourage employees to perform their tasks in an OHSE-conscious manner, including by supporting the Armico and enabling them to perform their tasks and participate in the implementation of the Risk Inventory & Evaluation;
- Introduce OHSE care to new employees;

Managers can seek assistance from the expert staff of HSB

Armico Health, Safety & Environment Contact person

The Armico act as a link between the departments/faculty services, institutes or service centers and the Occupational Health and Safety Coordinator or the HSE Advisors. The Armico have mainly been assigned tasks, while the head of department is and remains responsible for the implementation of procedures and instructions.

Responsibilities and powers Armico:

- Acting as a source of information on OHSE matters for managers and employees within the unit;
- Acting as a point of contact for the Occupational Health and Safety Coordinator and/or HSE expert employees;
- Providing input for the preparation of the Risk Inventory & Evaluation, the OHSE implementation plan and the OHSE action plan for the unit, and assisting in their implementation;
- Supporting the transfer of OHSE information within the unit;
- Encouraging OHSE-conscious behavior;
- Providing solicited or unsolicited advice to managers based on your own expertise in the field of OHSE aspects;
- Providing solicited and unsolicited advice to employees and students based on your own expertise in the field of OHSE aspects;
- Providing support for the implementation of new regulations and procedures within the unit;
- Encouraging compliance with UM Randwyck and internal regulations and procedures;
- Identifying improvements in the field of OHSE;
- Participating in Armico consultations and information and refresher meetings;
- Keeping abreast of OHSE-related matters concerning UM Randwyck;
- Participating in audit groups.

The Armico are appointed on the recommendation of the department chair and report to the Occupational Health and Safety Coordinator. They receive training and refresher courses provided by HSB. The department receives compensation and the Armico receives a monthly allowance.

Auditors

Armico or other experts form a team of auditors who conduct internal audits within the framework of the occupational health, safety and environmental management system. An audit can take the form of a Risk Inventory & Evaluation and the resulting Action Plan

Responsibilities and powers Auditors:

- Planning the audit appointment;
- Drawing up the conceptualization and operationalization of the audit and submitting it to the UM Randwyck Occupational Health and Safety Committee for approval;
- Carrying out the audits and the Risk Inventory & Evaluation;
- Gathering the information required to properly conduct the audit;
- Providing analysis and preparing the audit reports;
- Advising the Occupational Health and Safety Coordinator on the planning of topics for audits;
- Advising the UM Randwyck Occupational Health and Safety Committee on the Action Plan to be drawn up following the audit.

**Health,
Safety &
Environment
Advisors**

The Occupational Health, Safety and Environmental Advisors support the management of the UM's management units, including the UM Randwyck Occupational Health & Safety Committee and the Occupational Health & Safety Coordinator, in the performance of their tasks in an expert, advisory, coordinating and executive capacity.

Responsibilities and powers Occupational Health & Safety and Environmental Advisors:

- Contributing to policy development, based on existing and new legal measures and current scientific insights;
- Contributing to the annual plan and annual report management review at the level of the institution and the management units;
- Identifying and reporting on risks. Issuing requested and unsolicited advice, advising on the implementation of urgent and/or mandatory measures (such as the suspension of activities) where necessary;
- Participating in and advising audit groups;
- Assisting management in dealing with OHSE issues;
- Making a substantive and procedural contribution to the development, implementation and evaluation of OHSE training courses;
- Formulating and implementing information programs, such as meetings, leaflets and internet information;
- Contributing to the solution of operational and professional issues;
- Advising, guiding and ensuring support from third parties who carry out measurements in the field of OHSE;
- Reviewing reports and statements;
- Reviewing the effectiveness of measures taken and to be taken;
- (Supervising) the application for and registration of permits and changes thereto;
- Advising on the enforcement of permit conditions;
- Conducting audits on permit compliance;
- Implementing the required audit, registration and reporting systems.

The Occupational Health & Safety and Environment advisors are employed by OHSB. Exceptions to this are the Head of Health & Safety UM, the Safety & Security Advisor and the Environment Advisor.

28 maart 2017,
 Editing document ARBO/03-012/I
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Abbreviation list

Armico Occupational Health, Safety & Environment Contact person

SC	Service Centre
FHML	Faculty of Health, Medicine and Life Sciences
FPN	Faculty of Psychology and Neuroscience
HSE	Health, Safety & Environment
HSB	Health, Safety & Buildings
OHSE	Occupational Health, Safety & Environment
UM	University Maastricht