

Directive concerning occupational health and safety (DSST)

LEX 1.5.1

1st December 2012, status as at 15th March 2021

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Section 1 General provisions

Article 1 Principles and field of application

¹ The present directive determines the assignment of functions concerning health, security and safety in the workplace. It specifies the responsibilities of all those who must work as part of a network at EPFL. It also forms an integral part of risk management, at both CEPF¹ and EPFL levels.

² It is based on Swiss legal provisions².

³ The duty and responsibility of EPFL with regard to health and safety in the workplace applies to all persons present on the site, with or without contractual relations, including researchers, teaching staff, students, other EPFL staff members and companies working under contract.

Article 2 Responsibilities and functions at EPFL Direction level

¹ The EPFL Direction is responsible for health and safety in the workplace.

² The President delegates the following tasks:

- to the Department of Security, Safety and Facilities Operations (DSE): the coordination, quality promotion and support of safety activities;

¹ Risk policy in CEPF institutions:

The Federal Department of Finance established the basic principles of risk management within the Confederation in a document entitled *Politique de gestion des risques* in December 2004.¹, with which the CEPF must therefore comply.

² Principle legal basis

Federal acts:

- *Loi fédérale sur le travail dans l'industrie, l'artisanat et le commerce (Loi sur le travail)* of 13 March 1964

- *Loi fédérale sur l'assurance-accidents (LAA)* of 20 March 1981

- *Loi fédérale sur l'information et la consultation des travailleurs dans les entreprises (Loi sur la participation)* of 17 December 1993

Ordinances:

- *Ordonnance sur la prévention des accidents et des maladies professionnelles (Ordonnance sur la prévention des accidents, OPA)* of 19 December 1983

- *Ordonnance 3 relative à la loi sur le travail (Hygiène, OLT 3)* of 18 August 1993

- *Ordonnance sur les qualifications des spécialistes de la sécurité au travail* of 25 November 1996

- *Ordonnance du DFE sur les activités dangereuses ou pénibles en cas de grossesse et de maternité (Ordonnance sur la protection de la maternité)* of 20 March 2001

Directive:

Directive relative à l'appel à des médecins du travail et autres spécialistes de la sécurité au travail (MSST) (Commission fédérale de Sécurité, 1996, Règles)

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- to the Vice Presidency for Operations (VPO): operational management via the Department of Security, Safety and Facilities Operations (DSE) and coordination of the safety network in the Schools and Colleges. The DSE is responsible for setting up a structure of occupational health specialists and occupational safety specialists (MSST)³ ;
 - to the Vice Presidency for Academic Affairs (VPA): the promotion of health and safety within the framework of education, research and professorial careers;
 - to the Schools and Colleges, in their capacity as decision-makers whose mission is to ensure that all measures recommended by the DSE to prevent occupational accidents and diseases have been taken.

³ The DSE monitors and develops safety at EPFL, at both the strategic and operational levels.

Article 3 Delegation to VPO

¹ The VPO manages occupational health and safety at EPFL (Ordinance on the organisation of the EPFL, Art. 9, par. 2) via the DSE.

² Delegated by the President, the DSE supervises safety organisation in the Schools and Colleges and intervenes directly (audits, technical inspections, closures, etc.). The DSE is assisted by the Safety Delegates (COSEC, see Article 7).

³ The DSE acts as interface with official supervisory bodies dealing with occupational health and safety.

⁴ The DSE MSST specialists advise and assist the network in order to standardise and rationalise processes.

⁵ Occupational health matters, particularly collaboration with occupational medicine, are supervised by the DSE in collaboration with Human Resources (HR), whereby professional secrecy is guaranteed.

⁶ The DSE is mandated to provide basic safety training courses (FOBS, COSECs, etc.) in collaboration with the safety network to all new staff members employed by EPFL for a period exceeding six months.

⁷ Other services collaborate closely with MSST specialists like the Development & Construction Department (VPO-DC) and HR.

³ **Requirements according to MSST Directive:** 10 points for evaluation when checking the safety system of an organisation presenting particular hazards

- 1 Guiding principles, safety objectives
- 2 Safety organisation
- 3 Training, instruction, information
- 4 Safety regulations, safety standards
- 5 Hazard identification, risk assessment
- 6 Planning and implementation of measures
- 7 Emergency plan
- 8 Participation
- 9 Health protection
- 10 Inspection / Audits

Article 4 Delegation to VPA

¹ The promotion of health and safety relating to education and research consists of:

- for research:
 - incorporating health and safety considerations as from the initial phase of processes linked with research (request for credit, project evaluation, etc.),
 - increasing awareness regarding the importance of occupational health and safety tasks;
- for education:
 - providing more detailed knowledge at both student and Doctoral School levels.

² Occupational health and safety aspects will also be taken into account within the context of professorial careers.

Section 2 Delegation to Schools

Article 5 Principles

¹ The School Deans and College Directors and the professors are the persons primarily responsible for the application of safety measures at the prevention level. For this purpose, the Heads of units are assisted by the Safety Delegates (COSECs, see Article 7).

Article 6 Responsibilities of Head of unit

¹ In his unit, the professor or head of service sets up an organisation capable of:

- ensuring the good working practices recognised in his domain;
- improving safety conditions by systematic risk identification;
- taking into account the development of safety-related knowledge and practices;
- establishing specific safety instructions and practical safety training linked with his unit's activity;
- encouraging the commitment of colleagues who are members of the fire-fighting and first aid teams. This especially involves permitting them to attend training sessions and intervene in the event of an emergency (this activity forms an integral part of their job description).

² In the absence of any clearly defined delegation, the professor assumes the tasks of the COSEC.

Article 7 Missions of unit's Safety Delegate (COSECs)

¹ Under the direct supervision of the Head of unit, the COSEC works closely with the DSE. The responsibilities of the COSEC include functions related to the unit's activity. These may be extended to include several units, an institute, a building, centres or other particular infrastructures and functions in accordance with the list of basic tasks (see Annexe).

Article 8 Safety network (MSST platform)

¹ The safety network is composed of DSPS specialists (interventions, MSST, Chemicals, Biosafety, Radioprotection, Security, etc.). It is thus considered as being the centre of competence for the design and implementation of occupational health, security and safety measures. It must fulfil the following five missions:

- pooling of resources in key domains such as chemical, biological, nontechnological and other particular hazards (laser, etc.);

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- pooling of skills for the setting-up and implementation of an occupational health and safety training programme;
 - establishment of standards and directives applicable to EPFL as a whole in order to standardise and simplify administrative aspects ;
 - hazard survey and risk assessment;
 - drafting of internal directives on occupational health, security and safety.

² The coordination and supervision of the safety network are the responsibility of the DSE.

Article 9 Social partnership

In accordance with the *Loi fédérale sur la participation*, the social partner contributes to health and safety in the workplace. It is invited to participate in audits and technical inspections. It is kept regularly updated concerning the safety situation at EPFL, and is informed as rapidly as possible if a serious incident occurs. It is informed concerning the tools implemented (databank, checklist, etc.) and the activities of the safety network.

Section 3 Final Provisions

Article 10 Entry into force

¹ The present directive entered into force on 1st December 2012. Version 2.4, status as at 15th March 2021.

² The present directive annuls and replaces version 2.2 of 10th February 2017

On behalf of the EPFL Direction:

President:
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Director of Legal Affairs:
Françoise Chardonnens

Annex: Tasks of the Laboratory Safety Delegate (COSEC)

Annex

Tasks of the Laboratory Safety Delegate (COSEC)

1. Contact person for occupational health and safety in his unit.
2. Organise an introductory welcome (training and information) concerning occupational health and safety for new employees and guests to the laboratory.
3. Distribute safety information among the laboratory staff.
4. Pass on safety information concerning the laboratory to the DSPS – SCC.
5. Inform the DSPS – SCC regarding safety-related problems and incidents.
6. Be acquainted with alarm systems, building evacuation procedures and emergency equipment (extinguisher, safety shower, eyewash station, emergency buttons, etc.) and inform the laboratory staff.
7. Coordinate the creation and updating of “door safety datasheets” once a year or each time that a change occurs in the laboratory (people, hazards, etc).
8. Check periodically the presence and state of personal protective equipment (first aid kit, gloves, safety glasses, eyewash station, etc.) and maintain this equipment up to date.
9. Check that modifications requested concerning safety for the laboratory are implemented.
10. Organise the announcement of events (use the events management link) and participate in meetings and specific training sessions.
11. Impose emergency measures to eliminate any imminent danger (for example, stop an experiment) of which he is aware.
12. Manage, even by delegation, the cleaning of the workplace, the stocking of chemical substances (biannual update of chemical and gas products inventory), waste collection and their transfer to the faculty stores.
13. Participate in or accompany DSPS – SCC safety visits and manage the implementation of corrective methods requested in the report.