

Annexe 1

Duties Chart

D = Decision **A** = Approval **E** = Execution **V** = Verification
I = Informed **S** = Support **P** = Participation

Who? (body/bodies in charge)	EPFL Direction	VPO / DSE	Schools Deans	Professors Heads of Unit	COSECS	Employees
What? (tasks/activities)						
1. Guiding principles, security objectives						
- Formulate the guiding principle "Safety and Health Protection" and communicate it to the company's employees.	D	E	I	I	I	I
- Define safety and health protection objectives and communicate them to the company's employees.	D	E	P	P	I	I
2. Security organisation						
- Appoint one or more security coordinator(s).		A	I	E	I	I
- Create a security system within the company and update it regularly.	D, V	E	P	P	P	P
- Specify tasks, competencies and responsibilities for safety and health protection.	D	E	P	P	I	I
- Call in external occupational safety specialists (MSSTs) in the event of special hazards, changes in the company or where specific knowledge is lacking.		D, E	P	S	S	I
3. Training, instruction, information						
- Instruct the employees regularly about existing hazards and the corresponding measures to be taken.	V	P, E		V, S	E	I, P
- Introduce new employees to safety and health protection requirements.	V	P, E		V, S	E	I, P
- Plan and coordinate training on "working with special hazards".		D, E		V	E	P
- Keep records of the safety instructions and training provided to the company's staff.	D	E		V, S	E	
- Obtain information and publications on "safety and health protection" and distribute them to the employees.		E	I	I	E	I
- Periodically assess the employees (considering their behaviour regarding safety regulations and compliance with protective measures).	D	E		D, E	S	P
4. Safety regulations						
- Integrate safety and health protection into projects.	D	E, V, S	V	E, V	E, P	I, S
- Integrate safety and health protection into contracts with third-party companies.	D	E, V	E, V	E, V	P	P
- Incorporate safety and health protection into the work instructions given to the employees.	D	E, V	E, V	E, V	E, V	P
- Purchase tools/work equipment that comply with safety regulations (declaration of conformity).		D, E, V	D, E, V	D, E, V	V	P
- Provide personal protective equipment (PPE) that complies with safety regulations (declaration of conformity).		D, E, V	S	E	V	P
- For all work, use work equipment and PPE that comply with safety regulations according to their intended purpose.		D, E, V	S	D, E	E, V	E
- Schedule and ensure the maintenance of tools/work equipment (maintenance plan).		E, V	E, V	V	E, V	E
- Schedule, maintain and ensure the maintenance of PPE and first aid equipment.		E, V	S	V	E, V	E
- Hire employees according to their training and abilities.	D		V	E		
- Have work involving particular hazards performed only by appropriately trained employees.	D	E, V	V	V, S	S	E
- Observe safety regulations for all work.		D, E, V	S	V, S	S	E
- Monitor the effectiveness of protective measures and devices.		E, V, I	P	V, P	E, P	E, P

<u>5. Determination of hazards, risk assessment</u>						
- Determine hazards, assess risks; document the results.	I	E, V, I	I	V, P, I	E	P
- Schedule and monitor hazard determination and risk assessment, particularly in case of changes in the company.	D	E	P	E	P	P
- Schedule and perform security inspections and document the results.	I	D, E, I	I	V, S, P	E	P
- Account for accidents, incidents and occupational diseases, including determining their causes and documenting the results.	I	E	I	S	S	I
- Ensure hazard determination and risk assessment related to IATs (declaration of conformity, CE marking).		E, V, I	V, I	E, V, I	E	P
<u>6. Planning of measures</u>						
- Plan and implement high-priority programmes and campaigns.	D	E	P	P	P	P
- Apply security measures.	D	V	S	E, V	E, V	E, P
- Implement security measures	D	E, V	S	P, I	I	
- Document the measures taken.		E		V	E	
<u>7. Emergency organisation</u>						
- Set up an organisation in the event of an emergency; update it regularly.	D	E	I	I	I	I
- Purchase first aid equipment		E			E	
- Instruct the employees periodically on the organisation and the course of action to be taken in case of an emergency.		E	I	P, I	P, I	P, I
<u>8. Participation</u>						
- Ensure employee participation.	D	V	P	P		P
<u>9. Health protection</u>						
- Ensure compliance with the statutory provisions on working hours.	E, V	P	P	E	I	I
- Take ergonomic principles into account when setting up workstations.		E		I	I	I
<u>10. Monitoring, auditing</u>						
- Compile statistics regarding accidents and absences (managing absences) and report on the results regularly.	I	E	I	I	I	I
- Perform security inspections and document the results	I	D, E	S	D, V	E	P
- Implementation and verification of the audit measures requested by the supervisory bodies (DSE(OHS), SECO, SUVA, CEPF, DGE)	I	E, V	E, V	V	E	P

Please note: The tasks/actions refer to the requirements set out in LEX 1.5.1, to Articles 3 for the EPFL Direction, to Articles 4 to 9 for the VPO/SDO, to Article 11 for the Schools, to Articles 12 and 13 for professors and heads of unit, to Article 14 for security correspondents and to Article 15 for EPFL employees.

Developed based on the SUVA model "Organiser la sécurité : une tâche primordiale pour chaque entreprise" (2022). Reference 66101.f.