| Name of Appendix: **Work Safety for building managers** |
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| Goal: |  | This directive states the safety rules that building managers must follow in their work, and this is in addition to the University’s directive on “University Safety” No. 07-302, and the directive on “Roles of a building manager” (No. 02-001). |
| Jobs relating to safety |  | The building manager is responsible for working to the best of his ability and understanding to prevent injuries to residents and visitors and to prevent fires in the building. The building manager is responsible for regular maintenance of the safety equipment in the building for which he is responsible. |
|  |  | The building manager must ensure that safety arrangements for all the building’s technical installations (lighting, PA system, fire detectors, heating and AC systems, elevators, laundry, technical pipes, etc.) are in proper working order. He can turn to technical workers, the University’s safety supervisor and anyone else, as relevant, for assistance. |
|  |  | In the event of a malfunction or suspected malfunction in one of the technical installations mentioned above, the building manager will shut it off until he can arrange for a certified inspection, and receives permission to start it up again. Once the installation is turned off, the building manager should fence it off and hang a sign on the installation indicating that it is out of service, or do something else to make sure no one starts it up again. |
|  |  | The building manager will make sure that all escape routes (hallways, corridors, stairwells, doors, special emergency openings, gates, etc.) are in good working order and can be used safely whenever residents or visitors are in the building. This requirement refers to keeping passageways free, ensuring that there is proper lighting and signs, and the like. |
|  |  | Along escape routes and above exit gates whose purpose and location may not be clear, the building manager shall post signs that read “Exit” with an arrow to indicate the direction (as needed). At the entrance to hallways without no exit and at locked rooms that are along or adjacent to escape routes, signs should be posted that say “No Exit.” |
| Safety measures when gathering in the building  |  | A meeting, presentation, public party or any other form of gathering where there are 20 or more participants may take place only in halls that are designated for this, or in locations that have been approved for this on a one-time basis by the University Administration.7.1 Such gatherings will not be permitted under any circumstances in hallways, corridors, or other building areas that serve as escape routes. Holding gatherings on a roof or balcony that is higher than 2.0 meters above ground level will be permitted only under explicit conditions that these have standard railings (in terms of height, strength and spacing between them) that are properly maintained.7.2 During gatherings, all doors (regular and emergency doors) will be unlocked from the outside and inside, and push bars on door panels must be released so that they open immediately by someone pushing on the door, without having to do any special action.7.3 Gatherings for more than 100 people will be permitted only in auditoriums designated for this, that are equipped with permanent orientation lights that are properly maintained.7.4 Gatherings that are for invited guests (not from among University employees or students) of more than 50 people may be held only with “ushers” who are very familiar with the location and its environs. The number of ushers must not be less than one per 100 persons, up to the first 400 attendees. |
| Fire safety |  | Building managers must ensure that the central emergency lighting system, or single orientation lights, are working properly by testing them at least once a week. |
|  |  | Building managers should be very familiar with the fire detection and extinguishing equipment in the buildings, and must know how to test and operate them. |
|  |  | After using fire detection or extinguishing equipment, building managers must be certain to replace these immediately. |
|  |  | The building manager must ensure that flammable substances (wood furniture, papers, packing materials, combustible chemicals, etc.) and toxic substances are stored only in places designated for this, and under no circumstances should they be stored along escape routes. |
|  |  | If a building manager finds motorized equipment operating in a laboratory unsupervised, the building manager should turn it off unless there is a sign posted there saying “Do Not Switch Off – Do Not Unplug.” |
|  |  | The building manager may stop, at his own discretion, any work or other activity that is being carried out along or near escape routes, if he considers these to be a hazard to the public or to property. |
|  |  | The building manager must always be prepared to lead any emergency activity (extinguishing fires, evacuating, rescuing those who are trapped, etc.) until the arrival of special professionals that he has called with maximum speed and efficiency. |
|  |  | The building manager must ensure that in his absence, all of these instructions are carried out as written by his deputy. |
| Hazardous materials |  | The building manager will ascertain that hazardous materials found in the building (radioactive, chemical and biological) are stored and secured in a manner such that no unauthorized entity can remove them from the building. |
|  |  | The building manager will report to the Head of the Unit and/or his representative, and to the University’s safety supervisor, of any incident (fires, accidents, safety malfunctions in equipment, disappearance of hazardous materials, etc.) relating to safety, to allow for drawing conclusions and taking steps to prevent recurrence of similar cases in the future, and for documentation purposes. |
| Responsible for performance |  | Building managers of the University’s buildings are responsible for performance of these directives.Unit heads initiating and organizing multi-participant events as stated in Section 7 are responsible for coordinating these events with the building managers. |