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| General | 1. | Performance of preventive maintenance work and repairs (some of which are non-routine works under non-routine conditions and dates) that entail augmented risks, both to those performing the work as well as to those in the vicinity who are performing their regular tasks, or randomly.  |
| Safety directives | 2. | The manager of the Maintenance Unit in the Engineering and Maintenance Division as well as all those responsible for maintenance in the faculty/unit will take into account professional and organizational safety considerations. These include: fencing, signposting, coordination between those performing the maintenance and other employees, warning arrangements, provisions for extinguishing fires, protection against falling and protruding objects, and so on.  |
|  | 3. | The client’s request to perform urgent maintenance work, even for immediate purposes, will not be considered as justification for dangerous performance of the work.  |
|  | 4. | The managers of building maintenance and system maintenance will ensure a regular and sufficient stock of safety equipment (safety harness, ladders, flashlights, fence sections, signs, etc.), personal protective equipment and firefighting equipment that may be needed for performing maintenance work, including non-routine work. This stock will be stored under appropriate storage conditions that make it possible to quickly and reliably locate the equipment, perform a convenient audit and minimize wear and tear.  |
|  | 5. | Maintenance Unit managers will coordinate in advance the maintenance work that is performed outside of their workshops with those in charge of the place and equipment (building manager, laboratory manager, unit head, etc.), for whom the work is being performed. No work or preparations for work will be performed without the consent of the above person in charge or upon his objection.  |
|  | 6. | For every “Work Form” given to Maintenance Unit personnel or under their supervision, a “safety comments” form will be attached. One copy will be given to the Safety Unit sufficiently in advance in order for it to check what is required. A third copy will be attached to the “Work Form” that is filed in the Maintenance Unit office.  |
|  | 7. | Maintenance Units mangers in the Engineering and Maintenance Division and as well as all those responsible for maintenance in the faculty/unit will ensure that the contents of the “Safety Comments” form written by them or someone on their behalf have in fact been carried out. The Safety Unit will conduct an audit in this regard. |
| Responsiblefor performance | 8. | Responsible for performance of this directive: Head of the Maintenance Unit in the Engineering and Maintenance Division, those responsible for maintenance in the faculty/units, University Safety Unit. |