

# Safety first

AT THE UNIVERSITY



OCCUPATIONAL HEALTH, ENVIRONMENT,  
PREVENTION, AND SAFETY (STEPS)

[unige.ch/steps/home](http://unige.ch/steps/home)



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# HEALTH, SAFETY, SECURITY AND WELL-BEING

## Together for a safe and caring campus

Dear Members of the UNIGE community,

Welcome to the University of Geneva!

We would like to share an important message about our shared commitment to security, health protection, and well-being.

At UNIGE, these issues are at the heart of our concerns. As active members of our university community, we all have a role to play in maintaining a safe, healthy, and respectful environment.

By participating in the training offered by STEPS, staying alert, respecting security and health instructions, and reporting any situations of concern, we can work together to ensure a welcoming and secure campus for everyone.

We are convinced that our collaboration and collective commitment will make a difference. By joining forces, we can create a sustainable culture of security, health, and well-being at UNIGE.

We look forward to working with you to strengthen risk prevention at UNIGE. Together, we will maintain a campus where everyone feels safe, healthy, and valued.

We thank you for your involvement and support.

Management team

# EMERGENCIES

## IN ANY SITUATION

- Inform the emergency services of the intervention address: building, floor, and room number
- Send someone to meet the emergency services at the specified address



**Always inform internal security:**

**+41 22 379 1222 or 1222** (internal number)



Remember to save this number in your contacts!

## FIRE, CHEMICAL, BIOLOGICAL OR RADIOACTIVE INCIDENT, FLOOD, GAS LEAK

If people are **injured** or in **imminent danger**:



**Fire and rescue service: 118**

**Internal security: +41 22 379 1222 or 1222** (internal number)

Without injury or imminent danger:



**Internal security: +41 22 379 1222 or 1222** (internal number)

If there is **poisoning** or an **accident with chemicals**, or in case of **doubt**:




**Poison control: 145**

**Internal security: +41 22 379 1222 or 1222** (internal number)

## ACCIDENT OR ILLNESS

- Call a first-aider


 **Internal security: +41 22 379 1222 or 1222** (internal number)



- Escort the victim to the building's front desk to access the infirmary:

 **Locations of infirmaries:**  
unige.ch/steps/infirmaries



**Serious case or doubt** about the person's condition:


 **Medical emergencies: 144**  
**Internal security: +41 22 379 1222 or 1222** (internal number)

  **Locations of defibrillators:**  
unige.ch/steps/home/urgences-EN/  
secours-EN/defibrillateurs-EN




## FEELING OF INSECURITY

- Presence of people unrelated to university activities
- Theft, incivility, vandalism, assault, break-in

 **Internal security: +41 22 379 1222 or 1222** (internal number)

## ATTACK ON THE COMMUNITY - AMOK

Direct or imminent threat from an individual using weapon(s); the subject is still active and not under control.

1. **Protect yourself** - take shelter, barricade accesses
2. **Alert** -  **117** (police) then **+41 22 379 1222** (internal security): Indicate Where, Who, What, How.
3. **Manage** - protect your group
4. **Wait and Respect** - Remain discreet and follow the directions of the emergency services.

## ANOMALY, INCIDENT OR NEAR-MISSES

 **internal security:** +41 22 379 1222 or 1222 (internal number)

**Anomaly:** risky situation, without material damage

**Incident:** material damage only

**Near-misses:** undesirable event causing no damage


## DOCUMENTS TO BE COMPLETED

**Report for:** theft, vandalism, assault, anomaly, or near-misses

 [unige.ch/steps/declaration](https://unige.ch/steps/declaration)



**Filing a Complaint in Case of Theft:**

 [memento.unige.ch/doc/0074](https://memento.unige.ch/doc/0074)



**Report an Accident** (professional or non-professional, or during studies): to be completed within 48 hours

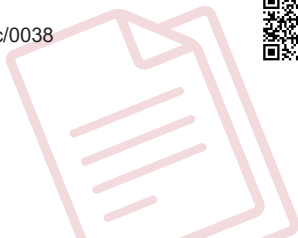
- Employee

 [memento.unige.ch/doc/0027](https://memento.unige.ch/doc/0027)



- Student

 [memento.unige.ch/doc/0038](https://memento.unige.ch/doc/0038)



## EVACUATION



When the evacuation alarm sounds:



- **Stop your activities immediately.**
- **Ensure your neighbors have heard/understood** the message and offer your help to those who need it.



- For those responsible for study areas (e.g. classrooms, computer rooms, auditoriums, laboratories, and libraries) ensure occupants have heard the message and are evacuating according to the instructions.



- **Close doors and windows.** If possible, lock offices and laboratories.



- **Leave the building following the evacuation signs.**
- **Only use stairs, emergency exits, or secure waiting areas** for those unable to evacuate independently.
- **Do not use elevators.**



- **Go to the assembly point** indicated on the "evacuation instructions" panels.
- Stay away from the building facades.
- Remain at the assembly point until further information is provided.



- **Do not re-enter the building without permission.**



## PREVENTION - SECURITY



For your safety, university buildings are equipped with video surveillance systems.

### IN CASE OF THREAT

#### SPECIFIC AND IMMINENT THREAT

Armed attack, hostage-taking, abduction, suicide threat, etc.:

- Protect yourself
- Alert those around you



Call the police **117** then internal security **+41 22 379 12 22**



**For more information:**

[unige.ch/steps/urgences/attaque-ou-menace](https://unige.ch/steps/urgences/attaque-ou-menace)



#### WITHOUT IMMEDIATE DANGER

Speech, writing, gesture, or threatening behavior, aimed at a specific person and causing a feeling of insecurity:

- Write to [respect@unige.ch](mailto:respect@unige.ch) briefly describing the situation.



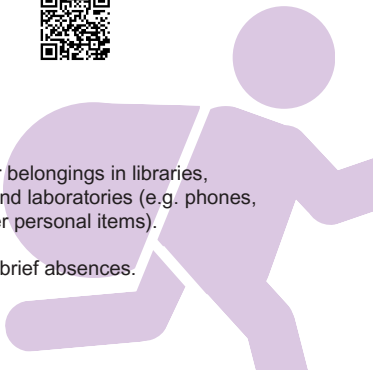
**For more information:**

[unige.ch/steps/respect](https://unige.ch/steps/respect)



### PREVENTING THEFT

- Keep a close eye on your belongings in libraries, auditoriums, cafeterias, and laboratories (e.g. phones, laptops, wallets, and other personal items).
- Lock your office even for brief absences.



## LOST AND FOUND

Found items in university buildings should be reported as soon as possible to the front desk of the building.

In case of lost item:

- Contact the front desk of the building where the item was lost.



### For front desk hours:

[unige.ch/batiment/services-utilisateurs/loges](https://unige.ch/batiment/services-utilisateurs/loges)



- In case of lost credit card, phone, etc.: notify the service provider.
- For valuable items:



### Complete the lost item declaration form:

[memento.unige.ch/doc/0132](https://memento.unige.ch/doc/0132)



If the item is not found quickly, contact the Cantonal Lost Property Service:




[ge.ch/en/lost-property](https://ge.ch/en/lost-property)



**+41 22 427 90 00**

## SUSPICIOUS OBJECTS AND PACKAGES

- Do not touch the object, do not open it.
- Keep people away.
- Inform internal security  **+41 22 379 1222**

## CYBERSECURITY

In case of potential or confirmed cybersecurity incident on your computer:

- Disconnect from the Internet by unplugging the network cable or disabling the Wi-Fi network.
- Inform the Help Desk or your IT contact.



97000



cad.unige.ch



unige.ch/-/ci

- Wait for instructions and follow them step by step.

Email security, secure teleworking, handling sensitive data, etc. Check out all best practices and information regarding cybersecurity at UNIGE:



cybersecurite.unige.ch

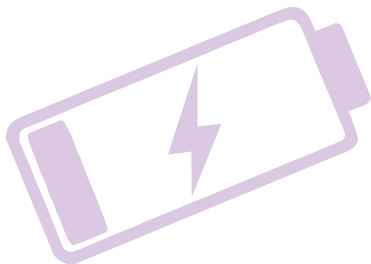


## LITHIUM BATTERIES

For your safety, do not leave lithium batteries charging unsupervised. This can present an increased fire risk.

Lithium batteries are found in:

- Electric scooters and bikes
- Phones and laptops
- E-cigarettes
- Smartwatches
- Portable tools
- etc.



## BUILDINGS



### ID CARD

Your ID card (student and/or employee card) must be regularly updated at a validation terminal:



**For more information:**

[catalogue-si.unige.ch/en/carte-multiservices](http://catalogue-si.unige.ch/en/carte-multiservices)



### Access rights

You can request access to university buildings or certain areas outside of official opening hours.

You are responsible for the people you let into the buildings.

Under no circumstances should you grant access to an unknown person.



**For more information:**

[memento.unige.ch/doc/0261](http://memento.unige.ch/doc/0261)



### Security check

This card may be requested at any time during a security check in restricted access areas.

If the validity has expired, your access will be denied.

### Loss or theft

In case of loss or theft of your card, you must report it.



**For more information:**

[cartes.unige.ch/infospratiques/perte](http://cartes.unige.ch/infospratiques/perte)



## BUILDING ACCESS AND SCHEDULES

Access to university buildings is free during opening hours. Detailed schedules are available on the website.



**For more information:**

[unige.ch/steps/horaires-batiments](https://unige.ch/steps/horaires-batiments)



Libraries are located within university buildings. Note that their opening hours do not necessarily match building opening hours.



**For more information:**

[unige.ch/biblio/fr/infos/horaires](https://unige.ch/biblio/fr/infos/horaires)



## DISABILITIES AND SPECIAL NEEDS

Anyone with special access, study or work needs can receive various forms of assistance.



**For more information:**

[unige.ch/rectorat/egalite/thematiques/diversite/handicaps-besoins-particuliers/](https://unige.ch/rectorat/egalite/thematiques/diversite/handicaps-besoins-particuliers/)



## SMOKE-FREE CAMPUS

Smoking is prohibited in all premises and within a 9-meter radius of any door, air intake, or window that can be opened, up to the property line, including:

- Inner courtyards, patios, access ramps, walkways, terraces and entrances near doors, and sports fields, including spectator areas.

**The smoking ban also applies to electronic cigarettes.**

## HELP UNIGE

The University of Geneva promotes a working environment where people are treated fairly and with respect. It ensures the protection of the personal integrity of staff and students, and takes necessary measures in case of conflict.

The University prohibits any discrimination, sexist behavior, and psychological or sexual harassment, as well as any manifestation of violence.

### TARGET OR WITNESS?

#### Harassment

Sexism?  
Not our thing.



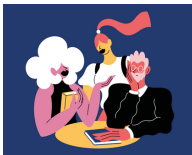
#### Discrimination

Here, discrimination is excluded.



#### Conflict

Here we can share the same table without sharing the same opinions.



#### Violence

Here we fight for a uni without violence.



For more information:  
[unige.ch/help/en](https://unige.ch/help/en)



## FIND HELP

### The Trust Cell

External, confidential, and free support

 [confiance@unige.ch](mailto:confiance@unige.ch)

### The Respect Cell (violence prevention)


Internal, confidential, and free support

 [respect@unige.ch](mailto:respect@unige.ch)

## AVAILABLE RESOURCES AND SUPPORT

Human Resources Division  
or your faculty/  
center/institute hierarchy

PSYLINE of the Pôle  
Cité FPSE

 +41 22 379 92 00

Mediators (external  
support)

Equality &  
Diversity Service

Academic  
advisors

Young Adult Psychiatry Unit  
(external support)

Associations: students, PAT,  
CCER or  
faculty teachers

Faculty/Center/Institute/  
Department/Section

Graduate Campus



**For more information:**

[unige.ch/help/en/  
find-help](https://unige.ch/help/en/find-help)



# STUDENT HEALTH SERVICE

The Student health service offers several services accessible to UNIGE students, as well as students from HES and IHEID.

## PSYCHOLOGICAL CONSULTATION

- Consultation, support, and psychological follow-up
- Workshops and therapeutic groups
- Sleep consultation (sleep difficulties affecting your days and preventing you from concentrating)



**+41 22 379 13 33** or [psychologique@unige.ch](mailto:psychologique@unige.ch)

**For more information:**



[unige.ch/sse/consultations-psychologiques-medicales/consultation-psychologique](https://unige.ch/sse/consultations-psychologiques-medicales/consultation-psychologique)



## MEDICAL ADVICE

### Concerned about your health?

- Free consultation and medical advice
- Vaccination (flu)
- Voucher for a free HIV test
- Referral to specialists and recommendations



[sante@unige.ch](mailto:sante@unige.ch)

**Make an appointment:**



[unige.ch/sse/consultations-psychologiques-medicales/consultation-sante](https://unige.ch/sse/consultations-psychologiques-medicales/consultation-sante)





## SPECIAL NEEDS

UNIGE supports the inclusion of students with special needs (diagnosed disabilities and disorders).

Under certain conditions, students may receive accommodations for their exams.



**For more information:**

[unige.ch/sse/en/studies-and-special-needs](http://unige.ch/sse/en/studies-and-special-needs)



## HEALTHY CAMPUS

The Healthy Campus program of the Student Health Service aims to develop awareness and prevention measures for health issues through:

### Etudiant-es Relais-Santé (ERS)

Promoting a culture of well-being

Missions :

- Promote the services and resources offered by UNIGE
- Inform about other external resources
- Organize health promotion and prevention campaigns

### Sentinelles

A program composed of trained students in psychological support to help and guide their peers

### Health surveys

In collaboration with the Observatory of Student Life (OVE)



**For more information:**

[unige.ch/sse/soutiens-par-les-pairs](http://unige.ch/sse/soutiens-par-les-pairs)



## OCCUPATIONAL HEALTH

The University of Geneva is responsible for applying a prevention concept involving occupational health physicians and other safety specialists (MSST).

### OCCUPATIONAL HEALTH AND SAFETY

Risk analyses are systematically carried out by STEPS specialists within faculties presenting specific risks.

Periodic audits are conducted to check the implementation of preventive measures and to update the hazard inventory.

These specialists can be consulted for any questions regarding the work environment, any nuisance likely to affect physical safety and health, and must be informed in case of an accident.

### ERGONOMICS

#### Screen work :

- Sedentary behavior, sitting position and risks
- Workstation setup



#### Physical activity and strain:

- Lifting and repetitive movements
- Posture and useful equipment



#### Tips, exercises, and practical recommendations

[unige.ch/steps/sante-securite/prevention/ergonomie](https://unige.ch/steps/sante-securite/prevention/ergonomie)



## MATERNITY PROTECTION

To provide a work environment suitable for parenting, the work environment of a pregnant or nursing woman and any potential risks must be analyzed.



**For more information:**

[unige.ch/parentalite/en/home](https://unige.ch/parentalite/en/home)



Infirmaries are available as rest areas for pregnant women or as nursing spaces. To access them, use your multiservice card or contact the building's front desk:



**For more information:**

[unige.ch/steps/infirmeries](https://unige.ch/steps/infirmeries)



## OTHER USEFUL CONTACTS



**Human Resources Division - Occupational health:**

[unige.ch/adm/dirh/sante-au-travail/medecine-du-travail](https://unige.ch/adm/dirh/sante-au-travail/medecine-du-travail)



**Help:**

[unige.ch/help/en](https://unige.ch/help/en)



**Service STEPS:**

[steps@unige.ch](mailto:steps@unige.ch)



# WASTE MANAGEMENT

The University organizes the collection of waste and ensures environmentally respectful disposal.

## SPECIAL WASTE

"Special waste" refers to waste that is toxic or hazardous to health and the environment, generated by laboratory activities and other hazardous activities. These include:

Radioactive substances

Biological waste

Solid chemicals

Liquid chemicals

Various glues or gels

Acids and solvents

Photo products

Pharmaceutical products

Lubricants

Used oils

Batteries

Cutting water

Contaminated packaging

The STEPS service handles their packaging, storage, transport, and necessary administration.



**For more information:**

[unige.ch/steps/home/environnement/gestion-dechets/disposal-of-special-waste](https://unige.ch/steps/home/environnement/gestion-dechets/disposal-of-special-waste)



[dechets-speciaux@unige.ch](mailto:dechets-speciaux@unige.ch)

## RECOVERABLE WASTE

The university provides users with collection points to sort and recycle recoverable waste as much as possible.

Depending on the infrastructure of different buildings, the following waste is collected:

Paper and cardboard	Aluminium
Sagex (expanded polystyrene)	PET (polyethylene terephthalate)
PP (polypropylene): racks and tip boxes	Flexible PE (polyethylene): transparent and colored packaging films
Coffee capsules (e.g. Nespresso)	Toners and printer cartridges, CDs
Batteries	Mobile phones, tablets and chargers
Fluorescent tubes	Bulky waste
IT equipment, electrical and electronic equipment	



### For more information:

[unige.ch/batiment/campus-durable/recyclage/gestion-des-dechets](https://unige.ch/batiment/campus-durable/recyclage/gestion-des-dechets)



[dechets-valorisables@unige.ch](mailto:dechets-valorisables@unige.ch)



+41 22 379 77 77

# TRAINING

## TRAINING OFFERS

The STEPS Service organizes various types of training on safety topics such as:

- Health, Safety & Security welcome
- Specific risks and laboratories (chemical products, biological risks, electricity, radioactivity, etc.)
- First aid and use of the defibrillator
- Fire fighting
- Computer workstation setup

Other training sessions are also offered within the framework of prevention by the Human Resources Division and the equality-diversity service.



**For more information:**

[unige.ch/steps/formations](https://unige.ch/steps/formations)



[steps-formation@unige.ch](mailto:steps-formation@unige.ch)



## SAFETY TEAM MEMBERS

No institution or company is immune to an accident, acute illness at the workplace, fire or other disasters. One of the main objectives of occupational health and safety policy is to form safety teams for building evacuation, emergency aid, or fire fighting.

As a member of the university community, you are invited to participate in the protection of people and property at your workplace and to become a safety team member:



[memento.unige.ch/doc/0223](https://memento.unige.ch/doc/0223)



Are you already trained? Have your certificate recognized:



[steps-formation@unige.ch](mailto:steps-formation@unige.ch)

**STEPS | [steps@unige.ch](mailto:steps@unige.ch)**  
**A team at your service**

Occupational health, environment, prevention,  
and safety



**To contact the STEPS  
team**



**Impressum**

EDITION : University of Geneva

PRINTING: Geneva University  
printing center

DATE : June 2024



**UNIVERSITÉ  
DE GENÈVE**

SANTÉ AU TRAVAIL,  
ENVIRONNEMENT,  
PRÉVENTION, SÉCURITÉ



# Emergency Numbers



## Internal security

**+41 22 379 12 22**

**12 22** (internal number)

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## Police

**117**



## Fire

**118**

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## Medical emergencies

**144**

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## Poison control

**145**