

## Welcome phase

Welcome Meeting: the main researcher and Director or Manager will show the general characteristics of the Institute. The responsible people of Occupational Health and Safety in this meeting must be present.

Read the full HOST HANDBOOK OF IRNAS.

## to whom you can turn, if....

### 1. I have a problem with my administrative situation.

Responsible for administrative matters is M<sup>a</sup> Angeles Alvarez, Manager of the Institute (ext. 208103). From Management Services Administration, Library, Computer office, Maintenance, Experimental Farm, or Technical Assistance and Analyses Service are coordinated.

If you are permanent staff and your administrative problem is related to working conditions, access to facilities, permits, holidays or training activities, contact with [gerencia.irnas@csic.es](mailto:gerencia.irnas@csic.es) or [Alicia@irnas.csic.es](mailto:Alicia@irnas.csic.es)

If you are temporary staff or fellow, contact Paqui Vidal (ext.208107, [pvidal@irnase.csic.es](mailto:pvidal@irnase.csic.es)) or Gloria Mesa (ext. 208147, [gloria@irnas.csic.es](mailto:gloria@irnas.csic.es)). They will explain the basic questions about the conditions of your contract, grant, hours, holidays, etc.

### 2. My boss has asked me to manage an acquisition or an inscription to a conference and I do not know the legal processes.

Before making any administrative task, ask Alfonso Lara (ext. 208160, [a.l.s.@csic.es](mailto:a.l.s.@csic.es)). He will help you with the whole process.

### 3. I have to make a trip or a short stay. Which is the process? Who can help me? Can I get an advance?

Alfonso Lara (ext. 208160, [a.l.s.@csic.es](mailto:a.l.s.@csic.es)) will resolve your doubts. Do not forget to process always prior to any travel the service commission which must be signed and approved by the main researcher and Director of the Institute. The form must be given to Alicia Prieto.

### 4. I need to know if the payment of an invoice, an inscription to a conference or a down payment have been made.

The responsible for treasury management is Ildefonso Martinez (ext.208101, [imarfer@irnase.csic.es](mailto:imarfer@irnase.csic.es)).

### 5. How I can get an email account or access the intranet?

Computer staff of IRNAS are Francisco Moreno (ext. 208151, [fms@irnase.csic.es](mailto:fms@irnase.csic.es)) and Francisco Mayol (ext. 208151, [mayol@irnase.csic.es](mailto:mayol@irnase.csic.es)). They will provide access.

### 6. I need to meet with the Director or Manager, to process or renew an access permit, to reserve the assembly hall or meeting rooms.

Alicia Prieto (ext. 208112, [alicia@irnas.csic.es](mailto:alicia@irnas.csic.es)) will handle your request.

### 7. I need access to a book or journal.

Rafael Ruiz (ext.208113, [bibirna@irnase.csic.es](mailto:bibirna@irnase.csic.es)) is responsible for the Library.

### 8. And if my doubts are related to the Occupational Health and Safety:

There are a few people who can help:

Director, Gerente, and Alicia Prieto (ext. 208112, [alicia@irnas.csic.es](mailto:alicia@irnas.csic.es)), the spokesman for the Board Institute for all matters of Occupational Health and Safety.

Your boss and the responsible staff in laboratories.

### 9. Waste management in laboratories.

José María Alegre (ext. 208177, [alegre@irnase.csic.es](mailto:alegre@irnase.csic.es)) will explain the way.

### 10. Apply for Technical Services.

You can find all the details of our scientific-technical services in our web.

## Job specifications:

The Head of Department or responsible will inform you of:

- Structure of the department to which you join.
- Objectives and main activities.
- Working processes.
- Internal communication tools.
- Training programs.
- Waste management.

## Useful Phone numbers:

EMERGENCY 112  
Toxicological information 915620420  
Emergency Mutual FREMAP 900 610 061  
FREMAP ACCIDENTS Avda. De Jerez s / n. Tel. 954249100

Head Occupational Health and Safety staff in CSIC  
113 Serrano, Madrid. Tel. 915681927/25/23

Coordinator in Seville  
Angel Lara, Joaquin Jesús Quirós  
Delegation of CSIC in Andalusia. Avda Maria Luisa s/n.  
Pabellón of Peru Tel. 954 232 349 (Ext.156).

# BRIEF WELCOME PLAN

## Occupational health and safety (OHS)

### Monitoring of safety standards and mandatory use of Individual Protection Equipment (IPE)

The IRNAS has the obligation and commitment to ensure the safety of its workers, directing its activities to fulfill the Spanish Law 31/95 PRL, the CSIC Plan, the Workers' Statute, and all European Directives. Read **OHS Instructions** of IRNAS.

### What to do before working in a laboratory?

- Read the LABORATORY SAFETY MANUAL ([www.csic.es](http://www.csic.es)).
- Read the RADIATION SAFETY MANUAL and follow the instructions of the supervisory.
- Fill the acknowledge of laboratory risks form.
- Know and use individual protection equipment properly.

### What to do before going to work outdoors?

- Read the FIELD WORK MANUAL.
- Ask for order service at administration (Alfonso Lara, ext.

208102, [a.l.s@csic.es](mailto:a.l.s@csic.es)).

- Follow the instructions of maintenance staff (vehicle handling, check their status, insurance ...). Only staff is authorized to drive official vehicles.
- Use tools and individual protective equipment (IPE) properly for each activity.

### What to do in case of accident?

Mild injury:

- Get first aids, use medicine first-aid kit, showers and eyewash at the entrances of laboratories. Tell your responsible about the injury.
- Notify to Alicia Prieto (ext. 208112).
- Get Medical care.
- Once attended deliver all reports generated to Alicia Prieto.

Serious injury:

- Get first aids, use first-aid kits, showers and eyewash at the entrances of laboratories. Tell your responsible about the injury.

b) Get medical care in your job health company (FREMAP/ASEPEYO/MUFACE...) and if not possible, to the nearest hospital.

c) Notify Alicia Prieto.

d) Once attended deliver all reports generated.

Follow the same instructions if accident is abroad.

**If the accident is not reported to the Institute at the time it occurs or a not corresponding health company is used, the worker will receive the medical invoice.**

### What to do in case of emergency?

Keep calm, alert, protect yourself. Act if possible till emergency teams arrive.

## WELCOME PLAN-SUMMARY

### What is IRNAS?

Since 1953 the Institute of Natural Resources and Agrobiology of Sevilla (CSIC) develops basic and applied scientific activities whose main goal is optimizing the use and conservation of natural resources, soil, water and plant.

Director: José Enrique Fernández Luque  
Vicedirector: Ana Gutiérrez Suárez  
Vicedirector: José Manuel Colmenero Flores  
Manager: M<sup>a</sup> Angeles Alvarez González



### Location

Av. Reina Mercedes 10. Sevilla. E-41012 (España). Tel:(+34) 95 462 4711 Fax:(+34) 95 462 4002

[www.iras.csic.es](http://www.iras.csic.es)

The opening hour of the IRNAS is from 07:00 to 19:00, Monday to Friday. Authorizations for entry and stay in the institute after hours will be allowed by the Director under security conditions. Visitors cannot, under any circumstances, access to the area of laboratories and must remain in the lobby.