

 CSIC  <small>Instituto de Recursos Naturales y Agrobiología de Sevilla</small>	SERVICE Directorate - PRL <i>Email address: direccion.irnas@csic.es Telephone, ext. 954624711</i>					
	Model:	PRL	Version:	ENTREGA INF_01	Approval Date	27/02/2025
	INFORMATION DELIVERY For laboratory, field, PVD work, or any other activity					

OBJECTIVE AND SCOPE
Objective: To ensure that the work carried out in the laboratory, field, or PVD by IRNAS and La Hampa workers is conducted with the safety measures required by current regulations, and that users receive the necessary information and training to act appropriately and safely. Scope: All personnel of IRNAS Research Groups and Services,

DEFINITIONS AND REFERENCE DOCUMENTATION
<i>Law 31/1995 on Occupational Risk Prevention</i>

RESPONSIBILITIES	
Director	- Ensure that the delivered information is necessary for task execution.
Department Heads, Group Heads, and Service Responsibles	- Provide their staff with the appropriate information for any activity. - Do not allow work to be carried out without the proper information. - Inform the Director and Manager of any incidents related to the safety of the people under their responsibility.
New Personnel	- Read and understand the provided information. - Follow the received guidelines.

CONTENT

Mr. /Ms.
 Project / Group / Service Responsible:

INFORMS:
 Mr. /Ms.
 in the capacity of:

Permanent staff	Contracted staff
Stay permit	Other. (specify):.....

who will be joining IRNAS for the execution of activities strictly complying with occupational risk prevention regulations and involving the following associated risks:

- Work with chemical substances or gases
- Work with ionizing radiation
- Use of laboratory equipment (equipment, fume hoods, etc.)
- Exposure to biological agents
- Fieldwork
- Use of plant protection products
- Data display screen (PVD)
- General maintenance work (electrical, height work, overload)

The following documentation is provided:

- IRNAS Welcome Manual
- Summary brochure of the Welcome
- Plan Emergency and evacuation action brochure
- Informed consent for a specific occupational medical examination (IRNAS staff only)
- Laboratory, service, or facility operating rules
- PPE delivery
- Others.....

AGREEMENT		
<i>Being informed of the need to receive and understand the provided information, I commit to following the received instructions, being responsible for my actions and any consequences they may entail.</i>		
DATE:	RESPONSIBLE SIGNATURE:	
DATE:	NEW PERSONNEL SIGNATURE:	