SSHE
Safety, Security, Health and Environment
www.sicherheit.ethz.ch
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The 10 Principles of SSHE

1. ETH Zurich takes an exemplary approach to safety and security that is based on honesty and responsibility towards society. In addition to complying with statutory provisions (legal conformity in SSHE), having an exemplary role in terms of Safety, Security, Health and Environmental Protection (SSHE) means actively applying the latest findings on dealing responsibly with risks. Compliance with standards and legal conformity is checked and documented periodically by means of internal audits.

2. In certain sections of SSHE, new findings – some of which stem from research by ETH Zurich – make it necessary to take measures that go beyond what is required by law. These are proposed to the executive board by the SSHE administrative department.

3. All standards are developed based on cost/benefit analyses, which are an integral component of SSHE considerations.

4. SSHE strives for the integration of SSHE matters in the processes of ETH Zurich (research, training, construction, operation etc.). It encourages internal cooperation with all of the other Units.
Principles of SSHE cont.

5. SSHE supports in cooperation with F&C all ETH members in introducing integrated risk management at ETH Zurich. Workshops take place which detect and prioritize risks and define measures to avoid damage to property and to the reputation of the establishment. SSHE works together with the executive board on preparatory measures for crisis management.

6. SSHE wants to instil in all employees and students a high level of awareness of environmental, health, safety and security issues and give them the motivation and skills to tackle these issues. This is ensured by means of an attractive range of training courses, workshops, tailored information and advice. In particular in the case of students and people with a different professional background, compulsory SSHE training sessions have to be completed to ensure that they have a minimum level of knowledge in this area. After leaving ETH Zurich, our graduates should be familiar with the most important industrial standards and be able to apply them in practise.

7. SSHE integrates its experience and knowledge of operations in selected training programmes at ETH Zurich. Students should also complete internships, semester projects and dissertations in certain SSHE-areas.
Principles of SSHE cont.

8. The areas of activity and research focus areas of ETH Zurich are subject to rapid change. Internal and external training events for SSHE employees ensure that our advisory skills are constantly improved and adjusted to new circumstances (do vs. buy). The aim of SSHE is to meet customer requirements in the best possible way by means of strong specialist expertise and efficient work processes.

9. Where possible and feasible, best practise solutions from the worlds of academia and business should be integrated and implemented at ETH Zurich. To do this, SSHE builds cooperations and networks with associations and external organizations and uses these for an intense exchange of experiences. It also keeps in regular contact and correspondence with the relevant authorities. SSHE is ETH Zurich’s point of contact for the police.

10. To implement these principles, SSHE sets targets for the individual sections that are periodically reviewed and adjusted.
MANAGEMENT
Katherine Timmel
Role and Duties

- Management of the administrative department (strategies and operations)
- Advise and support the members of the school board and the supervisor in SSHE issues
- Development of new activities; adaptation to new legal requirements (e.g. nanotechnology, workplace violence, new risks etc.)
- Risk Management ETH Zurich: regular guest of ETH’s Risk Management Commission, deputy head of the Risk Management Expert Team
- Environmental Manager ETH Zurich
Role and Duties

- Representation of SSHE, externally as well as in internal commissions (HCI SGU Commission, Risk Management Commission of ETH Zurich and others)
- BOT security manager: Contact person for all queries regarding incidents, closing of accounts, breach of the BOT and violation of IT means
- Special projects/case management (TA & TM)
- All matters regarding HR, Budget/Controlling, Reporting for the SSHE administrative department
ACTIVITIES

SSHE E-MAILS: FIRST-LASTNAME@ETHZ.CH
RISK MANAGEMENT & COMMISSIONS

Dr. Reto Suter
Responsibilities

- Coordination of the risk analyses in the VPPR-section, participation in the meetings of the Risk Management Commission
- Chair of ETH’s Environmental Commission
- Deputy of Head Administrative Department
- Newsletter/annual reporting SSHE
EDUCATION IN LABORATORY
ANIMAL SCIENCE AND
PROJECTS
Dr. Maike Heimann
Responsibilities

- Organization and realization of legally required basic and further education relating to laboratory animal science in cooperation with the Institute of Laboratory Animal Science of the University of Zurich (LTK).
- Concerted coordination of the existing portfolio and continuing enhancement of educational courses.
- Close cooperation with Swiss Animal Welfare Officers.
- Active member of relevant working groups and bodies (e.g. Swiss Animal Welfare Officer Network, Animal Laboratory Biosafety Working Group, Swiss Network on Education in Laboratory Animal Science).
- Support of SSHE organization and of specific projects by providing expert knowledge and connection with relevant experts/groups e.g. in terms of biosafety and of animal welfare extremism.
CABS
Dr. Silke Kiesewetter

Chemistry first response, Occupational safety, Biosafety, Hazardous waste disposal
Responsibilities

According to the Unfallversicherungsgesetz (UVG), Art. 82:

- The **employer/direct superior** has to implement all justifiable measures to prevent occupational accidents/illness

- The **employee/trainee/student** has to support the employer by:
  - Following instructions
  - Using protective equipment
  - Pointing out defects
  - etc.
Responsibilities

- Staff and researchers with a special SSHE function (e.g. bio safety officer (BSO), radiation protection officer, members of the fire alarm or of the first aid team) should attend courses and training sessions organized by SSHE.

- The professor informs SSHE in due time if a person with a special SSHE function leaves or changes his/her job. The professor is also responsible for finding a skilled and trained successor.

- New research fields and/or reconstruction work in laboratories: Inform SSHE → risk assessment (cf. “GMIS-Portal SGU-Relevanz“)
CABS: Lab and Occupational Safety

- Training seminars
- Advice and support, e.g. biosafety, storage of chemicals, radiation protection, risk analysis for maternity protection, safety of cranes
- CIT – First response in case of incidents
- Guidelines, concepts, information sheets, checklists
- Warning labels for doors/cabinets: To order send e-mail to stickers@ethz.ch
- Lab visits, workshop visits and safety checks
- Reporting of accidents in lab or workshop: Use report sheet or send e-mail to cabs@ethz.ch
- Coordination with authorities (e.g. BAG, Awel, SECO, Schutz & Rettung)
- Renovation and reconstruction - “project support“: risk analysis (e.g. building application GMIS), advice by SSHE
CABS: CIT – Chemistry Intervention Team

- Covered areas: Zentrum and Hönggerberg
- Availability: work-days, during the day

Fields of activity:
- Assessments, specialist consulting on-site
- Response to small chemical incidents
- Management of non-acute incidents
- Large incidents are handled together with the hazmat unit of the Zurich fire brigade
Risk monitoring: building applications (GMIS)
CABS: Hazardous Waste / Hazardous Goods / Technical Environmental Protection

- We accept your hazardous waste free of charge
  
  **HCI**, D276, Monday to Friday (during term): 2–4 pm (during break only Tuesday and Thursday)
  
  **CNB**, E 146, on Wednesdays: 9–11 am

- We advise you on all matters related to hazardous waste

- Issuing of permissions and advice on transport of hazardous goods
  
  - Chemicals, samples from bio safety-laboratory, etc.
  
  - Moving of labs
  
  - Shipping of hazardous goods (national or international)

- Performance of eco-audits as well as wastewater analysis/contaminated-air analysis

- Legal compliance in the environmental field
CABS: Contaminants in buildings

- Recording and assessing of pollutant-findings (asbestos, PCBs, PAH, etc.)* in ETH-buildings
- Establishment and maintenance of the database
- Advising the project managers in renovations
- Communication with construction project managers, employees, users; information of the Corporate Communications Unit and, if necessary, involvement of the legal service
- Contact for the competent public authority Office for health and environment of the city of Zurich and for SUVA
- Standardising courses of action
- Contact: sgu-gebaeudeschadstoffe@ethz.ch

*PCB: polychlorinated biphenyl, PAH: polycyclic aromatic hydrocarbons
FIRE AND EXPLOSION PROTECTION

Patrick de Geest
Fire and Explosion – Prevention & Protection

- Every year, the fire police conducts inspections in several buildings: The professor and his/her group are involved in the inspection as well as concerning the implementation of corrective measures.
- The Facility Manager is first contact point for all general issues related to fire prevention and protection in your building.
- Keep emergency exits clear: We need your cooperation and support in the implementation. Please follow the instructions of the Facility Manager.
- Development of evacuation concepts
- SSHE provides advice both in the field of fire prevention and in the field of explosion prevention: e.g. if special fire extinguishers are required/if the use of a room is being changed.
- Training of students/researchers (fire extinguishing exercises in autumn)
Layout
Your Role in Fire Prevention

- There is a total ban on smoking in ETH-buildings
- Compliance with all regulations/standards
- Keep emergency exits clear
- The first priorities are always your own safety as well as the safety of your group!
Emergency Exit.. 😞
SECURITY
Adrian Meier
Security

- Security assessments and protective concepts (workday life issues, special offices, labs, scientific activities, rooms for servers etc.)
- Development of emergency plans
- Follow up of reported crimes
- Information of ETH members on crime prevention, Stalking, or threats
- Cooperation with police / external specialists
- Events need to be notified to the Services Department: www.vs.ethz.ch
Security

- Don’t leave your valuables (purse, laptop, keys, mobile etc.) or confidential documents unattended on your desk
- Report any crimes to us via 888 (044 342 11 88): We will advise you. Do not destroy traces
- Report suspicious mail
- Don’t let unknown individuals into the building
- Keep restricted access areas closed
- Report peculiar persons to the Facility Management (ISC/Logen)
- Report irregularities and suspicious packages or letters to the emergency desk (888)
- Be careful with sensitive research data
ALARM ORGANISATION
ad interim Horst Weltner
Emergency Desk

- Operator:
  one man present/3 shifts per day
  (7x24h/all year)

- Process incoming calls and alarms
  (emergencies, threats, accidents,
  burglaries, technical incidents, etc.)

- Operator evaluates seriousness of
  incident → remedial actions

- Serious incident → head SSHE → crisis management team
Uniformed security guards

- 3 Shifts (7x24h)
- Two areas: Zentrum and Hönggerberg
- Remote buildings: external companies
- Check of the building as well as of the safety-relevant technical equipment
- First response (fire, water damage, burglary, property damage etc.)
- Goal: securing of the area until the police or fire brigade arrives
Relevance for cooperation

- Safety-relevant equipment (e.g. deep-freezers, gas detection systems, etc.) which is connected to the emergency desk requires a completed emergency form. The research group is responsible for its content.
- Standard emergency forms are available from cabs@ethz.ch
- Emergency contact list: Please deliver a list of persons to be contacted in case of an emergency (e.g. shut down of electricity, water damage) to sgu_alarmzentrale@ethz.ch
- The emergency forms and the emergency contact list have to be up-to-date. Please report changes to the emergency desk on a regular basis.
- If you wish controls in specific rooms/areas outside the regular opening hours/late at night, please report to sgu_alarmzentrale@ethz.ch
TRAINING
Anne Katrin Thomas
Training for all members of ETH Zurich

- Trainees, students, research groups, staff working in workshops, administrative staff...
- Training for specialists, e.g. bio safety officer (BSO), radiation protection officer, members of the fire alarm or the first aid team...
- Lectures for institutes, departments...
- Consulting service for groups or individuals
- General SSHE-issues (chemical safety/hazardous substances, radiation protection, bio safety, laser, ergonomics, skin protection, etc.)
- Tailored courses (for institutes, departments, groups) taking into consideration the risks which are relevant for the unit in question

Contact: annekatrin-thomas@ethz.ch

Course program: http://www.sicherheit.ethz.ch/
Screen Handling

- Brightness & contrast
- Height of chair and table
- Chair
- Display position
- Posture
- «Dynamic» sitting
- Movement and breaks

Instruction for how to set up your work station
http://www.sicherheit.ethz.ch/services/div/health/ergonomie/index_EN
RESPECT – PAVES THE WAY FOR HIGH PERFORMANCE

Katherine Timmel
Motivating working Environment

- The diversity and the international character of the ETH-community are a great opportunity.
- A prerequisite for a motivating and stimulating working environment is the protection of personal integrity.
- ETH Zurich will not tolerate sexual harassment. Non-compliance will be subject to investigation and punishment.

Sexual harassment is for example:
- undesired body contact and advances
- insinuating remarks about appearance and sexual orientation
- exhibition and distribution of pornographic material

- Who to contact:  [www.respekt.ethz.ch](http://www.respekt.ethz.ch)
Supervisors and senior Personnel are Role Models

- ETH Zurich does not tolerate bullying. Who systematically or repeatedly threatens, discriminates, harasses, insults or excludes a person will face sanctions.
- PhD Students are dependent on their supervisor. The disparities in power shall not be exploited.
- A culture of trust and mutual respect is the prerequisite for successful science and for personal development.
- Supervisors and lecturers of ETH Zurich are role models. They have a particular part to play: They are to give a good example concerning respectful behavior and demand it from their employees.
- Who to contact: [www.respekt.ethz.ch](http://www.respekt.ethz.ch)
THREAT MANAGEMENT
Katherine Timmel
A secure university needs preventive measures

- Violence at schools and universities – a global problem
- Security for students and employees is an important concern of ETH Zurich
- Early intervention can defuse the problems and the conflicts that can lead to violence
- Visit the Respect-campaign website for more information: www.respekt.ethz.ch/index_EN
Steps undertaken by ETH Zürich

- A Threat Management team is in place under the leadership of SSHE.
- The team is regularly advised and trained by experts in strategies for violence prevention. Standardized tools such as the Wavr 21 ("Structured Professional Guide for the Workplace Assessment of Violence Risk") are used and can help to estimate threats and assess the threatening behavior at the workplace.
- Parties involved in difficult threat situations are provided with support.
The Team

ETH Threat Management Team (meetings: 2–3 times a year)

Core Team Threat Management (Meeting: every 6 weeks)

External parties

Internal parties

Psychologists

SSHE

HR

Rectorate

Legal Office

CC
When should you contact us?

- If you are threatened or hear of threats against others
- If you or another person (a colleague) are concerned about stalking
- If you or someone else are physically attacked in your workplace
- If someone expresses suicidal thoughts
- If you feel that a certain behavior could be extremely noticeable and dangerous
- If you see weapons or someone speaks about them in your presence
- If you hear or read about extreme violent imaginations
What do we do

- The Threat Management team has the capabilities to deal with diverse situations. If the occasion demands it, the team seeks expert advice for assistance.
- Each message is assessed by a team member, and treated quickly and confidentially.
- We provide behavioral guidelines and support for everyone.
- We search for solutions together with the aggrieved party.
Who can ETH members turn to?

ETH staff and students, who feel threatened or hear of threats against a colleague, can always turn to the SSHE administrative department. Every call is treated discreetly.

- **Emergency hotline (7/24 hours)**
  - Internal
    - Tel.: 888
  - External
    - Tel.: +41 44 342 11 88

- **SSHE administration (day time)**
  - Tel.: +41 44 632 30 30