

## WELCOME PLAN

Welcome to Estación Experimental del Zaidín (<https://www.eez.csic.es/>) of the Spanish National Research Council. With this document we intend to guide your first steps in our Institute and facilitate your incorporation.

Our Institute has two locations, one in Prof. Albareda (Granada) and the other in C/ San Miguel (Armillá). The headquarters in Granada has different buildings, known by their external colour. Casa Amarilla (Yellow house) accommodates the Direction, Management and part of the Administration of the Institute. The Purchases Department is located in Casa del Príncipe (at the entrance of EEZ), and the Maintenance Department has its own building. The Red House, the White House and the Microbiology Building house the different laboratories corresponding to the different departments of EEZ.





The Department of Nutrition and Sustainable Animal Production is located at the Armilla Headquarters and has a main building, a warehouse, Animal Facilities and a stables..



The location of the meeting point in case of an emergency is marked with an asterisk. Each department has its own person in charge, and there is also a person heading each of the different research groups with the departments.

Once your contract/grant has been signed, Human Resources will ask the central CSIC Headquarters to activate your registration in the personnel database so that you can obtain a corporate email account and access both the Institute's and the CSIC's intranet. On the EEZ website (<http://www.eez.csic.es>) and on its intranet you will find all kinds of information about the Institute (departments, groups, research lines, staff, projects, publications, services, documents on risk prevention, waste guide, reservations, etc...).

EEZ, has an occupational risk prevention service (SPRL) for the centres in East Andalusia, which is located in the Red House.

## USEFUL TELEPHONE NUMBERS

**EEZ-CSIC:** Tel. 958 181600 Fax: 958 181609 - Security: ext. 439000

**EEZ-CSIC ARMILLA:** Tel. 958 572757 Fax: 958 572753 - Security: ext. 439250

If you need to discuss topics related to:

- Director: Alfonso Clemente Gimeno, ext.439001. [direccion.eez@csic.es](mailto:direccion.eez@csic.es)
- Management: M<sup>a</sup> del Rocío Santiago Rejón, ext 439002. [gerencia.eez@csic.es](mailto:gerencia.eez@csic.es)
- Human Resources: ext. 439013 y 439112, [rrhh@eez.csic.es](mailto:rrhh@eez.csic.es)
- Secretary: ext. 439016 y 439015
- Purchases: ext. 439010 y 439011. [servicio.compras@eez.csic.es](mailto:servicio.compras@eez.csic.es)
- Grant management: ext. 439014 ,439020 y 439036.
- Payments: ext. 439012. [habilitacion.eez@csic.es](mailto:habilitacion.eez@csic.es).
- Information technologies EEZ: ext. 439004 y 439005. [informatica@eez.csic.es](mailto:informatica@eez.csic.es)
- Information technologies Armilla: ext. 439254. [informatica@eez.csic.es](mailto:informatica@eez.csic.es)
- Administrative Support in Armilla: ext. 439255
- Service Commissions and Travel allowances: ext. 439017. [comisiones.servicio@eez.csic.es](mailto:comisiones.servicio@eez.csic.es)
- Maintenance: ext. 439003 y 439126
- Occupational Health and safety, service CSIC: ext. 439085, 439092 [sprlgranada@csic.es](mailto:sprlgranada@csic.es)
- Occupational Health and safety, internal management of EEZ: [eez.prl@eez.csic.es](mailto:eez.prl@eez.csic.es)
- Library: ext. 439132 y 439115

## BASIC WORKING RULES AT EEZ

You should be familiar with the basic safety and operational rules of laboratories, use equipment and use of common facilities at EEZ.

It is **compulsory** to:

- Wear lab coats in laboratories only. They must not be worn in common areas such as cafeteria, meeting rooms, etc...
- Wear appropriate clothing and footwear to protect against splashes.
- Use personal protective equipment (PPE) in accordance to the hazardous nature of the job. If you have any doubts on the nature, please, contact your researcher in charge.
- Always use exhaust hoods handling flammable, explosive and volatile chemicals that could be dangerous if inhaled.
- Keep the lab working spaces clean and tidy.
- Wash your hands when finishing a task.
- Use common equipment appropriately abiding by, and respecting the booking if applicable.
- Check the rules for the use of chambers and greenhouses, if you wish to use them. There is a booking/servation space on the EEZ intranet where you can book, common equipment as well as the use of chambers and greenhouses (<https://www2.eez.csic.es/?q=es/node/6504> ).

It is **forbidden** to:

- Eat and drink in laboratories.
- Storing food in laboratory refrigerators.
- The use of contact lenses in case of splashes.

## LIQUID NITROGEN MANAGEMENT

Liquid nitrogen is a liquefied gas at cryogenic temperature, colourless and odourless, which is commonly used for research purposes. It is usually stored in tanks outside buildings. Other portable containers, Dewars, are filled, from these tanks and, are thermally insulated keeping the liquid nitrogen without refrigeration needs. Instructions for handling liquid N, taking into account its risks in terms of burns, asphyxia or lung injury, are available on the intranet:

<https://www2.eez.csic.es/?q=es/node/7983>. If you do not have access, request them before use

## CHEMICAL AND BIOLOGICAL WASTE MANAGEMENT

EEZ has a waste management manual (<https://www2.eez.csic.es/?q=es/node/7852>), establishing a waste coordinator at each department and a waste manager in each group. When waste is generated, the group manager must be consulted to determine whether it is indeed waste, what type of waste it is and to assign the appropriate container, sticker and location. When the container is at 80% of its capacity or when it is not going to be used for more than one month, it must be notified.

There is a specific waste storage warehouse both EEZ seats.



## IN CASE OF ACCIDENT

If it is minor incident, follow the instructions of the laboratory or go to the insurance company (FREMAP GRANADA: C/ Rey Abu Said, 17, Ronda, 18006 Granada. Telephone: 958128761). If necessary, use the showers and eyewash facilities in the corridors. If you need medical assistance, go to the nearest health centre/hospital. Do not forget to inform the insurance company afterwards.

**Explosions:** In case of smell of gas, do not switch on or off the light or connect or disconnect any electronic equipment, open all the windows, leave the place and inform security.



## EMERGENCY ACTION PLAN

There is an Emergency and Evacuation Plan in case of fire and other incidents requiring evacuation. There are location plans in every building with assembly points, evacuation routes and exits and the of fire extinguishers. In case of evacuation you must go to the corresponding assembly point.

## TRAINING PILL

As a CSIC Institute, we have a portal with various training courses, including a series of training modules related to specific your jobs that you should see. The link is <https://formacion.corp.csic.es/course/index.php?categoryid=15>, those related to laboratory work are in the 'Hygiene' section.

## INDIVIDUAL OCCUPATIONAL RISK FILE (FIRL)

At some point you will receive an email from the SPRL team with a link for you to fill in a survey/sheet in order carry out an individual occupational risk assessment. This form will first be sent to your responsible scientist for signing and be returned to you. If you agree, you will also sign it and send it to us at [eez.prl@eez.csic.es](mailto:eez.prl@eez.csic.es) for processing.

This sheet establishes the training itinerary that you must follow at, through the CSIC virtual campus Moodle (<https://formacion.corp.csic.es>), accessible with your CSIC credentials, in the category 'Prevention of occupational hazards'. There is also a virtual campus Moodle of the SPRL service of the CSIC in Granada for specific training related to field trips, work on experimental farms, teleworking, etc... Access to this campus can be requested from the SPRL service ([sprlgranada@csic.es](mailto:sprlgranada@csic.es)). You must send the corresponding certificate to the Human Resources Department after completing each of the courses.

## RECEPTION SHEET

This is the first document that you must fill in and send to [eez.prl@eez.csic.es](mailto:eez.prl@eez.csic.es). It is available on the EEZ website and by fill it in you confirm that you have received this welcome plan, that you have checked training modules proposed by your responsible scientist and, that you have received the appropriate PPE for your job, the risk assessment and the medical check-up acceptance document (for CSIC staff only).

**THANK YOU FOR TAKING THE TIME TO READ THIS DOCUMENT THROUGH TO THE END. WE  
HOPE THAT YOUR STAY AT EEZ WILL BE FRUITFUL IN ALL ASPECTS**