- Summary for managers--

Information document H&S (health and safety) policy framework

The V&G policy framework information document clarifies the requirements and links various (existing) V&G themes and provides a transparent overview and findability of the underlying documents on VU.nl. Each theme contains principles, an explanation and tasks and responsibilities. The ten themes of the VU H&S policy are divided into three main themes: 'Organisation', 'People' and 'Working environment'. Below are summaries of the individual 10 themes from the information document 'VU Health and Safety Policy Framework', which can be found on VU.nl: Health and Safety Policy Framework - Vrije Universiteit Amsterdam

Organisation

1. General H&S policy
2. Occupational health and safety service: HRM, Health & Safety and Environment
3. Risk Inventory & Evaluation and Preventive Medical Examination
4. Company emergency organisation and (occupational) accidents

People

5. Absenteeism, reintegration and sustainable employability
    - *5.1 Absenteeism and reintegration*
    - *5.2 Sustainable employability*
6. Psychosocial workload and social safety
7. Special groups and third parties
    - *7.1 Pregnant employees and employees with disabilities*
    - *7.2 Third parties: visitors, trainees, temporary and contract staff, outside firms*

Working environment

8. Monitor work: (office) workplace and hybrid working
9. Hazardous substances, work equipment and specific workplaces (such as laboratories, workshops)
10. Buildings, site and infrastructure

Appendix

1. Underlying policies and information, links to VU.nl

1. General H&S policy

The organisation theme gives substance to the general principles for H&S policy. The policy is aimed at guaranteeing the health and safety of employees and students in order to prevent accidents and occupational diseases, for example.
The Executive Board, deans, directors and managers play an important role in this. The management of the faculties and services is integrally responsible for H&S policy and information (Dutch, English) within their unit.
Managers play an important role when it comes to exemplary behavior and leadership style, providing information about H&S aspects in the workplace and raising working conditions in the annual interview with employees. Managers also point out the obligations of employees regarding the correct use of work equipment, safety information, protective equipment, reporting dangerous situations and the use of the VU-emergency number.

2. Occupational health and safety service

The Occupational health and safety service theme highlights the role, tasks and position of the occupational health and safety service within VU Amsterdam. The certified in-house Occupational Health and Safety Service is organised within the HR & HSE department.

Managers can ask the health and safety service for advice. That advice can relate to the individual employee or the workplace. The primary responsibility for the implementation of the H&S policy and advice lies in the

line organization with the faculties and services. All advisors and company doctors of the occupational health and safety service have access to the workplaces.
Employees have free access to the company doctor and other (occupational health and safety) experts (via occupational health consultation hours, 'open' or preventive consultation hours).
The advisory tasks of the health and safety service relate to:

- risk inventory and evaluation (RI&E);
- absenteeism policy/absenteeism guidance;
- company emergency response (BHV);
- periodic occupational health examination (PAGO/PMO).

3. Risk Inventory & Evaluation and Preventive Medical Examination

The H&S risks of the work are mapped out by means of the Risk Inventory & Evaluation (RI&E). Under the Working Conditions Act, the RI&E is a mandatory means for employers to promote health and safety in the context of prevention. The management of the unit (faculty or department) ensures that the RI&E file and the Action Plan with action points are kept up-to-date and asks the Health and Safety Service for advice where necessary. Managers can be the action holders of action points in the Action Plan, which is updated annually with the approval of the ODC.
An important part of the RI&E are various documents, such as the periodic VU Employee Survey or separate recommendations from the Health and Safety Service. These documents are recorded by the unit itself in its own RI&E file. In the unit's RI&E, the Deming cycle (Plan-Do-Check-Act) is important, especially the documentation of the evaluation of measures (check) and the adjustment of measures as a result (act). The Labour Inspectorate pays particular attention to this.
The inventory of risks also applies if VU employees travel/stay abroad. Before the employee and/or student is posted, managers must investigate the risks of working abroad and provide him or her with the necessary information.

4. Company emergency organisation and (occupational) accidents

According to the Working Conditions Act, VU Amsterdam is obliged to organise in-house emergency services. The aim is to be able to act adequately in the event of incidents or calamities in order to limit the safety and health risks as much as possible.
The management of the faculty/service is aware of the company emergency policy and provides capacity for sufficient staffing of the BHV organization (https://vu.nl/en/employee/emergencies/emergency-response-and-first-aid-information-for-employees), coordinates tasks internally and provides (voluntary) participants for the BHV organisation. The occupational health and safety service provides advice on this (for example with the RI&E). The emergency response officers are given the opportunity by their superiors to keep their knowledge and skills up to date. The manager is responsible for the initial support of victims in the event of shocking events, such as a major accident or other major events.
The director/manager immediately reports work accidents (after consultation with HR & HSE) that lead to hospitalisation, permanent injury or death to the Labour Inspectorate. Through the VU 'Physical Accidents and Incident hotline', employees and students can report social and physical incidents internally.

5. Absenteeism, reintegration and sustainable employability

VU Amsterdam uses the 'self-management model' for the theme of absenteeism and reintegration policy. This means that absenteeism guidance is primarily the responsibility of the (hierarchical) manager. The managers receive an extensive range of new, informative and immediately applicable notifications about illness and recovery of their (partially) sick employees.
The leadership of the faculty/department is responsible for establishing and achieving absenteeism targets and monitoring these via the SMT. The SMT consists of the director, manager, HR Advisor and the company doctor. Company social work (BMW) and/or other experts are available separately on request.

The faculty/department management involves HR & HSE where necessary for advice and/or an absence analysis. A brief explanation is given of the tasks and responsibilities of those involved in the absenteeism policy, such as the employee, the manager, the HR Advisor, HR Expertise and the company doctor/BMW.
VU Amsterdam promotes sustainable employability through various activities and provisions such as health & safety policy, absenteeism & reintegration policy, training policy, career policy, attention to organisational culture and terms of employment (CLA and legal provisions). With the Recognition and Appreciation programme, VU Amsterdam offers academic staff an environment and (academic) career paths in which they can develop their talents and choose the direction that suits them.
Managers talk to employees about their sustainable employability, including the match between the employee's knowledge and competences on the one hand and (changing or not changing) job and task requirements on the other, and by extension training wishes and possibilities.

6. Psychosocial workload and social safety

The themes of psychosocial workload, vitality and undesirable behavior are closely related. Psychosocial workload includes all factors in the work situation that cause stress. Vital employees are more resilient and suffer less from work stress. These factors may include working conditions, employment relationships and working conditions. The VU Employee Survey maps these factors.
The management of the unit ensures that targeted investigations are carried out and that an action plan is drawn up if the unit scores higher on psychosocial workload at the survey. Managers have a role in discussing the results with employees and, if necessary, request support from HR & HSE for advice or intervention. The manager uses a leadership style that prevents psychosocial workload and promotes an open culture.

In the VU policy, undesirable behavior is described as: “Behaviour in which the personal integrity of another is violated verbally, non-verbally, physically, digitally, by telephone or by text message”.
Confidential counselors have been appointed within VU Amsterdam and there is a complaints procedure on 'Undesirable behaviour'. There is also a ‘domain manager of social safety’ who forms a collegial network with the relevant staff within the four services BZ, FCO, HR & HSE and SOZ (including student social safety policy). The basic principle is that a student or staff member who reports a socially unsafe situation will be supported until they receive the appropriate assistance. Managers are expected to respond promptly to inappropriate behavior and misconduct by actively identifying and addressing these issues. Concerning behavior (including aggression and intimidation) should be reported to the safety and conduct coordinators. There is a VU emergency card list with relevant security phone numbers for reporting theft, vandalism, burglary, etc.

VU Amsterdam has a document ‘Dealing with alcohol at VU Amsterdam’. This contains agreements and measures regarding alcohol consumption. Employees should perform their duties sober. Employees with an alcohol problem can be offered counselling in consultation with those involved and on the advice of the company doctor.

7. Special groups and third parties

The theme 'Special groups' includes a broad group of employees that require specific attention, such as pregnant women, trainees, temporary workers and third parties. The RI&E for each unit:
- ascertain which (groups of) employees are present who face additional risks;
- include these risks and measures taken to control the risks in the action plan.

Specific measures sometimes apply to pregnant women. According to the Working Conditions Act, a 'pregnant employee' is an employee who is pregnant and who has informed the employer of this. The direct manager informs the pregnant employee about the preventive consultation and provides information about the risks of the work for the pregnancy and the necessary adjustments in the work. Employees and managers can contact the company doctor for advice.
It is important for interns, temporary workers and third parties that the manager informs them about the

working method in the department and 'what to do in the event of fire, accident, emergency number, theft, loss, etc.'.

8. Screen work: (office) workstations and hybrid working

Due to the nature of the work at VU Amsterdam, there is frequent computer work in offices or office environments. Computer work can lead to health problems in the arm, neck or shoulder. In addition to computer work, other types of work can also lead to similar complaints, for example certain types of laboratory work with static physical load and/or repetitive actions.
The manager is responsible for informing the (new) employee about healthy computer use and, if necessary, asks the Occupational Health and Safety Service for advice.
VU employees can work part of their working hours from home (hybrid working) based on agreements within their unit with their manager. VU Amsterdam provides or reimburses suitable ergonomic furniture on request for the home workstation. It is important that the home workstation is suitable. The manager discusses this with the employee in a personal meeting.
The manager takes care of informing the (new) employee about healthy (home) screen work and, if necessary, asks HR & HSE for advice.

9. Hazardous substances, work equipment and specific workplaces

The use of hazardous substances generally takes place in specific areas such as workshops and laboratories. Specific provisions and rules also apply to this. The manager has an important role in informing (new) employees and the use of personal protective equipment. The manager also supervises compliance with regulations, registration, permits regarding the use of specific substances (e.g. opiates, drug precursors, CBRN, biosecurity), which falls under the responsibility of the faculty or the user.
In connection with legally required registrations and exposure assessment of chemicals and other legal obligations, the (order) data of all chemicals are registered in LabServant.
Specifically for this theme, it is important that employees apply the safety regulations and use the (free) personal protective equipment provided.

10. Buildings, site and infrastructure

Buildings, site and infrastructure are subject to various rules of use. As a rule, FCO is the point of contact for this. VU house rules: https://vu.nl/en/about-vu/more-about/house-rules
The manager informs (new) employees and third parties about the applicable rules in buildings and public areas, grounds, waste. Managers ensure the correct use of rooms, access passes and computer and data security, among other things. Contacts the IT department in case of (suspected) security breaches or loss of data. Further information: https://vu.nl/en/news/2023/help-a-data-breach-what-should-i-do
In case of theft in the department or among employees in the work environment, it is necessary to contact the Security Department. This can be reached in the Main Building (Security Desk HG KC-04). Security officers patrol the buildings and campus 24 hours a day.

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Board documents such as articles of association, regulations and policy documents can be found at

- https://vu.nl/en/about-vu/more-about/code-of-conduct-vu-amsterdam
- https://vu.nl/en/about-vu/more-about/strategy
- Overige naslagwerken – Meer over – Vrije Universiteit Amsterdam (vu.nl) (The information is only available in Dutch)
- https://vu.nl/en/about-vu/more-about/code-of-conduct-vu-amsterdam (The information is only available in Dutch)
- https://vu.nl/en/employee/guidelines-and-procedures

#): The information is only available in Dutch

Thema/onderwerp	Paragraph	Description and link
V&G policy	1	https://vu.nl/en/employee/at-work/health-and-safety-policy-framework
CAO UNL	1	# Werk en welzijn (caouniversiteiten.nl)
VU Policy		https://vu.nl/en/about-vu/more-about/strategy
Integral Safety	1	# Integrale veiligheidsvisie - Vrije Universiteit Amsterdam https://vu.nl/en/about-vu/more-about/safety-at-vu-amsterdam https://vu.nl/en/employee/safety
Code of Conduct VU Amsterdam	1	https://vu.nl/en/about-vu/more-about/code-of-conduct-vu-amsterdam
Information New employees	1, 5.2	https://vu.nl/en/employee/new-employees https://vu.nl/en/employee/at-work
Range of courses and training programmes	1	https://vu.nl/en/employee/learning-and-development
Risk Inventory and Evaluation (RI&E)	1, 3	# Risico-inventarisatie en -evaluatie - Vrije Universiteit Amsterdam
Workplace research and advice	3	https://vu.nl/en/employee/illness-and-recovery/workplace-evaluation-and-advice
VU House rules		https://vu.nl/en/about-vu/more-about/house-rules
Certificate of Conduct (CoC)	1	https://vu.nl/en/employee/start-employment-contract/certificate-of-conduct-coc
Pre-employment screening	1	https://vu.nl/en/employee/start-employment-contract/pre-employment-screening
Ombudsman students and personnel	1	https://vu.nl/en/about-vu/more-about/ombudsman
International business travel	1, 3	https://vu.nl/en/employee/internationalisation/travel-policy-for-employees https://vu.nl/en/employee/declarations-and-commute-allowance/international-business-travel https://vu.nl/en/employee/information-security/safe-travel
Art of Engagement Working together with colleagues	1, 5.2	https://vu.nl/en/employee/policy-and-organisation/working-together-with-colleagues?slug=nl%2Fmedewerker%2Fbeleid-en-organisatie%2Fart-of-engagement

		https://vu.nl/en/employee/learning-and-development/get-started-with-a-good-team-discussion
Leadership	1	https://vu.nl/en/employee/leadership https://vu.nl/en/employee/leadership/art-of-management
Health, Safety and the Environment (HSE) department	2	https://vu.nl/en/about-vu/more-about/health-safety-and-environment https://vu.nl/en/employee/environment-and-safety/health-safety-and-environment-hse-contact-page https://vu.nl/en/employee/policy-and-organisation/products-and-services-catalogue-psc
Occupational health physician	2	https://vu.nl/en/employee/illness-and-recovery/what-can-you-visit-the-occupational-health-physician-for
Staff welfare officer	2	https://vu.nl/en/employee/illness-and-recovery/occupational-social-worker-staff-welfare-officer
Basic contract, regulations for processing personal data VU HSE	2	https://vu.nl/en/employee/environment-and-safety/health-safety-and-environment-hse-contact-page
Employee survey	3	https://vu.nl/en/employee/employee-survey/vu-amsterdam-employee-survey
RI&E working method	3	https://vu.nl/en/employee/at-work/health-and-safety-policy-framework
Emergency response	4	# Voor BHV'ers: Bedrijfshulpverlening VU - informatie voor bhv'ers - Vrije Universiteit Amsterdam For employees: https://vu.nl/en/employee/emergencies/emergency-response-and-first-aid-information-for-employees
Company emergency plan	4	https://vu.nl/en/employee/guidelines-and-procedures/company-emergency-plan
Company emergency	4	https://vu.nl/en/employee/emergencies/company-emergency
Campus safety and evacuation plan	4, 7, 10	https://vu.nl/en/employee/safety/vu-emergency-contact-numbers-and-campus-evacuation-plan
Safety reporting points VU emergency number, security number	4, 6	https://vu.nl/en/employee/emergencies/internal-safety-hotlines https://vu.nl/en/employee/emergencies
Guideline 'Responding to Shocking Events', HRMAM	4, 6	https://vu.nl/en/employee/illness-and-recovery/guideline-for-aftercare-of-shocking-events
Absenteeism and reintegration	5	https://vu.nl/en/employee/illness-and-recovery/information-for-the-supervisor https://vu.nl/en/employee/illness-and-recovery https://vu.nl/en/employee/illness-and-recovery/information-for-the-supervisor
HSE department conntact	5.1	https://vu.nl/en/employee/environment-and-safety/health-safety-and-environment-hse-contact-page
Sustainable employability	5.2	https://vu.nl/en/employee/at-work/sustainable-employability https://vu.nl/en/employee/career-guidance-and-coaching
Strategic Personnel Planning	5.2	https://vu.nl/en/employee/personnel-policy/strategic-personnel-planning
Informal care leave	5.2	https://vu.nl/en/employee/holiday-and-leave/informal-care-leave https://vu.nl/en/employee/help-support-and-advice/personal-problems
Vitality Pact	5.2	https://vu.nl/en/employee/holiday-and-leave/vitality-pact
VU in motion	5.2	https://vu.nl/en/about-vu/more-about/vu-in-motion https://vu.nl/en/about-vu/divisions/student-educational-affairs/more-about/vu-sports-center
Learning management Systeem (LMS)	5.2	https://vu.nl/en/employee/learning-and-development/learning-management-system-lms https://vu.nl/en/employee/learning-and-development
New employees	5.2	https://vu.nl/en/employee/new-employees

		https://vu.nl/en/employee/new-employees/introductory-meeting-for-new-employees https://vu.nl/en/employee/new-employees/welcome-at-vu-amsterdam-for-employees
Confidential Advisors for Unwanted Behavior. Policy.	6	https://vu.nl/en/about-vu/more-about/confidential-counsellors-inappropriate-behaviour https://vu.nl/en/employee/help-support-and-advice/meet-the-vu-confidential-counsellors
Personal problems	6	https://vu.nl/en/employee/help-support-and-advice/personal-problems
Dealing with alcohol at VU Amsterdam		https://vu.nl/en/about-vu/more-about/dealing-with-alcohol-at-vu-amsterdam
Social safety	6	https://vu.nl/en/about-vu/more-about/social-safety-vision-and-policy https://vu.nl/nl/over-de-vu/meer-over/sociale-veiligheid https://vu.nl/en/employee/help-and-mediation-resources https://vu.nl/en/employee/help-support-and-advice/how-can-you-as-a-staff-member-contribute-to-your-social-safety
Inappropriate behaviour	6	https://vu.nl/en/about-vu/more-about/social-safety?slug=nl%2Fover-de-vu%2Fmeer-over%2Fongewenst-gedrag https://vu.nl/en/employee/personnel-policy/guidelines-for-managers-addressing-cases-of-inappropriate-conduct https://vu.nl/en/news/2024/experiencing-inappropriate-behaviour-know-who-to-turn-to-for-assistance
Coordinators safety and behaviour	6	https://vu.nl/en/about-vu/more-about/social-safety-coordinators
VU Emergency Card, including security phone numbers, among other things	6	https://vu.nl/en/employee/emergencies/vu-emergency-contact-numbers-and-campus-evacuation-plan
Whistleblowers regulations	6	https://vu.nl/en/employee/policy-and-organisation/whistleblowers-regulations https://vu.nl/en/employee/help-support-and-advice/reporting-misconduct
Pressure of work and work-related stress	6	https://vu.nl/en/employee/at-work/pressure-of-work-and-work-related-stress
Confidential counsellors staff and PhD's	6	https://vu.nl/en/employee/help-support-and-advice/confidential-counsellors-staff-and-phd-s
UNL Occupational Safety and Health Catalog	6	https://www.universiteitenvannederland.nl/files/publications/UNL-20681-07-Arbocatalogus-aug%202025.pdf
Staff welfare officer	6	https://vu.nl/en/employee/illness-and-recovery/occupational-social-worker-staff-welfare-officer
Ombudsman students and personnel	6	https://vu.nl/en/about-vu/more-about/ombudsman
Computer and network use code of conduct	6, 10	# https://vu.nl/nl/over-de-vu/meer-over/overige-naslagwerken
Labour dispute	6	https://vu.nl/en/employee/help-support-and-advice/labour-dispute
Help and mediation resources	6	https://vu.nl/en/employee/help-and-mediation-resources https://vu.nl/en/research/more-about/help-support-and-advice-for-phd-candidates
Recognition & Rewards	6, 5.2	https://vu.nl/en/about-vu/more-about/recognition-rewards-embracing-diverse-talent
Leadership	6, 5.2	https://vu.nl/en/employee/leadership https://vu.nl/en/employee/leadership/hr-guidance-for-managers
Reporting code for domestic violence, child abuse and honour-related violence	6.1	https://vu.nl/en/news/2023/reporting-code-for-domestic-violence-child-abuse-and-honour-related-violence # https://vu.nl/nl/over-de-vu/meer-over/overige-naslagwerken

Pregnancy	7.1	# Gezond en veilig werken tijdens je zwangerschap - Vrije Universiteit Amsterdam (vu.nl) # Stress- en Rookvrij Zwanger - Vrije Universiteit Amsterdam
Maternity leave	7.1	https://vu.nl/en/employee/holiday-and-leave/maternity-leave
Lactation room	7.1	https://vu.nl/en/about-vu/more-about/lactation-room https://vu.nl/en/about-vu/more-about/special-rooms
Employees with occupational disabilities.	7.1	https://vu.nl/en/employee/participation-service-point https://vu.nl/en/about-vu/more-about/facilities-for-people-with-a-disability https://vu.nl/en/employee/participation-service-point/working-with-occupational-disability-support-and-opportunities
Studying with a disability	7.1	https://vu.nl/en/student/studying-with-a-disability
Civil servants accidents	7.2	https://vu.nl/en/employee/illness-and-recovery/civil-servants-accidents-recourse-act-reporting-an-accident
Temporary work agency agreement	7.2	https://vu.nl/en/employee/start-employment-contract/temporary-work-agency-agreement
Screen Work	8	https://vu.nl/en/employee/at-work/healthy-screen-work
Computer glasses	8	https://vu.nl/en/employee/at-work/monitor-glasses
Hybrid working	8	https://vu.nl/en/employee/hybrid-working https://vu.nl/en/employee/hybrid-working/hybrid-meetings https://vu.nl/en/employee/hybrid-working/vu-hybrid-working-guideline https://vu.nl/en/employee/hybrid-working/setting-up-and-using-a-home-office https://vu.nl/en/employee/hybrid-working/working-from-home-points-for-discussion-by-manager-and-employee
Workplace and indoor climnate	8	A healthy and pleasant workplace - Vrije Universiteit Amsterdam https://vu.nl/en/employee/safety-at-work/a-healthy-and-pleasant-workplace https://vu.nl/en/employee/safety-at-work/indoor-climate-in-buildings
Complaints and malfunctions Buildings and Technical Systems	8	FCO Servicedesk frontoffice.fco@vu.nl https://vu.nl/en/employee/maintenance/reporting-a-technical-problem-or-defect
Workplace research and advice	8	https://vu.nl/en/employee/illness-and-recovery/workplace-evaluation-and-advice https://vu.nl/en/employee/at-work/fysieke-belasting
Pause software	8	https://vu.nl/en/employee/at-work/pause-software-work-move
Smoke-free campus	9	https://vu.nl/en/about-vu/more-about/smoke-free-campus
LabServant	9	https://vu.nl/en/employee/research-support/lab-servant
Working with radiation EMF fields	9	https://vu.nl/en/employee/safety-at-work/working-with-radiation # Draadloos werken en risico's van elektromagnetische velden - Vrije Universiteit Amsterdam
Working with genetically modified organisms	9	https://vu.nl/en/employee/safety-at-work/working-with-genetically-modified-organisms
Pandemic / corona	9	https://vu.nl/en/education/more-about/coronavirus-updates
VU House rules	10	https://vu.nl/en/about-vu/more-about/house-rules
Camera surveillance regulations	10	# Overige naslagwerken - Vrije Universiteit Amsterdam (vu.nl)
Security	10	https://vu.nl/en/about-vu/more-about/security-at-vu-amsterdam
Waste disposal + chemical waste	9, 10	https://vu.nl/en/employee/waste/waste-disposal https://vu.nl/en/about-vu/more-about/laboratory-services
Corporate Real Estate and Facilities (FCO)	10	https://vu.nl/en/employee/buildings/facilitaire-campus-organisatie-fco-vu
Safe handling of li-ion batteries, waste	10	# Veilig omgaan met li-ion accu's - Vrije Universiteit Amsterdam (vu.nl)
IT data leak	10	https://vu.nl/en/employee/emergencies/data-leaks-and-other-incidents