



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Executive Director

Personal electrical equipment

POLICY/0054
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1. Introduction and purpose

This policy details the way in which the European Medicines Agency (hereinafter the Agency or EMA) ensures that privately-owned personal electrical equipment can be used safely on the Agency's premises.

2. Scope

This policy applies to all staff, temporary agents, contract agents, national experts, interims and trainees as well as delegates and contractors working within the demised premises of the Agency.

3. Definitions

Personal electrical equipment means: any electrical equipment owned by a member of staff or contractor.

Company-owned electrical equipment means: any electrical equipment owned by an external contractor or company.

Electrical appliances testing means: periodic testing which is required to demonstrate the safety of portable electrical devices.

Staff means: temporary agents, contract agents, national experts, interims, trainees, delegates and contractors

Visual inspection means: a visual check of the integrity of the personal electric equipment and any electrical cables and plugs to establish whether they are damaged.

DED-FSS means: Facilities Support Service

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4. Policy statement

The leads and plugs of personal electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shock can cause severe and permanent injuries and can kill. Damaged equipment can cause fire that can lead to death or injury to others. Most of these accidents can be avoided by adopting straightforward precautions.

The aim of this policy is

- to reduce the risks which non-Agency personal electrical equipment may pose to all staff and persons visiting or working within the demised premises of the Agency;
- to minimise the potential impact on business continuity;
- to ensure compliance with NEN 3140; and
- to meet tenant obligations under the general terms and conditions of the Agency's Headquarters Lease Agreement.

Arrangements

4.1. *Types of privately-owned personal equipment allowed*

The Agency recognises that with the ever-increasing pace of technology usage and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical equipment to work. Staff are permitted to bring in and use the following personal equipment on the Agency's demised premises:

- Mobile/smart phones
- Tablets/Digital organisers
- Media players.

Staff and contractors are not permitted to bring into the Agency any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff, in exceptional circumstances, may be permitted to bring in a privately owned laptop. Line manager approval will be required prior bringing the equipment onto the Agency's premises. Staff and contractors found with any items of personal electrical equipment which are not allowed at the Agency will be asked to remove the equipment from the premises.

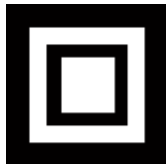
Staff and contractors are required to use the charging devices/points provided by the Agency in meeting/Conference rooms and at every office desk. Each office desk and meeting/Conference room table is fitted with USB charging point. A standard USB cable can be plugged directly into the charging point. All Agency owned electrical equipment, charging stations and electrical infrastructure are periodically tested and safe for use according to NEN 3140.

Delegates, visiting contractors and industry visitors

Visiting contractors, industry visitors and delegates may be required to bring into the Agency personal/company owned, work-related equipment. The equipment must be required to carry out their work at the Agency. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is type C or F for European sockets;
- That only the dedicated charging devices/points provided by the Agency on all meeting and conference tables is used for the equipment;
- The cable and body of the equipment and/or charger do not show any signs of damage;

- The device complies with the national (NEN 3140) and European Standards and has been inspected accordingly;
- The equipment or charger displays the following symbols:



Class II (Double insulation)



European Standards Mark

Visiting and regular contractors must be able to demonstrate upon request that their equipment is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not passed NEN 3140 electrical tests or equipment which is faulty or non-compliant must not be brought onto the Agency's demised premises.

5. Responsibilities

5.1. DED-FSS is responsible for:

5.1.1 Ensuring that the EMA building maintenance service provider is supplied with a comprehensive list of electrical equipment owned by the Agency to be tested.

5.1.2 Ensuring that the Agency's portable electrical equipment is inspected and tested in accordance with the current Dutch legislation at appropriate intervals.

5.1.3 Following receipt of test reports, withdrawing from service any equipment that fails the inspection or test, or is unsafe in any way.

5.2. Managers are responsible for:

5.2.1 Ensuring that all staff use only approved electrical equipment and that any personal electrical equipment which are not permitted to be used at the Agency are removed.

5.2.2 Escalating any issues that they cannot resolve to DED-FSS by reporting them through the Service Desk portal.

5.3. The Fire, Health and Safety Officer is responsible for:

5.3.1 Providing assistance to DED-FSS and managers to ensure that risks relating to electrical equipment (Agency and/or personal) are adequately controlled.

5.4. All staff and contractors wishing to use permitted personal electrical equipment on Agency premises are responsible for:

5.4.1 Using the Agency's, company owned and/or privately owned personal electrical equipment safely according to the manufacturer's instructions.

5.4.2 Not to use any electrical equipment if it is damaged, has failed its inspection and/or test or if they believe that their health or safety or that of other persons may be at risk.

5.4.3 Reporting safety concerns, such as damaged cables or unauthorised personal electric equipment, to the Service Desk.

6. Related documents

None

7. Changes since last revision

The policy was amended following the Agency's relocation to the Netherlands and reflects the change of country, the Dutch national health and safety legislation and the new organisational structure of the Agency.

Amsterdam

Emer Cooke
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