Information to Students and Workers
Information to **Workers** and **Students**
According to art. 2 of Legislative Decree 81/08

**Abbreviations:**

- Article (art.)
- Competent Physician: (MC)
- Legislative Decree (D.Lgs.)
- Ministerial Decree (D.M.)
- Prevention and Protection Service (SPP)
- Responsible (Preposto)
- Responsible of Prevention and Protection Service (RSPP)
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A cura di:

RSPP          Marco Sciarra          SPP
ASPP          Marco Balocchi        CGA

Traduzioni a cura di Barbara Bulgarini
INTRODUCTION

Information to Workers

The provisions contained in the Legislative Decree (D.Lgs.) of April 9, 2008 n. 81, constitute the implementation of Art. 1 of the law of August 3, 2007 n. 123 for the reorganization and reform of the rules on health and safety of workers in the workplace, by reordering and coordinating them in a single normative text.

The decree introduces a series of obligations for the Employer, the Manager, the Responsible, the Workers and the Students. Concerning this, it is useful to remember that:

Art. 2 of D.Lgs. 81/08 paragraph 1, letter a), defines the role of the student who is considered as a worker.

The decree also establishes a set of rules summarized and schematized below, establishing for the employer the obligation to provide information on safety problems and issues in the workplace.

This manual is distributed to all the workers and students enrolled in various degree courses both to comply with Art. 36 of D.Lgs. 81/08 and to allow the divulgence of some fundamental principles for safety in the workplace.
Definitions
(art. 2, D.Lgs. 81/08)

art. 2 – Definitions

1. For the purposes and effects of the provisions of this decree:

   a) **WORKER**: person who, independently from the kind of contract, carries out a job into a public or private organization with or without remuneration, even with the only purpose of learning a trade, an art or a profession, excepting for those workers who carry out domestic and family services.

   The above defined worker shall be treated as: the cooperative or company working member (even de facto), who carries out his activity on behalf of the company and of the institution itself; the associated in participation referred to in art. 2549 and following articles of the Civil Code; the recipient of internships and orientation referred to in art. 18, law of june 24, 1997 n. 196, and for which are promoted specific provisions of the regional laws in order to achieve the alternation between study and work and to facilitate the professional choices through direct knowledge of the working world;

   the student of educational institutions and universities and the participant to professional courses who makes use of laboratories, work equipment, chemical, physical and biological agents, including the equipment provided with video terminals, only for the time in which he is applied to the instrumentation or laboratories concerned;

   the volunteer, as defined by law of august 1, 1991 n. 266; the volunteers of the national fire brigade and civil protection; the volunteer who carries out community service; the worker referred to in D.Lgs. december 1, 1997, n. 468, and following amendments;

   b) **EMPLOYER**: the person who owns an employment relationship with the worker or, in any case, the person
who, according to the type and structure of the organization under which the employee carries out his activities, has the responsibility for the same organization or unit of production as he exercises decision-making and spending powers. In public administrations, as in art. 1, paragraph 2, of D.Lgs. march 30, 2001 n. 165, an employer is the manager to whom all the powers of management concern, or the official not having functional qualification, only in cases where the latter is in charge of an office having managerial autonomy. He is identified from the top management of the administration taking into account the location and functional scope of the offices in which the activity is carried out, and he holds autonomous decision-making powers of expense. In case of omitted identification or identification not complying with the above criteria, the employer shall coincide with the same top management;

c) COMPANY: the complex of the structure organized by the public or private employer;

d) MANAGER: the person who, by virtue of professional competence and hierarchical and functional powers conferred to him, shall implement the employer’s directives by organizing the work activity and supervising it;

e) RESPONSIBLE person who, by reason of professional competence and within the limits of hierarchical and functional powers conferred to him, supervises the work and ensures the implementation of the directives received, checking the correct execution by the workers and exercising a functional power of initiative;

f) RESPONSIBLE OF THE PREVENTION AND PROTECTION SERVICE: person having the professional competences and requirements referred to in art. 32, designated by the employer, which is answered to coordinate the service of risk prevention and protection;
g) **PREVENTION AND PROTECTION SERVICE ATTENDANT:** person having the professional competences and requirements referred to in art. 32, working for the service referred to in letter I;

h) **COMPETENT PHYSICIAN:** doctor holding one of the qualifications and educational and professional requirements referred to in art. 38 who cooperates with the employer, in accordance with art. 29, paragraph I, for the purposes of risk assessment and is appointed by the employer to carry out health surveillance and all other tasks referred to in this decree;

i) **WORKERS' REPRESENTATIVE FOR SAFETY:** person elected or appointed to represent workers as regards the aspects of health and safety at work;

l) **RISK PREVENTION AND PROTECTION SERVICE:** all persons, systems and means outside or inside the company aimed at the prevention and protection of occupational risks of workers;

m) **HEALTH SURVEILLANCE:** all medical instruments aimed at protecting the state of health and safety of workers, in relation to the working environment, occupational risk factors and the way in which work is carried out.
Terms and definitions

Danger: the intrinsic quality or property of an element having the potential to cause harm;
Risk: probability of reaching the potential level of damage in conditions of use or exposure to a particular factor or agent or to their combination;
Risk assessment: overall assessment of the probability and severity of possible injuries in a dangerous situation in order to choose the appropriate safety measures (UNI EN 292 Part I/1991);
Injury: undesired event that can lead to death, illness, lesion, damage or other loss;
Danger identification: recognition and definition process of existence and characteristics of a danger;
Accident: unplanned event that has the potential to produce an injury (an accident without any occupational disease, injury, damage or other loss is also called "nearly accident");
Non-compliance: any deviation from work standards, practices, procedures, regulations, performance of the management system, etc. which could directly or indirectly lead to injury, illness, property damage, damage to the workplace or a combination thereof;
Safety: absence of non-tolerable risk;
Tolerable Risk: the risk reduced to a level that would be borne by the organization, taking into account legislative obligations and management policy;
Worker: person who works for an employer, excluding domestic and family service employees, also with special subordinate employment relationship.
Information to Students and Workers

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Education, information and training
(Art. 36, D.Lgs. 81/08)

1. The Employer shall ensure that each worker receives adequate information on:
   a) health and safety risks related to carried out activities;
   b) the procedures concerning first aid, fire-fighting, evacuation of the workplace;
   c) the names of the workers responsible for applying the measures set out in art. 45 and 46;
   d) the names of the Manager and Attendants in charge of the prevention and protection service and of the Competent Physician.

2. The Employer shall also ensure that each worker receives adequate information about:
   a) the specific risks to which he is exposed in relation to the activity carried out, the safety regulations and the company provisions in this field;
   b) the dangers related to the use of dangerous substances and preparations, with reference to the safety data sheets provided for in the current legislation and by the technical standards;
   c) the measures and activities of protection and prevention adopted.

3. The Employer shall provide the information referred to in paragraph 1, letter a) and paragraph 2, letter a), b) and c) also to the workers referred to in art. 3, paragraph 9.

4. The content of the information should be easily understood for workers and must enable them to acquire their knowledge.
   Whereas the information concerns immigrant workers, it may be fixed after verification of the comprehension of the language used in the training course.
Provisions

Within the University, the Employer, pursuant to DLgs. 81/08 and ss.mm.ii, is identified with the Chancellor.

The Chancellor, as Employer, pursuant to D.Lgs. 81/08 and D.M. 363/98:

a) ensures the proper functioning of the Prevention and Protection Service (SPP) and the execution of the periodic meetings on risk prevention and protection;

b) takes the necessary measures for the safety and health of workers making use the General Administration offices, and in particular:
   b1) appoints a Competent Physician (MC), or if there is more than one, assigns to one of them the task of coordinating physicians in charge;
   b2) elaborates the risk assessment document with the cooperation of the managers, the RSPP, the ASPP and the MC, by consulting the Workers’ Representative for Safety (RLS);
   b3) performs all the functions and tasks assigned him by law, which have not been delegated.

The Manager plays a role characterized by decision-making power, professionalism, autonomy, and exerts his function in order to promote, coordinate and manage the realization of the organization's objectives.

He concurs with the employer for the fulfilment of the performance obligations set out in art. 18 of D.Lgs. 81/08.

The managers are identified, within public administrations, between the owners of spending power, who are entrusted with the management of spaces and employees.
With the advice of the **RSPP** and **MC**, the **Manager** assesses the risks for health and safety of workers in the selection of equipment, substances and preparations, in the application of the procedures and in the arrangement of the workplace.

For this purpose, managers may:
- enact specific provisions;
- distrust workers or stop the activity in the event of a serious and immediate danger to their health and safety and to guarantee environmental protection.

In particular, they must:
- **a)** work towards the development and updating of the **risk assessment document**, providing all necessary information on the processes and risks related to the Employer, the SPP and the MC;
- **b)** implement preventive and protective measures before the beginning of risky activities;
- **c)** identify, together with the Head of the Prevention and Protection Service, the persons exposed to risk;
- **d)** appoint the Responsibilities;
- **e)** designate in advance the workers responsible for the emergency management and take all the necessary measures for the fire prevention and the evacuation of workers, as well as for the case of serious and immediate danger;
- **f)** take the appropriate measures to ensure that **only** workers who have received an adequate training access those areas exposing them to serious and immediate risk;
- **g)** provide for the coordination of activities in safety as provided for in art. 26 of D.Lgs. 81/08 on work contracts (*Duvri Drafting*);
- **h)** require, where provided for by the standard, the issuing of authorisations or of licenses for equipment, products, etc.
Protection measures and obligations
(Art. 15 of D.Lgs. 81/08)

General protection measures.
1. The general measures for worker’s health and safety protection in the workplace are:
   a) the assessment of all risks to health and safety;
   b) the planning of prevention, with the aim to consistently integrate it with the productive technical conditions of the company as well as the influence of the environmental factors and the work organization;
   c) the elimination of risks and, where this is not possible, their reduction to a minimum, in relation to the knowledge acquired on the basis of technical progress;
   d) the respect for ergonomic principles in work organization, in workplace conception, in the choice of equipment and in the definition of working and production methods, in particular in order to reduce the effects of monotonous and repetitive work on health;
   e) the reduction of risks at source;
   f) the replacement of what is dangerous with what is not, or is less dangerous;
   g) the limitation to the minimum of the number of workers who are, or may be, exposed to the risk;
   h) the limitation of the use of chemical, physical and biological agents in the workplace;
   i) the priority of collective protection measures in relation to individual protection measures;
   l) the health monitoring of workers;
   m) the removal of the worker from risk exposition inherent his person and where possible, his assignement to another job;
   n) adequate information and training for workers;
   o) adequate information and training for Managers and Responsibles;
p) adequate information and training for Workers' Representatives for Safety;
q) appropriate instructions to workers;
r) the participation and consultation of workers;
s) the participation and consultation of Workers' Representatives for Safety;
t) the programming of the appropriate measures to ensure the improvement of safety levels in time, also through the adoption of conduct and good practice codes;
u) the emergency measures to be implemented in the event of first aid, fire-fighting, workers' evacuation and serious and immediate danger;
v) the use of warning and safety signals;
z) the regular maintenance of workplace, equipment and facilities, in particular with regard to safety devices in accordance with the manufacturer's instructions.

2. The measures relating to safety, hygiene and health at work may in no circumstances entail financial consequences for workers.

**Article 17**

**Obligations of the Employer that can not be delegated**

1. The Employer can not delegate the following activities:
   a) the assessment of all risks and the consequent elaboration of the document provided in art. 28;
   b) the designation of the Head of the Prevention and Protection Service.
Article 18
Obligations of the Employer and Manager

1. The Employer, exercising the activities referred to in art. 3, and the Managers who organize and direct the activities according to the attributions and powers conferred on them, have to:
   a) appoint in advance the competent physician for performing the health surveillance in the cases provided for in the present legislative decree;
   b) designate in advance the workers responsible for implementing fire prevention and fire-fighting measures, evacuation of the workplace in the event of serious and immediate danger, rescue, first aid, and, in any case, for emergency management;
   c) entrust the tasks to workers, taking into account their capacities and conditions and in the meantime their health and safety;
   d) provide workers with the necessary and appropriate personal protective equipment, following the instructions of the head of the prevention and protection service and the medical service, if any;
   e) take appropriate measures to ensure that only workers who have received adequate instructions and specific training have access to areas that expose them to a serious and specific risk;
   f) require by workers the compliance of the existing rules, as well as the company’s provisions on safety and hygiene and the use of collective means of protection and personal protective equipment available to them;
   g) request the Competent Physician to comply with the obligations provided for in this decree;
h) take measures to monitor risk situations in case of emergency and give instructions to workers in the event of serious, immediate and unavoidable danger, to abandon their workplace or hazardous area;

i) inform as soon as possible the workers exposed to the risk of a serious and immediate danger about the risk involved and about the steps taken or to be taken for protection;

j) fulfill the information, education and training obligations referred to in art. 36 and 37;

k) refrain, unless exceptions justified by the requirements of health and safety protection, from asking workers to resume their work in case of persistence of a serious and immediate danger;

l) enable workers to verify, by means of the Workers' Representatives for Safety, the application of safety and health protection measures;

m) promptly deliver to the Workers' Representative for Safety, at their request and for the performance of their function, copy of the document referred to in art. 17, paragraph 1, letter a), as well as to allow the same representatives to access the data referred to in point r);

n) elaborate the document referred to in art. 26, paragraph 3, and - at their request and for the performance of their function - promptly deliver copies to the Workers' Representative for Safety;

o) take appropriate measures to prevent the technical measures adopted could cause risks for the population's health or deteriorate the external environment, periodically checking the absence of risk;

p) notify to the INAIL or to the IPSEMA, for statistical purposes and in relation to their respective competences, the data relating to work accidents leading to an absence from work of at least one day excluding the day of the event and notify, for insurance purposes, the information related to work accidents leading to an absence from work of more than three days;
q) consult Workers' Representatives for Safety in the cases referred to in art. 50;

r) take the necessary measures for the prevention of fires and evacuation of workplaces, as well as for the case of serious and immediate danger, according to the provisions of art. 43. These measures must be adapted to the nature of the activity, the size of the company or production unit, the number of persons present;

s) in the performance of activities under contract or subcontract, to provide the workers with a special identification card containing the worker's photograph, his general informations and the employer’s indication;

r) in production units with more than 15 workers, convene the periodic meeting as referred to in art. 35;

u) update preventive measures in relation to organizational and productive changes which are relevant for the health and safety of work, or in relation to the degree of evolution of the prevention and protection technique;

aa) annually communicate to the INAIL the names of the Workers' Representative for Safety;

bb) ensure that workers for whom there is an obligation of health surveillance, are not assigned to a specific work task without the prescribed judgment of eligibility.

2. The Employer shall provide the Prevention and Protection Service and the Competent Physician, with information on:

a) the nature of the risks;

b) the organization of work, planning and implementation of preventive and protective measures;

c) the description of the installations and production processes;

d) the data referred to in paragraph 1, letter r), and those relating to occupational diseases;

e) the measures taken by the supervisory authorities.
3. In accordance with this D.Lgs., in order to ensure the security of premises and buildings assigned for use to public administrations and offices including schools and educational institutions, obligations relating to structural measures shall remain at the expense of the administration itself, which is, as a result of rules or conventions, obliged to their supply and maintenance. In such cases, the obligations relating to these interventions provided for in the present D.Lgs., shall be deemed to be absolved by the managers or government officials assigned to the offices concerned, with the request of their fulfillment to the competent authority or to the person who holds the legal obligation.

Article 19
Obligations of the Responsible

1. With reference to the activities indicated in art. 3, the Responsibles, according to their powers and responsibilities, must:
   a) supervise and monitor the observance by individual workers of their statutory obligations, as well as the company's provisions on health and safety at work and the use of collective protection means and of individual protection devices made available to them and, in the event of persistence of non-observance, inform their superiors;
   b) ensure that only workers who have received appropriate instructions enter the areas which expose them to a serious and specific risk;
   c) require compliance with the emergency response measures and provide instructions to workers to leave the workplace or the hazardous areas in the event of serious, immediate and inevitable danger;
d) inform as soon as possible all the workers exposed to the risk of a serious and immediate danger about the risk itself and the protection’s provisions;

e) abstain, unless duly justified exceptions, from requiring workers to resume their activity in a work situation where a serious and immediate danger persists;

f) promptly notify the employer or the manager on deficiency of means, work equipment and individual protective devices, or any other hazardous condition occurring during work, of which the he becomes aware on the basis of the training received;

g) attend special training courses as provided for in art. 37.

**Article 20**

**Obligations of the Workers**

1. Each worker must take care of his own health and safety and that of other persons on workplace, all affected by the actions or omissions of the others, in compliance with the information and training received and with the means provided by the employer.

2. **Workers must:**
   a) contribute, together with the employer, the managers and responsible, to the fulfilment of the provided obligations for the protection of health and safety in the workplace;
   b) respect the instructions and dispositions given from the employer, the managers and responsible, in order to assure either collective and individual protection;
   c) correctly use work equipments, dangerous substances and chemicals, means of transport and safety devices as well;
   d) make an appropriate use of protective devices provided to them;
e) immediately report to the employer, manager or responsible, on the deficiencies of means and devices referred to in letters c) and d) and every dangerous condition of which they are aware of, by acting directly in emergency situations, within their own competences and possibilities, without prejudice to the obligation laid down in point f) to eliminate or reduce all the situations of serious and impending danger;

f) **do not remove or modify without authorization any safety, signalling or control device**;

g) do not perform on one’s own initiative any operation or movement that could compromise one’s or other workers’ security;

h) attend learning and training courses organized by the employer;

i) undergo the health checks provided for in this legislative decree or otherwise set out by the competent physician.

3. Workers from undertakings engaged in a contract or subcontracting activity, must display a special recognition card, accompanied by a photograph, containing worker’s general informations and employer’s indication.

This obligation must be accomplished also by self-employed workers who directly exercise their activities on the same workplace. They have to attend this obligation by theirselves.

**Safety and hygiene on workplaces**

Workplaces must have natural air and light, be climatically comfortable, of adequate size, furnished in a functional way and must ensure the efficacy and safety of emergency exits.
Inside the university facilities, it is severely prohibited to smoke, not only for sanitary reasons, but also for fire-prevention reasons.

It is imperative that workplaces and studios are clean and that each user is active in maintaining it.

In particular, the waste (paper, cans, wrappings, etc.) must be placed in the appropriate containers in accordance with the waste differentiation directions.

Emergency routes and exits must be kept free both from inside and outside obstacles and each user must know the emergency path to be followed in case of danger.

Each user will refrain from accessing restricted areas, except when he is involved in related activities under the activity manager’s guidance.

When a job-related inconvenience may generate risk, the worker (or student) must immediately notify the person responsible for the activity.

The toilets must be left clean and tidy so that they can be used immediately by others; this is a standard of education addressed to other users.

**Machines and equipment**

For no reason, the worker (or student) must remove or modify the safety and signalling devices.

**Definition:**

For work or didactic equipment, it means any machine, apparatus, tool or installation intended to be used in the production and/or transformation of goods and services, both for experimentation and for collective teaching.

The operator, when using the equipment, must follow detailed instructions in order to minimize the risks and improve the safety level.
Main obligations to follow:
1) use the equipment in accordance with the information received from the responsible or the person in charge of the activity;
2) attend any organized training course;
3) do not remove the protection systems from the equipment in order to improve its use and do not make changes on its own initiative;
4) report to the responsibles for the activity any defect related to the structure found in the work equipment for the laboratories or other.

Fire prevention
Evacuation

Fire prevention

The text of the current legislation shows that the safety of personnel and users in the event of fire can only be achieved through the organization and management of fire safety, which can be implemented through the preparation of an emergency plan, the contents of which are made known to fire fighting personnel (appropriately trained).

In the emergency plan are specified:

- the names of the persons responsible for implementing the emergency measures and procedures;
- tasks, functions and actions of personnel and users;
- education and training modalities;
- emergency areas and safe points.

It follows that it is possible to identify a priori general obligations that indiscriminately involve all workers and users.
The specific behaviors and obligations of each worker and user will, in fact, arise from emergency plans adopted and adapted to the different structures.

**In case of fire it is good to know that...**

*To face an emergency situation caused by the occurrence of a serious event such as fire, it is necessary to:*

- assess the severity and extent of the fire, in order to decide whether to intervene directly or to contact the Fire Brigade (EMERGENCY NUMBER 112) and immediately report it to the staff responsible for the structure;
- **Know the location of:**
  - portable fire extinguishers (marked with special signals);
  - hydrants (marked with special signals);
  - exits and safety routes (marked with special signals);
  - know how to use fire extinguishers, hydrants or anything else available inside the structure;
- in case of serious and immediate danger, abandon the premises in use and neatly exit through the safety routes and exits;
- **Never use the lift;**
- if possible disconnect the power supplies;
- if the fire occurs in a closed room, close all the doors and windows, abandon the premises avoiding bringing large volumes and/or heavy objects, bags, sticks, umbrellas, or anything else that may hinder and restrict the regular exodus;
- help to evacuate possible guests and/or disabled;
- reach the collection site indicated in the emergency plan;
- exit quickly but without running, following the path provided for the displacement plan;
- **Do not use water if the fire is of an electrical nature.**
LIST OF HAZARD STATEMENTS H AND PRECAUTIONARY STATEMENTS P

REGULATION (EC) No 1272/2008 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL:

The main indications required are:
- Pictograms (symbols);
- Hazard statements (H-statements);
- the Precautionary statements (P-statements);
- the name and references of the marketing manager;
- the Emergency Number.

Hazard statements:
The label contains the relevant hazard statements according to the classification of the hazardous substance or mixture. The hazard statements shall be formulated in accordance with Annex III.

Hazard statement: sentence assigned to a class and category of danger describing the nature of the danger of a hazardous substance or mixture and, where appropriate, the degree of danger.

Precautionary statements:
The label contains the relevant precautionary statements. Precautionary statements shall be formulated in accordance with Annex IV, part 2.

Precautionary statement: a phrase describing the measure or measures recommended to minimize or prevent the harmful effects of exposure to a hazardous substance or mixture resulting from its use or disposal.
HAZARD STATEMENTS
(H-STATEMENTS)

H200 - Unstable explosive.
H201 - Explosive; mass explosion hazard.
H202 - Explosive; severe projection hazard.
H203 - Explosive; fire, blast or projection hazard.
H204 - Fire or projection hazard.
H205 - May mass explode in fire.
H220 - Extremely flammable gas.
H221 - Flammable gas.
H222 - Extremely flammable aerosol.
H223 - Flammable aerosol.
H224 - Extremely flammable liquid and vapour.
H225 - Highly flammable liquid and vapor.
H226 - Flammable liquid and vapor.
H228 - Flammable solid.
H240 - Heating may cause an explosion.
H241 - Heating may cause a fire or explosion.
H242 - Heating may cause a fire.
H250 - Catches fire spontaneously if exposed to air.
H251 - Self-heating; may catch.
H252 - Self-heating in large quantities; may catch fire.
H260 - In contact with water releases flammable gases, which may ignite spontaneously.
H261 - In contact with water releases flammable gases.
H270 - May cause or intensify fire; oxidiser.
H271 - May cause fire or explosion; strong oxidiser.
H272 - May intensify fire; oxidiser.
H280 - Contains gas under pressure; may explode if heated.
H281 - Contains refrigerated gas; may cause cryogenic burns or injury.
H290 - May be corrosive to metals.
H300 - Fatal if swallowed.
H301 - Toxic if swallowed.
H302 - Harmful if swallowed.
H304 - May be fatal if ingested and enters airways.
H310 - Fatal in contact with skin.
H311 - Toxic in contact with skin.
H312 - Harmful in contact with skin.
H314 - Causes severe skin burns and eye damage.
H315 - Causes skin irritation.
H317 - May cause an allergic skin reaction.
H318 - Causes serious eye damage.
H319 - Causes serious eye irritation.
H330 - Fatal if inhaled.
H331 - Toxic if inhaled.
H332 - Harmful if inhaled.
H334 - May cause allergic or asthma symptoms or breathing difficulties if inhaled.
H335 - May cause respiratory irritation.
H336 - May cause drowsiness or dizziness.
H340 - May cause genetic defects.
H341 - Suspected of causing genetic defects.
H350 - May cause cancer.
H351 - Suspected of causing cancer.
H360 - May damage fertility or the unborn child.
H361 - Suspected to damage fertility or the unborn child.
H362 - May cause harm to breast-fed children.
H370 - Causes damage to organs.
H371 - May cause damage to organs.
H372 - Causes damage to organs through prolonged or repeated exposure – exposure causes the hazard.
H373 - May cause damage to organs through prolonged or repeated exposure – exposure causes the hazard.
H400 - Very toxic to aquatic life.
H410 - Very toxic to aquatic life with long lasting effects.
H411 - Toxic to aquatic life with long lasting effects.
H412 - Harmful to aquatic life with long lasting effects.
H413 - May cause long lasting harmful effects to aquatic life.
EUH 001 - Explosive when dry.
EUH 006 - Explosive with or without contact with air.
EUH 014 - Reacts violently with water.
EUH 018 - In use, may form flammable/explosive vapor-air mixture.
EUH 019 - May form explosive peroxides.
EUH 044 - Risk of explosion if heated under confinement.
EUH 029 - Contact with water liberates toxic gas.
EUH 031 - Contact with acids liberates toxic gas.
EUH 032 - Contact with acids liberates very toxic gas.
EUH 066 - Repeated exposure may cause skin dryness or cracking.
EUH 070 - Toxic by eye contact.
EUH 071 - Corrosive in the respiratory tract.
EUH 059 - Hazardous to the ozone layer.
EUH 201 - Contains lead. Should not be used on surfaces liable to be chewed or sucked by children.
EUH 201A - Warning! Contains lead.
EUH 203 - Contains chromium (VI). May produce an allergic reaction.
EUH 204 - Contains isocyanates. May produce an allergic reaction.
EUH 205 - Contains epoxy constituents. May produce an allergic reaction.
EUH 206 - Warning! Do not use together with other products. May release dangerous gases (chlorine).
EUH 207 - Warning! Contains cadmium. Dangerous fumes are formed during use. See information provided by the manufacturer. Comply with the safety instructions.
EUH 208 - Contains (name of sensitising substance). May produce an allergic reaction.
EUH 209 - Can become highly flammable in use.
EUH 209A - Can become flammable in use.
EUH 210 - Safety data sheet available on request.
EUH 401 - To avoid risks to human health and to the environment, comply with the instructions for use.
PRECAUTIONARY STATEMENTS (P-STATEMENTS)

P101 - If medical advice is needed, have product container or label at hand.
P102 - Keep out of reach of children.
P103 - Read label before use.
P201 - Obtain special instructions before use.
P202 - Do not handle until all safety precautions have been read and understood.
P210 - Keep away from head/sparks/open flames/hot surfaces. – No smoking.
P211 - Do not spray on an open flame or other ignition source.
P220 - Keep/store away from clothing/ .... /combustible materials.
P221 - Take any precaution to avoid mixing with combustibles....
P222 - Do not allow contact with air.
P223 - Keep away from any possible contact with water: because of violent reaction and possible flash fire.
P230 - Keep wetted with ....
P231 - Handle under inert gas.
P232 - Protect from moisture.
P233 - Keep container tightly closed.
P234 - Store only in the original container.
P235 - Keep cool.
P240 - Ground/bond the container and receiving equipment.
P241 - Use Explosion-proof electrical/ventilating/lighting..../ equipment.
P242 - Use only non-sparkling tools.
P243 - Take precautionary measures against static discharge.
P244 - Keep reduction valves free from grease and oil.
P250 - Do not subject to grinding/shock/..../friction.
P251 - Pressurized container: do not pierce or burn, even after use.
Do not breathe dust/fume/gas/mist/vapours/spray.
Avoid breathing dust/fume/gas/mist/vapours/spray.
Do not get in eyes, on skin or on clothing.
Avoid contact during pregnancy/while nursing.
Wash thoroughly.....after handling.
Do not eat, drink or smoke when using this product.
Use only outdoors or in a well-ventilated area.
Contaminated work clothing should not be allowed out of the workplace.
Avoid release to the environment.
Wear protective gloves/protective clothing/eye protection/face protection.
Use personal protective equipment as required.
Wear cold insulating gloves/face shield/eye protection.
Wear fire/flame resistant/retardant clothing.
Wear respiratory protection.
In case of inadequate ventilation wear respiratory protection.
Handle under inert gas. Protect from moisture.
Keep cool. Protect from sunlight.
IF SWALLOWED:
IF ON SKIN:
IF ON SKIN (or hair):
IF INHALED:
IF IN EYES:
IF ON CLOTHING:
IF exposed:
IF exposed or concerned:
IF exposed or if you feel unwell:
Immediately call a POISON CENTER or doctor/physician.
Call a POISON CENTER or doctor/physician.
Call a POISON CENTER or doctor/physician if you feel unwell.
Get medical advice/attention.
P314 - Get medical advice/attention if you feel unwell.
P315 - Get immediate medical advice/attention.
P320 - Specific treatment is urgent (see ... on this label).
P321 - Specific treatment (see ... on this label).
P322 - Specific measures (see ... on this label).
P330 - Rinse mouth.
P331 - DO NOT induce vomiting.
P332 - If skin irritation occurs:
P333 - If skin irritation or rash occurs:
P334 - Immerse in cool water/wrap in wet bandage.
P335 - Brush off loose particles from skin.
P336 - Thaw frosted parts with lukewarm water. Do not rub affected area.
P337 - If eye irritation persists:
P338 - Remove contact lenses, if present and easy to do. Continue rinsing.
P340 - Remove victim to fresh air and keep at rest in a position comfortable for breathing.
P341 - If breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing.
P342 - If experiencing respiratory symptoms:
P350 - Gently wash with plenty of soap and water.
P351 - Rinse cautiously with water for several minutes.
P352 - Wash with plenty of soap and water.
P353 - Rinse skin with water/shower.
P360 - Rinse immediately contaminated clothing and skin with plenty of water before removing clothes.
P361 - Remove/take off immediately all contaminated clothing.
P362 - Take off contaminated clothing and wash before reuse.
P363 - Wash contaminated clothing before reuse.
P370 - In case of fire:
P371 - In case of major fire and large quantities:
P372 - Explosion risk in case of fire.
P373 - DO NOT fight fire when fire reaches explosives.
P374 - Fight fire with normal precautions from a reasonable distance.
P375 - Fight fire remotely due to the risk of explosion.
P376 - Stop leak if safe to do so.
P377 - Leaking gas fire. Do not extinguish, unless leak can be stopped safely.
P378 - Use ... for extinction.
P380 - Evacuate area.
P381 - Eliminate all ignition sources if safe to do so.
P390 - Adsorb spillage to prevent material damage.
P391 - Collect spillage.
P301 + P310 - IF SWALLOWED: immediately call a POISON CENTER or doctor/physician.
P301 + P312 - IF SWALLOWED: immediately call a POISON CENTE or doctor/physician if you feel unwell.
P301 + P330 + P331 - IF SWALLOWED: rinse mouth. Do NOT induce vomiting.
P302 + P334 - IF ON SKIN: immerse in cool water/wrap in wet bandages.
P302 + P350 - IF ON SKIN: gently wash with plenty of soap and water.
P302 + P352 - IF ON SKIN: wash with plenty of soap and water.
P303 + P361 + P353 - IF ON SKIN (or hair): remove/take off immediately all contaminated clothing. Rinse skin with water/shower.
P304 + P340 - IF INHALED: remove victim to fresh air and keep at rest in a position comfortable for breathing.
P304 + P341 - IF INHALED: if breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing.
P305 + P351 + P338 - IF IN EYES: rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P306 + P360 - IF ON CLOTHING: rinse immediately contaminated clothing and skin with plenty of water before removing clothes.

P307 + P311 - If exposed: call a POISON CENTER or doctor/physician.

P308 + P313 - If exposed or concerned: get medical advice/attention.

P309 + P311 - If exposed or if you feel unwell: call a POISON CENTER or doctor/physician.

P332 + P313 - If skin irritation occurs: get medical advice/attention.

P333 + P313 - If skin irritation or rash occurs: get medical advice/attention.

P335 + P334 - Brush off loose particles from skin, immerse in cool water/wrap in wet bandages.

P337 + P313 - If eye irritation persists: get medical advice/attention.

P342 + P311 - If experiencing respiratory symptoms: call a POISON CENTER or doctor/physician.

P370 + P376 - In case of fire: stop leak if safe to do so.

P370 + P378 - In case of fire: use .... for extinction.

P370 + P380 - In case of fire: evacuate area.

P370 + P380 + P375 - In case of fire: evacuate area. Fight fire remotely due to the risk of explosion.

P371 + P380 + P375 - In case of major fire and large quantities: evacuate area. Fight fire remotely due to the risk of explosion.

P401 - Store ...

P402 - Store in a dry place.

P403 - Store in a well ventilated place.

P404 - Store in a closed container.

P405 - Store locked up.

P406 - Store in corrosive resistant/... container with a resistant inner liner.

P407 - Maintain air gap between stacks/pallets.

P410 - Protect from sunlight.
**P411** - Store at temperatures not exceeding \( \ldots ^\circ C / \ldots ^\circ F \).
**P412** - Do not expose to temperatures exceeding \( 50 ^\circ C / 122 ^\circ F \).

**P413** - Store bulk masses greater than \( \ldots \text{kg} / \ldots \text{lbs} \) at temperatures not exceeding \( \ldots ^\circ C / \ldots ^\circ F \).

**P420** - Store away from other materials.

**P422** - Store contents under ...

**P402 + P404** - Store in a dry place. Store in a closed container.

**P403 + P233** - Store in a well-ventilated place. Keep container tightly closed.

**P403 + P235** - Store in a well-ventilated place. Keep cool.

**P410 + P403** - Protect from sunlight. Store in a well ventilated place.

**P410 + P412** - Protect from sunlight. Do not expose to temperatures exceeding \( 50 ^\circ C / 122 ^\circ F \).

**P411 + P235** - Store at temperatures not exceeding \( \ldots ^\circ C / \ldots ^\circ F \). Keep cool.

**P501** - Dispose of contents/container to ...
Most frequently used signposting

The purpose of safety signage is to quickly and easily attract attention on objects and situations that can lead to dangers. *Signposting is implemented by billboards.*

**Safety colors and contrast colors**

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Recurrently used signals

Below there are some of the recurrently used signals. D.Lgs: 493/1996 Signs of Safety and/or Health at Workplaces.

Prohibition Signs

*Intrinsic features:*
- Round shape
- Black pictogram on white background covered by a red band

Access prohibited to unauthorized persons

Prohibited to pedestrians

Do not touch

Forklifts transit prohibited

Prohibition of lifting and carrying people

Do not pass and stand under a load

Do not smoke and/or use free flames

Do not smoke

Do not extinguish with water
Do not touch: box under tension

High voltage do not touch

Prohibition of people transport

Do not drink: non-drinking water

Do not eat and drink

Do not enter with metal objects

Access prohibited to electric stimuli

Access prohibited to metal prostheses holders
Fire Protection Signs

**Intrinsic features:**
- Square or rectangular shape
- White pictogram on red background

*(Red colour must cover at least 50% of the sign surface)*

- Extinguisher
- CO2 extinguisher
- Tracked extinguisher
- Fireman’s hose

- Fire escape
- Phone for fire fighting
- Fire alarm
- Fire door

- Fire truck attack
- Flame-proof blanket
- Fire alarm button
- Flame-proof lift
Directions to follow

![Fire Extinguisher Selection Guide](image-url)
Rescue Signs

Intrinsic features:
- Square or rectangular shape
- White pictogram on a green background

(Green colour must cover at least 50% of the sign surface)

First aid  
Emergency eyewash shower  
Emergency shower  
Rescue and first aid stretcher  
First aid phone  
Defibrillator  

Directions to follow
Emergency way out path

Emergency stairways

Secure space

Safe local

Emergency exit

Gathering point
Warning Signs

*Intrinsic features:*
- Triangular shape
- Black pictogram on yellow background and black border

*(Yellow colour must cover at least 50% of the sign surface)*

- Suspended loads
- Lift trucks materials
- Radioactive Radiation or Ionizing radiation
- Generic danger
- Poisonous substances
- Biological risk
- Laser beams material
- Electric voltage
- Flammable
Corrosive substances
Fuel
Intense Magnetic field
Explosive material
Danger of stumbling
Non-ionizing radiation
Fall with altitude difference
Harmful substances
Low temperature
Prescription signs

- Mandatory passage for pedestrians
- Mandatory face protection
- Mandatory respiratory tract protection
- Mandatory use of Protective gloves
- Generic obligation (with possible additional sign)
- Mandatory use of safety shoes
- Mandatory use of the helmet
- Mandatory use of protective clothing
- Mandatory ear protection
- Mandatory use of the seat belt
Substances’ symbols and indications of danger

Hazardous substances or preparations should be handled according to the instructions given

**Physical hazards**
- Corrosive
- Explosive
- Gas under pressure
- Flammable
- Oxidising

**Health hazards**
- Moderate Health effects
- Acute toxic
- Serious effects

**Dangers to the environment**
- Dangerous for the environment
First Aid

In case of an accident within the structure, it is necessary to notify the first-aid staff, and it is good:

- do not remove the injured person;
- notify the emergency number 112 by providing information on:
  A - address of the structure;
  B - telephone number;
  C - description of the event (and conditions of the injured person)
  D - number of people involved.

First aid indications

Mild haemorrhage wounds

- wash with water;
- thoroughly disinfect;
- press with a swab;
- keep raised any injured limb.

Eye injuries

- act with extreme caution;
- wash with plenty of water in case of contact with chemicals;
- in the case of a splinter or other objects, do not remove the object in the eye;
- protect the eye without pressing.

Ear injuries

- dab in case of bleeding;
- in case of a foreign body, turn the head of the injured person in order to facilitate the spillage of the object.
Fainting
- put the fainted person in the supine position;
- raise the legs;
- refresh neck, forehead and wrists;
- promote air circulation.

Electric shock
- interrupt the power supply, isolating himself from the ground and using an isolated object;
- check the condition of the injured person and in case of burns, assess gravity.

Mild burns
- pour plenty of fresh water on the burn;
- cover with sterile gauze;
- do not touch burns with your hands;
- do not attempt to break any bubbles or blisters on the skin;
- apply a clean, wet cloth to the extended burns.

Serious burns
*Immediately call for help - avoid any intervention!!!*

Contact with chemical products
- immediately remove clothing impregnated with chemicals;
- thoroughly wash the affected part for at least 5 minutes;
- carefully read the instructions on the product safety data sheet.

Poisoning
- immediately call the poison center describing the symptoms and indicating the ingested substance;
- perform the operations recommended by poison center;
• deliver a sample of the ingested substance to the rescue intervention.

Gas and smoke intoxication
• avoid entering a room where the presence of gas or toxic and harmful fumes is suspected;
• try to stop the emission, where possible;
• alert the in charge technical staff;
• if a gas leak is assumed, avoid the use of electric current;
• in the presence of fumes, keep walking low.

Individual Protective Devices (D.P.I.) use

Definitions
1. For personal protective device, it means any equipment intended to be used by the worker in order to protect him against one or more risks likely threatening for his safety and health.
Such devices must be used when risks can not be avoided or sufficiently reduced by technical measures of prevention, collective protection means, or work organization measures, methods and procedures.
The DPI must comply with the EEC Directive 686/89 and subsequent amendments and the requirements of EN 345 and D.Lgs. 81/08.

2. Once the DPI have been provided to employees, the employer shall ensure:
- hygiene conditions through maintenance, repairs and necessary replacements;
- ensure the use of DPI only for intended uses;
- provides instructions;
- targets any DPI for personal use;
- informs the worker on the risks from which DPI protects him;
- provides appropriate information on each DPI.

Employees are obliged to use the DPI assigned to them and report to the employer any defect or inconvenience they encounter.
Behavioural instructions

Computer use
1. The monitor must be positioned parallel to the window, thus avoiding troublesome reflexes.
2. The keyboard must be placed in front of the computer.
3. The monitor must be placed below the visual horizon and at a distance of at least 50/60 centimeters.

Harmful substances
1. Harmful substances may reach the body for pulmonary, cutaneous or oral absorption, knowing the absorption mechanism is the first fundamental mean of protection.

Electric current
1. Do not improvise electricians, installations must be reviewed and inspected by qualified personnel.
2. Never carry out any makeshift repair with insulating or adhesive tape on cables, sockets and plugs; the inspection and repair operations must be carried out by the University's Technical Service;
3. Beware of overloading sockets, they can heat up and cause short circuits with serious consequences, avoid using extensions (if necessary, remember to disconnect them from the power supply).
4. It is important to remember to disconnect the power supply before any operation on the system.

What to do in case of fire and evacuation of the building
In all areas where there is a fire hazard, fire extinguishers must be present, placed in easily accessible, well-marked and known places to workers and users; they also must be maintained in good efficiency and checked every 6 months by experienced personnel.
The check must be done by the control card applied to the extinguisher itself, which shows the date of the last control.

Remember that when a fire started, the release of flames, as well as producing heat and smoke, frees many harmful and toxic gaseous substances and compounds; to save yourself is not enough to protect yourself from heat but it is absolutely necessary to worry about NOT inhaling fumes and combustion gases.

It is a priority, in the face of a fire, to maintain calm and rational behavior.

Once assessed the nature and severity of the event, in case of a modest entity, it is necessary to turn off using the available extinguishers, starting from the nearest and proceeding to the main fire outbreaks, directing the fire extinguishing jet to the base of the flames and avoiding risks, remembering to keep a way of escape behind.

During extinguishing operations, never use water or any extinguishing substance that could be an electric conductor in proximity of under voltage equipment and installations;

once the fire is off, you will have to make sure that even the embers are completely turned off;

the return to the premises can only take place after they are completely free from combustion fumes and gases by opening the windows;

in case of intervention of the VV.FF., abandon the building quietly, following the instructions of the personnel in charge, helping eventually disabled people, and remember never use the elevator.

Remember that the fire can be easily extinguished on its birth, every passing minute makes everything more difficult.
User manual for most common portable or trolley fire extinguishers

Portable fire extinguishers and fire extinguishing guidelines

Powder extinguisher
Almost universal use, the powder is ejected through a compressed gas. Its efficacy is considerable, allowing to intervene at a greater distance.

- Grasp the fire extinguisher and approach the fire within safety limits;
- Stand in a position so as not to be struck by flames and smoke;
- Place the fire extinguisher on the ground;
- Remove the lance from its seat;
- Loosen the safety ring on the top of the extinguisher;
- Give a shot with the palm of the hand to the firing pin;
- Raise the fire extinguisher by the handle;
- Act with the other hand on the mobile lever;
- Direct the fire extinguisher jet at the base of the flames.
CO2 Extinguisher

*Suitable for fire extinguishing of machines or electrical equipment, cold burns may occur during operation, after extinction it is good to provide ventilation to avoid asphyxiation phenomena.*

- Hold the CO2 extinguisher (carbon dioxide) for the handle;
- Remove the safety pin with the chain located next to the handle;
- Keep the extinguisher in the upright position;
- Take about 2 meters from the fire,
- Point the delivery cone at the base of the flames;
- Keep a safe position from fire and smoke;
- Press the button on the head of the extinguisher acting with the thumb of the same hand holding the extinguisher;
- Insist on delivering until complete shutdown;
- Use different suitable extinguishers if necessary.
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