

REGULATIONS FOR ACCESS TO THE LABORATORY OF THE DEPARTMENT OF GEOSCIENCES

PREMISE

This regulation, valid for all the laboratories of the Department (see list), adapts to the

SGSS - Occupational Health and Safety Management System (<https://www.unipd.it/sgss>).

The University uses the Occupational Health and Safety Management System as an organizational and management tool that allows, in a systematic and widespread way, to prepare safe and healthy workplaces, prevent accidents and work-related diseases and improve I continue my performance in terms of health and safety at work.

Safety guidelines <https://www.unipd.it/linee-guida-sicurezza>

For each laboratory, one or more Heads of teaching or laboratory research (RDRL) and one or more Safety Officers have been appointed.

DUTIES, DUTIES AND DUTIES OF THE HEAD OF TEACHING OR RESEARCH ACTIVITIES IN THE LABORATORY (RDRL)

"The RDRL is identified on the basis of professional skills and within the limits of hierarchical and functional powers appropriate to the nature of the assignment and is understood, pursuant to art. 2 of the Ministerial Decree 363 of 05/08/1998, as "subject who, individually or as group coordinator, carries out teaching or research activities in the laboratory". It is formally identified by the Head of the Structure to which it belongs by signing an appointment deed. If the identification is not carried out, the responsibilities attributed to the RDRL remain with the Head of the Structure".

Pursuant to art. 5 of the Ministerial Decree 363 of 05/08/1998 regarding the obligations and powers of the person in charge of the teaching or research activity in the laboratory:

1. The person in charge of the teaching or research activity in the laboratory, in carrying out the same and for the purposes of risk assessment and identification of the consequent prevention and protection measures, collaborates with the prevention and protection service, with the competent doctor and with the other figures envisaged by current legislation.
2. The person in charge of teaching or research activities in the laboratory, at the beginning of each academic year, before starting new activities and on the occasion of significant changes in the organization of teaching or research, identifies all those exposed to risk.
3. In particular, the person in charge of the teaching or research activity, within the limits of his / her powers and skills, must:

a. take action in order to eliminate or minimize the risks in relation to the knowledge of technical progress, giving preventive and exhaustive information to the employer;

b. take action, on the occasion of changes to activities that are significant for the health and safety of operators, so that the risk assessment is updated;

c. adopt prevention and protection measures, before the activities at risk are put in place;

- d. take action to supervise the correct application of risk prevention and protection measures;
- e. attend training and refresher courses organized by the employer with reference to their business and the specific tasks performed.

Furthermore:

Pursuant to the provisions of Article 6 of the Ministerial Decree 363 of 05/08/1998 on training and information:

1. Without prejudice to the legal powers of the employer regarding the training and information of workers, the person in charge of the teaching or research activity in the laboratory, within the scope of his / her duties, provides directly, or making use of a qualified collaborator , to the training and information of all exposed subjects on the risks and on the prevention and protection measures that must be adopted, in order to eliminate or reduce them to a minimum in relation to the knowledge of technical progress, giving prior and exhaustive information to the employer.
2. The person in charge of the didactic or research activity in the laboratory is also required to inform all his collaborators about the specific risks connected to the activities carried out and about the correct prevention and protection measures, supervising and verifying their work, with particular attention to of students and subjects equivalent to them.

- 1) Pursuant to the provisions of Article 9 of the Ministerial Decree 363 of 05/08/1998 on the design and use of prototypes and new products:

In the use of prototypes of machines, appliances and work equipment, plants or other technical means created and used in research, teaching and service activities, the employer and the person in charge of the teaching or of research in the laboratory, to the extent of their respective competence, must

- a. guarantee the correct protection of personnel, by evaluating the possible risks associated with the implementation of the project during the design phase and by adopting any specific precautions, based on the available knowledge;
- b. ensure that operators are adequately trained and informed about particular risks and particular prevention and protection measures.

- 2) The provisions referred to in the preceding paragraph also apply in the case of production, possession and use of new chemical, physical or biological agents.
- 3) The employer and the person in charge of the teaching or research activity in the laboratory, for the implementation of the provisions referred to in this article, make use of the collaboration of the prevention and protection service, the competent doctor, and other figures provided for by the provisions in force.

DUTIES, OBLIGATIONS AND ATTRIBUTIONS OF THE SAFETY OFFICER

By virtue of the professional skills and within the limits of the hierarchical and functional powers appropriate to the nature of the assignment, the SAFETY OFFICER must, pursuant to art. 19 of Legislative Decree 81/08 and subsequent amendments:

- a. supervise and supervise the compliance by individual workers with their legal obligations, as well as with company provisions on health and safety at work and the use of collective protective equipment and personal protective equipment made available to them and, in case of detection of behavior that does not comply with the provisions and instructions given by the employer and the managers for the purposes of collective and individual protection, intervene to change the non-compliant behavior by providing the necessary safety

- indications. In case of non-implementation of the instructions given or persistence of non-compliance, interrupt the worker's activity and inform the direct superiors;
- b. verify that only workers who have received adequate instructions access the areas that expose them to a serious and specific risk;
 - c. require compliance with the measures to control risk situations in the event of an emergency and give instructions so that workers, in the event of serious, immediate and inevitable danger, leave the workplace or the dangerous area;
 - d. inform workers exposed to the risk of serious and immediate danger as soon as possible about the risk itself and the measures taken or to be taken regarding protection;
 - e. refrain, except for duly motivated exceptions, from requiring workers to resume their activities in a work situation in which serious and immediate danger persists;
 - f. promptly report to the employer or manager both the deficiencies of the work means and equipment and personal protective equipment, and any other dangerous conditions that occur during work, of which he becomes aware on the basis of training receipt;
- f-bis. in case of detection of deficiencies of the means and of the work equipment and of any dangerous condition detected during the surveillance, if necessary, temporarily interrupt the activity and, in any case, promptly report to the employer and the manager the non-conformities found;
- g. attend specific training courses in accordance with the provisions of art. 37 Legislative Decree 81/08

Pursuant to the aforementioned art. 18 paragraph 1 letter. b-bis of Legislative Decree 81/08 and subsequent amendments "The person in charge cannot suffer any prejudice as a result of the performance of his business".

The following are considered in charge:

- Office Manager
- Lecturer working in the Laboratory or in charge of external campaigns
- Department Secretary / Administrative Secretary of the Center / Administrative Referent of the School
- Polo Technical Manager
- Workshop manager,
- Laboratory technicians

It is formally identified by the Head of the Structure / Area Manager to which it belongs by signing an appointment deed. If the identification is not carried out, the responsibilities attributed to the person in charge remain with the RDRL ".

REGULATION

For all staff of the Department (structured and unstructured), access to the laboratories is allowed only from 08.00 to 18.00 on working days.

Exceptions to this general rule can be granted by the Director who notifies the Technical Management Manager of the authorization and the details of the request (in these exceptional cases, a surveillance system must be provided, including telephone, so that the user do not remain isolated for more than an hour)

In order to access and use a laboratory, the USER must:

1. ask the Head of the teaching or research activity in the laboratory (RDRL) to make a request to the Director for the activation of the BADGE (it is absolutely forbidden to enter the laboratories with

badges on loan or belonging to other authorized users). The activation of the badge can also be requested for students, as long as they are officially in thesis or trainees.

2. fill in all its parts, have it signed and delivered to the head of the laboratory:
 - **access authorization** (on first access)
 - **certificate of successful completion of the following courses** (on first access):

ITALIAN USER:

GENERAL TRAINING (4 h):

SPECIFIC TRAINING for HIGH RISK ACTIVITIES (Basic 12 h):

SPECIALIST TRAINING for the correct use of laboratory equipment and work procedures (Training statements)

FOREIGN USER: The course is for undergraduate, graduate, and Ph.D. students and any others who require access to the laboratories

GENERAL TRAINING (4 hours)

SPECIFIC TRAINING (12 hours)

SPECIALISTIC TRAINING for the correct use of laboratory equipment and work procedures (Training reports)

- **Acknowledgment of the risks** (on first access)

3. ask the technical / responsible staff (in the absence of a technician, ask the Head of the laboratory) to book the access shift, specifying the activities to be carried out and the tools that will be used (it will be visible in the access calendar [https:// services](https://services.geoscienze.unipd.it/mrbs2/web/index.php?view=month&view_all=1&page_date=2022-03-30&area=1&room=1).

<https://www.unipd.it/sites/unipd.it/files/Linee%20guida%20sicurezza.pdf> and the instructions of the Technical / Responsible / Responsible staff for the correct use of PPE, the correct use of equipment and work procedures.

4. Scrupulously follow the safety guidelines

<https://www.unipd.it/sites/unipd.it/files/Linee%20guida%20sicurezza.pdf> and the instructions of the Technical / Responsible / Responsible staff for the correct use of PPE, the correct use of equipment and work procedures.

5. Once the user has obtained the authorization, having followed the general, specific, specialist training courses and a reservation in his own name, he becomes a "worker" for all purposes of the law, but before entering the laboratory, he It is essential that you notify the technical staff present, who will deliver the necessary PPE, prepare the tools to be used and, if necessary, deliver the consumables necessary for their activities. Generally, the user is provided with gloves, protective goggles, ear muffs, while the gown (essential) and safety shoes (where provided) are not provided.

6. The user, in order to avoid accidents, must scrupulously comply with the safety regulations both for the use of the instruments and for the use of consumables and chemical products and notify the staff of any plant and instrumental anomaly, breakdown or illness.

ATTENTION: students can never be alone in the laboratories!