



**UNIVERSITÀ
DI FOGGIA**



REGULATIONS FOR THE PRESERVATION OF HEALTH AND SAFETY IN WORKPLACES

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INTRODUCTION

The following regulations are composed of a general part, concerning the preservation of safety in the workspaces of the University of Foggia and of two special parts, respectively dedicated to safety in laboratories and to the safety of students.

Terms referring to people that, in the following regulations, only appear in the masculine gender refer indistinctly both to people of the masculine and feminine gender. Forms respectful to gender identity were abandoned to not compromise the readability of the text and to satisfy its need to be clear.

SECTION 1 – GENERAL PART

Article 1 – Object of the regulations

1. The following regulations define the organization and the management of the system that preserves health and safety in the facilities of the University of Foggia, according to the current legislation and, specifically, the legislative decree n° 81/2008 with the subsequent modifications, additions and provisions, such as the ministerial decree n° 363/1998.

Article 2 – Area of application

1. The following regulations apply to every institutional activity of the University of Foggia taking into consideration the specific needs connected to the performed service and to the organizational peculiarities.
2. Therefore, they also regard the preservation of health and safety in didactic, research and/or service laboratories in the University of Foggia, as well as the preservation of health and safety of students.
3. Matters related to the service for the management of the University of Foggia's waste disposal, which remains established by the current specific regulations, as well as the management of emergencies which is regulated based on the applicable legislative provisions and on the specific organizational structure defined by its competent staff, are not included in the object of the following regulations.

Article 3 – Definitions concerning the facilities of the University of Foggia

The facilities of the University of Foggia are represented by the:

- Central Administration
- Departments and connecting structures
- Classrooms
- Offices
- Laboratories
- Service facilities
- Technical rooms
- Accessory compartments
- Central Administration: structure constituted by a building or by a series of buildings with their related ancillary buildings connected to the central administration represented by the chancellorship, the general direction and the related offices;
- Departments and connecting structures: structures constituted by built-up areas and their related ancillary buildings, properly enclosed, in which the activities of the department are conducted. The

facilities pertaining to the connecting structures (where present) are the common spaces which can't be attributed to the single Departments which compose it;

- Classrooms: rooms in which didactic and teaching activities take place in the form of lessons in person, equipped with related furniture and technical equipment (desks, chairs, boards, video-projection systems, audio systems)
- Offices: rooms and their related ancillary buildings in which administrative activities in support of teaching and research in the university of Foggia are carried out, as well as the rooms and their related ancillary buildings assigned to professors for the carrying out of didactic and research activities which do not require the use of classrooms and laboratories;
- Laboratories: the rooms or facilities in which didactic activities and/or research and/or third-party services are taken care of, which involve the use of terminal-videos, machines, work equipment and machinery, systems, prototypes and other technical means, meaning chemical, physical or biological agents; the rooms or facilities in which activities are carried out, outside of the built-up area of the departments, such as greenhouses, agricultural fields and factories, archeological sites, including places in which geological and sea campaigns are carried out. For each laboratory, taking into consideration the nature and the entity of the danger, specific measures of prevention and protection are adopted, both during normal scenarios and emergencies, as well as measures of sanitary surveillance (former article 2, paragraph 3, ministerial decree n°363/1998);
- Service facilities: the **linguistic center of the university** (CLA), the **e-learning center** (CEA), the **ICDL Test Center** (center for the release of the International Certification of Digital Literacy) and the **EIPAS center** for the release of EIPASS' certifications (European Informatic PASSport) are considered to be service facilities;
- Technical rooms: they are rooms in which university employees do not regularly operate, occupied by technological systems or by deposits in support of laboratories and offices. They include thermal power stations, electrical substations, fire safety rooms, and deposits. These facilities are part of the central administration and/or of the departments' responsibilities;
- Accessory compartments: they are areas of common use, such as bathrooms and hallways. Accessory compartments are part of the central administration and/or of the departments' responsibilities;
- Libraries and reading rooms: they are areas specifically reserved to conserving and cataloguing, as well as consulting and reading books and magazines, even in digital format through the use of terminal-videos; to manage safety in these areas it's necessary to verify the risk of fire breaking out, in relation to the quantity of stored combustible material and to the characteristics of the areas themselves, in order to contain it.

Article 4 – Obligations and duties of the employer

1. The employer, considering article 2, paragraph 1, ministerial decree n° 363/1998 is the chancellor
2. The chancellor provides for the:
 - a) Assessment of all risk with the consequent adoption of the risks assessment document (DVR), relying on the occupational health physician and on the manager of the prevention and protection services;
 - b) Appointing of the manager and some staff of the prevention and protection services;
 - c) Appointing of an occupational health physician;
 - d) Appointing of the authorized physician for the medical surveillance of radioprotection;

- e) Appointing of the qualified expert for the physical surveillance of radioprotection;
- f) Designation of certain employees responsible for the actuation of prevention of fires and firefighting measures, for the evacuation of workspaces in case of immediate danger, for rescue, for first aid and for keeping the emergency under control;
- g) information, education and training of employees as defined by the legislative decree n° 81/2008;
- h) Convocation of periodic meetings, considering article 35, and the legislative decree n° 81/2008.

3. The employer assures the application of the current legislation applied to matters of prevention and protection, through managers.

Article 5 – Obligations and duties of managers

1. In order to adopt the current legislation regarding the matters of health and safety in workspaces at the university of Foggia, managers are appointed from the staff with management qualifications such as:

- The general manager with duties regarding the entirety of the structures pertaining to the central administration,
- The department managers with duties regarding the entirety of the structures pertaining to the single departments,
- The principle of the medical faculty with duties regarding the entirety of the structures pertaining to the departments of the medical area.

In the buildings in which multiple departments are located, to find the manager responsible for the safety matter, they start with an initial draw to then proceed through with a biennial rotation system.

2. The department managers, the principle of the medical faculty and the general manager are all responsible for the management of structures assigned to them, they monitor work activities by carrying out duties related to the matter of preservation of health and safety in workspaces defined in article 18, legislative decree n° 81 from 2008.

3. The chancellor delegates to managers, by following the conditions stated in article 16, legislative decree n° 81 from 2008, the performance of the following duties:

- a) Cooperate with the employer in the preventive designation of employees for the actuation of fire prevention measures and firefighting measures, for the evacuation of workspaces in case of immediate danger, for rescue, for first aid and for keeping the emergency under control;
- b) Assign tasks to employees, taking in consideration their abilities and their conditions related to health and safety;
- c) Provide employees with the necessary and appropriate equipment for individual protection, after having spoken to the manager of the prevention and protection service and to the occupational health physician;
- d) Adopt appropriate measures so that only the employees which have received adequate instructions and proper training can access areas which expose them to great and specific risk;
- e) Request observance of the current legislation from individual employees, as well as the company provisions concerning matters of health and hygiene in workspaces, and the use of common protection devices and individual ones available to them;
- f) Adopt measures to control situations of danger in case of emergency and give instructions so that employees, in case of great, immediate and inevitable danger can abandon the workplace or the area at risk, refraining, except when motivated from matters of preservation of health and safety, from

requesting employees to resume their activity in a working situation in which great and immediate danger persists;

- g) Inform employees exposed to the risk of great and immediate danger, as soon as possible, regarding the risk itself and regarding the adopted provisions or the provisions to adopt concerning the matter of protection;
- h) Allow the employees to verify, through the employees' safety representative, the application of safety and health preservation measures;
- i) Adopt appropriate precautions to stop the adopted technical measures from causing risks to the population's health or causing the deterioration of the external world by periodically verifying the absence of risk;
- j) Cooperate with the employer in sending employees to their medical examination within the deadline established by the sanitary surveillance program;
- k) Cooperate with the employer and for the laboratories activities with the managers of the didactic activity and research in laboratories (RADRL) to update prevention measures in relation to organizational and production mutations which are relevant in matters of health and safety in workspaces, or in relation to advancements in prevention and protection technologies;
- l) Make sure that employees which have the obligation of sanitary surveillance aren't appointed to this specific work task without the prescribed judgment of suitability;
- m) Cooperate with the employer and the RADRL to fulfill obligations regarding information, education and training.

4. Managers are required to, at the beginning of every academic year before beginning new activities and when significant changes are present, present a consultative report to the chancellor concerning the state of security.

5. The managers can sub delegate specific duties, subject to agreement with the employer, in the limits defined by article 16, paragraph 3-BIS, legislative decree n°81/2008.

Article 6 - Obligations and duties of supervisors

1. The supervisor is a person who, considering their professional skills and the limits of their hierarchical and functional powers, which are adequate to their assigned job, supervises the work activity and guarantees the actuation of the directives given out by the employer and/or by managers, as well as checking their correct execution from employees and has a functional power of initiative.

2. In order to adopt the current legislation concerning the matter of preservation of health and safety in workspaces, supervisors, at the university of Foggia, may be appointed among the managers of administrative areas in the central administration and in service structures and among the administrative coordinators of department for offices, departments' classrooms and ancillary buildings. As regards the technical managers with supervisory duties in laboratories, refer to SECTION 2 – SPECIAL PART - PROVISIONS REGARDING THE PRESERVATION OF HEALTH AND SAFETY IN LABORATORIES.

3. Supervisors perform the following activities:

- a) superintend and supervise over the individual employees observance of their legal obligations, as well as their observance of company provisions concerning matters of health and safety in workspaces and the use of collective protection and individual protection equipment available to them and, in case the inobservance persists, report it to managers;

- b) verify that only employees who have received adequate instructions can access areas that expose them to great and specific risk;
- c) request the observance of measures to control situations of risk in case of emergency and give out instructions so that employees, in case of immediate, inevitable and great danger can abandon the workspace or the dangerous area;
- d) inform employees who are exposed to great and immediate risk as soon as possible regarding the risk itself, and regarding the provisions taken or which will be taken concerning the matter of protection;
- e) refrain from, excluding properly motivated exceptions, requesting employees to resume their work activities in a workspace in which great and immediate danger persists;
- f) rapidly signal the deficiencies of work machinery, equipment and individual protection equipment to the employer or the manager, as well as every other condition of danger that verifies itself during work, of which they come to know of on the basis of received formation;
- g) attend appropriate training courses.

4. Occasionally, supervisors can perform duties delegated to them by managers, following what is stated in article 5 of the following regulations.

5. The supervisor is appointed by the chancellor, with a properly dated written document, following the proposal made by the interested structure. The supervisor maintains their duties until a motivated variation request is presented by the supervisor themselves or by the interested structure.

Article 7 - Obligations and duties of employees

1. The employee is a person who, regardless of the contractual typology, performs a work activity under the organization of a public or private employer, with or without retribution, even with the aim of apprehending a job, an art or a profession. Referring to the University of Foggia specifically, employees fall under the following categories: teaching, researching, technical and administrative staff of the university of Foggia; staff of affiliated bodies, both public and private, which perform activities in the structures of the university, unless it's differently agreed by convention; students of university faculties, PhD students, holders of research grants, postgraduates, scholarship holders, thesis writers, interns and those equivalent to them when accessing laboratories and, considering the specific activity which is carried out, when they are exposed to risks defined in the DVR.

2. The employee shall:

- a) contribute, along with the employer, managers and supervisors, to the fulfillment of obligations established for the preservation of health and safety in workspaces;
- b) observe provisions and instructions given out by employers, managers and supervisors, to guarantee collective and individual safety;
- c) correctly use work equipment, hazardous substances and preparations, vehicles, as well as the safety equipment;
- d) appropriately use the available protection equipment;
- e) immediately signal to the employer, managers or supervisors any deficiency of means and devices, referring to letter c) and d), as well as any possible situation of danger of which they come to know of, acting out directly, in case of urgency, within the range of their competences and possibilities unless the obligation is present, referring to letter f), to eliminate or reduce the situations of great and immediate danger by informing the employees' safety representative;

- f) not remove or modify the safety, signalization or control equipment, without authorization;
- g) not carry out operations or maneuvers, on their own initiative, which aren't part of their competences, meaning operations that could compromise their own or someone else's safety;
- h) participate in education and training programs organized by the employer;
- i) undergo sanitary checkups concerning the current legislation or prescribed by the occupational health physician;

3. As regards conduct norms, specific for employees which operate in the laboratories of the university of Foggia, refer to FIRST ATTACHMENT – CONDUCT NORMS IN LABORATORIES AND ANCILLARY PROVISIONS

Article 8 - Manager and staff of the prevention and protection service

1. The prevention and protection service manager (RSPP), considering article 2, paragraph 1, letter f) and the legislative decree n° 81/2008, is a person who possesses the capacities and professional requirements defined by article 38 of the legislative decree 81 from 2008 and is appointed by the employer, to which they respond.

2. The RSPP performs duties defined in the current legislation. Specifically, they coordinate and manage the prevention and protection service, in matters of which qualified staff are responsible for identifying risk factors. The data obtained from the assessment, measurement and calculus of the exposition's levels are an additional part of the DVR. For the laboratories risk assessment, the prevention and protection service (SPP) use the descriptive data sheets prepared by the RADRL and annually submitted by the coordinator of the technical service in charge of safety and special waste management. The RSPP also elaborates prevention and protection measures, safety procedures, evacuation and emergency plans and fulfils the remaining duties, as stated in article 33, legislative decree n° 81/2008.

3. The role of the prevention and protection service attendant (ASPP), intended as a person who possesses professional requirements and capacities defined in article 32, being part of the SPP, is also established. For every department – or departments' area – two attendants are appointed, by the chancellor following the proposal of the interested department's council. The ASPPs maintain their duties until a motivated variation request is presented by the ASPP themselves or by the interested structure

Article 9 – Occupational health physician

1. The occupational health physician (OHP), considering article 2, paragraph 1, letter c), legislative decree n°81/2008, is a person who possesses capacities and professional requirements defined by article 38 of such legislation, who cooperates with the employer with the aim of valuating risks and is appointed by them to fulfil sanitary surveillance and every other duty defined by such decree.

Article 10 – Authorized physician for the medical surveillance of radioprotection

1. The authorized physician for the medical surveillance of radioprotection is a person who possesses capacities and professional requirements defined by the current legislation, appointed by the employer, and responsible for the medical surveillance of people exposed to ionizing radiation.

2. The authorized physician for the medical surveillance of radioprotection performs duties defined by the legislative decree n° 230/1995 and by the entire current legislation.

Article 11 - Qualified expert for the physical surveillance of radioprotection

1. The qualified expert for the physical surveillance of radioprotection is a person who possesses capacities and professional requirements defined by the current legislation, appointed by the employer, who has the

competence to carry out measurements, examinations, verifications or valuations of physical, technical or radio-toxicological nature, to verify the appropriate functioning of protection equipment, to give every other indication and to find measures to guarantee the physical surveillance of the employees' protection and of the population of the ionizing radiation.

2. The qualified expert for the physical surveillance of radioprotection performs the duties defined by the legislative decree n° 230/1995 and by the current legislation.

Article 12 - Employees' safety representatives

1. The employees' safety representative (RLS) is a person who represents employees concerning the matter of preservation of health and safety during work. The RLS's duties are listed in article 50, legislative decree n° 81/2008.

2. The minimum number of RLSs is defined by article 47, paragraph 7, legislative decree n° 81/2008. At the university of Foggia, the RLSs are elected by employees within the scope of trade unions representation.

3. The RLS is entitled to specific training in matters of health and safety concerning specific risks which exist in spaces in which they exercise their representative duties, to provide them with adequate skills for the main control and prevention techniques of risks themselves.

SECTION 2 – SPECIAL PART

PROVISIONS REGARDING THE PRESERVATION OF HEALTH AND SAFETY IN LABORATORIES

Article 13 - Manager of the didactic activity and/or of research in the laboratory

1. The manager of the didactic activity and/or of research in the laboratory (RADRL) is the person who, individually or as a group coordinator, performs didactic or research activities in the laboratory. Such person must be properly identified by the department, among professors or researchers possessing specific skills referring to activities performed in laboratories and to the use of functional equipment necessary for the performance of such activities. In case of particularly complex laboratories due to the number and/or the variety of equipment, present work machinery or activities performed in them and, consequently, the number and variety of risk factors, multiple RADRLs may be identified, for which areas of competence should be specified.

2. Considering article 5, ministerial decree n° 363/1998, the RADRL cooperates with the employer, with managers, with the SPP, with the MC and with other people in charge of safety management, by carrying out a risk assessment inside of the relevant laboratory and by defining the corresponding prevention and protection measures.

3. Specifically, the RADRL, in the limits of their duties and competences, shall:

- a) act to eliminate or minimize risks in relation to the knowledge of technical development, providing preventive and comprehensive information to the employer;
- b) act to, in case of changes of significant activities for the health and safety of employees are present, update the DVR based on the effectuated valuation;
- c) adopt prevention and protection measures, before activities at risk begin to get performed;
- d) take action for the surveillance of the appropriate adoption of prevention and protection measures from risks;

- e) attend appropriate training and updating courses, former article 36, legislative decree n° 81/2008, related to their activities and specific duties;
- f) in matters of their own competences, notwithstanding the employer's legal duties concerning the training and information of employees, provide directly or with a qualified collaborator, to the training and information of every employee that carries out a didactic and/or research activity, regarding risks and regarding the prevention and protection measures which need to be adopted, with the aim of eliminating or reduce risks to the maximum in relation to the knowledge of technical progress, providing a preventive and comprehensive information to the employer;
- g) Inform every collaborator of theirs regarding the specific risks which are connected to the performed activities and regarding the appropriate prevention and protection measures, by supervising and verifying their execution, by paying particular attention to students and people equivalent to employees;

4. At the beginning of every academic year, before beginning new activities and when relevant organizational changes regarding didactic or research activities are present, the RADRL shall identify every person exposed to risk and the various risk typologies. In the actuation of such task, the RADRL, on the predisposed appropriate forms given to them by the coordinator of technical services for the safety and management of special waste in the laboratory, fills out a form with which they analytically describe the targeted laboratory. Once filled out, the RADRL provides to transmit the form to the coordinator of technical services for the safety and management of special waste in the laboratory. Specifically, from such form, the following information can be deduced:

- Description of activities carried out in the laboratory;
- Staff on duty;
- The reagents and preparations used, with an indication of their usage levels, and of their potential hazard;
- The used microorganisms;
- The machinery and equipment provided by the laboratory;
- The used protection equipment;
- Possible criticalities and non-compliances regarding matters of safety at work.

In addition to the duties listed above, the RADRL provides to:

- a) Monitor safety in laboratories and in possible adjacent service facilities through periodical and capillary control of such facilities;
- b) Manage and update hazard and carcinogenic substances inventories, including the related safety forms;
- c) Perform, along with the technical manager with supervising duties, surveillance and control activities concerning the respect of safety norms from employees;
- d) Immediately signal to the coordinator of technical services for the safety and management of special waste in the laboratory, to the department director, to the manager of the prevention and protection service and to the manager of the "construction and safety" service of the university any irregularity, dysfunction and violation of the current safety norms, that could compromise the health and safety of employees in laboratories;
- e) Verify the supplies and the correct functioning of the protection equipment (both collective and individual) which are adequate to risks and dangers present in the relevant laboratories;

- f) Take care of, in accordance with the department manager, the periodic interventions of functional verification and periodic maintenance of collective protection equipment (for example, fume hoods and reagents);
- g) In order to allow the department manager, in their role of person responsible for the local unit producing/holding special waste considering the legislative decree n° 152/2006 and subsequent modifications and additions, to identify the produced special waste that is temporarily stocked in such facility, the RADRL has to communicate to them, through the Coordinator of technical services for the safety and management of special waste in the laboratory, the qualitative and quantitative data of such waste produced in relevant laboratories. They also must respect the technical provisions provided by the coordinator concerning the management of the same special waste;

6. Considering article 9, ministerial decree n° 363/1998, in the use of prototypes of machines, of devices and work equipment, of systems or other technical means produced and used during activities, meaning in case of production, detention and use of new chemical, physical and biological agents, the RADRL, in accordance with the department manager and the chancellor, within their respective competences, with the collaboration of the SPP, the MC and other figures defined by the current legislation, must:

- a) Guarantee the correct protection of staff, through the on-site valuation of possible risks connected with the realization of a project and with the adoption of possible specific precautions, based on available knowledge;
- b) Provide to the proper training and information of operators on particular risks and on particular prevention and protection measures;
- c) Verify the possible availability of funds destined for laboratory safety and, if not available, request them to the employer;

7. RADRL holds the power to interrupt their and/or other employees' activity, in case of great and immediate danger to the safety and health of people. The possible interruption of activities must be adequately motivated based on objective circumstances.

8. It is within the authority of the RADRL to sub delegate specific tasks and duties to trusted staff, in analogy with what is stated in article 16, legislative decree n° 81/2008

9. RADRL is appointed by the chancellor, in role of the employer, with a properly dated written document, following the proposal of the interested department's council, in relation to every laboratory of the university of Foggia which was already established when the current legislation was adopted and even in case of adoption of a new institution. Their name, even in case of modifications and replacements, must be communicated to the manager of the department which the laboratory belongs to, to the RSSP for the actuation of appropriate fulfillments, and to every employee who can access the laboratory to perform didactic and/or research activities. RADRL maintains their duties until a motivated variation request is presented by the RADRL themselves or by the interested structure.

10. The appointment of the RADRL is subject to the attendance of specific formation courses which are adequate for the tasks assigned to this role.

Article 14 - Technical Manager with supervision duties

1. Regarding laboratories, the technical manager with supervision duties needs to be appointed among the teaching, researching, or technical staff owning skills regarding the use of equipment available in the laboratory and, in any case, among the permanent staff.

2. Considering article 19, legislative decree n° 81/2008, the technical manager with supervision duties, in the limits of their duties and competences, in the relevant laboratory must:

- a) superintend and supervise over the observance of legal obligations of individual employees, as well as the observance of company provisions concerning matters of health and safety in workspaces and the use of collective protection and individual protection equipment available to them and, in case of persistence of the inobservance, report it to managers;
- b) verify that only employees who have received adequate instructions can access areas that expose them to great and specific risk;
- c) request the observance of measures for the control of situations of risk in case of emergency and give instructions so that employees, in case of immediate, inevitable and great danger can abandon the workspace or the dangerous area;
- d) inform employees who are exposed to great and immediate risk as soon as possible regarding the risk itself, and regarding the precautions taken or which will be taken concerning the matter of protection;
- e) retrain from, excluding properly motivated exceptions, requesting employees to resume their work activities and immediately signal to the employer and to the relevant manager/s the deficiencies of work machinery, equipment and individual protection equipment, as well as every other condition of danger that verifies itself during work, of which they come to know of on the basis of received formation;
- f) attend appropriate formation courses as defined in article 37, legislative decree n° 81/2008.

7. The technical manager with supervision duties in the laboratory is appointed by the chancellor, in role of employer, with a properly dated written document, following the RADRL proposal, in relation to every laboratory in the university which was already established when the current legislation was adopted and even in case of adoption of a new institution. Their name (even in case of modifications and replacements) must be communicated to the manager of the department which the laboratory belongs to, to the RSSP for the actuation of appropriate fulfillments, and to every employee who can access the laboratory to perform didactic and/or research activities. In case the proposal from the RADRL is missing or in case of disagreement over the individuation of the technical manager with supervision duties, the chancellor decides, after having heard the manager of the interested department. The technical manager with supervision duties maintains their duties until a motivated variation request is presented by the manager themselves or by the interested structure.

3. The appointment of the technical manager with supervision duties is subject to the attendance of specific formation courses which are adequate to the tasks assigned to this role.

Article 15 - Coordinator of technical services for the management of safety and special waste in the laboratory

1. The coordinator of technical services for the management of safety and special waste in the laboratory is a support figure, properly trained, appointed by the general manager. This person coincides with the responsible of the technical area in support of didactic and research laboratories, where established, who for this reason coordinates the activities of the managers of services and units in support of didactic and research laboratories.

2. The coordinator of technical services for the management of safety and special waste in the laboratory:

- a) annually requests the laboratories' descriptive forms to the RADRLs;

- b) After an appropriate compliance check, they send such forms through a certified procedure to the employer, managers, RSPP and MC, with the aim of elaborating and updating the DVR.

Article 16 – Information and formation

1. Employees must attend formation courses concerning the matter of safety, as defined in articles 36 and 37 of the legislative decree n° 81/2008. For this reason, the RADRL must signal the names of employees operating in laboratories under their responsibility who need to attend formation courses to the manager of the interested structure.

2. Apart from the rules defined in articles 36 and 37, legislative decree n° 81/2008, regarding information, formation and training, employees who carry out laboratory activities, before starting such activities, must have received appropriate information regarding:

- Risks and dangers in workspaces;
- Safety signs;
- Collective and individual protection equipment;
- Basic accidents prevention rules;
- The location of individual safety and protection equipment (fire extinguishers, showers, eye washing station, gloves, glasses)

Article 17 - Regulations of accesses to laboratories

1. Access to laboratories is regulated by the RADRL.

2. At the beginning of every academic year, the RADRL predisposes a list of employees who have access to relevant laboratories. Such list must be immediately updated and integrated at every variation of the staff's access. Neither the RADRL nor the supervisor can impede authorized staff from entering and performing work activities, except in case of a justified reason agreed in accordance with the employer or with the manager of the department in which the laboratory is located.

3. Possible guided school trips are allowed only upon prior authorization given by the manager of the relevant structure of the laboratory, after having heard the opinion of the interested RADRL/s.

4. In absence of teaching and technical staff, postgraduates, PhD students, research grant holders and scholarship holders, access to laboratories is only granted to the cleaning staff.

Article 18 – Sanctions

1. Notwithstanding the sanctions defined by the current relevant legislation for the teaching, researching, technical and administrative staff, which is responsible for the violations of provisions included in the following legislation, disciplinary sanctions defined by the current contractual and legislative provisions may be applied.

SECTION 3 – SPECIAL PART

PROVISIONS FOR THE PRESERVATION OF STUDENTS' HEALTH AND SAFETY

Article 19 – Area of application

1. The general prevention and emergency legislations are summarized in the following lines, to which every student of the university of Foggia should indistinctively and strictly adhere.

2. Students of every undergraduate and post-graduate major, postgraduates, PhD students, interns, former graduate students attending the university, scholarship holders and foreign students attending the university structures based on international deals or attending single courses (defined in such case as generic students), are equivalent to employees if they regularly attend didactic, research or service laboratories and, based on the specific activity which is carried out, are exposed to risks identified in the individual facility or laboratory assessment document.

3. It's necessary for the student to constantly refer to the RADRL and/or to the technical manager with supervision duties, which are responsible for properly educating each student, in relation to the activities which they will have to carry out, considering that it's not possible to recall upon every specific operational safety legislation in actuation in single laboratories in these regulations.

Article 20 – Students' rights

1. Every student receives information regarding who the RADRL and the technical manager with supervision duties are, as well as adequate information regarding:

- Risks to health and safety related to the general activity of the structure;
- Adopted protection and prevention measures and activities;
- Possible specific risks to which they are exposed in relation to the performed activity, safety regulations and relevant provisions;
- Dangers related to the use of hazardous substances and preparations, based on appropriate safety data sheets provided by the current legislation or by the legislation regarding good technical practices;
- Procedures which regard emergencies and their related figures;
- Roles of the RSPP and the MC.

2. Every student receives all necessary information regarding the adopted measures and the conduct to adopt to deal with the exposure to great and immediate dangers.

Article 21 – Students' duties

1. Every student, by following the received information and by using available means, must take care of their safety and health as well as those of other people which are present in the learning site, on which the effects of their actions and omissions may fall upon.

2. Specifically, every student must:

3. Observe the provisions and the instructions given out by the RADRL and by the technical manager with supervision duties, with the aim of assuring individual and collective protection;

4. Properly use machinery, equipment, tools, hazardous substances and preparations, as well as the safety and protection equipment;

5. immediately signal to the RADRL or to the technical manager with supervision duties any deficiency of means and devices and other possible situations of danger;

6. Refrain from removing or modifying safety, signalization and control equipment;

7. Refrain from performing, on their own initiative, operations or maneuvers which aren't part of their competences or which could compromise their own or someone else's safety;

8. Undergo periodical sanitary checkups if required for their role;
9. Only access laboratories with an explicit authorization from the RADRL and/or from the technical manager with supervision duties, specifically for the ones in which particular dangers are signaled;
10. Respect the operative safety norms of each laboratory and strictly follow the provisions given out by the RADRL and/or by the technical manager with supervision duties, with the aim of assuring individual and collective protection;
11. Refrain from storing or consuming food and beverages;
12. Refrain from executing maneuvers which could compromise safety, for which they have not been authorized or properly trained by the responsible/referent person;
13. Immediately signal to the RADRL or to the technical manager with supervision duties any malfunctioning of safety devices or any situation of danger which they come to know of;
14. Actively collaborate with the RADRL and/or the technical manager with supervision duties, to avoid any alteration to the established safety system;
15. Contribute with the RADRL and/or the technical manager with supervision duties to fulfil every obligation imposed by the competent authority or necessary to preserve health and safety;
16. Every student must also become confident with the following prevention and protection procedures:
 - a) Identifying escape routes, emergency exits, the placement of emergency switches, of extinguishing devices and of first-aid kits (reported by the appropriate signals);
 - b) Following the instructions on the displayed signals;
 - c) Not obstructing escape routes or emergency exits;
 - d) Always maintaining a tidy workplace, so that it doesn't become a source of risk;
 - e) Not using any inflammable substance where there is a specific risk of fire breaking out;
 - f) Immediately reporting the bad state of electrical equipment or systems;
 - g) Using any equipment, destined to be worn and kept with the aim of protecting, from one or more risks, which may threaten safety and health during the activity carried out, as well as any component or accessory destined to such aim.

Article 22 - Manual handling of loads

1. Every student must not manually handle greater or equal loads to the limits defined by the Italian legislation (30 kg. for adults belonging to the male gender, 20 kg. for the adults belonging to the female gender). In case of handling loads inferior to such limits (books boxes, paper, products...), every student respects the given information and indications. In case of uncertainty related to the weight or the stability of the load, they ask for information to the referent/responsible person.

Article 23 – Pregnant students

1. Every student who is pregnant, has recently given birth or is in their breastfeeding period up to 7 months after childbirth who regularly attends laboratories informs the RADRL or the technical manager with supervision duties of their condition so that the MC of the university can verify the activities appropriateness
2. Access to laboratories and areas with radioactive risk is absolutely prohibited to every student who is pregnant, has recently given birth or is in their breastfeeding period up to 7 months after childbirth. They still

must inform the RADRL and/or the technical manager with supervision duties about their condition so that the radioprotection service can give instructions regarding such case.

Article 24 – Sanctions

1. The inobservance of safety measures brings to, in addition to legal sanctions, the adoption of disciplinary measures regarding such non-fulfilments.

Article 25 – Emergencies

1. Emergencies are defined as any deviation from normal operating conditions, such to cause situations of possible danger to things and people. In between the situations definable as of danger we remember the following:

- Fires;
- Earthquakes;
- Floods;
- Extreme weather events;
- Leaks of toxic substances.

2. Situations of emergencies are regulated by the emergency plan of every university building. The emergency plan is the document which states the group of provisions to adopt when situations that could generate emergencies present themselves. It also indicates the behaviors that must be adopted by every employee or person present in the building in which the emergency verifies itself. The plan is of general knowledge, of easy and clear reading and it includes the planimetries in which are reported:

- the distributive characteristics of the area with a particular reference to the destination of the various areas and escape routes
- the type and the position of extinguishing systems.

First attachment – RULES OF CONDUCT IN LABORATORIES AND ANCILLARY PROVISIONS

All employees who operate in laboratories of the University of Foggia must follow the provisions listed below. The following general provisions may be supplemented by specific measures that each structure (general administration, departments, connecting structures) may adopt based on the characteristics of the present laboratories, based on the organization of work and on the performed activity.

Obligations of employees

Regarding employees, apart from respecting obligations provided by article 20, legislative decree n°81/2008, they must also:

- always comply with safety legislations provided by the RADRL and by the technical manager with supervision duties;
- use individual and collective safety equipment, considering the provisions of title III, chapter II of the legislative decree n°81/2008 (work under a fume hood when producing noxious fumes and vapors or when decanting organic and corrosive compounds, wear the lab coat which always needs to be clean and properly buttoned up, use gloves, goggles and everything else which becomes necessary time after time for individual protection);
- carefully read labels and safety sheets of chemical reagents and preparations to use;
- store reagents in safe conditions; specifically, at the end of their use, containers of reagents must be properly closed and stored in safety cabinets. Thermolabile reagents which must be stored at low temperatures and which are at the same time dangerous and inflammable, must be stored in specific reagents' fridges;
- safely transport reagents in laboratories; for such aim it's necessary to use specific safety containers;
- withdraw solid reagents by using spatulas and by always wearing protective gloves;
- withdraw liquid reagents by using pipette fillers or automatic pipette;
- identify whatever solution, preparation, mixture or bulk reagent, by applying on the relevant container clear and indelible labels and by specifying the opening date and the name of its utilizer;
- always use clamps and protection equipment when handling hot objects;
- always carefully check on developing chemical reactions or on the working machinery;
- interrupt the electric supply before carrying out whatever intervention on devices and machines;
- immediately inform the RADRL and/or the technical manager with supervision duties about the employee's uneasiness, about the breaking of objects or devices, about the pouring of reagents and contact with hazardous substances, about the possible incompetence and imprudence of employees which could threaten the safety of people and things;
- maintain the laboratory tidy and clean;
- carefully wash the used glassware;
- leave the scales clean and with the doors closed;
- carefully wash their hands after completing the activity;
- make sure that the workstation and the used equipment are intact, functional and efficient;
- immediately report to the RADRL and/or to the technical manager with supervision duties possible irregularities regarding the donated material, as well as the violations of safety provisions provided by the national legislation and in the following regulations;
- adopt the following precautions:
 - o wear close footwear if possible and, if necessary, safety footwear;
 - o tie up long hair behind the neck;

- preferably use vision glasses rather than contact lenses.

Students must perform laboratory activities in the presence of the RADRL and/or in the presence of supervisors. In absence of these figures, they can operate in the laboratory if under the observance of other staff members (professors, PhD students, postgraduate students, research grant and scholarship holders) with proved competences in matters of laboratory safety and with written authorization given by the RADRL. Employees can use machines, equipment and reagents provided by the laboratories subject to agreement with the RADRL and/or with the supervisor. Only employees adequately trained by the RADRL and/or by the supervisors regarding work risks and the correct use of prevention and protection equipment under their responsibility and who are covered by adequate insurance coverage can operate in laboratories. The insurance policy must provide both for the coverage of damages which the employee may sustain because of accidents and injuries and for third-party liability.

Prohibitions for workers

Regarding laboratories at the university of Foggia, it's prohibited to:

- work alone in the laboratory and/or out of the working hours of the regular staff;
- operate alone in conditions of risk (for example, during the handling of hazardous chemical agents, the use of dangerous devices);
- use chemical reagents and preparations without having first consulting the safety sheets necessary to find out about the physical and chemical characteristics of the substance and its possible dangerousness;
- store hazardous chemical substances outside of the safety cabinets appropriate for their storage (for example, store hazardous reagents in the common office cabinets, on desks or on shelves or in safety cabinets which are not suitable);
- maneuver hazardous substances in the absence of collective and individual protection devices;
- maneuver hazardous substances by using individual protection devices which are not suitable (for example, not homologated) or by using collective protection devices such as fume hoods and chemical storage cabinets which didn't undergo the periodic functional checks and the periodic maintenance required by the relevant technical legislation and/or by using use and maintenance manuals;
- mix different substances with one another without having priorly verified their chemical compatibility;
- looking into and smelling test tubes, flasks or containers;
- force glassware, caps or blocked ground connections;
- handle reagents with bare hands;
- aspirate liquids with their mouths;
- moving too suddenly and/or run;
- drink and eat in the laboratory;
- use video players, mp3 audio players and internet connections for recreational purposes. Internet connections used for recreational purposes apart from not being predisposed by the conditions of use of the inter-university internet connection, contribute to reducing the attention of the employee in the laboratory and, consequently, increase the probability of accidents developing;
- direct containers in which reactions are developing and from which splashes or hazardous vapors may be generated towards oneself or others;

- move devices, machinery and reagents without having first consulted manager of the didactic activity or of research in the laboratory, the technical manager with supervision duties concerning safety management;
- dispose of special laboratory waste in violation of the specific legal provisions regarding the matter;
- attempt to repair devices and machinery without the necessary technical preparation;
- touch parts of electric circuits under tension;
- make electric devices function in areas of the laboratory where stagnation of water or of other liquids is present.

ACRONYMS

Prevention and protection service attendant	PPSAP
Linguistic center of the university	LCU
Risks assessment document	RAD
Occupational health physician	OHP
Employees' safety representative	ESR
Prevention and protection service manager	PPSM
Responsible for teaching and laboratories research activities	RTRA

SECOND ATTACHMENT –DELEGATION OF FUNCTIONS FORM

Honorable head of Department

Professor

Delegation of functions

Following article 16, legislative decree n° 81/2008 and in implementation of the resolution of board of directors, adopted on _____

The undersigned, _____, in the role of Rector of the University of Foggia, as well as in the capacity of employer considering article 2, paragraph 1, ministerial decree n° 363/1998, in order to actuate the legislations regarding the matter of preservation of health and safety in work environments,

DELEGATES

The Professor _____ head of department of _____ Mr/Ms/Mrs _____ general manager, in the capacity of executive and in accordance with what is defined by article 4 of the university regulations for the preservation of health and safety in work environments, to carry out the following duties:

- Cooperate with the employer for the preventive designation of employees for the actuation of fire safety measures and firefighting measures, for the evacuation of work environments in case of great and immediate danger, for rescue, for first aid and for managing the emergency;
- Assign tasks to employees, by keeping their capacities and their conditions in relation to their health and safety in mind;
- Providing employees with the necessary and appropriate equipment for individual protection, after having spoken to the manager of the prevention and protection service and the occupational health physician;
- Adopting appropriate measures so that only the employees which have received adequate instructions and proper training can access areas which expose them to great and specific risks;
- Request observance of the current legislation from the individual employees, as well as the company provisions concerning matters of health and hygiene in work environments, and the use of collective and individual protection devices provided for them;
- Adopt measures to control situations of danger in case of emergency and give instructions so that employees, in case of great, immediate and inevitable danger can abandon the work place or the area at risk, refraining, except when motivated from a matter of preservation of health and safety, from requesting employees to recommence their activity in a working situation in which a great and immediate danger persists;
- Inform employees exposed to the risk of great and immediate danger, as soon as possible, regarding the risk itself and the adopted provisions or the provisions to adopt concerning the matter of protection;
- Allow the employees to verify, through the employees' safety representative, the adoption of safety and health preservation measures;
- Adopt appropriate precautions to avoid causing risk from the adopted technical measures to the population's health or the deterioration of the external world by periodically verifying the absence of risk;

- Cooperate with the employer in sending employees to their medical examination within the deadlines established by the sanitary surveillance program;
- Cooperate with the employer and with the RADRLs to the updating of prevention measures in relation to organizational and production mutations which have relevance in matters of health and safety in work environments, or in relation to advancements in prevention and protection technologies;
- Making sure that employees which have the obligation of sanitary surveillance aren't appointed to a specific work task without the prescribed judgement of suitability;
- Cooperate with the employer and with the RADRLs to fulfill obligations of information, education and training.

The delegated functions will be conducted at the University structure _____ considering article 16, paragraph 3, legislative decree n°81/2008.

In order to comply with the requirements set out in article 16, paragraph 1, letter b), of Legislative Decree n° 81/2008, the conferment of this act is accompanied by training courses.

Foggia, _____

(appropriate date)

The Rector

The undersigned professor _____ director of the department of _____, in the capacity of safety manager, with the aim of actuating the legislation regarding matters of health and safety in work environments, after having viewed the regulatory text in object, accepts the delegation of duties presented by this document.

Foggia, _____

Signature for acknowledgement and acceptance

Professor _____