



## SAFETY INFORMATIONS FOR PARTICIPATION IN RESEARCH PROJECTS ENGLISH VERSION

Partner – University of Parma

### General information

The Italian main document about health and safety in the workplace is the “Decreto Legislativo 9 aprile 2008, n. 81” called “Testo unico sulla salute e sicurezza sul lavoro” that obliges companies to inform the employees about risks and measures that must be adopted to protect the health and the safety in the workplace.

The employer of the University of Parma (the Dean) has the obligations to:

- Assess the risks related to the activities and prepare the DVR (Risk Assessment Document) for every building and activity of the University;
- Organize procedures to minimize all kind of risks;
- Provide workers with safety equipment;
- Organize trainings and inform workers about risks connected to their work;
- Organize sanitary surveillance.

Every building and activity of the University of Parma has a Risk Assessment Document (DVR) that covers all the risks that can be found in that building and all the safety measures needed to protect workers from those risks (chemical, biological, physical, equipment, machines, etc.). The DVR also contains the schedule or measures deemed appropriate to ensure improvement over time of safety levels. A different document, entitled “Emergency Plan” cover the emergency instructions and procedures. Each building of the University of Parma has its own Emergency Plan.

All the documents concerning about risk and emergency are accessible since they are written and/or saved on our servers. Furthermore, all the Emergency Plan are available on the public UniPR web site.

In order to guarantee the necessary safety level in the laboratory, the involved people must comply with the rules for the Health – Safety – Environment (HSE) in the lab. Personal protective equipment (i.e. hearing protection, eye protection, dust mask, protective footwear and gloves) will be given to workers. Only certified protective equipment appropriate for the different working operations will be adopted. For mechanical equipment, operating instructions describing risks and safety precautions shall be available for the operator.

## Training and Information on Health and Safety in Workplaces

All workers and students in UniPR need to attend an E-Learning course (available at the URL: <http://elly.sicurezza.unipr.it/2016/> ) about general risks in the workplace, then the Head of the Laboratory and Scientific Coordinator, called RADRL in Italy, has to give all workers of the laboratory the necessary information about specific risks before starting work.

Considering the mechanical work for test preparation (i.e. grinding, drilling, sawing, cutting, mounting, carpentering), the hazards could be represented by cutting/crushing, rotating equipment, dust and exhaust from the materials.

To actively access laboratories (i.e. to perform tests, or simply to collect data), the following items are required:

- Insurance (University of Parma provides insurance to its employees, collaborators and students);
- Certificate of successful completion of the safety course and emergency management (BSC, provided by the safety staff of the University of Parma);
- Specific training and information on safety in the Unit or Department;
- Training on safety matters that are specific of the laboratory (if applicable), including training and information for carrying out specific activities using instruments;
- Informing the Medical Office for health monitoring purposes.

The specific safety training course is available online at the URL: <http://elly.sicurezza.unipr.it/2016/>

Specific training courses are offered in English to the foreign personnel involved, working also temporarily at the Univ. of Parma; the course material is also available in PDF format. At the end of the course, foreign worker has to take the final test in person.

The workers involved in lab activities, are obliged to use personal protective equipment fulfilling the specific requirements concerning the work to be performed, according D. L. vo 475/92 on 'Personal protective equipment'.

Every activity has to be carried out after performing the standard procedures for risk assessment, ruled by D.M. 30/11/12.

The Department Manager / Head supervises over the specific training.

For any problem concerning the safety training courses, the interested people can contact the email address: [supporto.elly@unipr.it](mailto:supporto.elly@unipr.it) or [formazione.sicurezza@unipr.it](mailto:formazione.sicurezza@unipr.it)

## Scientific Coordinator of the Research Activities (RADRL)

The RADRL ensures that:

- All personnel belonging to his unit is trained and informed about safety in lab and that they undergo regular health surveillance (annual verification);
- His laboratory is suitable to perform the research activity and respects the health and safety requirements;
- Both the equipment (laboratory hoods, autoclaves, etc.) and procedures (handling and waste disposal, etc.) are suitable to the purpose and objectives of the project.

## **Staff in charge for safety**

University of Parma peoples with HSE specific function and tasks:

- Employer (Dean of the University of Parma)
- Head of the Department
- Head of the laboratory and Scientific Coordinator (RADRL)
- Head of the HSE Office (RSPP)
- Appointed occupational doctor (MC)
- Employees' Health and Safety Representative (RLS)
- Workers / Employees

## **Website and online HSE information**

The main documents of the HSE Office, available for anyone, can be found at the web page <https://www.unipr.it/node/19940>.