

GENERAL RULES OF CONDUCT

- Behave in accordance with the appropriate safety signs and the directions of the personnel in charge.
- Transit, access and escape routes must be left free of all encumbrances, including temporary ones, also with reference to emergency doors, which must have no impediments to normal closure.
- Always notify the appropriate technical facilities in case of equipment malfunction.
- Use only the equipment, facilities and instrumentation provided (even more so in the case of laboratories) or other personal instrumentation that complies with the regulations and limited to personal computers, cell phones or other similar devices and strictly functional for study or other academic activities.
- Do not overload power outlets with power strips and adapters.
- Before using any tool or equipment, carefully read the operating rules and safety instructions. Check that the plug, socket and cable are intact.
- Do not use equipment or hazardous substances without permission from the personnel in charge.
- Do not remove, modify or tamper in any way with safety devices and/or guards installed on plant/machines/equipment.
- Immediately report to the personnel in charge, any deficiencies or anomalies in plant and equipment or the existence of dangerous conditions.
- It is prohibited to handle devices in various capacities on campus with respect to which one does not have authorization (e.g., laboratory equipment, automatic and/or manual devices for maintenance

in open and enclosed areas, electrical panels).

- Do not change the placement of furniture and furnishings or equipment.
- To access high shelves of cabinets or shelving units, use suitable ladder, avoiding the use of makeshift means such as boxes, packages and chairs.
- Smoking and the use of open flames are prohibited.
- It is forbidden to throw cigarette butts and flammable materials into the wastebaskets.



NUMERI UTILI		
	NUMERO UNICO EUROPEO D' EMERGENZA	112
	POLIZIA DI STATO	113
	VIGILI DEL FUOCO	115
	EMERGENZA SANITARIA	118



FOR EMERGENCY ALERTS

Internal numbers

from the internal telephone network

digit 111

from outside or from a cell phone:

0523.599.111 (Piacenza campus)

0372.499.111 (Cremona campus)

HEALTH AND SAFETY RISKS AND BEHAVIOURAL STANDARDS

INFORMATION



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Piacenza and Cremona headquarters
Piacenza campus, via Emilia Parmense, 84
Cremona campus, via Leonida Bissolati, 74

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UNIVERSITÀ
CATTOLICA
del Sacro Cuore

FOREWORD

Università Cattolica del Sacro Cuore cares about the health and safety of people working in various capacities within it, committed to the safeguarding of the environments and assets used for the performance of institutional activities. The national reference standard is the "Occupational Safety Consolidation Act" (Leg. 81/2008 et seq.).

Workers, students and all users of the University's working environments are not only the protected subjects but also active players in ensuring health and safety, so they must be aware of the conditions of their working environment, the use of safety devices.

In this regard, the purpose of this document is to provide some essential information on occupational health and safety risks and behaviours. More detailed information can be found on the University's intranet on the "Privacy, Security and Procedures" page. It is also recommended that staff and members of the university community who have regular attendance at the University venues consult the relevant section of the Code of Ethics, as well as the additional documentation in the "Privacy, Security and Procedures" section of the intranet portal and otherwise available from the Health and Safety Service.

Specific risk instructions and procedures established by the person in charge of the activity must be followed for laboratory activities.

The main risks and relevant mitigation behaviours are listed below.

The information is addressed to all workers and all those engaged in equivalent activities as well as to all persons who, by attending the campus, are exposed to the mentioned risks.

The guidance provided in the information document called "Behavioural norms in case of emergency" is also referred to here.

RISKS AND BEHAVIOURAL NORMS

Electrical hazard and fire hazard

It means the probability of suffering the effects resulting from accidental contact with live elements (direct and indirect contacts). There is also an electrical risk related to the safeguarding of property, machinery/equipment, and facilities, which should be evaluated in order to avoid possible ignition of fire or explosion.

- Always adhere to the behavioural prevention rules in the equipment use manuals and do not modify the systems and equipment provided/used.

Chemical Risk (Laboratories)

This refers to exposures that may arise when using or being exposed to chemical agents that may be harmful to the health and safety of workers.

- Follow the directions on product labels and their MSDSs and wear appropriate Personal Protective Equipment (PPE).
- Comply with the compartmentalizations of different types of products provided even within the same shelf of the location.
- Products should be stored in safe places and locations, in the appropriate locations equipped with containment basins, and disposed of according to legal requirements.

Biological Risk (Laboratories)

This refers to exposure to agents or substances of biological origin (e.g., microorganisms) that are potentially harmful to the health of workers and other individuals. The following are some behaviours to adopt.

- Consider all biological specimens handled as a potential source of pathogenic germs and accordingly, perform all operations under the programme with typical precautions for exposure to infected material, wearing all appropriate PPE.
- Use the fume hood when required.
- Keep workbenches not overly cluttered with materials or products. Always leave spaces clear of any materials or objects not needed for the work.

RISKS AND BEHAVIOURAL NORMS

Display screen use risk and ergonomics

An improperly placed workstation can lead to musculoskeletal disorders and ophthalmological problems; in addition, screen operators may be subjected to stress as a result of the very activity they perform. The following are some behaviours to adopt.

- The post should be able to be tilted slightly forward, the visual axis should be tilted downward from the horizontal on average.

Manual handling risk of loads

Incorrect handling of loads, even small loads, can cause acute and chronic affections of the musculoskeletal system such as the lumbar spine.

- Avoid excessive exertion and sudden movements, even taking into account one's motor capabilities.
- Use leg strength and not back strength to lift weights.
- To carry loads that are considered heavy, bulky or difficult to grasp, use the appropriate equipment or get help from another person.
- Check beforehand that the load is stable and ascertain the characteristics of the environment (presence of height differences, stairs, obstacles, etc.).

Risk for pregnant and postpartum workers

- In order to activate the necessary protective measures, it is necessary for the worker to promptly notify of her status the Human Resources Management or other relevant departments.
- Some work (use of hazardous substances, biological agents, etc.) is by law excluded a priori for pregnant and postpartum workers.
- It may be necessary to temporarily adjust hours and other working conditions, including the timing and frequency of breaks as well as change the type and duration of activities.
- In the course of activities make sure that there is time and space to sit down.