

Safety Guide at Università Cattolica del Sacro Cuore

Pursuant to Legislative Decree 81/08

Health and Safety Service

Milan Campus - Largo Gemelli ,1



UNIVERSITÀ
CATTOLICA
del Sacro Cuore



TOPICS COVERED IN THIS GUIDE

Behavioural standards for

PREVENTION

Behavioural standards in the event of an

EMERGENCY

Behaviours to avoid in an

EMERGENCY

Safety signage in case of

EMERGENCY

Management procedure

FIRST AID

Main risks on campus

RISK

REFERENCES, NUMBERS AND USEFUL
INFORMATION IN CASE OF

EMERGENCY

Behavioural standards for **PREVENTION**

SAFETY can depend to a large extent on our behaviour. Often, all it takes to make everyone safer is a little care and compliance with a few simple rules.

**Here are the main rules of conduct which
we invite you to read carefully!**



Behave in accordance with the safety signs and the instructions of the designated personnel.



Use only the equipment provided by the University.



Do not overload sockets with power strips and adapters.



Always notify the relevant technical offices:

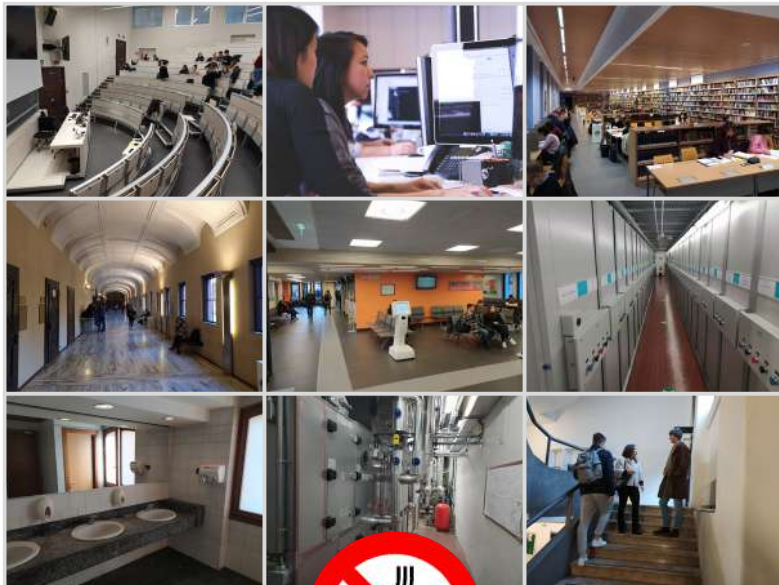
- ◆ In the event of equipment failure or malfunction.
- ◆ In the event of hazards arising from broken furniture or structural components (doors, windows, grilles, walls, floors, false ceilings).





+ Smoking is forbidden in the University

- ◆ in classrooms
- ◆ in offices
- ◆ in the library
- ◆ in ambulatories
- ◆ in areas open to the public
- ◆ in repositories and archives
- ◆ in toilets
- ◆ in technology rooms
- ◆ on stairs



behavioural standards in case of **EMERGENCY**

to be kept at all times

In case of a hazardous event, to allow for a faster and more precise intervention by rescue personnel:

Understand what has happened and call the
EMERGENCY NUMBER 2000.
Provide as much detailed information
as possible to the designated personnel

- + Nature of the emergency (equipment failure or malfunction, accidents, fire).
- + Location of the emergency..
- + Approximate number of people involved.
- + Potential presence of injured people
- + Specific circumstances requiring special interventions: (of a medical/ technical kind)



2000

to be kept all

ADDRESSING THE EMERGENCY

IN THE EVENT OF SERIOUS AND IMMEDIATE DANGER OR BROADCAST OF A VOICE EVACUATION MESSAGE

- + Check your workplace for the presence of other staff (colleagues, teachers, students, visitors).
- + Move away from the premises by following the safety signage and any instructions from the university staff or rescue personnel.
- + Get to safe places as soon as possible.
- + Help struggling individuals, disabled people, pregnant women.
- + When you reach the assembly point, check that everyone is out of danger, and if in doubt, notify the designated personnel.



BEHAVIOURAL STANDARDS IN CASE OF EMERGENCY



ADDRESSING THE EMERGENCY

IN THE PRESENCE OF PEOPLE WITH REDUCED MOBILITY OR SENSORY IMPAIRMENTS

- + Walk people with reduced mobility or sensory impairments out of the building yourself or have them walked out by someone else.
- + If it is not possible to walk out of the building, take them to a suitable place (areas indicated on emergency plans) or to places not directly affected by the emergency, and wait for help.
- + Report to the **emergency number 2000** and to the Emergency response officer present at the assembly point whether the evacuation has taken place or was impossible, identifying its location within the building.





to be kept all

ADDRESSING THE EMERGENCY

IN THE EVENT OF AN EARTHQUAKE

- + Take cover under a desk or shelter under a doorframe
- + Stay away from bookshelves or furniture that might fall on you.
- + Stay away from windows or glass doors.
- + Remain inside the room until the end of the earthquake.
- + If outside, move away from buildings, trees, and power lines



BEHAVIOURAL STANDARDS IN CASE OF EMERGENCY

Behaviours in case of **EMERGENCY**

to be avoided

In the event of an emergency, it is important not to cause situations that increase the level of risk. Here are the behaviours that it is crucial to avoid:

- 1** Abbandonare l'edificio senza segnalare l'emergenza in atto.
- 2** Leaving the building without reporting the emergency in progress.
- 3** Using firefighting equipment without being reasonably sure of being able to do so, jeopardizing your own safety and that of those around you.
- 4** Using lifts and freight elevators.
- 5** Running down corridors or on stairs.
- 6** Stopping along escape routes, obstructing passage.





to be avoided

- 7** Staying on the phone too long.
- 8** Hindering the intervention of the designated personnel.
- 9** Re-entering for any reason the premises just evacuated.
- 10** Leaving the assembly point without informing the emergency team leader.



BEHAVIOURS IN CASE OF EMERGENCY

safety signs in case of **EMERGENCY**

SAFETY SIGNAGE

It plays an especially important role in:

- ◆ Preventing dangerous behaviour
- ◆ Warning of existing dangers
- ◆ Prescribing safe behaviours
- ◆ Providing directions to emergency exit

All people on campus **have an obligation** to comply with the prescriptions of the signage, both to respect and to enforce them, and must not alter or remove the signs on their own initiative.

SIGNS HAVE A PRECISE FUNCTION DEPENDING ON COLOUR AND SHAPE

PROHIBITION



dangerous
behaviours

SIGNALLING



signalling
devices

WARNING



care
and caution

FIREFIGHTING



identification
and location

PRESCRIPTION



obligation to use
protective equipment

RESCUING



identification
of safe routes



On the Università Cattolica campus you may find the following signs

FIREFIGHTING EQUIPMENT



fire extinguisher



hydrant



hose reel



button
fire alarm

RESCUING



emergency
exit



assembly
point



escape
via a staircase



area
of refuge

WARNING



hazardous
waste



biohazard

PROHIBITION



do not use
the lift



no smoking

Management Procedure

FIRST-AID

FIRST-AID PROCEDURE

To be implemented at the university headquarters.
Largo Gemelli 1

From the site of the incident, in case of sudden illness or accident

CALL THE EMERGENCY NUMBER 2000

- ◆ The emergency team is readied for action – stay close to the ill or injured person until the emergency response officer arrives.
- ◆ The emergency team member, alerted by the operations centre, goes to the site of the incident, assists the ill or injured person and assesses the severity of the case.

FIRST-AID PROCEDURE

To be implemented on the external premises
of the university.

From the site of the incident, in case of sudden illness or accident

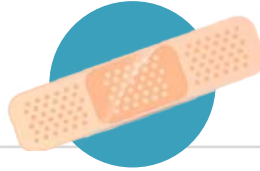
CALL THE CONCIERGE OF YOUR BUILDING

- ◆ The emergency team is readied for action – Stay close to the ill or injured person until the emergency response officer arrives.
- ◆ The emergency team member, alerted by the operations centre, goes to the site of the incident, assists the ill or injured person and assesses the severity of the case.



MINOR CASE

ON-SITE ASSISTANCE



MAJOR CASE

CALL MEDICAL EMERGENCY
IMMEDIATELY

112



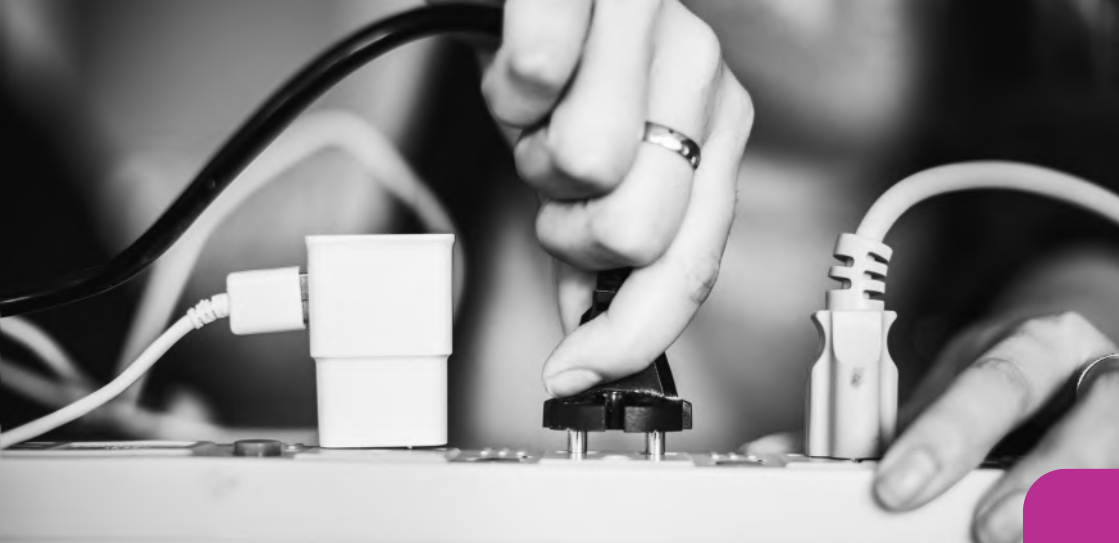
main risks on campus

RISK

Main risk factors on campus RISK REDUCTION MEASURES TO BE TAKEN

- 1 ELECTRICAL AND FIRE RISK
- 2 USE OF VIDEO TERMINALS
- 3 MANUAL HANDLING OF LOADS
- 4 PREGNANT WORKERS
- 5 LABORATORY ACTIVITIES
- 6 MICRO-POLLUTANTS

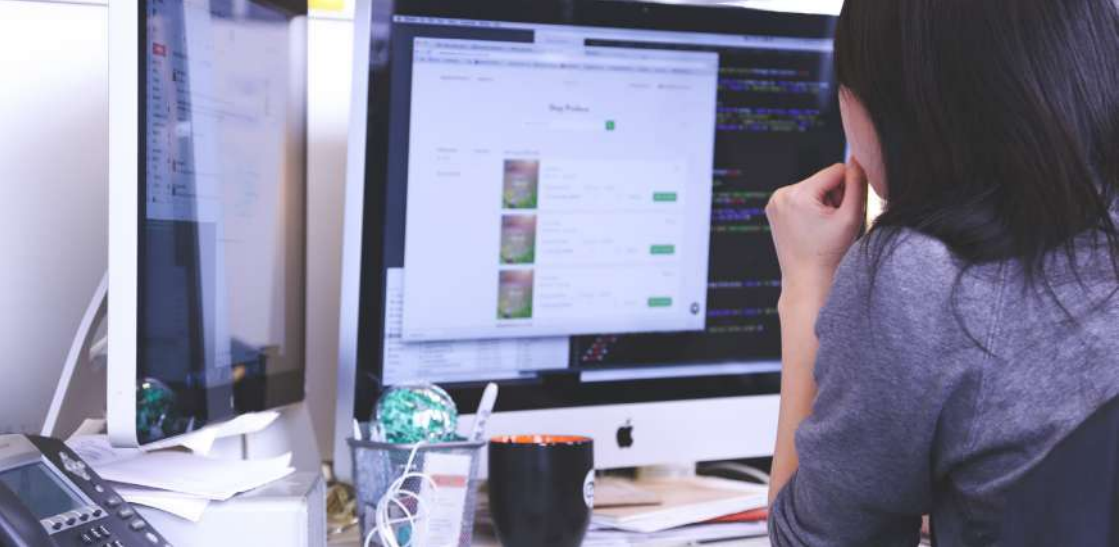




1 ELECTRICAL AND FIRE RISK

Always comply with the behavioural standards for prevention.

- + Nell'inserire e disinserire le spine dalle prese, impugnare l'apposito involucro esterno e non tirare mai il cavo elettrico.
- + Non collegare insieme più multiprese tipo "triple" (in questo modo si determina un carico eccessivo sul primo collegamento con possibile rischio di incendio).
- + Segnalare tempestivamente eventuali guasti o anomalie al personale specializzato.
- + Non installare e utilizzare apparecchiature elettriche non autorizzate (stufette, forni a microonde, fornelli, piastre ecc.).
- + Al termine della giornata lavorativa, spegnere, ove possibile, tutte le apparecchiature elettriche.
- + Per ogni necessità richiedere sempre l'intervento del personale specializzato.
- + Non utilizzare mai acqua per spegnere un incendio di natura elettrica, ma solo estintori a polvere o, preferibilmente, a CO₂.



2

RISK FROM THE USE OF VIDEO TERMINALS

There are no specific risks associated with the use of video terminals.

However, an incorrectly placed workstation can lead to musculoskeletal disorders and eye conditions. Moreover, workers using video terminals may suffer stress precisely as a result of the activity they perform.

Here are some key tips for correct posture:

- +** Relaxed shoulders and a straight back.
- +** Enough desk space in front of the keyboard on which to rest hands and forearms. (keep a distance of about 20 cm between the keyboard and the edge of the desk).
- +** Backrest adjusted for correct support of the upper and lower back.
- +** Height of seat allowing feet to fully rest on the floor (provide the workstation with a footrest).
- +** Upper part of the screen at eye level and gaze perpendicular to the monitor at a distance of 50 to 70 cm.



3

RISK FROM MANUAL HANDLING OF LOADS

Incorrect handling of loads, even small ones, can be the cause of acute and chronic conditions of the locomotor system and in particular of the lumbar spine.



Avoid overexertion:

maximum load for women ≤ 15 kg. (33 Lb)
maximum load for men ≤ 20 kg. (44 Lb)



Do not make any sudden movements or forcefully twist your trunk.



Use leg strength and not back strength.



To carry loads that are heavy, bulky or difficult to grip, use special equipment or get help from another person.



Check in advance that the load is stable and assess the characteristics of the working environment (floor sloping, stairs, uneven paths, etc.).



4

MAIN RISK FACTORS FOR PREGNANT WORKERS AND NEW MOTHERS

- + Psychophysical fatigue; posture; load handling; eye fatigue; stress.
- + It may be necessary to temporarily adjust working hours and other working conditions, including the length and frequency of breaks, and to change the type and duration of shifts.
- + Ensure that the working hours as well as the workload and working pace are not excessive.
- + Fatigue can be avoided or reduced by allowing longer and more frequent breaks during work. Ensure that there is an opportunity to sit down
- + In order to adopt the necessary protective measures, the employee is to report her condition to Human Resources Management in a timely fashion.

5

RISK FROM LABORATORY ACTIVITIES

For laboratory and research activities, it is necessary to follow the specific instructions and procedures laid down by the person in charge of the research and laboratory activities, who will be responsible for training and informing employees about the risks involved in the individual activities.



6 RISK FROM MICRO POLLUTANTS

Toner is one of the few chemicals normally found in offices as it is used in photocopiers, fax machines and some printers.

- + Follow the manufacturer's instructions
- + Avoid dust dispersion into the environment when replacing toner cartridges.
- + Have any spilled dust vacuumed up with appropriate equipment by the cleaning personnel...
- + In case of contact with toner, wash the affected area thoroughly using plenty of water and consult a doctor if the chemical comes into contact with the eyes or irritates the skin.
- + Only keep as many cartridges in stock as strictly necessary.
- + Rooms with photocopiers and printers must be properly ventilated to allow for adequate air exchange.

EMERGENCY

EMERGENCY MANAGEMENT

2000

IN-HOUSE EMERGENCY NUMBER

02. 7234.2000

BY EXTERNAL TELEPHONE

IN-HOUSE SERVICE NUMBER	INTERNAL TEL	EXTERNAL TEL
Health Centre	2217	02.7234. 2217
Surveillance Service	2262	02.7234. 2262
Health and Safety Office	3777	02.7234. 3777
Campus Directorate	3770	02.7234. 3770

EXTERNAL EMERGENCY NUMBER

In the event of a real emergency, if the situation is so serious that it cannot be handled with the means on hand, the on-site personnel will call **the Fire Brigade and/or other emergency services.**

They will also report the incident to the emergency number 2000





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HEALTH EMERGENCY



FIRE BRIGADE STATE



POLICE



CARABINIERI

FROM AN INTERNAL TELEPHONE DIAL 0 (0.112)

in case of emergency

REFERENCES, NUMBERS AND USEFUL INFORMATION

Health & Safety Service

Lgo Gemelli ,1 - 20123 Milan

Tel. 02 7234 3777

Tel. 02 7234 3797

Email: prevenzione.protezione@unicatt.it

www.unicatt.it