



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

## OCCUPATIONAL HEALTH AND SAFETY STANDARDS AND BEHAVIOURS

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### FOREWORD

Università Cattolica del Sacro Cuore has always been committed to the protection of the health and safety of people working in various capacities within it, as well as to the safeguarding of the premises and assets used for the performance of its institutional activities. The national reference standard is the “*Testo Unico della sicurezza sul lavoro*” (Leg. D. 81/2008 as amended).

Occupational health and safety must be pursued through a culture of prevention that is created, first and foremost, through training and information. Workers, students and users of the University's working environments are not only protected subjects but also active players, so they must be aware of the conditions of their working environment, the use of safety devices, and active in risk assessment and prevention.

The purpose of this information leaflet is to provide minimum behavioural information on occupational health and safety and basic guidance on handling any emergencies. More detailed information can be found on the University's intranet on the "*procedures and forms for health and safety at work*" page.

### MAIN RISK FACTORS

#### Electrical hazard and fire risk

As a general rule, always follow the rules of prevention behaviour, and do not modify the facilities and equipment provided.

#### Risk from the use of video terminals

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.



#### Risk of manual handling 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 efforts also taking into account age and gender differences.

- Do not make sudden movements, or twisting of the torso.
- Use leg strength and not back strength.
- To carry loads that are considered heavy, bulky or difficult to grasp use special equipment or get help from a colleague.
- Check beforehand that the load is stable and ascertain the characteristics of the working environment (presence of height differences, ladders, obstacles, etc.).



#### Risk to pregnant workers and workers who have recently given birth

- In order to activate the necessary protective measures, it is necessary for the worker to promptly notify the Human Resources Department of her status.
- Some activities (use of hazardous substances, biological agents, etc.) are excluded by law 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.
- Ensure that the working hours, volume and pace of activity are not excessive.
- Ensure that there is an opportunity to sit down.

#### Other risks

- Always follow the instructions given and safety signs (e.g., prohibiting access to areas where maintenance work is being carried out).
- Specific instructions and procedures established by the person in charge of the activity must be followed for laboratory and research activities.
- When replacing toner, follow the manufacturer's instructions and avoid dust dispersion into the environment.
- Rooms with photocopiers and printers should be properly ventilated.

## BEHAVIOURAL STANDARDS

- Behave in accordance with the appropriate safety signs and the directions of the personnel in charge.
- Always notify the appropriate technical facilities in case of equipment failure or malfunction.
- Transit, access and escape routes must be left free of all encumbrances, including temporary ones.
- No objects or furniture should be deposited near the emergency doors even temporarily, and these should not be prevented from closing.
- Use only the equipment, facilities and instruments provided by the University and do not overload power outlets with power strips and adaptors.
- Before using any tool or equipment, carefully read the operating rules and safety directions. 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 protectors installed on plant/machines/equipment.
- Immediately report any deficiencies or anomalies in facilities and equipment or the existence of hazardous conditions (*near miss*) to their supervisor or designated personnel, including through dedicated telephone numbers.
- To access high shelves of cabinets or shelving units, use suitable ladders, avoiding the use of makeshift means such as boxes, packages and chairs.



Smoking is prohibited in classrooms, laboratories, offices, places open to the public, libraries, storage and archives, ambulatories, technology rooms, stairways, corridors and toilets. Violators are subject to the administrative penalties in current laws.

## EMERGENCY PROCEDURES

### Actions to always do

Some rules to keep in mind to enable rapid intervention by rescue personnel:

- Realise what happened so that you can provide detailed information.
- Promptly dial the **499** telephone number (**500** if via Garzetta) dedicated to emergency management or dial **030.2406499** (**030.2406500** if via Garzetta) from any telephone device.
- Report the following information:
  - Nature of the emergency (fires, accidents...)
  - Location of emergency
  - Alleged number of people involved
  - Possible presence of injured people
  - Need for medical or technical interventions
  - Your name and phone number
- In case of a medical emergency (sudden illness, fainting, serious injury occurred at the Headquarters) call the medical emergency response team by dialling **499** or by dialling **030.2406499** from any phone.
- In case of serious and immediate danger or sound and light evacuation:
  - Check for the presence of other staff (colleagues, faculty, students, visitors).
  - Immediately move away from the premises by following safety signs and directions from staff or emergency responders.
  - Reach safe places as soon as possible.
  - Lend help to people in need, with disabilities, pregnant women.
  - Upon reaching the safe point, check that everyone is out of danger, and if in doubt, notify the appropriate personnel.
- In the event of an **earthquake**, take shelter under a table/desk, alternatively approach more resistant and safe areas: load-bearing walls, under beams or near pillars. Always stay away from windows, glass, partitions, high furniture and shelves. When the shaking is over, check whether the environmental conditions allow the activities to continue; if not,



calmly head for the nearest exit, avoiding using elevators or unsafe stairs.

- In the event of an **injury**, the injured person will be able to use the first-aid kits in the various work areas for minor dressing. In case you need treatment, you will have to wait for the arrival of health care providers alerted to the Unique Number 112.

### Actions to avoid

- Leave the building without reporting the emergency
- Dealing with life-threatening situations
- Use fire-fighting means and equipment without being sure of succeeding
- Performing manoeuvres on electrical or technological systems without precautions and training
- Use elevators and freight elevators
- Running down corridors or up stairs

### Service numbers:

References	Contact number*
Prevention and Protection Service	321
Health Surveillance Service	321
Headquarters Management	286

### Internal emergency numbers:

References	Contact number*
General emergency	499 Via Trieste 500 Via Garzetta
Medical care	499 Via Trieste 500 Via Garzetta
Vigilance	499 Via Trieste 500 Via Garzetta

\* When contacted from a device external to the university add **030.2406**

- **Unique number for external relief activation:** (Fire Department, Carabinieri, Police, medical emergency): **112**

