

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK		Version No. 1 - English of January 10th, 2014
	<i>PREVENTION AND PROTECTION SERVICE</i>		Page 1/9

This pamphlet, as an instrument of mandatory information on occupational health and safety within the workplace, in accordance with the Legislative Decree No. 81/2008 - Article 36, is aimed at all those who are attending the premises of Politecnico di Torino.

EMERGENCY PROCEDURES

ALL EMERGENCIES MUST BE DIRECTLY REPORTED TO THE RECEPTION DESK / LOGISTICS, WHICH WILL PROMPTLY ACTIVATE THE ESTABLISHED PROCEDURES.

In event of extreme urgency, or if unable to contact the Reception Desk / Logistics, please call directly the external first aid intervention.



Follow the directions of the emergency plan

What shall I do?

Reception Desk/Logistics

UNIVERSITY LOCATION	PHONE No. RECEPTION DESK	OPENING Monday to Friday	Saturday
TORINO (both old building and new building "CITTADELLA")	011 090 7777	Open 24 h	Open 24 h
CASTELLO	011 090 6655	7:30 - 21	8 - 16
VIA MORGARI	011 090 7931	8 - 20	closed
MIRAFIORI	011 090 8866	7:30 - 21	closed
LINGOTTO	011 0908888	8 - 20	closed
ALESSANDRIA	0131 229314/20	9 - 17	closed
VERRES	0125 9225 21/25 0125 9225 11/12 0125 9225 01/05	8:30 -17 (Friday 8:30-13)	closed
MONDOVI	0174 560890	8:30 - 18	closed
BIELLA	015 8551111	8:30 -18:30	closed



Please communicate

- Your name
- Your phone number
- The nature of the event (i.e., fire, accident, etc.)
- Where the event occurred
- ID-number of the area
- Severity of the event
- People and materials involved

In event of extreme urgency, or if unable to contact the Reception Desk / Logistics, please call directly



CARABINIERI	112
POLICE	113
FIRE DEPT.	115
MEDICAL EMERGENCY	118

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK	Version No. 1 - English of January 10th, 2014	
	<i>PREVENTION AND PROTECTION SERVICE</i>	Page 2/9	

ACCIDENT	<ul style="list-style-type: none"> ➤ Alert immediately the Reception Desk / Logistics. ➤ Assist the injured person / people until help arrives. ➤ If you are unable to contact the Reception Desk, please call directly the Medical Emergency by dialing the number 118. ➤ Inside the building called "Cittadella Politecnica" (address: Corso Duca degli Abruzzi, 24 - Torino), there is the infirmary (in Italian: INFERMERIA), which is open Monday to Friday 8:00 - 18.00) Phone No.: 011-090 7943 - Mobile: 335 651 54 69
Inform the Office of Personnel TA in order to draw up the accident report (Monday - Friday 8:00 -16:00, Phone: 011 0906053)	

FIRE	<ul style="list-style-type: none"> ➤ Alert immediately the Reception Desk / Logistics. ➤ If you are unable to contact the Reception Desk, please call directly the Fire Department by dialing the number 115.
If the fire developed inside the room where you are	<ul style="list-style-type: none"> ➤ Leave immediately the room and close the door. ➤ Do NOT use the elevators.
If the fire has grown out of the room and the smoke makes stairs and corridors impracticable	<ul style="list-style-type: none"> ➤ Close the door and then try to seal all the cracks with wet cloths if possible. ➤ If the smoke makes breathing difficult, filter the air with a handkerchief, better if wet, and lie down on the floor (actually, smoke tends to rise to the top).

EVACUATION	<ul style="list-style-type: none"> ➤ Keep calm. ➤ The evacuation must be fulfilled using the emergency exits.
When you hear the evacuation order	<ul style="list-style-type: none"> ➤ Make safe your own workplace (i.e., disconnect machines, terminals, and equipment). ➤ Close the windows, then get out as rapidly as possible from the room, and close the door behind you. ➤ Go through the escape routes following the safety signs. Do NOT use the elevators. Do NOT push, run or stop. ➤ Do NOT carry bulky or heavy personal items.
The teaching staff is required to	<ul style="list-style-type: none"> ➤ Assign two assistants for each not self-sufficient student in the classroom. ➤ Take charge of decisions for the safety of the students. ➤ Try to keep the panic under control, among the students. ➤ Coordinate the escape operations according to necessity. ➤ Check and make sure that nobody remains in the room. ➤ The students must go out of the classroom first. The teaching staff must go out last, and close the door of the room.

DISCOVERY OF MATERIAL CONTAMINATED BY ORGANIC LIQUIDS	<ul style="list-style-type: none"> ➤ Do not touch or move the suspect object or package. ➤ Alert immediately the Reception Desk / Logistics.
LEAK OF HAZARDOUS SUBSTANCES INSIDE THE PREMISES AREA	<ul style="list-style-type: none"> ➤ Alert immediately the Reception Desk / Logistics ➤ Go away from the place of the event, following the marked escape routes, and go outdoors. ➤ Check that nobody is blocked inside the rooms. ➤ Control the entrance, in order to prevent the access to anyone who is not assigned to the emergency operations. ➤ Check whether there are ascertainable causes for the loss of liquids or gases (like: open taps, visible damage of pipes, or perforated containers). ➤ If possible, try to eliminate the cause of the emission.



**INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY
AT WORK**

Version No. 1 - English
of January 10th, 2014

PREVENTION AND PROTECTION SERVICE

Page 3/9

<p>If you are not able to eliminate or remove the causes of the event</p>	<ul style="list-style-type: none">➤ Call the Fire Department – phone number: 115➤ Call the local medical unit – phone number: 118➤ Contain and absorb the substance loss using all the techniques, materials and personal protective equipment that are indicated in the technical sheets for the Safety in case of “Leak of Hazardous Substances”.
<p>When the operations of containment and absorption have been completely carried out</p>	<ul style="list-style-type: none">➤ Ventilate the room until the smell of the spilled product is no longer perceivable.➤ Verify that the floors are clean and not slippery.
<p>LEAK OF HAZARDOUS SUBSTANCES OUTSIDE THE PREMISES AREA</p> <p>If you are inside a closed place, and the leak of hazardous substances occurred in the external environment</p>	<ul style="list-style-type: none">➤ Alert immediately the Reception Desk / Logistics.➤ Keep calm.➤ Close the windows.➤ Tighten the air conditioners and all the ventilation systems that are in contact with the outside environment.➤ Seal the windows and openings with tape and wet towels.➤ Take shelter in the most interior rooms.➤ Try to breathe through a wet cloth, slowly, and as less as possible.
<p>EARTHQUAKE</p>	<ul style="list-style-type: none">➤ Keep calm.➤ Do NOT rush outside: there is the risk of falling materials.➤ Remain in the room and take shelter under a desk, or under the main beam of the door, or next to the weight-bearing walls.➤ Move away from windows, glass doors, and furniture that might cause injury during the shocks. If you are in the stairwell, distance yourself from the railing.➤ At the end of the shock, leave the building without using the elevator.
<p>In the laboratory, after the shock</p>	<ul style="list-style-type: none">➤ Those who work in the laboratory, or on machinery and equipment, must make safe what they are using.➤ The laboratory staff must analyze the sections of the power lines and intercept the lines of the technical gases.
<p>OVERFLOWING</p>	<ul style="list-style-type: none">➤ Do not attempt to cross environments full of water, unless you perfectly know the place, the depth of the water environment and the existence of wells, ditches, tanks and depressions.➤ Avoid remaining inside environments in which there are electrical devices and equipment.
<p>INUNDATION</p>	<ul style="list-style-type: none">➤ Move towards the upper floors, and do NOT use the elevator.➤ Do NOT ever get away from the building when the surrounding area is completely overrun by flood waters, in order to avoid the drag due to the violence of the water itself.➤ Wait for the rescue staff, and indicate your position.
<p>REPORTING OR SUSPICION OF EXPLOSIVE WEAPONS</p>	<ul style="list-style-type: none">➤ Alert immediately the Reception Desk / Logistics.➤ If you are unable to contact the Reception Desk, please call directly the Public Security Forces (Police) by dialing the number 113.
<p>Threat by phone</p>	<ul style="list-style-type: none">➤ The person receiving the bomb threat should remain calm and try to get as much information as possible from the bomber.
<p>Written threat</p>	<ul style="list-style-type: none">➤ Do NOT give a general alarm.➤ Keep all the material for police examination, including the envelope or container, and avoid touching this material.

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK	Version No. 1 - English of January 10th, 2014	
	<i>PREVENTION AND PROTECTION SERVICE</i>	Page 4/9	

Suspicious packages	<p>If you see a suspicious object or package:</p> <ul style="list-style-type: none"> ➤ Do not touch or move the suspicious object or package. ➤ Check the possible existence of other suspicious objects or packages. ➤ Do NOT use mobile phones in the proximity of the object. ➤ Open the windows in the area immediately next to the object. ➤ Evacuate the area immediately.
Evacuation	<ul style="list-style-type: none"> ➤ When you hear the evacuation order, move away bringing your own bags and personal things or packages. ➤ Do NOT touch packages or bags that are not your own, and please inform immediately about the presence of any suspicious bags or packages. ➤ Do NOT enter again in the building if the Police has not authorized the entrance.

ROBBERY OR AGGRESSION	<ul style="list-style-type: none"> ➤ Alert immediately the Reception Desk / Logistics. ➤ If you are unable to contact the Reception Desk, call directly the Public Security Forces (Police) dialing the number 113.
<p>If suddenly a gun or knife is pointed at you, try to keep yourself calm. Criminals are often under a strong tension. So, it is extremely important prevent them from having violent reactions.</p>	<ul style="list-style-type: none"> ➤ Keep away from the attacker, especially if he/she is carrying own weapons (like guns or knives) or improper weapons (like paper cutters or sharp objects). ➤ If the criminal threatens you, but the weapon is not visible, always assume, in any case, that he/she DOES have a weapon: this is the most reasonable and prudent behavior. ➤ Follow the instructions of the criminal, with no hurry, but neither too slowly: do whatever the criminal asks, and nothing more. A calm behavior, but not extremely cooperative, is the most appropriate approach, and it is just what the criminal is expecting from you. ➤ Try to calm down the aggressor with accommodating words, and do NOT discuss with him/her, but above all do NOT criticize nor contradict his/her statements. Try to make the aggressor talking all the time, until the arrival of the police: an attacker that speaks does not usually commit irremediable acts. ➤ Do NOT try to intervene directly, in order to avoid possible dangerous reactions, which could harm the attacked person or the hostage. ➤ Do NOT obstacle the criminal/s while they go away, in order to avoid retaliation.

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK	Version No. 1 - English of January 10th, 2014	
	<i>PREVENTION AND PROTECTION SERVICE</i>	Page 5/9	

RESPONSIBLE STAFF FOR THE SAFETY AT POLITECNICO DI TORINO

EMPLOYER	Dean of the Politecnico di Torino - Prof. Marco Gilli	
SAFETY MANAGER	<ul style="list-style-type: none"> • Heads of Departments • Area Managers • Service Responsible of Level 1 • Office Responsible of Level 1 	
RESPONSIBLE FOR THE TEACHING ACTIVITIES AND THE LABORATORY RESEARCH	<ul style="list-style-type: none"> • A person that, individually or as a group coordinator, carries out teaching and research activities in the laboratory. • Appointed Teacher, who conducts teaching or research activities in the laboratory. • Teacher who is a supervisor of theses, which includes activities in the laboratory. 	
AUTHORIZED STAFF IN CHARGE	<ul style="list-style-type: none"> • Office Responsible of Level 2 • Service Responsible of Level 2 • Responsibles for the Laboratories 	
MEDICAL DOCTORS IN CHARGE	<ul style="list-style-type: none"> • Dr. Giovanni Donna • Dr. Angelo Franzo • Dr. Anna Maria Lobue 	infermeria@polito.it
PREVENTION AND PROTECTION SERVICE	<ul style="list-style-type: none"> • Ing. Davide Negro (RSPP) • Ing. Marco Caputo (ASPP) • Mrs. Franza De Zan • Mrs. Gianni Guglielmetto 	Phone No.: 011 - 090 6186 servizio.prevenzione@polito.it
INFIRMARY	POLITECNICO DI TORINO C.so Duca degli Abruzzi, 24 - Torino Phone No.: 011 - 090 7943	OPEN: Mon. - Fri. 8:00 - 18:00 infermeria@polito.it
CONTACT PERSON FOR THE SAFETY	https://www.swas.polito.it/intra/prevenzione/referenti/referenti_sicurezza.asp	
EMERGENCY TEAMS	https://www.swas.polito.it/intra/prevenzione/squadra_emergenza/squadra.asp	
WORKERS' REPRESENTATIVES IN CHARGE FOR SAFETY	rls@polito.it	
WORKERS AND STUDENTS	<ul style="list-style-type: none"> • Teaching staff, researchers, technical and administrative employees from Politecnico di Torino. • Holders of research grants. • Undergraduates, graduate students, interns, students with a scholarship, if they attend educational workshops, research and, because of their specific activity, are exposed to risks. • Workers not organically structured but having special and regular contracts with Politecnico di Torino (i.e., contracts of coordinated and continuous collaboration). • Staff belonging to other organizations, both public and private, that due to specific agreements work in the locals of the university. • Students of educational institutions and universities that temporary use laboratories, instrumentation, equipment and devices, including equipment provided with display screens, as well as chemical, physical and organic agents. 	

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK	Version No. 1 - English of January 10th, 2014	
	<i>PREVENTION AND PROTECTION SERVICE</i>	Page 6/9	

WORKER'S MAIN OBLIGATIONS:

- You are expected to observe the rules and instructions given by the employer, the managers, and by the persons in charge for collective and individual protection.
- You must use properly the work equipment, chemicals and dangerous substances, means of transport, as well as safety devices.
- You must report immediately to the employer, manager, or person in charge, any inadequacy or malfunctioning of the safety devices and equipment at your disposal, as well as any hazardous condition of which you are aware. Within your own skills, you should try to eliminate or reduce the impact of severe, upcoming dangerous situations.
- Do NOT perform operations or actions that you are not in charge of, and do NOT remove or modify safety devices, or signaling and control devices, without a specific authorization.
- You must periodically undergo the expected medical check-up.
- You are expected to participate in training programs organized by the employer, and to apply what you have learned during your training period.
- You should contribute, together with the employer, to the fulfillment of all the duties provided for by law, or necessary for the protection of the occupational health and safety.

RISK FOR OCCUPATIONAL SAFETY

The hazards that may arise in the workplace can be grouped as follows:

- Risks about occupational safety (accidents): all those risk factors that may affect the safety of the employees during the performance of their duties. Among these we can recall the risk of fire, non-compliance of the real estate or single rooms, floods, earthquakes, machines that present a risk of injury or cuts, or injuries in general, and also explosions, machinery and equipment.
- Health risks (environmental and/or sanitary risks): this category includes the risks arising from exposure to chemicals, physical agents (noise, vibration, electromagnetic fields, etc.), or related to the sanitary conditions of the rooms, microclimate, and in general all those factors which may affect the workers' health in event of prolonged exposure to the above mentioned agents.
- Risks for occupational health and safety: this group includes risks arising from critical situation related to the organization of work and tasks, shifts, monotony of the tasks whose performing actions are rather repetitive and non-diversified. In this group of risks we can recall all those factors that cannot be fully and univocally associated to the other categories, but which to a certain extent can expose the workers to several factors of discomfort.

USEFUL GLOSSARY

- ✓ **Danger (dangerous agent):** properties or intrinsic quality of a specific entity (e.g., materials or work equipment, chemical, physical or organic agents) and/or work activities that can be potentially harmful to humans and the environment.
- ✓ **Risk:** outcome of the probability (*P*) (which is a function of the expected frequency of occurrence) of the damaging event, and the severity of the consequences (*M*) on the exposed people.
- ✓ **Damage:** physical injury or corruption of one's health status, provoked by an accident or a harmful agent.
- ✓ **Prevention:** the whole spectrum of planned regulations or implemented measures at all stages of the work activities, to avoid or reduce the risks in respect of the population's health and the conservation of the external environment.
- ✓ **Emergency:** dangerous situation that requires outstanding security measures.
- ✓ **Accident:** not-expected event that causes, or could cause, harm to people, property and/or environment.

DOCUMENTATION, FORMS, AND PROCEDURES

	POLITECNICO DI TORINO	F	INFORMATION GUIDE
	INFORMATION TO THE EMPLOYEES ON HEALTH AND SAFETY AT WORK	Version No. 1 - English of January 10th, 2014	
	<i>PREVENTION AND PROTECTION SERVICE</i>	Page 7/9	

From the web portal of Politecnico di Torino, you can access to the website of Prevention and Protection Service, where you can find both the information and training documentation for workers, beside all the procedures for the correctly and safely carrying out of the work activities at Politecnico.

<https://www.swas.polito.it/intra/Prevenzione/>

PREGNANT EMPLOYEES

The Legislative Decree No. 151/ 01, "Legislative regulations on the protection and support of motherhood and fatherhood", provides that the employer must adopt appropriate measures for the protection of the health and safety of workers during the period of pregnancy, and up to seven months after childbirth, on condition that the persons concerned have informed the employer about their pregnancy, in accordance with the regulations in force. The obligation to disclose the pregnancy is for all female staff, as well as female students and guests.

The physical agents (e.g., ionizing and non-ionizing radiation, static magnetic fields, vibrations, and bumps), chemical and organic agents, and particular working conditions (e.g., transport and handling of cargo, noise, heating stress) may be harmful to the mother and the unborn child. The danger may arise from the direct manipulation of substances or exposure to potentially hazardous environments, such as laboratories, especially in the first three months of pregnancy.

Women who are pregnant, as well as women who have recently given birth, or are breastfeeding, should abstain from the use of chemical, physical and organic agents. Furthermore, they must NOT stay inside rooms or work environments where the above mentioned agents are used. They must also abstain from potentially dangerous, harmful activities.

As soon as the state of pregnancy has been confirmed, the concerned persons must communicate their pregnancy to the Prevention and Protection Service, as well as to the Director or Manager of the institution where they work.

ASBESTOS

At the premises of Politecnico di Torino there is the presence of asbestos cement products, but only under conditions of confinement or encapsulation. These products are identified by the symbol shown here on the right side.

In presence of this symbol (on machinery, pipelines, walls, coverings, panels, or restricted areas), it is absolutely forbidden to make, in the proximity of the mentioned artifacts, any operation of mechanical interaction, which can cause damage to the protection devices or encapsulation systems.

In the event of damage or discovery of artifacts with suspected presence of asbestos immediately inform the Prevention and Protection Service and follow the instructions contained in the Procedure available at the following link:

https://www.swas.polito.it/intra/_lib/downloadfile.asp?id=89054



GUIDELINES FOR THE OCCUPATIONAL HEALTH AND SAFETY

<https://www.swas.polito.it/intra/prevenzione/riferimenti/documentazione.asp>



SEGNALETICA DI SICUREZZA - SAFETY SIGNS

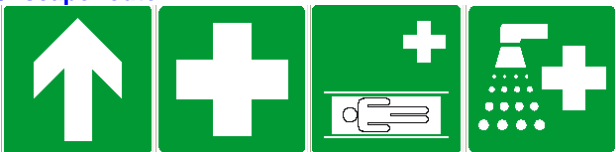
Segnaletica di salvataggio - Emergency escape signs



Percorso/uscita di emergenza – Emergency Exit /Escape route



Percorso/uscita di emergenza – Emergency Exit /Escape route



Percorso/uscita di emergenza Emergency Exit /Escape route	Pronto soccorso First-aid	Barella Stretcher	Doccia di sicurezza Safety shower
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Segnaletica di avvertimento - Warning signs



Materiali radioattivi/ Radioactive materials	Carichi sospesi/ Hanging loads	Carrelli di movimentazione/ Industrial vehicles	Tensione elettrica pericolosa/ Dangerous electrical voltage
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Pericolo generico/ General danger	Raggi laser/ Laser Beams	Materiale comburente/ Combustive material	Radiazioni non ionizzanti/ non ionizing radiation
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Campo magnetico intenso/ Strong magnetic field	Pericolo di inciampo/ Danger of stumbling across obstacles	Caduta con dislivello/ Beware drop below	Rischio biologico/ Biological risk
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Bassa temperatura/ Low temperature	Sostanze nocive irritanti/ Harmful or irritant materials
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Segnaletica di divieto - Prohibitory signs

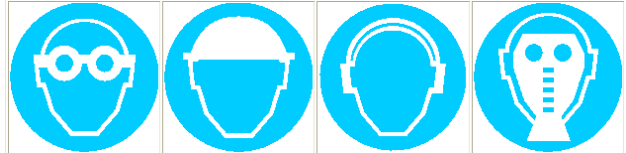


Vietato fumare o usare fiamme libere/ No smoking. Do not use open flames	Vietato fumare/ no smoking	Vietato ai pedoni/No access for pedestrians	Divieto di spegnere con acqua/ do not extinguish with water
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Acqua non potabile/ Not drinking water	Divieto di accesso alle persone non autorizzate/ not access for unauthorised persons	Vietato ai carrelli di movimento/ No access for forklifts or other industrial vehicles	Non toccare/ do not touch
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Segnaletica di prescrizione - Mandatory signs



Protezione obbligatori a degli occhi/ Eye protection must be worn	Casco di protezione obbligatoria / Safety helmet must be worn	Protezione obbligatoria dell'udito/ Ear protection must be worn in this area	Protezione obbligatoria delle vie respiratorie / Respiratory protection must be worn
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Calzatura di sicurezza obbligatori a / safety boots must be worn	Guanti di protezione obbligatori / safety gloves must be worn	Protezione obbligatori a del corpo/ safety overalls must be worn	Protezione obbligatoria del viso/ face protection must be worn
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Rischio chimico - chemical risk signs



Esplosivo/ Explosion risk	Inflammabile/ fiammable materials	Comburente/ Oxidising	Gas compressi/ gas under pression	Corrosivo / corrosive
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Tossico/ Toxic	Tossico a lungo termine/ Respiratory sensitisation	Nocivo/ General warning	Irritanti/ Irritant	Pericoloso per l'ambiente/ Hazardous to the environment
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