



"INFORMA"
INFORMATIONS TO EMPLOYEES
ART. 36 DLgs 81/08



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SINCERT

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0. INTRODUCTION

The prevention of accidents at work is ruled, in all European Union members States, by specific rules and measures that must be adopted to safeguard the health and the safety of workers. In Italy, the main provision in this field is Legislative Decree n° 81/08 and later modifications, that defines the rules to be observed for the management of a prevention of risks at the workplace system.

1. NEW LEGISLATIVE DECREE n° 81/2008

The Legislative Decree n°81/2008 defines the rules to be observed for the management of a prevention of risks at workplace and identifies specific procedures and specific task force:

- Head of the prevention and protection service (RSPP);
- Workers' safety representative (RLS);
- Competent Doctor (MC);
- Officers in charge of fire prevention, fire-fighting, first aid, emergency medical care, evacuation of workers in case of danger measures.

2. ORGANIZATION OF SAFETY

Independently to their job, all company's employees have to be involved to safeguard the health and the safety of the workplace.

2.1 EMPLOYER

THE EMPLOYER is responsible of everything happens in the Company and he is the first responsible of health and safety of the workplace.

He has to:

- assess the risks of safety and health of employees, including who's under particular risk exposure;
- choose, in the Company, the officers in charge of prevention and protection service or choose an external consultant;
- if necessary, designate the Competent Doctor;
- choose the employees in charge of fire prevention, evacuation of workers in case of danger, first aid and emergency medical care;
- estimate the risks and work out at the document with the head of the prevention and protection service, the competent doctor and workers' safety representative;
- give to the employees personal protective equipments (DPI).



2.2 PREVENTION AND PROTECTION SERVICE

The PREVENTION AND PROTECTION SERVICE consists of people working in or out of the company, which are involved in the prevention and protection of risks.

After consulting workers' safety representative, the employer identifies the officers and the head of prevention and protection service, who has to be able to:

- identify risks;
- assess risks;
- identify and work out on safety's procedures;
- identify the health of workplace;
- work out on prevention and protection plans;
- work out on training programs;
- inform the employees about risks and measures that must be adopted to safeguard the health and the safety in the workplace.



The employer gives all the necessary informations to the prevention and protection service: nature of risks; organization of work; program and execution of preventive measures; description of machineries and work processes; data of accident book and professional diseases; prescriptions of security service. The members of prevention and protection service have to keep a secret about working processes.

2.3 COMPETENT DOCTOR (MC)

Another important figure in the prevention is the Competent Doctor: he is a doctor with a specific expertise in occupational medicine.



In case of risks' exposure or in case of employees' request, he has to perform health monitoring and gives a judgment regarding the specific task of the employee.

In addition to health monitoring, the competent doctor has to: collaborate with employer to protect the health of workers, doing periodically health checks; explain the meaning and the results of the health check; visit the workplace; work in the emergency staff; collaborate to the training and information of workers.

2.4 WORKERS' SAFETY REPRESENTATIVE (RLS)

All the employees have to actively and directly participate to the prevention to ensure the protection in the company.

The workers' safety representative:

- accesses to the workplace;
- is consulted on risks' assessment;



- is consulted on the nomination of prevention service staff;
- is consulted on the organization of training;
- receives informations regarding risks' assessment and measures of prevention;
- receives informations from security service;
- receives appropriate training;
- participate to the regular meeting;
- proposes the prevention activities;
- if he thinks that prevention measures are not appropriate, he can recourse to the competent authority;
- can access the report on risk assessment.

Moreover, he must have the time needed to play the role assigned.

2.5 OFFICERS IN CHARGE OF EMERGENCY (fire prevention, evacuation of workers, first aid)

It is necessary to organize a first aid in case of danger (accident or illness, fire prevention, rapidly evacuation workers from workplace). The aim is to predict the probable emergencies that may occur, and to have appropriately trained staff, able to timely implement the first measures, pending the arrival of Fire or Emergency Department, or in case workers must leave the workplace, able to organize fast and right evacuation.

2.6 DUTIES OF WORKERS

In general, the most important principle is that:



Art.5: "...Each employee must take care of his safety and health and also must take care of other workers in the same workplace. Wrong actions or omission can be very dangerous..."

The employees must:

- observe the safety standards set by law and those given by the employer;
- correctly use work equipment, machinery, tools, hazardous substances, transportations and also safety devices;
- correctly use and take care of personal protective equipment (DPI), without making changes;
- report to the employer, manager or person in charge, any anomalies detected in the safety and protection devices. Also report any hazardous conditions that they observe, and in case of emergency, work directly (within their power and capabilities) to eliminate or to reduce the danger, notifying the fact to the person responsible for safety;

- do not remove the protective systems of the machinery in order to work faster and however do not make changes on their own initiative;
- do not close or prevent the free opening of emergency doors; do not occupy emergency routes with materials and stuffs;
- do not dirty warning signs of emergency routes;
- do not make on its own initiative, any operations or manoeuvres that are not within your competence;
- do any required health checks;
- participate to training courses, arranged by the employer.

3. JUVENILE WORKERS



The minimum age for admission to employment is fixed when the child has completed his compulsory education but cannot be less than 15 years of age.

Juvenile workers cannot work on processes that expose them to physical and biological agents or hazardous chemicals.

The exemption is provided for teaching or training reasons and only for the necessary time to such training in the classroom, laboratories or in the workplace; the training has to be done under the supervision of competent trainers and in compliance with all health and safety requirements prescribed by law.

Minors may be allowed to work just if the competent doctor consider them fitting for work. The eligibility of minors must also be determined later, regularly visiting them (at least annually).

The Competent Doctor or a doctor of National Health Service are responsible for health surveillance.

4. MATERNITY

Pregnant woman may not be engaged in hazardous, tiring or unhealthy works.

The employer must assess any risks that may affect the health of pregnant or breast feeding woman up to seven month postpartum.

The workers have to notify their pregnancy to the employer as soon as they know, to allow the employer to take the necessary prevention and protection measures.



In particular it is very important to assess the chemical, physical and biological risks and processes and working conditions that may be hazardous.

The following works are prohibited:

- heavy work;
- transport and lifting weights;
- work on ladders and mobile or fixed scaffolding;
- **standing work for half of the working day or tiring position work ;**
- work with wagging machines or with tools that transmit intense vibrations;
- work performed on vehicles in motion;
- **work involving exposure to ionising radiation or biohazard;**
- **work involving exposure to hazardous chemicals (toxins, harmful, irritants);**
- work taking place in particularly unfavourable microclimatic conditions or in high dusty or noisy environments;
- work during night (from 24.00 to 6.00am) up to a year of the child.

Pregnant women cannot work:

- the two months before the expected date of childbirth;
- during the three months after childbirth.

The prohibition is anticipated to three months before the expected date of birth when the pregnant workers are employed in arduous and injurious jobs and may be delayed to a month if working conditions permit and after competent doctor opinion.

The Provincial Department of Work can provide, on the basis of medical assessment, the disqualification of pregnant workers from work, for the following reasons:

- in case of serious complications of pregnancy or pre-existing forms of disease that are expected to become worse by pregnancy;
- when the working conditions or environment are considered injurious for woman and child's health;
- when pregnant workers cannot be moved to another job.

5. BEHAVIOR

5.1 SELF-CONTROL

The self-control and careful behaviour of every worker are the best protection against accidents.

During work it is very important avoid jokes and dangerous acts that may distract or cause harm to colleagues.

5.2 ATTENTION

The attention is another important element to prevent accidents.

The ability to keep up the vigilance and control of your actions, and of those people around us, can guarantee our safety at work, at home or on the road.



5.3 RULES

General rules that most directly affect the behaviour of workers:

- follow the instructions received from employer;
- do not use machines or systems without authorization and do not perform manoeuvres without competence;
- use safety device carefully;
- report the deficiencies of the safety and security devices and also report the conditions of danger;
- do not remove or modify safety and security devices without authorization;
- when the work requires the involvement of many people, work closely;
- report exactly and soon about injuries;
- undergo to provided health checks.

6. WORKPLACE



The workplace must be clean and ordered. The floor should not be cluttered with materials not related to the work or with rejects.

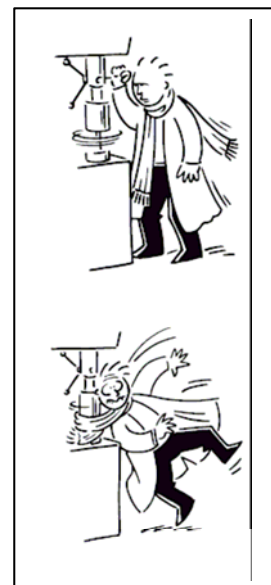
The required materials and equipment should be placed in a stable and rational way.

It is important to avoid the shedding of fatty and oily substances. If this happens, clean the floor immediately.

7. PERSONAL PROTECTION

7.1 WORK CLOTHING

- Do not use personal clothing in the work place.
- Close-fitting sleeves.
- Hair tied up out of the way.
- No wide pullovers, flapping coats or scarves.
- No jewellery.
- Do not clean the clothes using flammable or toxic substances, or using high pressure air.
- Do not use sandals or high heels.



7.2 PERSONAL HEALTH

Workers must pay attention to personal health, using appropriate detergents. It is forbidden to use products such as oils, solvents, gasoline etc for personal cleaning.

Dirty rags should not be kept in the pockets of working clothes. Personal clothes must be properly cared.

8. DIET

The diet has to be:

- proportional to energy expenditure during working day;
- correctly divided during a day;
- balanced.



8.1 HUNGER AND THIRST

- Only eat your meal in the provided rooms. Otherwise you will suddenly find traces of your workplace in your sandwich.
- 10 to 20 percent of occupational accidents happen because alcohol. Never consume alcohol or other drugs either before or during work.
- Small amount of alcohol can be drunk just during meal. Pay attention drinking frozen and sparkling drinks.

9. ALCOHOL AND DRUGS

9.1 ALCOHOL

Alcohol is a toxic and potentially carcinogenic substance with high ability to induce dependence. Moreover, in some workplace, the interaction with solvents, pesticides, metals and other factors such as noise, low temperatures and tiredness, increases the risk of developing occupational diseases.

Alcohol may expose people to high risks of accidents or injuries; even a single or occasional episode of consumption can be dangerous.



To carry out any work that requires attention such as driving or operating machinery, it is important to maintain the integrity of psychophysical efficiency. This is directly correlated to alcohol levels.

9.2 DRUGS

Drugs are psychoactive substances that have an **effect on the central nervous system and alter psychophysical balance of organism**.

When we talk about drugs, usually we talk about abuse of drugs, that means a **stimulant and non-therapeutic use of psychoactive substances**, leading to clinically significant impairment or distress and also the occurrence, within a period of 12 months, at least of one of the following conditions:

- 1 Continuous use of the substance leading to inability to fulfil the main tasks associated with the role at work, at school or at home;
- 2 Drug use in physically hazardous situations (eg. driving the car);
- 3 legal problems related to the use of the substance;
- 4 social or interpersonal problems caused or exasperated by the effects of the substance (DSM IV).

10. PERSONAL PROTECTION EQUIPMENT (DPI)

The personal protective equipment (DPI) is all equipment and any other accessory designed to be worn and held by the worker in order to protect him against one or more hazards.



- **Hair protection equipment (guard):** "workers operating in, or transiting close to rotating bodies that can entangle hair, or working close to flames or incandescent material, need appropriate resistant and washable guard, able to wrap hair".
- **Head protection equipments (helmets):** " workers exposed to specific dangers as falling materials or contact with hazardous items, need appropriate headgears. Even workers operating for prolonged period under the sun, need appropriate headgears.
- **Eye and face protection equipments (glasses and masks):** "workers exposed to eyes' injury due to flying splinters or burning, caustic, corrosive or otherwise harmful materials, need appropriate glasses, masks or screens".



HELMET PROTECTION IS MANDATORY



EYES PROTECTION IS MANDATORY

- **Hearing protection equipments** (headphones, ear plugs): "workers exposed to specific risks of noise, need appropriate hearing protection equipments".



HEARING PROTECTION IS MANDATORY

- **Respiratory protection equipments** (respirators, masks...): "workers exposed to specific risks of gas, dust or noxious fumes inhalation, need respirators or others appropriate respiratory protection equipments. Those equipments have to be stored in an appropriate and easily accessible place".



MASKS USE IS MANDATORY

- **Hands and harms protection equipments** (gloves): "workers who deal with works presenting specific hazards as punctures, cuts, abrasions, burns, caustic, need gloves or other appropriate protection equipments".



PROTECTIVE GLOVES ARE MANDATORY

- **Feet and legs protection equipments** (safety shoes): "workers who deal with works presenting specific hazards as burns, caustic or crushing, need appropriate and resistant shoes suitable for the risk. Workers should be able to pull out quickly the safety shoes.



SAFETY SHOES ARE MANDATORY

- **Body protection equipment** (aprons, screens...): "workers need appropriate screen, aprons, and every other body protection equipment if they work under particular conditions that can be hazardous for their body".

- **Fall protection equipments** (slings): "workers exposed to danger of falling or working within wells or cistern, need appropriate safety slings".



SAFETY SLING IS MANDATORY

WORKERS MUST USE PROTECTION EQUIPMENTS CORRECTLY, REPORT ANY DEFICIENCY AND ENSURE ITS PRESERVATION.

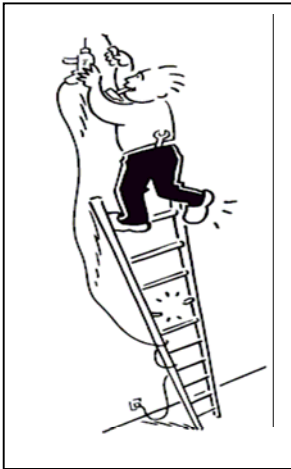
11. TOOLS WORK

11.1 HAND TOOLS

- Check the condition of your hand tools regularly (sharpness of cutting tools, condition of shafts and handles, etc.).
- Always use the appropriate tools: screwdrivers are not impact tools.
Tools with sharp tips and blades must be protected whenever they are carried around.



11.2 LADDERS

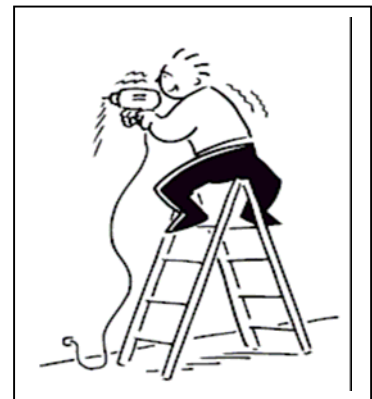


Simple ladders

- Check ladders before using them.
- Never use a ladder that is in need of repair.
- When ascending and descending, keep your hands free to hold onto the rungs.
- Wear well-fitting shoes.
- Secure the upper end against slipping. It must be one meter longer than the point where you leave the ladder.
- Never stand on the top three rungs.
- Always adhere to the correct angle.
- Position the ends of the side rails where they cannot slip.

Stepladders

- Stepladders can easily topple sideways. They should only be used if the ladder has to stand free in an area.
- Use a ladder propped against a wall or a step-up whenever horizontal forces are involved.
- Always use mobile scaffolding for heavy, time-consuming work and never a ladder.
- Never stand on the top three rungs.



11.3 MACHINERIES AND SYSTEMS

Machineries and systems should not be used without permission.

Before starting any work, it is important to control that necessary protections and screens are available and safety devices are running. In case of ventilation is necessary, it is also important to check it is working .

DO NOT REMOVE GUARDS

Machinery guards and safety devices must be removed just for machinery maintenance and repair and just prior authorization of superiors. Moreover, the superiors should indicate the replacement measures to be taken in these cases. Guards and safety devices must be reactivated as soon as possible.



DO NOT CLEAN OR OIL MOVING BODIES

It is forbidden to clean or oil moving bodies or machinery, unless this is required by particular technical requirements. In this case it is important to avoid any dangers. It is forbidden to make repairs or adjustments on moving bodies. If necessary, use appropriate cautions.



12. LIFTING AND TRANSPORTING LOADS

12.1 MANUAL HANDLING OF LOADS (PRINCIPLE FOR PROPER HANDLING)

Manual handling of loads means lifting, pushing, towing and carrying loads.



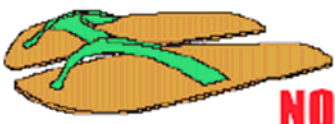
The major hazards of a wrong handling of loads are lumbar spine lesions. For this reason it is necessary that worker knows the techniques to correctly handling loads and follows the rules below:

- control the load (presence of edges, weaker parts, if it is slippery, fragile, bulky, etc); decide how handle and place the load;
 - there must be no obstacle on the route to be made;
 - adequate space must be available to handle loads correctly;
- departure and arrival should be placed at least at 50-100 cm;
 - find the best balance and avoid twisting and flexion of the spine and physical efforts;
 - ensure a secure grip: do not use only the fingers but the whole hand;
 - hold the load close to the body;
 - use protective devices supplied by the employer, such as helmets, gloves, shoes, etc...;
 - alternate handling with lighter works;




- do not flex the upper body when you lift loads;
- during loads transport, use additional tools suitable to the type and weight of the load;
- hold the load in a well balanced way;
- do not transport loads with oily and greasy hands;
- do not pull but push carts without drawbar by hands;
- highlight the significant long loads and maintain the front end in the up position;
- do not store loads close to the stairs, fire alarm, emergency exits.

HOW TO REDUCE THE LUMBAR BACK LOAD



NO



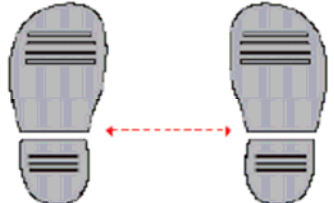
NO

The shoes and the feet position

It is very important to guarantee a good feet adhesion to the ground. So it's important don't use:

- High heels
- Clogs
- Slippers.

To guarantee a good stability during manual handling of loads, it'd fundamental to leave more space between feet to increase the support base



HOW TO LIFT THE LOAD FROM FLOOR

YES



Hold the load close to the body and grip it with both hands; bend the knees and not your back

NO

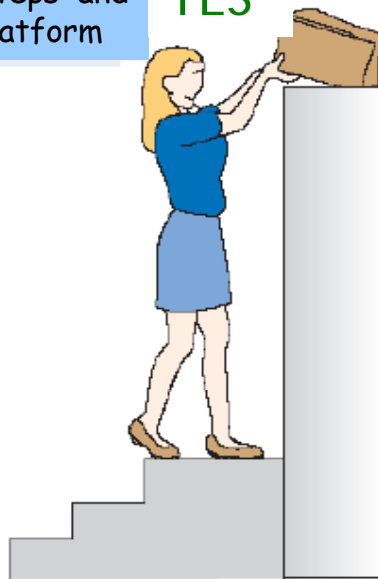


Do not hinge on the lumbar vertebrae

HOW TO PLACE AN ITEM ON THE HIGH

Use a ladder with steps and wide platform

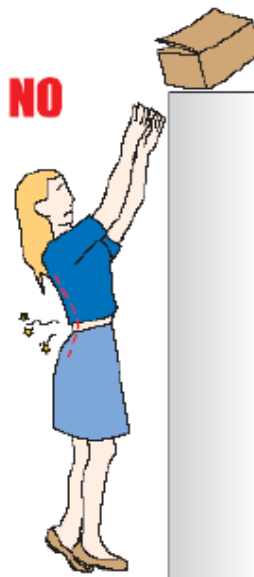
YES



Avoid:

- Raising on tiptoe: this can cause loss of balance
- Arching your back backwards to avoid damage of lumbar vertebrae
- Support the weight on fingertips in danger of dropping the object

NO



12. 2 LIFTING AND TRANSPORTING BY MOTORIZED TRANSPORT

- **Do not lift and transport loads without authorization;**
- respect weight limits;
- use slings and hook loads;
- **avoid hanging loads moving over the place where it can be dangerous; if it is not possible avoid it, announce the manoeuvre by appropriate signals;**
- **adjust the speed** according to the characteristics of the route, the nature of the cargo and the possibility to stop the vehicle.

12.3 DANGER FROM HANGING LOADS

- Never stand or pass under a hanging load! This applies to crane drivers and slingers just as much as the everybody else;
- always maintain an adequate distance from the side! This will reduce the danger of being trapped or hit by the swinging load;
- **important:** Never use faulty slinging material (straps).

13. INTERNAL TRAFFIC

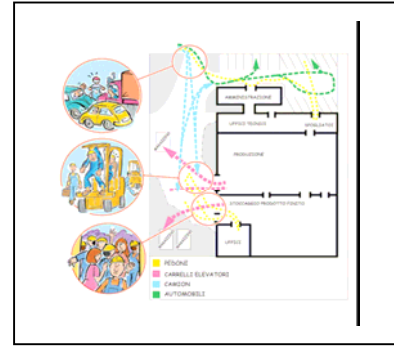
13.1 TRAFFIC OF PEOPLE

Within the workplace:

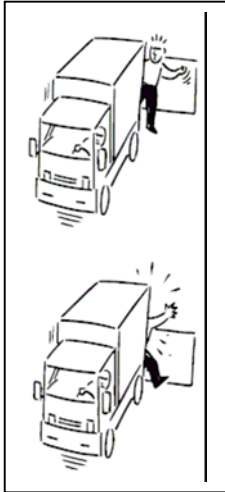
- follow the signs directions observing obligations, prohibitions and requirements; behave cautiously in the presence of danger signals;
- **use the allowed routes and use the appropriate pedestrian crossing, walkways and so on;**
- do not run, in particular during the entry and the exit, ascending or descending the stairs, in the corridors or close to exits and crossroads;
- **do not walk or stand under hanging loads** or in the area which can be dangerous for any fall of loads;
- do not go up or down from a moving vehicle or being transported outside the cockpit;
- do not use vehicles which are in use of authorized staff;
- do not be carried by lifting and transporting vehicles that have to be used just for handling of materials.

13.2 TRAFFIC OF VEHICLES

Drive at moderate speed following the required precautions, complying with directions and signs.



13.3 SIGNALLERS LEAD DANGEROUS LIVES



Signallers can be struck and crushed by reversing trucks. Always pay attention to the following rules when signalling:

- maintain visual and verbal contact with the driver through the open window;
- ensure that nobody is behind the truck;
- stand to one side of the vehicle when giving a signal to reverse;
- never stand in the path of the truck.

14. ELECTRICITY

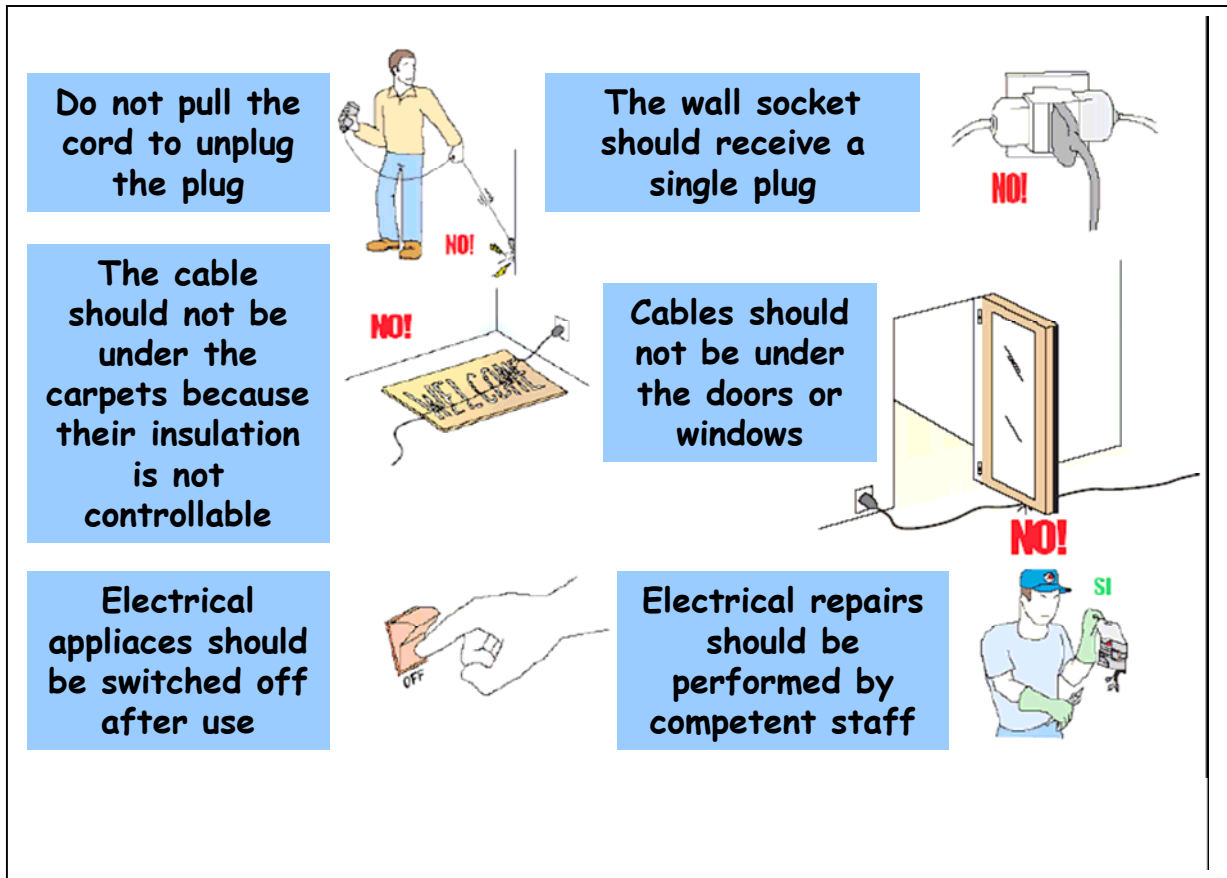
The electricity, even at low voltage, is very dangerous.

Therefore it is very important to be cautious to prevent any possibility of accidental contact with electricity.

You must follow these instructions:

- **do not make electrical connections without right tools ;**
- do not pull the power cord to unplug the plug;
- avoid kinks in the cables;
- pay attention to the insulation of conductors and electrical devices, controlling their integrity;
- **report any equipment and electrical systems damage** in particular looking at the integrity of grounding conductors;
- **do not open the containers of the equipments** or perform any action to them unless you are properly trained and authorized;
- pay attention to the presence of overhead power lines when you work close to them.

HOW TO BEHAVE



15. NOISE

Noise is one of the most common risk factors at work. Prolonged exposure to noise can cause big damage to the health.

1. The loss of hearing is the best known and best-studied effect of exposure to noise and it is a permanent damage that worsens over time when exposure to risk is prolonged. In severe cases it can be establish a real deafness, with substantial effects in everyday life. Effects on the other organ systems have been demonstrated (effects on digestive, respiratory, cardiovascular and nervous systems).
2. The noise also causes a particular effect that disturbs the verbal communication and the perception of acoustic safety signals, increasing the probability of accidents. The noise increases the mental fatigue, decreases the efficiency at work, causes learning disorders and interfere with the sleep and rest.

3. **IMPULSIVE NOISE** (short time and high intensity noise) are highly injurious, because the ear does not have time to implement the protective physiological mechanisms.



16. VIBRATIONS



Human exposure to mechanical vibrations is an important risk factor. Many jobs require the use of vibrating tools; moreover many activities expose the body to vibration.

The hand-arm vibrations (HAV, Hand Arm Vibration) are transmitted through the handle of hand tools or machinery (hammers, brush cutters, etc.). These vibrations cause a set of disorders known as *hand-arm vibration syndrome*, including neurological, cardiovascular and osteoarticular disorders (as carpal tunnel).

Whole body vibrations (WBV, Whole Body Vibration) are transmitted through industrial vehicle and they can cause disease of spine-lumbar apparatus and disorders to organs and systems.

17. DANGEROUS PRODUCTS

- Pay attention to product labels and material safety data sheets attached;
- keep chemicals in the original packaging - do not keep them in beverage bottles;
- adequately ventilate workplace.
- protect yourself in the correct way (wear eye, hand and respiratory protection equipment).

17.1. CLASSIFICATION AND LABELING

Labelling is all the informations written on a special label or directly on the package or packaging of the product. Container used or stored at workplace and the piping for containing or transporting dangerous substances must have the required labelling.



Toxic (T)
Highly toxic
(T+)



Harmful
(Xn)



Irritating
agent
(Xi)



Corrosive
(C)



Flammable (F)
Extremely
flammable
(F+)



Oxidizing
agent (O)



Explosive
(E)



Dangerous for
environment
(N)

17.2 MATERIAL SAFETY DATA SHEET

Dangerous product must have their Material Safety Data Sheets (MSDS) characterized by 16 standardized items translated in different languages:

1. Identification of the product and the Company
2. Composition / informations of components
3. Hazards identification
4. First Aid measures
5. Fire precautions
6. Measures for accidental leaking
7. Handling and Storage
8. Exposure control / Personal Protection
9. Physical-chemical Properties
10. Stability and reactivity
11. Toxicological informations
12. Ecological informations
13. Disposal
14. Transport

15. Regulatory informations

16. Others

17.3 CHEMICAL RISK ASSESSMENT



The employer must determine the possible presence of hazardous chemical agents at workplace and he must assess the risks arising from the presence of these agents whereas:

- hazardous properties of the agent (looking at the labeling);
- information written on the material safety data sheet;
- level, type and time of exposure;
- working conditions and the amount of chemical agents in use;
- professional and biological limit value;
- effects of preventive and protective measures;
- results of medical exams carried out by the Competent Doctor.

In case the level of risk is below the threshold, the evaluation process is done.



Otherwise the risk assessment must be deepened by measurements in the workplace, verifying worker exposure. After that, preventive measures will be taken in the workplace and protection measures will be taken to protect workers (body protection equipment, personal protection equipment, etc).

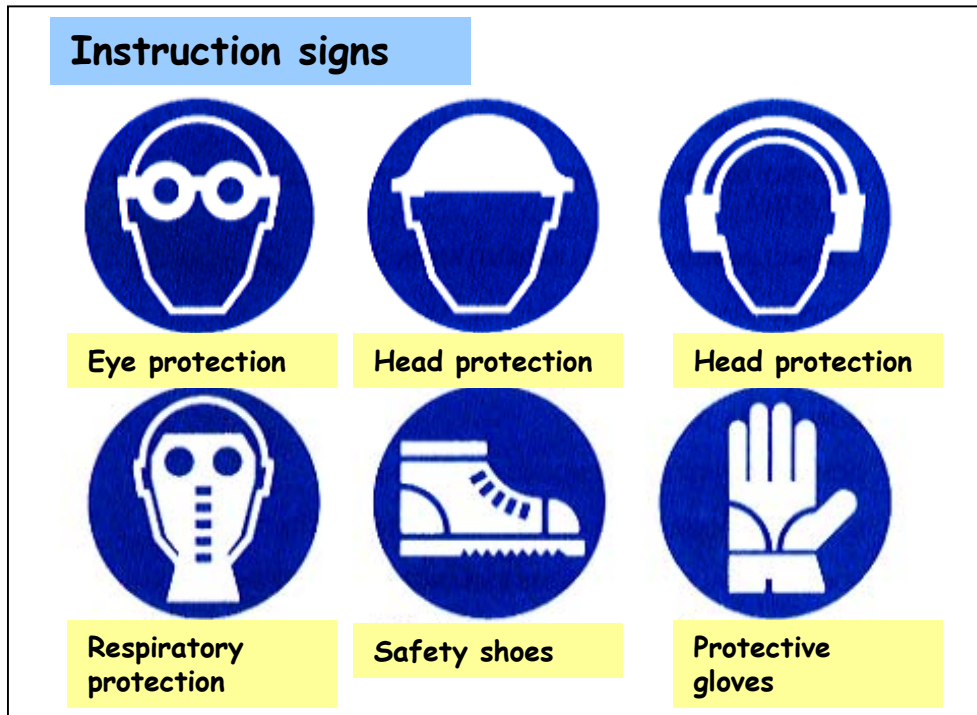
Workers exposed to chemical hazards need health surveillance.

18. SIGNS

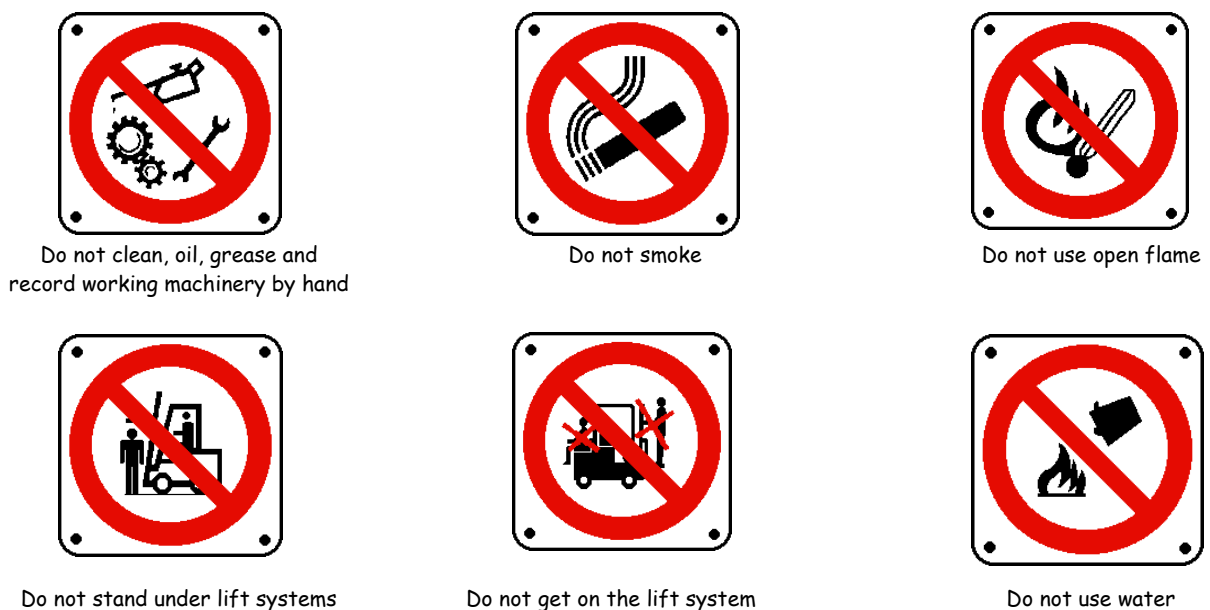
The major purpose of safety sign is to bring rapidly and easily your attention to objects and situations that may involve danger.

There are different kind of signs:

SIGN OF DUTY



PROHIBITION SIGNS



SOME SIGNAL FIRE



Extinauisher



Firefiahters attack



hvdrant

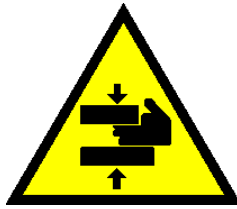


Fire allarm

WARNING SIGNS



Danger



Crushed limbs



Irritant and harmful material



Flammable materials
Moving trucks



Electricity



ATTENZIONE
CARRELLI
IN MOVIMENTO

SIGNS OF RESCUE



Emergency exit



Emergency exit



First aid kit

19. VDT

A lot of studies have shown that the main problems related to VDT are visual fatigue, muscle-skeletal disorders and stress.

These disorders derive from inadequate design of place and ways of working and we can prevent them by application of ergonomic principles and by correct behaviours of users.

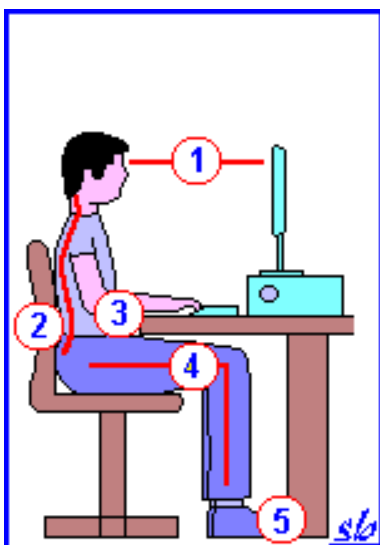
The law gives special protection to those employees who work systematically and continuously in front of the screens for at least 20 hours per week.

19.1 HOW TO ORGANIZE THE WORKSTATIONS

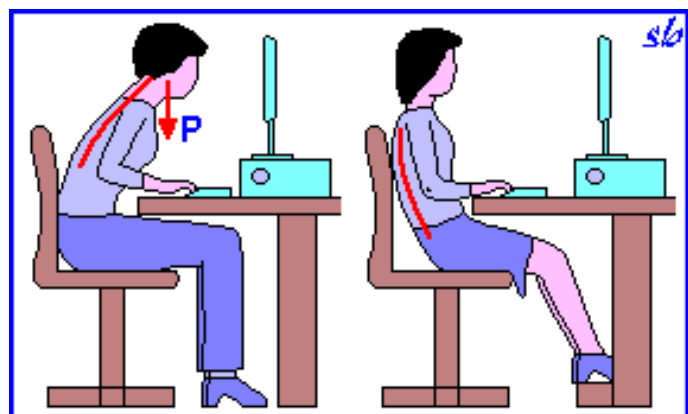
- Leave space between keyboard and the front edge of the desk to support the forearms;
- during typing, keep the forearms on the desk;
- provide a sufficient lighting eventually using table lamps;
- adjust the monitor at eyes level;
- tilt the monitor if it can be useful to eliminate reflex effect;
- adjust colour, brightness and contrast;
- adjust the blinds to control natural light and keep the screen surface at the right angle (90°) compared to the windows;
- alternate VDT work with other jobs which allow you to stretch your arms and back and do not cause near vision (do not read).



Right position



Wrong position



20. FIRE PREVENTION

Where there are fire hazards due to the presence and use of flammable substances (such as liquids, powders, gases, vapours) you must follow precise rules:

- **do not smoke;**
- **do not use open flame devices** and manipulate incandescent materials, unless proper security measures are established;
- **do not make electrical connection that could lead to overheating and sparking;**
- do not expose flammable materials to heat;
- when you do a work that can ignite fires (eg welding), use the necessary devices: fire extinguisher, sand, fire-retardant blankets, etc;
- avoid to deposit materials in front of the portable fire extinguishers and the fire jets;
- do not use water to extinguish fire when materials in contact with water may react increasing dramatically the temperature or producing flammable or harmful gases;
- do not use water close to conductors, electrical machinery and energized electrical equipment; in these cases you can use just spray water.

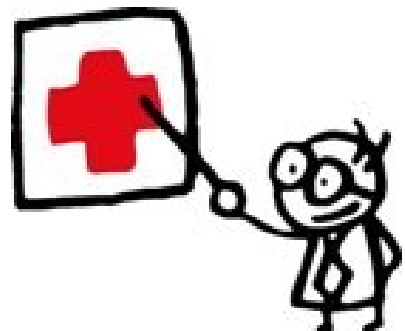
21. FIRST AID

Who you should call

In case of emergency at the workplace, you have to call the number **118** to obtain the right and early help.

When you should call the number 118

- **In case of serious sudden illness.**
- **In all cases where there is a life threatening, even just alleged.**
- **In case of urgent hospitalisation.**
- **If the doctor requires that.**
- **Loss of consciousness.**
- **Poisoning.**



Where you should call the number 118

You can call from private telephone or from cell phone. The phone call is for free.

What you should say to the 118 operator

- **The most important think is to keep calm and let the operator asking questions.**

- Tell to the operator the name, the address and the city of the Company.
- Tell to the operator if there are some difficulties to reach the company (narrow, unpaved and bad roads, etc.).
- The type of event (accident or illness).
- **In case of accident**, it is necessary to communicate the type of accident and the dynamic (using a machinery, accidental drop, etc...), people involved, the conditions of the injured (if they are conscious or unconscious, if they are bleeding or not, etc).
- **In case of illness**, it is necessary to communicate when the event occurred, what the victim was doing, which are the symptoms, if the victim is conscious or not, the age, if he had similar illness in the past, if recently hospitalised, if he has ongoing illness.

Special warnings

- After the phone call do not keep busy the telephone from which you call the number 118.
- Wait until the operator of 118 finish the phone call.
- If possible, someone should wait the ambulance on the highway.
- At night, make sure that the place is clearly visible.

A good phone call is important for the benefit of the victim. Una chiamata ben fatta va ad esclusivo vantaggio dell'infortunato. More details are communicated to the operator, more efficient and faster is the aid.

22. EMERGENCY

22.1 WHAT EMERGENCY IS

Emergency is a situation of danger for machinery and environment (fire, explosion, leakage of gas or vapours, flammable or toxic fluid loss, or event as earthquake, floods, landslides,...).

In case of emergency, **EMERGENCY PLAN** is activated and it consists in a procedure to mobilize resources and people who work to solve a particular emergency situation.



22.2 INSTRUCTIONS IN CASE OF FIRE

- **In case of fire, call the Firemen at the number 115.**
- It is necessary to move rapidly from the place where the fire is, and close the door. During evacuation close every doors you use to exit.
- Possibly the evacuation must take place in descending way; if it is not possible, it is necessary to proceed in an ascending way in particular if the building has terraces or

balconies; in every case, **you should never walk in the opposite directions to the normal flow of evacuation (everybody up or down).**

- During evacuation, it is very important walk with the head in the lowest position, because the smoke flows to the top.
- If the amount of smoke makes difficult breathing, you should walk in a bent way and find the exit guided by contact with the walls, following exit signs. It's better to hold hands and avoid hysterical attitudes that make the exodus harder.
- If necessary, the respiratory apparatus can be protected by smoke with a common cotton tissue (possibly wet) folded to create a barrier of four layers; if applied to the nose and mouth it is able to reduce (50% reduction) the introduction of 1 to 5 mm thick particles of aerosols into the body; if you use bath towel that reduction is 70%.
- **Never use the elevators to leave the buildings.**
- In case the emergency route is inaccessible because of the presence of large amount of flames or smoke, you should go out using alternative routes (eg outside emergency stairs) reported in the diagrams of floors.
- When it is impossible to reach the outside because the fire, smoke or heat, it is necessary to move to the safe static place (if any), or alternatively to the bathroom or stay where you are and close the doors completely. In this case, use wet clothes to occlude completely the cracks under the door.
- **If the place is not smoky, the windows should be kept closed.** Combustible furniture (cabinets, tables, chairs, etc...) should be removed from the nearest door or window that separates the place from fire.



- Never try to extinguish a fire with the equipments if you don't have a specific preparation, but immediately notify the event to the specific people involved (eg, pressing a button to alert fire).
- If the fire has affected a person, it is necessary to prevent that he runs and force him to relax and then smother the flames with clothing, blankets, fire extinguisher (it's better to use a fire extinguisher powder, since the use of a CO₂ fire extinguisher can cause burns to the victim) or hydrant.
- It's important that during the evacuation everyone has a correct behaviour (solidarity, civic responsibility and collaboration); if the fire originated in the environment or in a place relatively distant from the one where you are, you must wait the specific directives to follow.

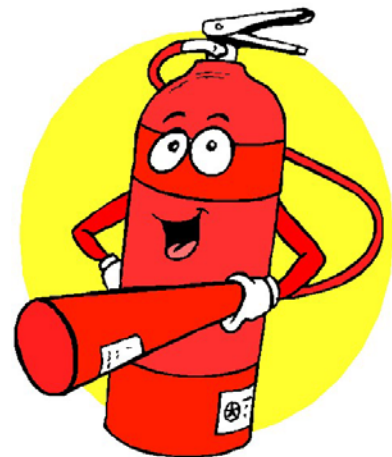
If it is necessary to extinguish the fire, keep in mind that:

- a) the jet portable extinguisher should be directed to the base of the fire;
- b) the use of tapes and/or fire hydrants is allowed just after the deactivation of electrical circuits;
- c) electrical fires can be extinguished using carbon dioxide or powder extinguishers (for those, check the label; do not use it if you read "do not use on electrical");
- d) fires involving gas appliances or pipes can be extinguished by closing the shutoff valves of gaseous flow; moreover the shutdown of a fire arising from a gas leaking, in the presence of other fires in the environment, can cause the explosive re-ignition, if the gas flow is not been previously intercepted.

The exodus of people is facilitated by knowing the geometry of the building and if people are organized to face the dangers that could happen.

The employer has to organize the management of the emergency, which should include at least:

- the preparation of an emergency plan;
- fire prevention program;
- perform periodic training regarding the use of fire fighting equipment and the regular evacuation of the building;
- control of fire garrisons;
- operating rules;
- the internal organization of staff;
- information and training of staff.



22.3 IN CASE OF EARTHQUAKE



In the building:

- keep calm;
- do not rush out;
- stay in the meeting room;
- stay away from windows and closets, because they can fall down and hurt you;
- do not stand in the corridor or stairwell;
- after the earthquake, as soon as you have the order, leave the building without using the elevator and join the others in the assigned collection point.

Outside of the building:

- do not stand close to trees, streetlights and power lines, because they might fall and hurt you;
- ensure that there is nothing above you;
- do not stand close to scared animals.

During evacuation:

- keep calm;
- leave all the equipment (do not worry about clothes, documents or others);
- remember to not push, not scream and run;
- follow the indicated emergency routes;
- reach the assigned collection point.

Notes



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