



UNIVERSITY ACCESS GUIDELINES

These guidelines are drafted for the purpose of:

- **REGULATING WORK IN ISOLATION**
- **DEFINING MINIMUM CONDITIONS FOR ACCESS TO OFFICES, STUDY SPACES AND LABORATORIES**
- **DEFINING THE OPERATIONAL METHOD OF IDENTIFYING RADRLS AND SUPERVISORS**
- **DEFINING SPECIFIC ACCESS TIMES AND DAYS FOR EACH CATEGORY OF PERSONNEL**

PREAMBLE

- The duties and obligations of the Heads of Laboratory Teaching and Research (RADRLs) and Supervisors are defined in the 'UNIVERSITY RULES FOR THE SAFETY AND HEALTH OF WORKERS IN THE WORKPLACE' and in current legislation on health and safety in the workplace. These roles must be formally identified and the possibility of 'de facto' roles is not envisaged;
- Adequate First Aid (PS) and Fire Fighting (AA) must be ensured in the structures and workplaces, according to the risk assessment (DVR), regardless of access hours and high or low staff presence;
- RADRLs, Supervisors and emergency personnel must be adequately trained.

TRAINING CRITERIA

In order to make the applicability of these guidelines sustainable, each Structure must identify suitable personnel and, in cooperation with the Prevention and Protection Service (SPP), provide appropriate training. Unless formally limited by the Company Physician, the University's Technical and Administrative Staff (PTA) will be trained in PS and AA according to the following criteria:

- All technicians contracted on a temporary (TD) and permanent (TI) basis who work in laboratories where there are risks greater than those comparable to screen work must be trained in PS and AA. Training delivered from the moment of recruitment is preferred. The level of training required for the AA course is LEVEL 3 (formerly high risk);
- The percentage of TI administrative staff trained in PS and AA should be at least 50% and for these figures too, the aim should be to deliver training from the moment of recruitment. The type of AA training shall be evaluated depending on the particular cases of environments with significant fire load or high fire risk (e.g. Library). It is mandatory to verify in the Local Emergency Plans (PELs) the presence of an adequate number of people trained to LEVEL 3. The appointment of RADRLs and Supervisors, once accepted, presupposes the obligation to complete the appropriate training required by the role. PS and AA training is strongly recommended for teachers with RADRL roles or for



Supervisors in laboratories, premises and/or university buildings with a high fire risk or in any case higher than the fire risk of offices and study areas.

- The Safety Manager for each specific structure shall define the minimum proportion of teaching staff (PD) and/or para-teaching staff trained in PS and AA on the basis of the specific activities and risk assessment (DVR);
- Porter's lodge and on-call personnel must have PS, AA and AED training.

MINIMUM CONDITIONS OF ACCESS IN OFFICES, LABORATORIES AND STUDY SPACES

OFFICES

1. Office work M-F 7 am - 9 pm or according to locally specified times

The proposed training plan, once fully in place, serves to guarantee the presence of trained fire and PS personnel during the busiest hours.

With the robust proportion of trained personnel in the PTA and PD and the supervision of the building or campus porter's lodges, which also contain PS and AA trained personnel, there is no need to introduce constraints of further punctual and systematic checks of people present on each floor or in the building. The PELs also indicate the action procedures and the composition of the emergency teams.

The following measures are also to be considered as a further risk-reducing factor in the management of activities:

- risk assessment with very low score in office work environments;
- presence of fire-fighting systems connected to the technological Control Room (Emergency Contact Centre);
- drawing up specific emergency plans for any buildings not equipped with emergency systems.

In agreement with AGIS, each department will need to schedule a patrol service at the end of the day and the presence of personnel of the porter's and/or surveillance companies. The purpose of this is to check that there are no unauthorised persons at the university and for possible situations of critical health issues.

Alternatively, local solutions will have to be provided. Increasing the opening hours of the porter's lodge will entail costs for the departments, with a formal request to AGIS.

2. Office work Saturday 7 am - 5 pm or according to locally specified times

This situation is to be considered identical to that outlined in the previous point, with the undertaking by the University Administration to ensure the presence in the porter's lodge of persons with the training requirements as stated above.

There is no constraint on departments and campuses to conduct checks on the presence of persons trained in PS or firefighting on the floor or in the building, in order to allow or refuse access. It is advised to organise an evening patrol similar to that carried out on normal weekdays,

as per the previous point. Locally, management with greater restrictions can be implemented by the Structures, such as that foreseen for work on public holidays.

3. Office work on Sundays, national holidays or night hours

Prior notification is a compulsory requirement. Structures, Departments and Campuses shall authorise access under the obligatory condition of at least two people being present and without the obligation of persons trained in PS and fire-fighting for the following reasons

- the fire-fighting systems are connected to the technological Control Room, providing further guarantee of adequate protection for spaces with a low fire risk (e.g. offices);
- the presence of trained on-call Campus and/or Surveillance staff (see the organisational plan for on-call duty) is an additional risk reduction measure. There is an obligation of formal prior notification via the university application, with the Contact Centre monitoring and knowing the names of the people present in the university spaces and buildings.

The request for access must be made by e-mail by the applicant(s) to the structure's access contact person, who formalises the request via the application 'Accessi straordinari all'Ateneo' (Special Access to the University) in the OnLine Services. The request process must include authorisation by the RG/Director or their delegate, with the names being forwarded in writing to the Contact Centre. This request must meet the following requirements:

- be submitted at least 48 hours in advance and in any case in time for processing by the offices in charge;
- provide details of planned entry and exit times;
- provide details of the spaces used for the activity.

Operationally, once the Contact Centre has been notified by ticket, the procedure is as follows:

- prior to access, applicants telephone the Contact Centre to notify of their arrival and request the deactivation of the alarms in the areas concerned;
- the Contact Centre will check for advance notice from the person requesting special access;
- when leaving and at the end of the activity, the requesting person must call the Contact Centre to notify of the end of the activity and allow the alarm to be reactivated;
- in the absence of notification of exit by the time communicated in advance, the Contact Centre shall contact the person by telephone. In the absence of a reply confirming that there are no critical issues, the AGIS emergency officer on call shall be sent to inspect the premises.

RESEARCH LABORATORIES

1. Laboratory work M-F 7 am - 9 pm or according to locally specified times

Unless otherwise specified by the structure for the purposes of organisation and in relation to specific risk assessments, staff may enter without the presence of PS and fire-fighting personnel being verified by the Safety Manager. The presence of AA and PS staff is ensured by the presence of trained personnel in the porter's lodge, the robust proportion of trained staff among the PTA and PD, and the presence of PELs. In experimental teaching laboratories, if the RADRL does not actively hold the position of Supervisor, a Supervisor must be identified and appointed.

All personnel working in the laboratories must have appropriate training recorded in the 'Specific Training' application in IPRA-Laboratories.

The RADRL is responsible for ensuring training has been completed and correctly recorded in the 'Specific training' form.

The IPRA 'Specific Training' form may require that the role of a supervisor be assigned to the figures deemed appropriate by the RADRL this role. This assignment is the responsibility of the Safety Manager upon recommendation by the RADRL, after training the Supervisor and informing them of the assignment.

Students and doctoral students cannot be assigned the role of Supervisor, whereas the role may be assigned to Temporary Research Fellows and all contracted positions. The formal letter of appointment shall be signed by the RG/Director and registered in the 'Compiti e strutture' (Tasks and Structures) form under Online Services.

The principle of surveillance is not to be understood as the obligatory presence of a figure identified as RADRL or Supervisor during every phase of the laboratory activity.

Supervision, to be defined in the DVR, should be understood as:

- completion of training activities;
- verification of training and registration on the 'Specific Training' form;
- definition of safe working procedures and verification of their implementation by the worker;
- constant guidance in the development of activities.

The physical presence of the supervisor shall be required in the case of specific activities, identified by the RADRL in the DVR and assessed as particularly high-risk.

In view of the surveillance principle as expressed above, work in isolation is only possible for workers who have completed training and only if it is expressly considered possible following a risk assessment carried out under the responsibility of the RADRL.

It will also be necessary to check whether the worker needs to be assessed in terms of fitness for the job by the occupational health physician.

By way of example, a small computer or electronics laboratory might allow work in isolation, whereas work in isolation cannot be contemplated in the case of a heavy laboratory (e.g. with the presence of machine tools, in the case of moving and handling loads, in the case of handling explosive substances, in the case of the risk of under-oxygenation, etc.).

There are therefore three possible levels of presence in the laboratory:

- work in isolation;

- work in the presence of other people but without the obligation for the appointed RADRL and/or Supervisor to be present;
- work in the presence of other people and with the obligation for the appointed RADRL and/or Supervisor to be present;

2. Laboratory work on Saturdays, Sundays, national holidays or night

hours Structures shall authorise access under the following conditions:

- obligation of specific training consistent with the activities to be carried out;
- access according to the procedure above but not including work in isolation. There are therefore three possible levels of presence in the laboratory:
 - work in the presence of other people but without the obligation for the appointed RADRL and/or Supervisor to be present;
 - work in the presence of other people and with the obligation for the appointed RADRL and/or Supervisor to be present;
 - work in the presence of other people, obligation for the appointed RADRL and/or Supervisor to be present, obligation for PS and AA emergency workers to be present;
- verification of the consistency of the activities with the assessments set out in the DVR and following explicit authorisation by the RADRL and the RG/Manager.

The request for access must be made via the 'Accessi straordinari all'Ateneo' (Special access to the University) application in the Online Services, must include authorisation from the RG/Director or their delegate and names must be given to the Contact Centre.

This request must meet the following requirements:

- be submitted at least 48 hours in advance and in any case in time for processing by the offices in charge;
- provide details of planned entry and exit times;
- provide details of the spaces used for the activity.

Operationally, once the Contact Centre has been notified by ticket, the procedure is as follows:

- prior to access, applicants telephone the Contact Centre to notify of their arrival and request the deactivation of the alarms in the areas concerned;
- the Contact Centre will check for advance notice from the person requesting special access;
- when leaving and at the end of the activity, the requesting person must call the Contact Centre to notify of the end of the activity and allow the alarm to be reactivated;
- in the absence of notification of exit by the time communicated in advance, the Contact Centre shall contact the person by telephone. In the absence of a reply confirming that there are no critical issues, the AGIS emergency officer on call shall be sent to inspect the premises.

3. Outdoor laboratory work



The structures authorise projects involving experimental or laboratory activities outdoors on the basis of the DVR and any indications or regulations of the commissioning body/company, including in terms of PS and fire-fighting training.

ACCESS TO CAMPUS STUDY AREAS

For outdoor spaces, study rooms and classrooms, access shall be managed according to the specific opening hours defined by the relevant structures.

The presence of fire-fighting and PS teams is ensured by the personnel in the porter's lodges. The coordinated building PEL must take into account the presence of such spaces and provide for specific procedures.

TEACHING: M-F 7 am - 9 pm and according to the specific times of the individual structures

Without prejudice to the duty of supervision of the RADRL or the Supervisor, in experimental teaching laboratories and outside normal teaching hours, if a course lecturer in their role as RADRL of teaching or extra-curricular teaching activities, or if the area or laboratory RADRL makes a teaching room or laboratory space available for activities conducted independently by students, the duty of physical presence of the Supervisor and/or the RADRL shall be assessed within the framework of the DVR and the specific procedures drawn up.

Courses foreseeing laboratory activities that involve exposure to specific risks: only for this category of courses, the head of the course, who automatically assumes the role of RADRL, may assign the role of Supervisor to their teaching assistants, who will be formally appointed by the Safety Manager.

For all the structures that provide for it, the appointment of the teaching assistant is an act of formal assignment of the role of Supervisor, through the use of the application already in use for this purpose.

The Supervisor may be appointed only following proof of training completed in accordance with current legislation. The call for the selection of teaching assistants foresees the role of Supervisor among the their duties.

NON-EXHAUSTIVE LIST OF ACTIVITIES FOR WHICH WORK IN ISOLATION IS NOT ENVISAGED

For all laboratory and/or teaching activities (on or off campus), for which the risk assessment shows an unacceptable risk, the DVR must foresee and assess the presence of more than one personnel member.

Below are some examples of activities for which the presence of more than one person is mandatory:

- Specific risks as per Annex XI of Legislative Decree. 81/08 and subsequent amendments and additions;
- Work on live electrical installations and equipment;



- Use of radioactive sources;
- Work in confined spaces (e.g. closed rooms, containers, ditches, canals, etc.);
- Dismantling work;
- Works in thermal installations, chimneys, ducting, etc.;
- Work in suspension or at height;
- Works on railway lines;
- Work in different atmospheres (e.g.: in compressed air, underwater, etc.).