Levels of responsibility

OBLIGATIONS AND ATTRIBUTIONS OF THE RESPONSIBLES OF THE DIDACTICS AND RESEARCH ACTIVITIES IN THE LABORATORY

5.1) As a Responsible of teaching or research activities, we consider the person who, individually or as a group coordinator, carries out teaching or research activities in the laboratory.

5.2) Laboratories are those places, or environments, in which teaching, research or services activities are carried out that involve the use of machines, work appliances and equipment, systems, prototypes or other technical means, or chemical, physical or biological agents. Laboratories are also considered the places or environments where activities take place outside the built area of the department such as, for example, archaeological, geological, maritime, experimental farm fields. Laboratories are divided into teaching, research and service laboratories, based on the carried out activities.

5.3) For the performing of duties of the covered role and for the activities envisaged in this article, responsible of teaching and research activity in the laboratory:
   a) issue, when necessary, specific procedures, provisions or orders;
   b) have the power to stop their own activity, or those of their collaborators, in case of serious and immediate danger for the safety and health of the involved people.

5.4) The Responsible of teaching and research activities in the laboratory, within their own competence functions and to carry out the tasks assigned to them, can avail themselves of the advice of “Prevention and Protection Service”, of the “Competent Medical Doctor” and of the “Qualified Expert in Radio-protection”.

5.5) The Responsible of teaching and research activities in the laboratory is responsible as well for:
   a) eliminating or minimizing risks, in relation to the knowledge of the technical progress, giving preventive and exhaustive information to the Structure Manager;
   b) taking action, in occasion of modification of activities significant for the health and safety of operators, so that the risk assessment document is accordingly updated;
   c) adopting prevention and protection measures, before activities at risk occur;
   d) coordinating with the Structure Manager the implementation of prevention and protection measures;
   e) elaborating operative procedures that take into account safety aspects connected with the activities, also availing themselves of the assistance of the Prevention and Protection Service and of the Qualified Expert in Radio-Protection, if applicable;
   f) informing and training all workers about the correct procedures to be adopted; to this aim, they get an agreement with the Local employee;
   g) equipping workers with collective and individual protective devices necessary for the safe execution of the planned activities;
   h) collaborating with the Prevention and Protection Service by providing all the information on processes and related risks;
   i) identifying all the subjects exposed to risk, notifying the Structure Manager and, through him, the Rector, before these subjects start the activity or in occasion of changes or termination;
   j) guaranteeing the correct protection of employees in the use of machine prototypes, work appliances and equipment, systems or other technical means, as well as in the production, holding and use of new chemical, physical or biological agents, made and used in teaching or research activities, by the evaluation of the possible risks associated with the implementation of the project and the assessment of adequate information and training of operators on risks and prevention measures;
   k) monitoring the correct application of prevention and protection measures, with particular emphasis towards students;
I) attending update and training courses organized by the employer with reference to own activity and specific performed tasks;  
m) providing notification, in case of use, of genetically modified organisms.

OBLIGATIONS AND ATTRIBUTIONS OF PERSONS IN CHARGE (PREPOSTI)

7.1) Personnel in charge of duties (preposto) is identified among all workers who are appointed of overseeing or de facto exercising a coordination function on personnel and taking decision-making responsibilities (for instance as: sector managers, service managers, operational unit managers, managerial responsible or administrative secretary, technical manager of a laboratory, etc.). The “preposto” staff reports his/her work to subjects with direction functions and coordinates his/her actions with the Local Security Officer.

7.2) “preposto” personnel is responsible for supervising the correct execution of the staff activities and the implementation of prevention and protection measures. In particular he has to:

a) supervise and monitor the compliance of individual workers with legal obligations, as well as company provisions on health and safety at work, use of the available collective and personal protection equipment and, in case of persistence of non-compliance, inform their direct superiors;

b) verify that only workers who have received adequate instructions enter the areas that expose them to a serious and specific risk;

c) request compliance with the control measures in case of risky and emergency situations and provide instructions so that, in case of serious and immediate danger, workers leave the workplace or the hazardous area;

d) inform workers exposed to the risk of serious and immediate danger and explanation about the risk itself and the provisions taken, or to be taken, regarding protection;

e) refrain, unless duly motivated exceptions, from requesting workers to resume their work activities in a work situation in which a serious and immediate danger persists;

f) promptly report to the Head of the Structure and to the Local Responsible, if appointed, both deficiencies in the means and work equipment and collective or individual protective equipment, and any other dangerous situation occurring during work, of which becomes aware based on the received training;

g) attend specific training courses.

7.3) Personnel with “preposto” functions and the Managers of teaching and research activities in laboratory performing their functions in the same structure must collaborate and coordinate each other having the sole purpose of protecting the safety and health of workers and any other present person. In particular, they will share the drafting of safety procedures, good working practices, protocols or access rules.

Laboratory

- Listing of interested Laboratories

- Work activity; Machines and present equipment and Risks associated with the work activity: As required by the Risk Assessment Document

Information provided to the worker:

- Exit routes: As indicated by signs on the premises (plan of evacuation scheme);
- Electrical panel location, for any power supply maneuvers of the electrical lines;
- Knowledge of the emergency button to open the landing doors in the event of a fault;
- Knowledge of the positioning of the fire extinguishers to be reached in case of need;
- Modes of behavior in case of fire;
• Mode of behavior in case of first aid;

**Defibrillator location and its consignee:**

- Defibrillator at the Humanities Library, loan office, entrance hall;
- Defibrillator at Auditorium Theater;
- Defibrillator at the car of the Surveillance Service in service h / 24;

**Stakeholders:**

- LE PERA Francesco - ARU Pensions Office - 0984/496801
- SANTOLLA Paolo - IT and Statistica Area - 0984/496953
- TOLONE Rosalba - A.T.S. Library Tarantelli - 0984/496362
- RUSSO M. Antonietta - Area Risorse Umane - 0984/496860
- RENZELLI Manlio - A.T.S. Library Tarantelli - 0984/496296
- D’ELIA Giuseppe - Philosophy - 0984/494345

- Any help must foresee, first of all, the call to 118 and immediately after request to use the defibrillator, as per the note from the Prevention Service and Protection Prot. No. 3350 dated 2/16/2017

**Reference managers**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>e-mail</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible of Laboratory Person in Charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Security Responsible</td>
<td>Lombardi Mario</td>
<td><a href="mailto:mario.lombardi@fis.unical.it">mario.lombardi@fis.unical.it</a></td>
<td>0984/496083</td>
</tr>
<tr>
<td>Fire-Prevention Responsible</td>
<td>Abritta Eugenio</td>
<td><a href="mailto:eugenio.abritta@unical.it">eugenio.abritta@unical.it</a></td>
<td>0984/496009</td>
</tr>
<tr>
<td></td>
<td>Sole Alessandro</td>
<td><a href="mailto:alessandro.sole@unical.it">alessandro.sole@unical.it</a></td>
<td>0984/496083</td>
</tr>
</tbody>
</table>

It is transmitted as an attachment to this Job Risk Form duly compiled and signed.

I, the undersigned, declare that I have informed and trained the Worker on the correct procedures to be adopted and have provided the Worker with the protective devices necessary for carrying out the work activities in safety.

Rende, li

Signature
Responsible for the Laboratory

Signature
The Worker