

GESUNDHEITSBEZIRK BOZEN

Territorialer Bereich
**Betrieblicher Dienst für Arbeitsmedizin-
Klinische Sektion**

**COMPENSORIO SANITARIO DI
BOLZANO**

Area Territoriale
**Servizio aziendale di medicina del lavoro-
Sezione clinica**



This manual is designed to be a practical, easy-to-follow guide for students and employees about **health and safety in the workplace**.



We hope you find it useful!

SAFETY IN THE WORKPLACE: LEGISLATION

Occupational health and safety legislation has evolved in Italy over the years.

Legislative Decrees nos. 626 of 1994, 81 of 2008 and 106 of 2009 has given employees an active role, making them responsible in relation to hazards in the workplace as well as safety and hygiene measures designed to reduce (if not completely eliminate) risk.



WHO IS INVOLVED IN SAFETY:



THE EMPLOYER

The employer is the party that has an employment relationship with the employee or is responsible for the company or business unit.

The employer must:

- evaluate risks;
- identify risk prevention measures;
- plan actions to improve levels of safety;
- set up a prevention and protection service;
- inform, educate and train all employees about risks and the corresponding prevention measures;
- appoint a designated doctor (where applicable).

THE EMPLOYEE

The employee is someone who provides their labour in exchange for a salary paid by their employer.

Employees have rights but also duties and responsibilities regarding safety in the workplace.



EMPLOYEES HAVE THE RIGHT:

- to receive information and training about risks and prevention measures;
- to receive information about the meaning of the health checks that regard them;
- to be instructed and, where required, trained in the correct use of personal protective equipment;
- to be trained and instructed in the use of equipment, machinery, etc.;
- to obtain a copy of their medical and risk files;
- to be represented by an employees' health and safety representative;
- to be consulted regarding risk assessment and the planning of prevention measures;
- to participate in continuous improvement in health and safety conditions;

- to be able to abandon the workplace and be protected in the event of serious, immediate danger.



EMPLOYEES' DUTIES:

- to be responsible for their own health and safety and that of other people in the workplace;
- to undergo health checks where applicable;
- to observe health and safety rules:
 - by using machinery, tools, substances, vehicles, safety equipment and personal protective equipment (PPE) correctly;
 - by reporting any safety concerns and situations of danger;
 - by not removing or tampering with safety equipment;
 - by observing fire-safety plans.

EMPLOYEES' SAFETY REPRESENTATIVE (ESR)

The ESR is the person elected or appointed to represent employees in relation to health and safety matters during work.

DESIGNATED DOCTOR

The doctor responsible for monitoring the health of employees exposed to occupational risks.



HEALTH MONITORING

Health monitoring is conducted by the designated doctor and includes any health checks deemed necessary to determine employees' fitness to carry out their work.

A medical examination by the designated doctor is required in the following cases:

- on employment
- periodically, according to medical protocol
- at the employee's request
- a change of job
- on termination of employment
- after more than 60 days' absence from work for health reasons

WORK-RELATED RISKS

Risks in the workplace may be of different kinds.

Safety risks	<ul style="list-style-type: none"> - buildings - machinery - electrical installations (fires, explosions) - hazardous substances (flammable, explosive, combustible)
Physical health risks	<ul style="list-style-type: none"> - noise - microclimate - vibrations - ionising radiation - ultraviolet (UV) radiation
Health risks of exposure to chemicals and carcinogens	<ul style="list-style-type: none"> - chemical substances and preparations (solvents, adhesives, paints, powders)
Biohazards	<ul style="list-style-type: none"> - pathogenic micro-organisms (tetanus toxin, hepatitis A virus)
Risks linked to organisation of work	<ul style="list-style-type: none"> • Manual handling of loads • Repetitive movements • Physical fatigue and stress

OCCUPATIONAL ACCIDENTS AND DISEASES

Accidents at work

An accident at work means a sudden accidental event which causes immediate injury (for example falling, slipping or crushing).

Accidents at work also include “commuting accidents”, that is, accidents that happen during the journey to or from work.



Occupational disease

Occupational disease is an event that is harmful to the person’s health. Its onset is slow and gradual; it is due to causes linked to the employee’s work duties and exposure to occupational health risk factors (for example hypoacusis, spinal diseases, respiratory diseases, diseases of the upper limbs, skin diseases, tumours).



PENALTIES FOR ALL

Penalties range from fines to arrest and apply to violations committed by:

- employers
- designated doctors
- employees

SITE SAFETY

	Hard hat must be worn	 	Warning Construction site Keep out
	Protective footwear must be worn		Danger Demolition work in progress
	High visibility jackets must be worn		No admittance for unauthorised personnel
	Ear protectors must be worn		Site safety starts here

REFERENCES:

- <http://sicurezza.uniss.it/>
- Decreto Legislativo 626/1994
- Decreto Legislativo 81/2008
- D.Lgs 106/09
- www.inail.it/
- HONGQI ZHANG - Jozef Polc - Monika Wisniewska - Katarzyna Białasiewicz – Olegdudko – Ciripasca - John Williams - Primagefactory



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