

## MAIN SAFETY RULES

**In every research laboratory there are some devices and substances that have to be handled with great precaution because they could cause damage.**

In compliance with Italian health and safety at work regulations (D.Lgs 81/2008, D.l. 363/98.), the University has set up a special division, the Protective and Prevention Service, that can be consulted to obtain information on preventive measures to guard against accidents at work and occupational diseases (office: via Balbi, 1 tel.: +39 010 35338058; web site: <https://intranet.unige.it/sicurezza>).

An emergency and evacuation procedure has been put in place in our Department, in accordance with current legislation. It is available in the administration and concierge's offices.

The Department of Physics contributes to maintaining the building and the workers' procedures in accordance with current laws. To this end, we have developed a guide for all workers, of which these notes are a brief extract. These notes, including emergency and evacuation procedures, forms, are available at the link

<https://www.difi.unige.it/it/dipartimento/sicurezza>

Since it is impossible to cover all safety regulations in these notes, we encourage everyone to contact their supervisor if they have any questions or problems. Remember that supervisors have a duty to ensure the safety and health of workers in every aspect of their work.

It is the responsibility of all workers to take care, as far as possible, of their own safety and health and that of other persons affected by their acts or commissions at work, in accordance with their training and the instructions given by their employer.

***Any behavior that does not comply with the law may result in disciplinary action.***

## BUILDING AND TECHNICAL SYSTEMS MAINTENANCE

In the Department, at PF5, there is a technical service office.

This service is a supervisor for any maintenance problem in the Department, organizes and verifies any work within the building, respecting the directives of the Director, according to the specific UNIGE "Protection and Prevention Service" and "Technical Area" division recommendations.

Therefore, any problems with the technical installations or any unforeseeable dangerous circumstances must be reported immediately to the technical service and the concierge. Furthermore, any type of work or modification to the building must be authorized and supervised by the technical service. Consequently, any research team that needs to modify certain installations or install new ones, even temporarily, must request authorization.

### PHONE NUMBERS (January 2024):

- ✓ General technical service manager (6300)
- ✓ Electrician (6457)
- ✓ support related to the protection and prevention of occupational risks in the Department (6486)

## WORKERS' OBLIGATIONS

In this Department, every worker must follow the guidelines described on the web page:

<https://www.difi.unige.it/it/dipartimento/sicurezza>.

In particular, students and guests must:

- a) enter any laboratory only with the authorization of their supervisor, especially in the presence of specific dangers;
- b) observe all operational safety rules in each laboratory and follow the directives of their supervisor;
- c) observe the ban on smoking, which applies to the entire building;
- d) refrain from arbitrarily disconnecting, modifying or removing safety devices installed, for example, on machinery, equipment, instruments, installations and buildings, and use such safety devices correctly;
- e) correctly use the personal protective equipment provided and, after use, put it back in place;
- f) cooperate with the supervisor and/or workers with specific responsibility for the safety and health of workers as long as necessary to enable any task or requirement imposed by the competent authority to protect the safety and health of workers at work;
- g) immediately inform the supervisor, and/or workers with specific responsibility for the safety and health of workers, of any work situation that they have reasonable reason to believe represents a serious and immediate danger to safety and health and of any deficiencies in protective equipment.

## FIRST AID, FIRE-FIGHTING, EVACUATION OF WORKERS

### 1. Kind of activities

The building has 10 floors and houses: research laboratories, teaching rooms, offices. Due to the teaching and research activities, there are several risk factors within the Department.

### 2. Safety systems

All floors are divided into fire compartments (REI 60) to allow progressive horizontal and vertical evacuation.

The safety cabling consists of an 80 KW uninterruptible power supply (UPS), installed in a dedicated external area.

Fire detection and alarm systems are installed on each floor, near the main doors.

The emergency lighting system is present in all areas of the building.

### 3. Emergency and First Aid Procedure

In the event of an emergency or first aid, please call 112, the single European emergency number; in addition, the reception desk on the sixth floor (PF6) acts as a coordination center and is the priority office to contact (internal telephone number 6666). In the event of an evacuation, two assembly points are provided outside the building: outside the main entrance at PF6 or in the area in front of the building on the ground floor (PFT). There are workers who have been designated and trained to perform tasks such as firefighting, first aid and evacuation of workers. Teachers are responsible for the students in their classrooms.

Workers of an outsourced company must follow the evacuation procedure just like all other workers.

Anyone detecting a malfunction, breakdown, fire or emergency event must immediately contact the Concierge and/or employees with specific responsibility for health and safety.

**FIRE EXTINGUISHING AND EQUIPMENT ARE INSTALLED ALL AROUND**

## MAIN GRAPHICAL SIGNS AND SYMBOLS

Red circle:  
PROHIBITION



Open ignition source

Yellow triangle:  
WARNING



Toxic material

Blue circle:  
REQUIREMENTS



Wear eye protection

Green rectangular:  
AID



Red rectangular:  
FIRE-FIGHTING



Fire extinguisher

**EMERGENCY CALL**

**112**

**Internal Emergency  
Number**

**6666**

Tel.: (39) 010 353 6666

**Entrance DESK  
Concierge**

Tel.: (39) 010 353 6267

Timetable (2024)

- ✓ opening time: 7:30 – 19:30
- ✓ closing time: 19:30 – 7:30

**IT IS FORBIDDEN TO ENTER OR TO STAY IN DEPARTMENT DURING THE CLOSING TIME WITHOUT THE AUTHORIZATION**

# UniGe

## DIFI

### Dipartimento di Fisica

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# Health and Safety Notes