

SAFETY ON CAMPUS

Health and safety matters on campus are managed according to the Risk Evaluation Report written under art. 28 of D. Lgs. 81/08. This paper maps out all the risks related to campus activities, as well as the preventive and security measures to eliminate or reduce these risks. The Emergency and Evacuation Plan is another report highly relevant to the health and safety of persons usually present on campus. It consists of a series of procedures that coordinate and manage emergency situation.

In every block, trained first-aid and fire-fighting personnel are present and can intervene in the case of an emergency. In common areas, floor plans indicating the following information are also displayed:

- The location of fire hydrants, extinguishers and first-aid kits
- Directions to the emergency exits
- Assembly areas
- Other useful information in the case of an emergency.

APPOINTED HEALTH AND SAFETY OFFICES/REPRESENTATIVES ON CAMPUS

- **University Health & Safety Office (Ufficio Speciale di Prevenzione e Protezione - USPP)**
Carries out risk evaluation and identifies workplace safety and security measures.
- **Centre of Occupational Medicine (Centro di medicina occupazionale - CMO)**
Carries out regular health check-ups for staff according to health regulations.
- **Department of qualified experts on radioactivity protection (Ufficio dell'esperto qualificato in radio protezione)**
Carries out controls according to laws on ionising radiation activities.
- **Staff and Students Safety Representatives (I rappresentanti dei lavoratori e degli studenti per la sicurezza - RLS)**
Persons, elected by staff and students, who can provide information and who propose or flag issues pertaining to health and safety on campus.

For more information:
www.uniroma1.it/uspp

SAFETY SIGNS

Prohibition signs



Warning signs



Regulatory signs



First-aid and Emergency signs



Fire-fighting signs



EMERGENCY NUMBERS

Internal emergency numbers

	From internal landline	8108
	Toll-free number	800 811 192

External helplines

	Military police	112
	Police	113
	Firemen	115
	Ambulance	118
	Poison Centre (Pol. Umberto I)	06. 49978000
	Poison Centre (Pol. Gemelli)	06. 3054343



ENGLISH

UFFICIO SPECIALE
PREVENZIONE E PROTEZIONE



SAPIENZA
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Student Safety Handbook

OBJECTIVE OF THIS HANDBOOK

This handbook is addressed to students (participants in degree courses, specialisation courses, interns, scholarship holders, PhD fellows) and whoever visits Sapienza University for academic reasons. It aims to ensure your safety and that of others by providing useful information on the safety organisation on campus and on general prevention guidelines.

SAFETY REGULATIONS

Workplace health and safety is regulated by D.Lgs. n. 81/2008; the university is also regulated by D.M. 363/98.

These regulations mandate various measures that must be fulfilled in the following areas:

- **technical**, including the characteristics of the workplace, machinery, materials and substances, etc.
- **organisational**, whereby appointed personnel have specific tasks, obligations and responsibilities to ensure that everyone contributes actively, based on his attributes and competencies, to achieve a safe and secure environment.

Out of the persons identified as active parties in ensuring health and safety, the staff plays an especially important role and therefore have specific obligations based on the training and information they receive.

As per D.Lgs. n. 81/2008, students are considered equivalent to staff and therefore have specific rights and obligations when they enter teaching, research or service laboratories, and generally whenever they carry out activities involving the use of machinery, equipment, tools, including video terminal components, or whenever they use chemical, physical or biological agents.

GENERAL SAFETY REGULATIONS

Students must take care of their own health and safety as well as that of others, according to the available training, instructions and techniques. With regard to safety measures in laboratories, as an exhaustive list cannot be included in this handbook, students must constantly refer to the person-in-charge of academic or research activities in the laboratory (hereby known as person-in-charge). The person-in-charge must instruct each student adequately based on the type of activity to be carried out in the laboratory.

Please observe the following general safety rules.

- a) Do not obstruct/hide escape routes (corridors and stairs), emergency exits and access to fire-fighting equipment (hydrants, extinguishers, etc.) with your objects and vehicles
- b) Do not tamper with, deactivate, damage, remove and inappropriately use safety, signal or control devices
- c) Do not smoke in enclosed areas and observe warning, prohibition and obligation signs
- d) Regularly consult the safety information published on the website of the University's Department of Safety and Emergency Preparedness (cfr. infra).

In laboratories:

- a) Do not enter specific risk laboratories without authorisation from the person-in-charge
- b) Follow the regulations in each laboratory and obey the instructions of the person-in-charge to protect yourself and others
- c) Correctly use work tools, substances and dangerous solutions, as well as the safety and individual protection devices that are available

- d) Immediately inform the person-in-charge of any faulty safety devices and dangerous situations; in the case of an emergency, seek to directly eliminate or reduce the danger based on your competencies and possibilities
- e) Do not carry out actions or manipulations beyond your competencies or which can compromise your safety and that of others
- f) Participate in proposed training programmes and go for scheduled health check-ups.

IN CASE OF EMERGENCY

If you detect the smell of smoke or gas, the presence of flames, etc., move away from the concerned area and raise the alarm in order to alert internal and/or external emergency teams. When making an emergency telephone call, clearly indicate:

- Full name and, if possible, the telephone number from which you are making the call
- Location of the emergency (address, storey, room, unit number etc.)
- Nature of the emergency (fire, explosion, gas leak, etc.)
- Any injuries that require urgent medical attention.

(Do not hang up until the receiver has confirmed the message and/or repeated the incident location).

IN CASE OF EVACUATION

When the emergency alarm sounds:

- a) Remain calm and stop all activities immediately
- b) Leave the room, taking care to place equipment in use in safety mode
- c) Leave the room in an orderly manner, without taking any objects that could cause obstruction, and close the doors and windows
- d) Do not use elevators and/or cargo lifts
- e) Follow the escape route indicated and/or the indications from persons-in-charge to get to the nearest emergency exit
- f) Do not turn back for any reason
- g) Do not remain near the exits to avoid any obstruction
- h) Go to the indicated assembly point and stay there until the alarm stops.

In case of serious and immediate danger, leave the building without waiting for the emergency alarm.

IN CASE OF INJURY OR ILLNESS

- a) Remain calm and immediately call the emergency helpline indicated in this handbook immediately
- b) While waiting for first-aid:
 - Cover the patient up and protect him/her from the environment
 - Encourage and reassure the patient
 - Gently loosen any tight clothing (belts, ties) to facilitate breathing
 - DO NOT move the injured person unless absolutely necessary due to dangerous environments (gas, fire, risk of building collapse, etc.)
 - DO NOT give the patient any food or water and do not give him/her pharmaceutical products.
- c) If necessary, assist the internal and/or external paramedics upon their arrival.

