



UNIVERSITÀ
DI PAVIA

Servizio per la salute e sicurezza
nei luoghi di lavoro

UOC Servizio di Prevenzione
e Protezione

INFORMATION AND TRAINING CERTIFICATE ON HEALTH AND SAFETY IN THE WORKPLACE

(to be stored in the place of work with a copy attached to the interested party's workplace risk file)

It is hereby declared, pursuant to and in accordance with articles 36 and 37 of Legislative Decree 81/08 and subsequent modifications and integrations and the legislation related to health and safety in the workplace, that:

on the occasion of: a new collaboration; a change in: position/duties risk

date (dd/mm/yy) / / Mr/Mrs/Miss/Ms

employed in (specify laboratory, etc.)

at the University department of (specify)

headed by (name and surname)

has undergone training in:

- Risks related to the department's activities; legislation and university regulations
- Dangers, specific and collateral risks related to the individual's specific duties
- Prevention and protective measures and actions adopted
- Potential system or equipment operating risks
- Dangers arising from hazardous substances and compounds; safety and good practice data sheet
- Personal protective equipment necessary for carrying out the individual's duties
- Regulated access areas and exposure limits
- First aid, fire-fighting and evacuation procedures and the nomination of the department's specifically-appointed individuals

With particular attention to the following risk factors: (tick the appropriate boxes)

<input type="checkbox"/> carcinogens and mutagens	<input type="checkbox"/> chemical agents	<input type="checkbox"/> biological agents	<input type="checkbox"/> noise
<input type="checkbox"/> fires and explosions	<input type="checkbox"/> compressed gases	<input type="checkbox"/> cryogenic liquids	<input type="checkbox"/> electric shock
<input type="checkbox"/> electro-magnetic fields	<input type="checkbox"/> toxic gases	<input type="checkbox"/> machine tools	<input type="checkbox"/> ionising radiation
<input type="checkbox"/> non-ionising radiation	<input type="checkbox"/> UV radiation	<input type="checkbox"/> laser radiation	<input type="checkbox"/> use of computer monitors

risks from special equipment (specify)

other (specify type of risk and/or activity)

.....

educational material handed in (specify)

The Department Head has personally verified that the training and information has been received adequately and satisfactorily, with particular reference to the workplace or office and the duties undertaken by the interested party.

Pavia, (date)

.....
(interested party)

.....
(trainer's signature)

WORKERS' OBLIGATIONS¹

(art. 20 Legislative decree. 81/08 and subsequent modifications and integrations)

TO BE HANDED TO THE INTERESTED PARTY DURING THE PERIOD OF TRAINING

1. Each worker is responsible for his/her own health and safety and that of others in the place of work who may be affected by the effects of his/her actions or failure to act, in line with his training and the means supplied by his/her employer.
2. Workers must especially:
 - a) contribute, together with his/her employer, managers and appointed individuals, to the fulfilment of the obligations in place to protect health and safety in the workplace;
 - b) respect the regulations and instructions issued by the employer, managers² and appointed individuals in order to protect the individual and group;
 - c) use correctly machinery, equipment, tools, substances, dangerous compounds, means of transport and other work equipment as well as safety devices;
 - d) use appropriately the protective apparatus made available to them;
 - e) report to the employer, manager² or appointed individuals any deficiencies in the apparatus and devices listed in c) and d), as well as other potential dangers they may be aware of, and intervene personally, where possible, in emergency situations in the scope of their assigned duties to eliminate or reduce such deficiencies or dangers, informing the workers' safety representative;
 - f) not remove or modify safety, warning and supervisory apparatus and devices without authorisation;
 - g) not undertake operations or manoeuvres on their own initiative that fall outside their assigned duties or that may compromise their own safety or that of other workers;
 - h) participate in theoretical and practical training programmes organised by the employer;
 - i) willingly undergo any work-related medical examinations or those arranged by the company physician.

The name and contact details of the person responsible for the prevention and protection service, the company or authorised physician, the workers' representatives for safety and of first-aiders, as outlined in current university's safety regulations and operating procedures, may be requested from the individuals present in local departments or may be found at: <https://spp.unipv.it/>

¹ As well as the **university's professors, researchers, technical and administrative staff**, this also includes workers who may not be employed by the university and those from public and private contracted organisations that undertake work at the university, unless otherwise agreed, and also **university students, post-doctorate students, students taking specialist courses, interns, scholarship students, and those of equivalent status, when they are in teaching, research or service laboratories**.

² Department heads, professors, researchers and task leaders.