

Centro Laboratori Didattica Chimica (CILDIC)

Safety, good practice rules and emergency plan

Extract of DLgs 81/08, art. 20

Each worker must take care of his own safety and health and that of other people who may be present in the workplace and who may be affected by his actions and omissions, in accordance with his training and the instructions and means provided by the employer.

In particular, the workers:

- observe the provisions and instructions given by the employer, managers and supervisors for the purposes of collective and individual protection;
- correctly use machinery, equipment, tools, dangerous substances and preparations, means of transport and other work equipment, as well as safety devices;
- appropriately use the protective equipment made available to them;
- immediately notify the employer, the manager and the person in charge of the deficiencies of the aforementioned means and devices, as well as any other dangerous conditions of which they become aware, acting directly, in case of emergency, in accordance with their competences and possibilities, to eliminate or reduce such deficiencies or dangers, notifying the workers' safety representative.

Organisation

• Employer:	Magnifico Rettore, prof. Giovanni Molari	051 20 9 6189
• Director:	Prof. Marco Lucarini	051 20 9 5691
• Safety and Protection service:	Dr. Rossella Serra	051 20 9 1423
• Delegate occupational doctor:	Dott. Maria Regina Lo Torto	051 20 8 4085
• Safety delegate:	Dr. Antonio Cellini	334 707 6443

In case of emergency:

The evacuation signal consists of an **acoustic alarm with voice message** repeated in Italian and English.

The meeting point is next to the **cafeteria (UE2)**.

The **reception desk** is operative Monday to Friday, 7.30 AM to 6.30 PM, tel. 051 20 9 0753.

Laboratory practice rules

- Do not eat, drink or smoke in the lab
- Wear personal protective equipment (lab coat, gloves, goggles)
Do not touch your face, pens, telephones, handles... with contaminated gloves
- Wear practical and protective clothing
No sandals, high heels, shorts, loose hair, pendants, contact lenses
- Locate emergency exits, fire extinguishers, emergency showers and eyewashes
Keep fire protection devices (extinguishers, fire hoses) and escape routes accessible
- Keep your working space clean and uncluttered
Use lockers for personal items
- Check intactness and completeness of lab gear supply
- Beware of hot surfaces and open flames
- Manipulate toxic volatile compounds under the fume hood, keeping the front shield down
- Behave safely
Do not run, throw objects, leave reactions unguarded, keep sharp objects in your pocket, sit on the workbench, overload power sockets
- Be aware of risks deriving from reagents and procedures
- Dispose of waste appropriately
- Immediately report to your supervisor in case of accident

To report an emergency

1. Refer to technical personnel or emergency squad

alternatively (fire alarm)

2. Activate the fire alarm button



if not possible:

3. Call the public emergency services

Emergency out of control (evacuation required)

- Move away rapidly following the escape paths, without rushing or crowding
- Assist disabled or struggling people, pausing in the calm spots in case of need
- Close doors and windows, unless a risk of explosion or toxic release exists
- Do not try to make up for personal belongings
- Head to the meeting point



Earthquake emergency

During the earthquake:

- Do not get out of the building, do not use stairs or lifts
- Move away from glasses, furniture, or anything that may fall

After the earthquake:

- Leave the building through escape paths
- If possible, secure equipment and running reactions
- Head to an open spot, away from buildings and collapsing structures
- Do not use the telephone and do not drive away unless strictly required, leave streets free for emergency vehicles

Illness / injury

In case of illness or injury, the victim must be assisted while a member of the internal emergency squad is immediately called out. If possible, provide information on the product or process that caused the accident. The emergency delegate provides first-aid assistance and, in case, calls for an ambulance (medical emergency – 118).

- In case of skin- or eye-contact with chemicals, wash abundantly with water.
- In case of inhalation of chemicals, move the victim to fresh air.
- In case of ingestion of chemicals, check on the safety data sheet whether to make the victim drink.
- In case of loss of consciousness, lay the victim on one side with the head downward, and immediately seek medical assistance.

The **first-aid kit** is available at the reception desk.

INTERNAL EMERGENCY TELEPHONE NUMBERS

Floor	Telephone
0 – Reception (mon-fri, 7.30-18.30)	051 20 9 0753
2 – Graphite	051 20 9 0766
3 – Nanotube	051 20 9 0758
4 – Diamond	051 20 9 0761
5 – Fullerene	051 20 9 0754
6 – Graphene	051 20 9 0756
7 – Carbon	051 20 9 0759

- I am on floor ... in the room ...
- There is a ... emergency, ... people are involved

EXTERNAL EMERGENCY TELEPHONE NUMBERS

General emergency 112
Fire emergency 115
Medical emergency 118

- I am calling from University of Bologna, Navile district, Chemistry lab center.
- I am on the ... floor of building 5, via Gobetti 87
- My name is ..., my phone number is ...
- A ... (fire, explosion, accident, ...) has occurred. ... people are involved.
- The victim's conditions are ... (can breath, has a regular heartbeat, can move, responds to questions, feels pain, is traumatised ...)
- The access for emergency vehicles is from via Gobetti 83, on the roundabout shared with CNR, just on the left after the rail underway.

DO NOT CLOSE THE CALL BEFORE EXPLICIT CONSENT BY THE OPERATOR