



Laboratorio Piani e Progetti per la Città e il Territorio

Behavioral Rules for Safety and Accident Prevention - **READ CAREFULLY**

- a. In case of fire or other danger, users must promptly inform the Technical Staff, strictly follow the instructions outlined in the Emergency Plan, and comply with the directions provided by the Technical Staff.
- b. Access to the Laboratory is strictly limited to carrying out the work requested by the instructor and for the agreed-upon usage period. At the end of this period, users must vacate the Laboratory and remove any projects or materials they have brought in.
- c. Users may access the area designated as the teaching classroom for setting up and conducting diagnostic tests only after being informed by the Technical Staff about the applicable safety regulations.
- d. Equipment may only be used after users have been informed by the Technical Staff regarding safety rules, potential residual risks, and upon obtaining specific authorization. Users must

follow the usage instructions provided by the Technical Staff and/or contained in the manuals made available to them.

e. When using equipment, users must wear personal protective equipment (PPE), such as overalls, masks, safety goggles, and gloves, as required.

f. Users must handle the equipment provided with the utmost care, refrain from tampering with it in any way, avoid removing safety devices under any circumstances, and promptly report any malfunctions or damages to the Technical Staff.

g. Users are prohibited from removing any equipment or tools belonging to the Laboratory without formal authorization.

h. Users are prohibited from bringing or using highly flammable materials, such as solvents and paints, in the Laboratory without prior and explicit authorization from the Technical Staff.

i. Users are prohibited from bringing or using electrical or mechanical materials or equipment in the Laboratory that may pose a safety risk.

j. Users are prohibited from connecting to or using the Laboratory's electrical network with any type of equipment without prior and explicit authorization from the Technical Staff.

k. In case of an accident, injury (even minor), or illness, the user must immediately inform the Technical Staff, who will either provide first aid or contact emergency services (118).

l. In case of even a minor injury involving blood loss, users without a tetanus vaccination must inform the Technical Staff and go to an emergency room for a check-up and, if necessary, receive tetanus treatment.

m. If a Laboratory accident requires medical attention at a later time or results in the user visiting an emergency room, they must notify the Technical Staff as soon as possible and provide the hospital documentation within 24 hours. This

allows the Administrative Director of the Polytechnic to make the necessary reports to INAIL and Public Safety Authorities.

n. Regarding the previous point, it is noted that, pursuant to Article 4 of D.P.R. 30/6/1965, no. 1124, regularly enrolled students, whether on time or delayed, at the University of Florence (including PhD students, specialists, etc.) are insured against injuries caused by violent events during technical-scientific experiments and practical exercises in the laboratory. The insurance coverage is as outlined in Article 66 of the aforementioned D.P.R.