



The first thing you need to know about employment and its security, is that Italy ensure equal treatment and full equality of rights for all foreign workers with a regular residence permit and for their families.

Always ask, when you start a working relationship, the regular work contract.

The undeclared or non regular work will harm you and adjust the whole community. In such a case you are weaker and you cannot fully exercise the right to safety, to health, to adequate remuneration and to your presence in Italy.

This brochure will help you understand what means **to work in safe conditions**.

While working you have a duty: **not to harm yourself**.

There are a lot of activities which are more dangerous than others and, therefore, requiring from you a great deal of attention, in order to prevent accidents and professional diseases.

PREVENTION IS BETTER THAN RISKING!

It is important to have a **correct behavior** that can save your body and your life!

We will show you what is the **safe behaviour** to be taken into consideration, in order to avoid harming yourself and the others, because **your health is precious**, not only for you, but also **for your family**.

We will also show you what are your rights as a worker regarding the safety at the workplace.

We will inform you about what you must do in case you are injured while working, if **an accident** happens to you, or if **you get sick because of work**. Every year, the migrant workers are victims of many workplace accidents.

Therefore, it is very important to know that the law helps you to protect your health while you are working.

For this reason, your employer has specific duties and responsibilities towards you.

You must know them: it will be useful for you to know what to ask for.

Safety at Workplace

What does **safety at work** mean?

It means preventing and reducing the risks of accidents and diseases by work.

In Italy there are laws that provide rules and regulations for making the workplace safer : any possibility of eliminating a risk must be facilitated and not hindered .

That's why, are also required **your attention** and your cooperation, as well as **the sense of your employer's responsibility** and the protection of **INAIL (National Institute for Insurance against Accidents at Work)** .

Your rights and your obligations

You have the right to:

- **be informed** by your employer or by your direct responsible person about the specific risks referring to your activity and to your working environment risks;
- ask your employer to provide **training courses** that could help you better understand what are the risks and how to carry out your work safely;
- have **the necessary tools to protect yourself** from the dangers that cannot be eliminated and it is your employer to provide them. They are called Personal Protective Equipment (DPI);
- know the **RSPP, or the Head of Prevention and Protection Service**, consisting of means and adequate staff members involved in the prevention and the protection from risks;
- know and to contact the **RLS, or the Representative of Workers' Safety**, who collaborates directly with the Prevention Service;
- in case of emergency, to know the names of persons **in charge for the first aid** and the **emergency services**, to be contacted.

- know who is the **competent doctor** in charge of the health surveillance on employees, who also carries out periodic checks on health status;
- know **the first aid, the fire fighting and the evacuation procedures**.

Be sure to ask who in your company is the Head of the Prevention and Protection Service (RSPP) and who is the Representative of Workers' Safety (RLS). In case you don't know, you can refer to the Regional Representatives for Security Workers (RLST) appointed by the regional syndical organizations.

Your duties towards yourself and the others:

Your first duty is to take care of yourself: never forget the importance of safety at the workplace.

Don't be risky: this will also help your colleagues follow your example.

The night work can submit the person to a great effort and requires a special care of someone's way of life: do not underestimate the signs of fatigue or discomfort

Your safety is at the same time the safety of others.

All together you can create a safer working environment.

WARNING: Drinking alcohol and using drugs, even in a reduced manner, alter your perception of the risk and endanger you and your colleagues. The Italian law is very strict about it, and provides severe penalties, including dismissal.

Your obligations

Use all personal protective equipment (DPI):

- unmodified;
- follow the instructions;
- take care to use always the ones assigned to you;
- undergo training for their proper use;

Report immediately any defects on Personal Protective Equipment (DPI);

Put into practice the instructions given to you by the employer on safety devices and warning signs;

Contribute together with the employer and the security personnel to the respecting of the rules that safeguard safety and health;

Don't carry out, on your own, manoeuvres or operations that are not of your competence or that might compromise your safety, as well as your colleagues.

DOMESTIC WORK

The house hides **many dangers** such as:

stairs, slippery floors, sharp objects (knives, scissors), electricity, hazardous substances (e.g. bleach), hot objects and substances (iron, hot water or hot oil), microbes that can cause infections, working conditions that involve effort or awkward postures.

If you are working as a domestic or as a family assistant, you are a regular employee who activates and depends by one or more employers. It means, you are protected in case of a domestic accident. Your employer is required to pay quarterly contributions to the INPS, which will transfer to INAIL the amounts of responsibility.

However, if you are between 18 and 65 years old and you are developing your **domestic activity**, on a non-casual way, taking care of your family members and your home environment, without a contract and free of charge and you're not doing other work involving registration with mandatory forms of social security, you are subjected to the compulsory insurance for the protection of the accident risk for permanent disability resulting from "home" work.

Foreign citizens with a regular residence permit in Italy, are also included in the insurance.

All information is available at the INAIL counters.

Duties of your employer

In order to guarantee your safety at workplace, your employer must mainly provide:

- **risk assessment** related to the type of work and that cannot be avoided, in collaboration with the Head of Prevention and Protection Service and the competent doctor and the RLS;
- inform you about your specific activity risks, as well as about your working environment risks;
- to provide you training courses that can help you better understand what are these risks and how to carry out your work safely;
- to inform you who is the **RSPP, or the Head of the Prevention and Protection Service**, consisting of means and people involved in the prevention and risk protection;
- to inform you who is the **Representative of Workers' Safety**, who collaborates directly with the prevention services;
- put into place all the measures necessary **for preventing** accidents and / or professional diseases and to carry out periodic check and maintenance of all these measures through:
 - **supply of all Personal Protective Equipment (DPI)** that varies depending on the underlined risks:
gloves, shoes and safety belts, eye protection glasses, noise cancelling headphones, helmets, aprons, masks, phosphorescent clothing and others, to protect you against risks which threaten your health and your safety;
 - provide adequate information, education and training for the use of equipment requiring professional knowledge, as an exclusive condition for their use;
- exposure of all safety signs necessary to avoid risks or to limit avoidable risks;
- health surveillance of workers and compliance with the sanitation of the working environment: measures regarding the protection of workers' health.

You can verify if these and other security measures are properly applied by contacting the RLS or RLST (Representative of the Regional Workers' Safety).

What happens if you are injured?

The accident

There are things you must absolutely do in case you are injured while working or during the usual journey to the workplace or on your way home (**accident on the way**), **even if you've been slightly injured:**

- **immediately inform or let your employer be informed,**
- **go immediately to the Emergency Department (Pronto Soccorso) or to your GP and declare that you've been injured while working and narrate exactly how and where it happened.**

The Emergency Department or your GP must issue you the first medical certificate in a few copies;

- **send to your employer, as soon as possible, a copy of the medical certificate and keep a copy for yourself.** If you are hospitalized, the hospital will have the duty of sending a copy of the medical certificate to your employer and to INAIL;

In case you cannot work for more than three days, your employer is obliged to make a report of the accident with a copy of the medical certificate attached to INAIL, within two days from the date of its issue.

Check to ensure that he does it, it is in your best interest. And if he did not do it, do it yourself!



Medical certificate ⇨ workplace ⇨ INAIL

Professional disease

Many diseases can be caused depending by the work performed.

In such cases, INAIL also protects you.

If you think you have work-related health problems that you performed or are still performing, you must inform your GP who must check and ascertain the disease, by issuing you a certificate.

If you are still doing the same work which has caused you the disease, you must send the certificate to your employer within 15 days and in case of treatment continuation, you also have to send to the employer the subsequent medical certificates.

If you are no longer performing that activity, you can submit directly to INAIL the application for recognition of that professional disease.

Benefits

If you are injured at your workplace or if you get a disease because of your work, you have the right to be protected by INAIL receiving in such cases **financial and medical support**.

You have the right to this protection even if the employer has not paid the insurance.

These are financial and medical benefits.

They are very important because you can have:

- **a daily sum of money** if you don't recover within the first three days (it is a financial support also known as an **absolute temporary incapacity benefit**);
- **free medical treatment** from the National Health Service at the clinics and Emergency Department (medical services);
- **free specialist medical care** at the specialized medical institutions belonging to the National Health Service and at legal medical centers at INAIL locations (**medical services**).

In order to receive INAIL support, you must submit the request within a maximum of 3 years from the date you have reported the accident or the manifestation of the professional disease.

For the development of the applications, you may request the assistance of the Benevolent Institutions (Patronati sindacali) that protect your rights for free.

In case of deadly accident

In case the worker is a victim of an accident and he loses his life, there are financial benefits for the **survivors / family dependents and a cheque for the funeral expenses**.

Even if the family members are abroad, out of Italy, they will be supported by INAIL that will be giving a monthly allowance to the survivors.

In order to receive the support from INAIL, the family members must immediately submit the application.

Contact information

INAIL

You can contact INAIL:

Contact the free number 803.164

- from Monday to Friday, from 8.00 to 20.00;

- on Saturday from 8.00 to 14.00;

- Automatic service is on 24 hours a day, including weekends

- The information is provided in 7 foreign languages: German, English, French, Arabic, Polish, Spanish and Russian

The INAIL offices nearest to you::

RAVENNA Viale Farini, 54

Telefono 0544 548411

FAENZA Via Mengolina, 10

Telefono 0546 637011

LUGO Enzo Ferrari Square, 1 (Piazzale Enzo Ferrari)

Telefono 0545 907611

The counters are open to the public from Monday to Friday, from 8.30 to 12.00.

On Monday from 14,30 to 16,00.

If you need to contact the Social Assistant you can ask for an appointment at WORKERS counter.

Labour organization:

RLST: Representative of the Regional Workers' Safety at Labour Organization:

CGIL

via P.Matteucci n°15 - 48121 Ra

Tel 0544/244246/211 mail info81cgilra@er.cgil.it

CISL

via Vulcano n°78/80 - 48124 Ra

Tel 0544/261811 - mail salutesicurezza.ravenna@cisl.it

UIL

via Le Corbusier n° 29 - 48124 Ra

Tel 0544/292011 - mail segreteria@uil-ravenna.it

For any information that relates to your employment contract you can refer to the counters at your nearest Labour Organization: the competent staff can help you understand your rights and obligations related to the employment contract; the Benevolent Institutions (Patronati) INCA CGIL, INAS CISL and Ital UIL also can help you fill out the papers in order to get the benefits in case of accident or professional disease.

Should you be elected as the Representative of Workers' Safety in your company, you can ask technical support and information to SIRS Information Service for RLS (born by a protocol between the Professional Medicine, CGIL-CISL-UIL and the Province of Ra) connecting you to the site:

www.sirs.provincia.bologna.it/SIRS-RA/sirs-ra.htm

Local Health Company

Prevention service and safety at workplace

Ravenna Fiume Abbandonato

Str.(Via Fiume Abbandonato), 134;

Opening hours to the public:

Monday, Wednesday, Friday: 8.30-13.00

Tuesday, Thursday: 8.30-13.00; 14.30-17.00

Tel.: 0544 286830; e-mail: ra.spsal@ausl.ra.it

Faenza Zaccagnini Str. (Via Zaccagnini), 22

Tel.: 0546 602524; e-mail: fa.spsal@ausl.ra.it

Opening hours to the public:

Monday, Wednesday, Friday: 8.30-13.00

Tuesday, Thursday: 8.30-13.00; 14.30-17.00

Lugo Vittorio Veneto Str. (via Vittorio Veneto), 8

Social and Medical Center - Bagnacavallo

Opening hours to the public:

Monday, Wednesday, Friday: 8.30-13.00

Tuesday, Thursday: 8.30-13.00; 14.30-17.00

Saturday: 8.30-12.30

Tel.: 0545 283041; e-mail: lu.spsal@ausl.ra.it

Emergency Department (Pronto Soccorso)

Emergency nr.: 118

Ravenna Randi Str. (Viale Randi), 5 - 48100 Ravenna

Faenza Stradone Str. (Viale Stradone), 9 - 48018 Faenza

Lugo Masi Str. (Viale Masi) – 48022 Lugo

Guide to safety at work: Definitions (art. 2 former Decree 81/2008).

Work equipment means any machine, apparatus, tool or plant, designed as a set of machines, equipment and components necessary to perform an activity or implementing a manufacturing process, intended to be used while working.

Company: the complex of a structure organized by the public or private employer.

Employer: the owner of an employment relationship with the worker or the representative who is responsible of the organization with which the employee carries out his activities. In public administrations, the employer means the director who has all the power of management.

Family dependents: are considered family dependents, from fiscal point of view, the consort not legally and actually separated; children, including the natural recognized ones, the adopted children, the entrusted and affiliated ones; parents (including the adopted ones); coming ancestors, even natural; separated consort, sons-in-law and daughters-in-law; brothers and sisters, if living with the taxpayer or if receiving a food allowance from him.

Accident (at workplace): event that produced property damage and resulting a partial or a total failure of working activity.

Workplace accident: event of traumatic type that has caused to a worker a psycho-physical injury during his working activity or activities designed to carry out his job duties. So, the relation of cause and effect is immediate.

Employee: is a person, regardless of the type of contract, working at a private or a public employer. Employees are: the working member of a cooperative or a company, the associate mem-

ber, the participant to training or to orientation, the participant in the vocational training or University student that makes use of laboratories, work equipment, chemical, physical and biological agents, or uses video terminals, the volunteer, even in civil service.

Professional disease: disease that has as its cause, or among other causes, the performance of an working activity and it is determined from prolonged exposure to a harmful agent (organizational, chemical, physical, etc..). Can occur even after several years of exposure, and it can happen that the appearance of the disease occurs when the activity that caused it has already left (for another activity or for the end of working life).

Competent doctor or GP: a doctor holding the following titles: specialization in professional medicine and in preventive medicine for workers and psychological aptitude; teaching in the field of professional medicine (preventive medicine for workers, industrial toxicology, industrial hygiene, physiology and workplace hygiene, clinical work); consent pursuant to Legislative Decree 15 August 1991, No 27; specialization in hygiene and preventive medicine or forensic medicine.

Representative for the safety of workers (RLS): a person elected or appointed to represent workers on the issues of health and safety at work.

Head of Prevention and Protection Service (RSPP): a person holding a diploma of higher secondary education and a certificate of attendance with verification of learning to specific training courses on prevention and protection from risks, adapted to the characteristics of the workplace and related to work activities that take place there, and in matters of organization and management of administrative and technical activities, of communication techniques in the company and of industrial relations.

Prevention and risk protection service: the group of people, inside or outside systems and resources of the company finalized to the activity of prevention and protection from professional risks for workers.

Health surveillance: a set of medical acts, aimed at protecting the health and safety of workers, in relation to the workplace, the occupational factors and methods of working activity development.

Risk assessment: overall evaluation and documentation of all the risks to health and safety of workers present in the working environment, operations to identify appropriate prevention and protection measures and to act for improving, over time, the health and safety levels.

Legislation: Decree No. 81/2008, Decree No. 106/2009, Law 122/2010 with modifications of the conversion DL 78/2010; EU Directive 38/2004.

