



UNIVERSITY OF PAVIA
Prevention and Protection Service

OBLIGATIONS OF WORKERS¹
(Art. 20 D.Lgs. 81/08 and s.m.i.)

DELIVER TO THE PERSON CONCERNED DURING THE TRAINING

1. every worker must take care of his own safety and health and that of other people present at the workplace, to whom the effects of his actions or omissions may fall, in accordance with the training and instructions and means provided by the employer.
2. In particular, workers must:
 - a) Contribute, together with the employer, managers and people in charge, to the fulfilment of the obligations provided for the protection of health and safety at the workplace;
 - b) comply with the provisions and instructions of the employer, the managers², and the people in charge of collective and individual protection;
 - c) use correctly machinery, equipment, tools, dangerous substances and preparations, means of transport and other work equipment and safety equipment;
 - d) use in an appropriate manner the protective devices made available to them;
 - e) immediately inform the employer, the manager² or the person in charge of the deficiencies of the means and devices referred to in points c) and d), as well as any other dangerous conditions which come to their knowledge, by making direct efforts, in case of urgency, within the area of their competence and possibilities and without prejudice to the obligation under f) to eliminate or reduce such deficiencies or dangers, by informing the worker safety representative;
 - f) not remove or modify security or signalling or control devices without authorisation;
 - g) not, on their own initiative, carry out operations or manoeuvres which are not their responsibility or which may compromise the safety of themselves or of other workers;
 - h) participate in the training programmes organised by the employer;
 - i) undergo the health checks required of them or in any case ordered by the competent doctor.

The name and contact details of the person in charge of the prevention and protection service, of the competent or authorized doctor, of the worker safety representative and of the operators in charge of first aid and emergency, as well as the regulations and operating rules of security in force at the University, can be requested from local staff present in the structure and can be found on the website:

<http://www-sicurezza.unipv.it/sicurezza-in-ateneo/sicurezza-e-salute-sul-luogo-di-lavoro/>

In addition to the teaching, research, technical and administrative staff employed by the university, the worker also means the employee who is not organically structured and that of the public and private institutions that have an agreement with the university, unless otherwise agreed, as well as students in university courses, doctoral candidates, residents, trainees, university fellows and people treated as such, when attending educational, research or service laboratories.

²Responsible of structure, teacher, researcher, responsible for activities

Department of Electrical, Computer and Biomedical Engineering

Electronic Teaching Laboratory – Classroom B3

www.unipv.it/lde

Head of the Lab: Prof. Lodovico Ratti Phone: 0382 / 985222

Lab Technician: Silvia Roncelli Phone: 0382 / 985924

Safety Rules

The access to the Laboratory implies the knowledge and the compliance with the safety rules and with the current legislation.

For what is not provided in this document refers to the document “Regolamento dell'Università degli Studi di Pavia per la sicurezza e la salute sul luogo di lavoro” and to the current legislation (art. 36 e 37 del D.Lgs. 81/08, succ. modificazioni ed integ.).

Questions for clarification can be addressed to the Head of the Lab or to the Technician.

Further information can be found on the website:

<http://spp.unipv.eu/site/home.html>

General rules

Access to the Laboratory and the use of instrumentation is allowed to the Professors and Technicians of the Department of Electrical, Computer and Biomedical Engineering and to the students enrolled in the Faculty of Engineering of this University, according to the instructions established by the Head of the Lab.

People admitted to the Laboratory must follow the instructions for the use of the instrumentation described in the associated user manual or given by the operators; in particular, they must not tamper with protective and safety instruments and equipment for any reason.

In the Laboratory it is forbidden to smoke and to consume food or drink.

People admitted to the Laboratory, in the case they become aware of facts or behaviours, even of others, that may compromise their own or others' safety, must immediately inform the lab Staff.

People admitted to the Laboratory - Classroom B3, in particular the students, in addition to the general rules, must also respect the following rules:

1. Students can access the Laboratory only in the presence of one of the following people: - Head of the Lab. – Technician - Professor of the Department of Electrical, Computer and Biomedical Engineering;

Students can access to the Laboratory for their thesis activity in the absence of the Lab Staff under the responsibility of their Supervisor, who must inform the Head of the Lab;

In order to ensure the safe management of activities, each student must:

2. comply with the operating and safety standards in force in the Laboratory and strictly comply with the instructions given by the Lab Staff or by one of the people referred to in point 1 above, for the collective and individual protection;

3. avoid actions that can compromise the safety for which he has not been authorised and adequately trained by the Staff or by one of the people referred to in point 1 above;

4. make proper and appropriate use of the protective equipment and devices made available, carefully preserving them and avoiding tampering with or removing them.

Emergency procedures

In case of emergency or alarm, the student or anyone in the Laboratory must:

1. keep calm and inform the Staff;

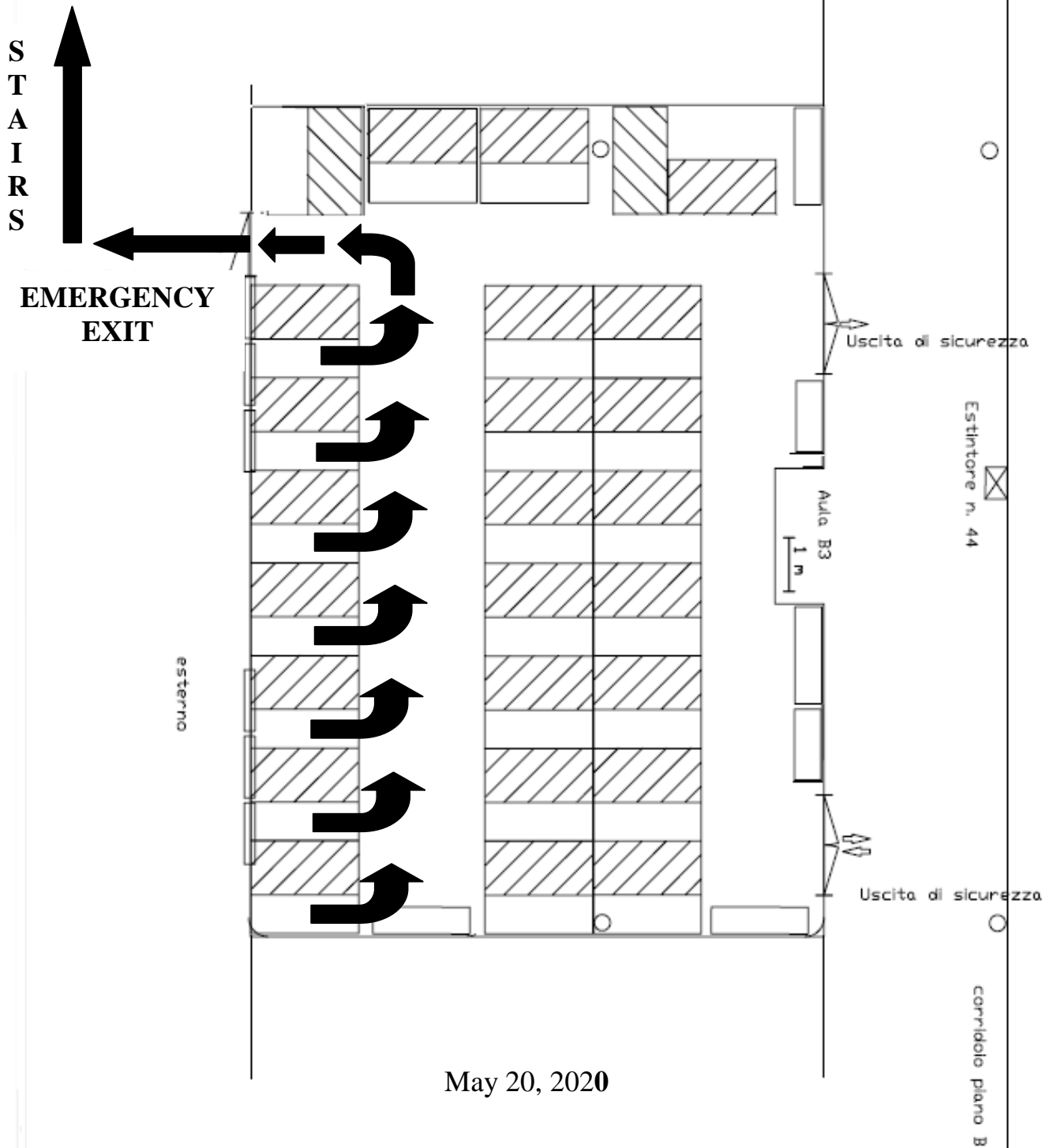
2. follow the instructions given by the Staff or any rules planned for the specific situation;

3. leave the building in an orderly way and reach the nearest safe place (EMERGENCY MEETING POINT B), following the shortest route indicated by the appropriate signs, closing the fire doors; in case of fire do not use the elevators;

4. if the situation permits, before moving away and in any case as soon as possible, switch off the equipment in use or remove the electricity from the workbenches, in order to minimize the consequences of the accident; do not, however, carry out any action for which the student has not been previously instructed.



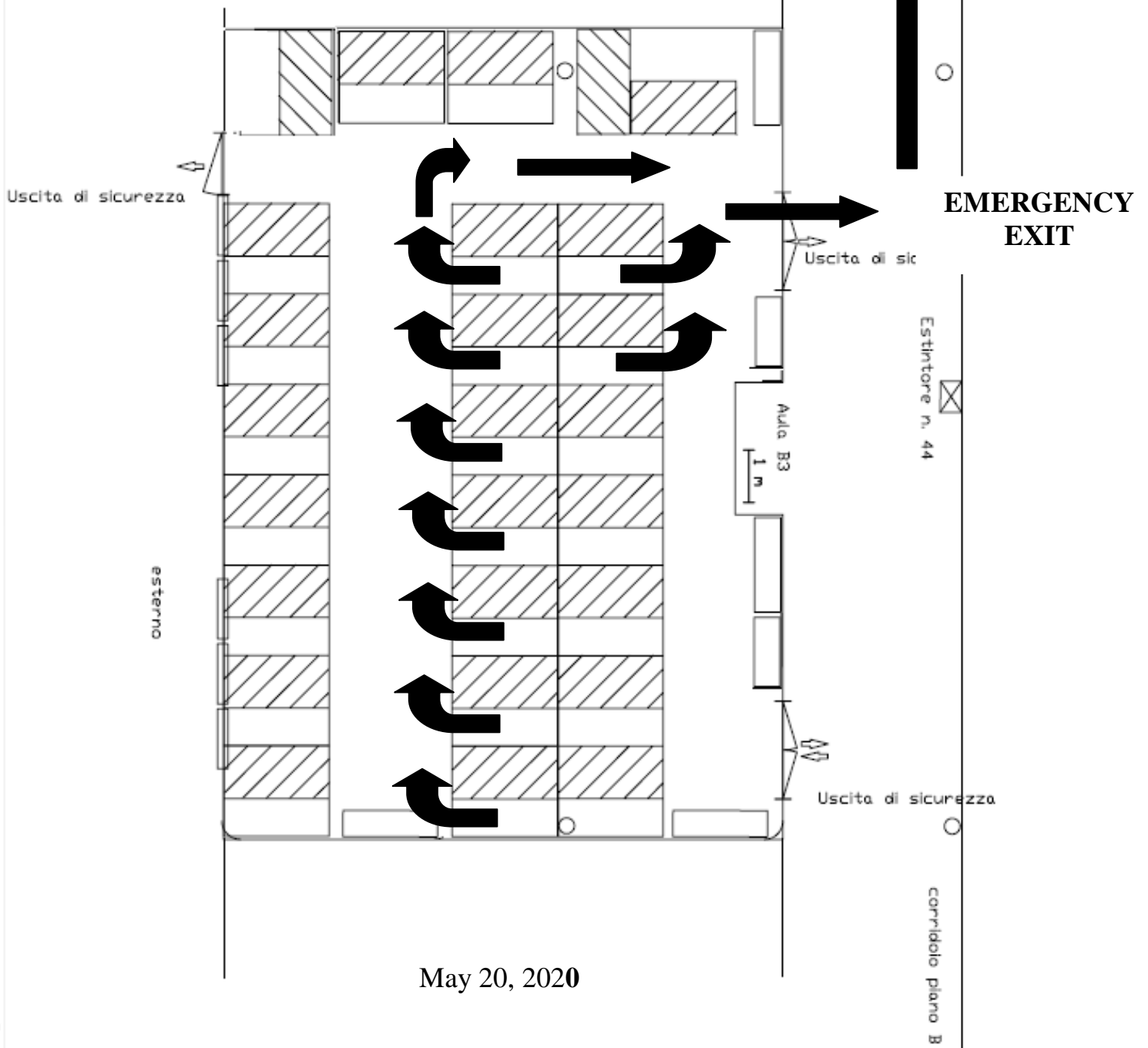
**Inner Court beneath Room B4
EMERGENCY MEETING
POINT B**





Inner Court beneath Room B4
EMERGENCY MEETING
POINT B

STAIRS



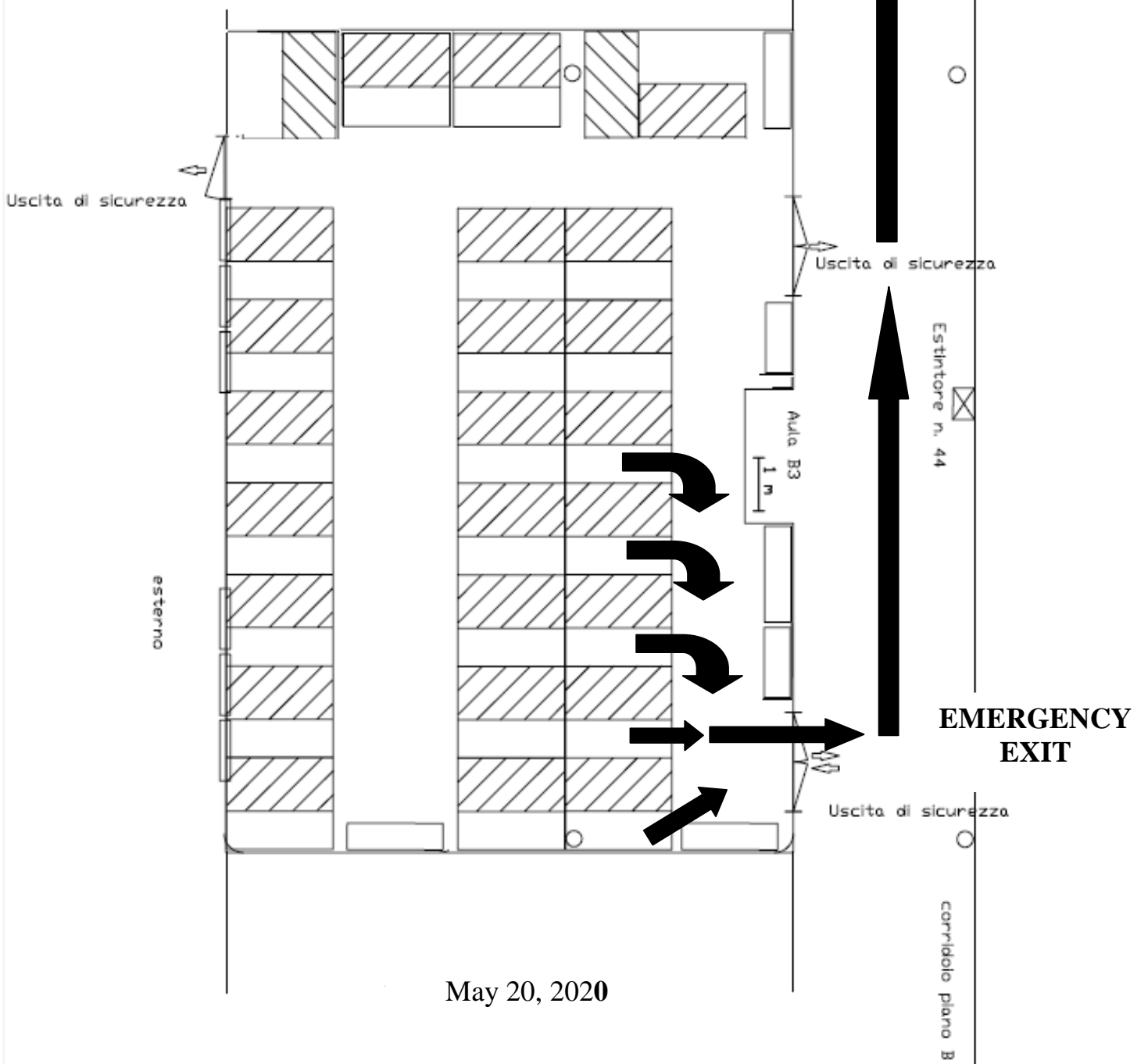


Inner Court beneath Room B4

EMERGENCY MEETING POINT B



STAIRS



Rules for the use of Electronic Teaching Laboratory – Classroom B3

1. The Electronics Teaching Laboratory is a structure designed for the educational needs related to the instrumental lectures of the courses of Electronics. All students, who access the B3, must sign the Safety Documents.
2. The Professors of the Electronics courses that use the instrumentation available on the workbenches and the hardware boards available in the Laboratory and associated with personal computers have the right to carry out the lectures in the Laboratory and their requests will be treated with top priority.
3. Students of the third year of the Bachelor's Degree in Electronics and Telecommunications who need the instrumentation available in Room B3 to carry out the activities aimed at obtaining the degree (Electronic Project, Telecommunications Project) can use, authorized by their Supervisor and the Head of the Lab, workbenches not used by the lectures.
4. The requests of the Professors of the courses of Electronics that do not make use of the workbench instrumentation and other degree courses of the Class of Information Engineering will be authorized by the Head of the Lab, depending on the availability of the Laboratory and taking into account the constraints in points 2 and 3.
5. No course will be able to book a weekly number of hours of lectures greater than that provided by the timetable, except for special cases that will be evaluated by the Head of the Laboratory.
6. Compatibly with the requests of the Professors, the Laboratory is available for use by the students for free exercises.
7. For safety reasons, given the characteristics of the instrumentation and tools present in the Laboratory, all activities are possible only in the presence of the Technician or a Professor in charge.
8. For all the safety rules of the Laboratory, refers to the "Safety Rules" of the Electronics Teaching Laboratory, which becomes an integral part of this Regulation.
9. The professors of the courses will have to book the Laboratory within a week from the official publication of the timetable of the lectures, respecting the rule of chronology and communicating the request via e-mail to the Technician. After the week it will be possible to assign the Laboratory to other courses.
10. The booking of the Laboratory for guided lectures will be valid for the whole semester. Any professor who starts classes later or finishes them before the end of the semester or decides not to use all the hours required during the semester, is asked to inform the Technician in advance.
11. The Professors of the courses will have to contact, with a reasonable advance on the beginning of the lectures, the Technician for preliminary arrangements. The Professor will have to provide any software and hardware needed for the exercises, follow its installation (with the System Administrator) and electrical connection and to verify its operation with a final test. The list of students of the course, complete with surname, first name, ID number, year and Degree Course, must be received by the Technician at least one week before the beginning of the exercises.
12. Students cannot connect personal equipment to the electrical sockets of the Laboratory, unless explicitly authorized by the Technician.
13. Students cannot connect personal equipment to the laboratory network outlets, unless explicitly authorized by the Technician.

May 20, 2020.