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ADDRESS AND PERSONS IN CHARGE

Address	Viale dell'Università, 2 – 35020 Legnaro (PD) - Italy
Telephone	+39 049 8068311
Emergency	888
Fax	+39 049 641925
Web site	www.lnl.infn.it

Director of Laboratori Nazionali di Legnaro	prof. Giovanni Fiorentini
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Environmental Management

Representative of the direction	Dr. Ing. Paolo Favaron	tel. +39 049 8068 525
Responsible of the environmental management system	Dr.ssa Patrizia Ingenito	tel. +39 049 8068 506

Prevention and Protection Service

Head	Dr. Sergio Sartor	tel. +39 049 8068 699
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Technical Support Service (Water Treatment, Electric, Hydraulic, Heating)

Head	Mr. Roberto Pegoraro	tel. +39 049 8068 921 tel. +39 049 8068 678
Safety Support Service Head (waste materials management)	Mr. Mirco Gusella	tel. +39 049 8068 450

General activity, furniture and construction Service

Head	Mr. Denis Maniero	tel. +39 049 8068 684
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Radiation Protection Service

Head	Dr. Demetre Zafiropoulos	tel. +39 049 8068 394
Secretariat	Mrs. Daniela Zane	tel. +39 049 8068 322


GENERAL PRESCRIPTIONS

The execution of all activity at Laboratori Nazionali di Legnaro must be done respecting the general prescriptions listed below.

As stated in art. 26 of D.Lgs 81/2008, we remember You that works at our Institute (Laboratori Nazionali di Legnaro) should be carried out under Your direction and observation. Furthermore, also works that are part of Laboratori Nazionali di Legnaro's working process and that are realized at your building / factory should be carried out under Your direction and observation. We therefore bear no responsibility for any damage to people or things, both of our property and of anybody else, that may be occur during the execution of the works.

So, You are requested:



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- **to return, duly signed, together with You offer, the “Contractor’s declaration” that we send You together with the request of quotation;**
- to comply with all the legal prescriptions concerning health and safety at work,
- to comply with the legal prescriptions concerning environmental aspects of Your activity,
- to guarantee:
 - a proper behaviour of you staff,
 - the substitution of everyone who doesn’t observe his/her duty;
 - the execution of the work with your own capitals, tools, machineries, equipments, according to regulation on good technique;
- to comply with all the legal prescriptions concerning engagement and to pay all social security benefits,
- to guarantee, as stated in art. 26 of D. Lgs. 81/2008, that your staff will expose the personal identity card while they will work at Laboratori Nazionali di Legnaro. We remember you that the personal identity card is compulsory also for self-employed workers;
- to respect the specific prescriptions listed below,
- to inform preventively your referee at Laboratori Nazionali di Legnaro about time of beginning, duration and way of execution of the work,
- to point out immediately any strange situation or any dangerous situation.

SPECIFIC PRESCRIPTIONS: INTERNAL DISCIPLINE

Your staff is subject to observe all our internal rules in the place where your people have to work.

In particular:

- the use of tools, equipments or provisional works belonging to Laboratori Nazionali di Legnaro is usually forbidden. In special case, their use can be possible, but it must be formally authorized.
- You have to attend to your tools, equipments, materials necessary for the execution of the work inside our place. Besides, you have to apply the specific rule concerning these tools, equipments, materials.
- Your cars, lorries, motor vehicles can stay outside the parking areas only for the strictly necessary time to discharge materials and tools. You are kindly request to give your drivers the proper information about the regulation in force inside the Laboratori Nazionali di Legnaro and to require their respect.
- If you have to use any dangerous materials or equipments (in ex. inflammable gas), you must ask a preventive authoritation. You are kindly request to get information about the internal rule concerning this aspect.
- Your working hours should be as defined inside our Institute; besides, your staff must fix it with the Laboratori Nazionali di Legnaro’s manager on whose request works are being carried out.
- When you finish the work, you must leave working place without materials, tools, machineries, waste materials, dangerous holes or dips.
- You are request to remove and manage waste materials according to the legal prescription in force and according to the prescription stated at the end of this dossier (“Rules concerning waste materials management”).

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RULE AND INSTRUCTIONS CONCERNING SAFETY AT WORK

As stated in art 26 of D. Lgs. 81/2008, you have to comply with all the law concerning Health and Safety at work and you have to put into practice all the necessary prevention and protection actions regarding the specific risks of your activity.

Before starting your work, you are kindly request to inform us about specific risks of your activity that could interfere with our normal working activity.

Besides the rules stated in the previous chapter "Specific prescription: internal discipline", **we invite you to inform your staff about the following rules and to guarantee their care and strictly observance.** Please, note that the following rules are just an example and are not intended to be exhaustive:


- All the indications stated by signals, in particular by signals concerning prohibition and by acoustic/visible signals, must be respected.
- The access to different places from that where you have to work is forbidden
- It is forbidden to stay in working place beyond the agreed time.
- It is forbidden to introduce inflammable, dangerous or toxic substances.
- It is forbidden, to use electric portable tools powered with higher voltage than those stated in technical standard and law. Please, remember that the correct voltage depends on the place where the work has to be done.
- It is forbidden to remove, to modify or to tamper with safety devices and/or protections that are installed on equipments, machineries or tools.
- It is compulsory to install an enclosure around excavation site and around working place where there are rising.
- It is forbidden to make, on your own decision, actions or operations that are not on your competence and that could be dangerous for other people.
- It is forbidden to use flames and inflammables objects and to smoke in places where there is fire danger or explosion danger and in places where there is a specific prohibition.
- It is compulsory to use personal protective equipments.
- It is forbidden to use during work clothes that could be dangerous to the worker.
- It is forbidden to put any materials on passage ways and in front of emergency exits.
- Equipments, machineries, tools must be used in compliance with the regulations and the laws in force.
- No cleaning lubricating, repairing, registration, etc. etc must be carried out on moving parts of machinery.
- It is forbidden to pass under suspended materials.
- It is compulsory to signal immediately any lack of safety devices and the existence of dangerous situation. In this case, you have also to take immediate action to avoid accidents.

SPECIFIC RISKS, PREVENTION AND EMERGENCY MEASURES

In the following, we want to give you some general information about specific risks that are present inside Laboratori Nazionali di Legnaro and about existing prevention and emergency measures.

Please, remember that in some special cases there could be necessary to get more information. In this case, you are kindly request to contact the Laboratori Nazionali di Legnaro's manager, on those request the work are being carried out, or the head of Prevention and Protection Service. We underline the importance to establish during the execution of the work a continuous collaboration



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with Laboratori Nazionali di Legnaro's people, in order to make effective the application of prevention and protection measures.

The access to the building is limited only to the working area in question for the works that you have to carry out.

PREVENTION AND EMERGENCY MEASURES

If you see any strange or anomalous situation, please signal it to your referee at Laboratori Nazionali di Legnaro. Moreover, there exists the possibility to send an email to the environmental manager by filling the form that you can find on web site www.lnl.infn.it (safety and environment - request of information by external people).

In case of emergency it is possible to call at every time and from each telephone inside the buildings the emergency phone number **888**. Please, contact this number to signal immediately every dangerous situation (fire, accident, breakdown...) and give an exact description of the situation. Specific information about the Emergency Plane of Laboratori Nazionali di Legnaro are in the manual "Emergency Plan and Fire Prevention" that **you have to collect** at the porter's lodge of the Laboratori before the beginning of you work.

We remember you that the escape ways and the emergency doors must be kept clear of any materials.

SPECIFIC RISKS AND PREVENTION MEASURES

Inside the Laboratori Nazionali di Legnaro all **areas** are shared both by pedestrians and by vehicles. Please be careful, reduce speed and use for parking the specific area.

The access to **mechanical workshops** is normally forbidden, in except for those works that have to be carried out in those places. Inside mechanical workshop, there are some routes that are identified by means of coloured lines: they can't be considered safety routes. Every one who have to work near machine tools have to get safety glasses. If the work that you have to carry out requests specific operation on machine tools, you have to comply with all the rule and regulation in force concerning health and safety at work and you have to apply the necessary prevention and protection measures.

The specific triangular signal, black on a yellow bottom background, indicates the presence of **ionizing radiation sources** in some areas and give information about admittance restrictions. If you need to get other information, please contact the Head of Radiation Protection Service, dr. Demetre Zafiropoulos.



Inside laboratories and offices, there are **electric and electronic equipments** on voltage, to that you are kindly request to be very careful. Please, contact your referee at Laboratori Nazionali di Legnaro before starting to operate with these equipments and in general stay at proper distance.

If you have to operate on **electrical system**, please, contact the Head of Technical Support Service Mr. Roberto Pegoraro, to whom you can also ask specific information concerning its use.


Inside and outside buildings there are **compressed gas cylinder, cryogenics tank, gas and cryogenics liquid pipes**: please, be very careful with them.

We remember you that the access to the store of inflammable materials, fuel and compressed gases must be kept clear every time.

If Your company supplies **technical gases**, You have to guarantee to comply with **ADR 2009** regulations and, in particular, You have to apply the established safety procedures related to delivery and to carriage of technical gases inside Laboratori Nazionali di Legnaro.

In many areas are present **bridge cranes**. During their operation, you are kindly request to stay away from places where loads could accidentaly crash.

If you need other specific information about the area where you have to operate, please contact your referee at Laboratori Nazionali di Legnaro and/or the Head of Prevention and Protection Service.

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SPECIFIC ENVIRONMENTAL RULES DURING THE ACTIVITY

Rules concerning the use of chemicals

- Before starting the activity, please give Laboratori Nazionali di Legnaro all the information concerning amount and type of chemicals and compressed gases that you want to use and give a copy of their safety data sheets written in according to european regulation REACH. If you have to use dangerous chemicals or dangerous compressed gases, you have to get a preventive authorization,
- It is forbidden to spill dangerous chemicals on wash basins or on external gully-hole. Liquid waste materials must be stored on suitable vessels with containment system and you have to attend to their disposal. The mixture of water and cleansing agent from operation of polishing must be spill on WC and never on external gully-hole,
- Suitable absorbing materials must be always present in order to absorb or neutralize chemicals that are spilled. In this case, you have to comply with the regulation concerning waste materials disposal,
- Pouring off, carriage... of chemicals is forbidden if doesn't exist containment system in case of spilling.
- If you temporarily need to store chemicals or compressed gases at Laboratori Nazionali di Legnaro, you have to stored them under your responsibility and you have to apply these rules: suitable places, presence of containment systems, absence of incompatible chemicals or of dangerous situations (flames, sources of heat...), gas compressed cylinder fixed to stable structures, presence of specific signals concerning the classification of chemicals.

Rules concerning waste materials management

You have to collect and manage waste materials produced during your activity in according to european and italian law.

We remember you that waste materials can be transported only if the transportator posses a specific permission.

The rules concerning waste materials management at Laboratori Nazionali di Legnaro are stated below.

- You have to divide and collect waste materials in according to the european classification (CER code),
- It is forbidden to leave waste materials on ground,
- You must be careful when
 - You have to empty vessels with liquid waste materials: these operations have to be done only if there are containment systems, especially if you operate in external areas;
 - You have to transport vessels with liquid waste materials: these operations have to be done only with suitable vessels;
- If your company have none specific permission to transport waste materials, you have to bring them to Laboratori Nazionali di Legnaro's temporary waste materials store.