

EXTRACT FROM THE DSCF REGULATIONS FOR HEALTH PROTECTION AND MANAGEMENT OF OCCUPATIONAL SAFETY (approved on 24/03/2015)

Safety: a) is everyone's duty, b) is applied at all stages of production processes and product life cycles: c) is based on prevention and not on cure.

Access to departmental facilities for non-dependents (research fellows, grant holders, graduate students, students, etc.) is subject to authorisation by the Department and must be covered by accident insurance. Experimental activity that involves risk must be suspended in the absence of the laboratory supervisor (person who for reason of professional competence supervises the work conducted). The term "experimental activity" does not include the use of computers, including instrument workstations, or other study-related activities. Access to laboratories outside of normal working hours (Monday-Friday 7:30 to 19:00) for non-dependents requires a formal request by the laboratory supervisor and the written approval of the Department Director. Experimental activity outside of normal working hours is forbidden in all cases unless there are staff members in the immediate vicinity, who must be informed of the activity. All persons who frequent the Department must comply with the existing rules, procedures and other provisions, referring to the person in charge of laboratory activities, to whom any anomaly should be reported.

All personnel of the Department (including students) must:

- Respect the regulations and instructions issued by the Rector, the Director, safety officers and laboratory supervisors;
- Correctly use equipment, tools, chemical substances and preparations, etc.;
- Appropriately use protective equipment and immediately report to the laboratory supervisor, the Director or the Rector deficiencies in work- or safety-related equipment or devices;
- Not remove or modify without authorization any safety, warning or control devices. Furthermore, it is forbidden for personnel to autonomously undertake operations or manoeuvres outside of their competence which may compromise the safety of themselves or others;
- Undergo the prescribed health check-ups.

Main rules to be observed in laboratories

With the premise that laboratory supervisors and safety officers must always identify the risks associated with the chemical experiments to be performed and must alert the operators to these risks, the following rules apply to everyone.

- Access to laboratories is restricted to authorised persons only.
- Do not block emergency exits or escape routes, which must always be accessible. Do not block access to fire fighting or first-aid equipment. Do not block electrical panels or any panels in which fluid regulation devices are installed.
- Do not bring into laboratories objects or materials not required for laboratory work. Do not keep or abandon unidentified products or other materials in laboratories or laboratory stores, or in their vicinity.
- Laboratories and workbenches must always be maintained clean and tidy. Always keep closed laboratory cabinets, as well as the drawers and cabinets of workbenches.
- It is forbidden to work alone in laboratories, without anyone else in the immediate vicinity.
- It is forbidden to smoke.
- It is forbidden to consume food or drink in laboratories and it is forbidden to place food or drink in refrigerators where substances for laboratory use are stored.
- Do not move in a disorderly or hurried way, or behave in any way that may cause harm to yourself or to others.
- It is forbidden to behave in any unnecessarily ambiguous way that may lead others to believe that there is an emergency situation.
- Only the minimum quantities of hazardous chemicals necessary for laboratory activities should be present in laboratories. These should be stored in suitable cabinets.
- Do not place flammable substances near heat sources.
- Never place containers, bottles or equipment near the edges of workbenches.
- Chemically incompatible substances must not be kept close together.
- Limit the use of compressed hydrogen to experiments that require the manipulation of limited quantities of the gas at low-low pressure.
- Adhere rigorously to the experimental procedures and the reagent quantities indicated by laboratory supervisors.
- When handling dry ice or liquid nitrogen, use suitable protective shields and gloves.
- Ensure the correct labelling of all containers, in order to render immediately possible identification of the content and the associated dangers. If a container is to be reused for a substance other than those it

originally contained, it must first be thoroughly cleaned/decontaminated. Furthermore, the label of the old product must be completely removed and a new label must be applied.

- Always keep containers with chemical products closed, as well as containers of hazardous waste derived from laboratory activities.
- Before undertaking any operations that involve risk, alert laboratory colleagues and possibly the laboratory supervisor, and ensure that all the necessary precautions have been taken.
- Do not unnecessarily leave equipment or instrumentation in operation, or experiments running, especially after laboratory work hours. Any equipment in continuous function must be appropriately indicated.
- Wearing a laboratory coat in laboratories is obligatory. This should be removed before entering common areas (classrooms, library, etc.). Do not keep scissors, glassware or other sharp or blunt objects in the pockets of laboratory coats.
- Long hair must be kept tied-up and clothing or accessories that can be a source of risk should be avoided (bracelets, pendants, open shoes, high heels, etc.).
- The elementary rules of hygiene must be respected: hand washing is mandatory after handling hazardous chemicals, after removing gloves and before leaving the laboratory. Do not touch door handles or other objects in the laboratory while wearing gloves with which hazardous chemicals have been handled. Remove gloves when you leave the laboratory.
- Contact lens wearers must pay particular attention to the pertinent material safety data sheets (MSDS)
- It is obligatory to wear appropriate PPE (Personal Protective Equipment) when performing work that may involve risk. PPE must be used correctly and must be maintained in adequate working order. Any deficiencies should be reported to the laboratory supervisor.
- The presence of a valid material safety data sheets (MSDS) for each substance used in the laboratory is obligatory. These can be either in electronic or printed format, but the must in either case be easily accessible to all operators.
- It is obligatory to consult the material safety data sheet (MSDS) before using any chemical substance.
- In case of minor injury the first-aid boxes present in the Department may prove effective.
- In case of any accident at work it is obligatory to communicate the circumstances to the Department Director as soon as possible.
- Workers who are pregnant, who have recently given birth or who are breastfeeding within a seven-month period after childbirth are required to report their situation to the laboratory supervisor or to the Department Director to allow an in-depth risk assessment, as required by Legislative Decree 151 of 26.03.2001. The risk assessment may preclude laboratory activities.
- Students who are aware of their allergies or sensitivities to specific chemical substances should disclose this information to the laboratory supervisor before entering the laboratory.
- Students are prohibited from any experimental procedures that involve the use of carcinogens and mutagens.
- In the event that a person exhibits symptoms of incompatibility upon exposure to specific chemicals, the laboratory supervisor will promptly notify the direction of the Department who will contact the occupational health physician.
- At the close of daily activities, the laboratory should be made secure (solvents, equipment, chemicals, etc.). No instrumentation in operation should be placed, even temporarily, in areas other than laboratories. The last operator to leave the laboratory is required to verify the situation.
- Do not dispose of material in sinks.
- All chemical waste produced in laboratories should be placed in the pertinent dedicated container (see the department regulations for waste management) and should never be disposed of in any other way (sinks, waste paper baskets, etc.).
- Ensure that the rubber tubes used for circulation of water or various gases are intact and properly secured with metal clamps, which should be replaced periodically. Gas tubes have an imprinted expiry date.
- Personnel exposed to certain types of risks are subject to health surveillance. Health surveillance is mandatory. For non-dependents who frequent the Department this surveillance will, normally, consider exposure to chemical risk.
- In the case of an emergency, alert personnel in the immediate vicinity for the purposes of evacuation of the building and notify the laboratory supervisor or other personnel (teaching or technical-administrative). Follow the instructions received.
- In case of emergency after normal working hours, alert the campus security service at the number 040.558.3053 (3053 from an internal phone), inform them of the situation and make yourself available to collaborate.
- Research conducted in the field of nanosciences and nanotechnologies must follow the guidelines indicated by the European Commission: See "A code of conduct for responsible nanosciences and nanotechnologies research"