

COURSE ON HEALTH AND SAFETY AT WORK



**information about the health and safety
protection of workers and citizens
according to State-Regions agreements**

General Training

Course Code SIC-001



Pursuant to art. 36, Title I, Section. IV of Legislative Decree 9 April 2008 n. 81 and subsequent amendments. and the Ministerial Decree 10/03/98 the course pack created:

**COURSE ON HEALTH AND SAFETY AT WORK
GENERAL TRAINING - Course Code SIC-001**

Which on:

It is delivered to Mr./Ms.:

As information for the protection of the health and safety protection of workers and citizens according to State-Regions agreements.

.....
(Signature for receipt)





HEALTH COURSE AND SAFETY AT WORK



Course pack for use by workers

Information to workers pursuant to
of the art. 36, Title I, Section. IV of
Legislative Decree 9 April 2008
n. 81 and subsequent
amendments.
and the Ministerial Decree
March 10, 1998



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GENERAL TRAINING

State-regions agreement

*21 DECEMBER 2011 for the training of
workers pursuant to art. 37, paragraph 2,
of Legislative Decree 9 April 2008 n. 81*

Course length: 4 hours



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INTRODUCTION

The General Training course for workers is one of the many directives provided for by the legislation in force that requires the companies to guarantee the adequate training on general topics concerning health and safety in the workplace to all their employees.

The training course offered by MaFran Srl hasn't onim the gol to respect complying the legal obligations, but also to provide to the workers an adequate education about safety at work. This is an educational program that begins with general training and will end with specific training in the relevant sector of employment for each worker.



The current Legislative Decree no. is n° 81 of 2008, which replaced Legislative Decree 626/94, it includes all the rules for the protection of the health and safety for all workers, whatever the type of contract, and of all those who can be considered as equivalent to workers.

According to these rules, the Employer must guarantee the training for workers. Training means an educational process through which transfer to the workers and other subjects of the prevention system and business protection and procedures useful to gain competences for the safe carrying out of their respective tasks in the company and for the identification, reduction and risk management.

Since 21 December 2011, the State-Regions Agreement has been in place deciding the essential topics and procedures for training workers. Based on these agreements, the training process for workers is organized as follows:



- Equal general training for all workers;
- Specific training for each risk sectors;
- Specific training for the equipment and machines use;
- Related update (periodic).

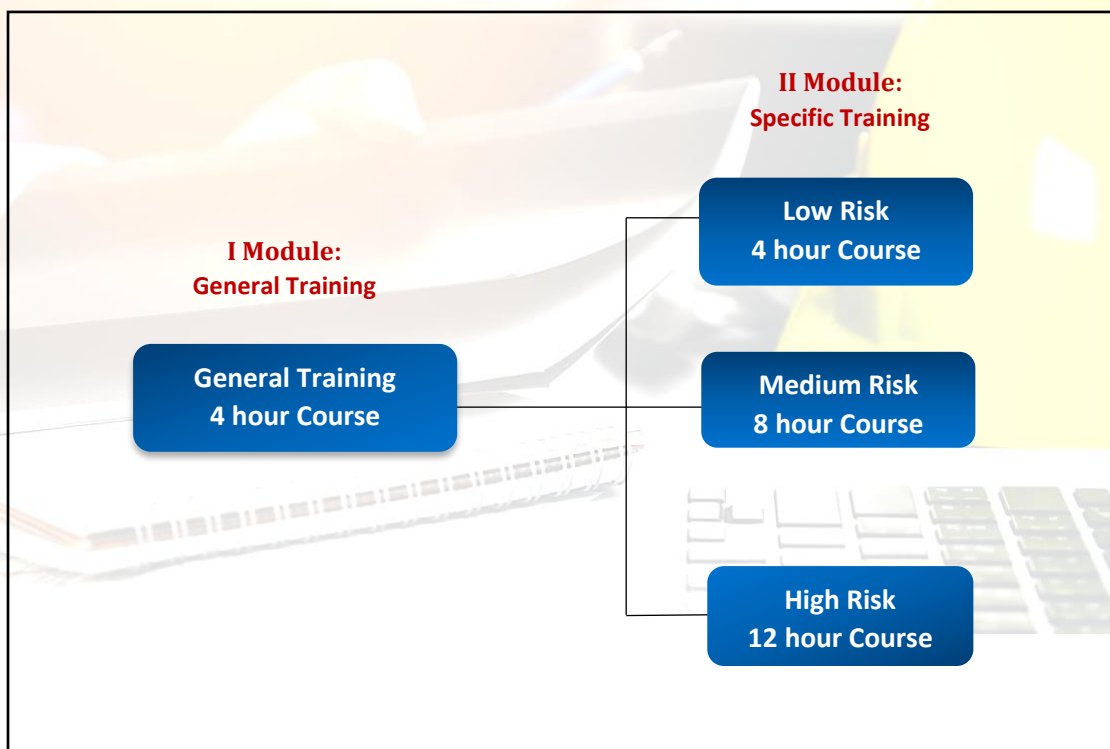


General training is strictly requested for all workers with 4-hour course, after which, workers have to follow specific training relating to the company's sector of activity, defined by the ATECO code.

Depending on the macro sectors of activity, the companies have been classified by risk classes; each class has specific the hours of training that workers have to follow:



- **Low risk** → **4 hours**;
- **Medium risk** → **8 hours**;
- **High risk** → **12 hours**.



UNIT 1

Concepts of risk, harm and danger

Risk is the “probability of reaching the potential level of damage in the conditions of use or exposure to a specific factor or agent or their combination”.

We can therefore consider risk as the combination of two factors: probability and damage.

The expression probability refers to the possible hypothesis that a certain event could happen. Damage is “the possible consequence of the presence of a danger”; while danger is defined as “an intrinsic property or quality of a certain factor having the potential to cause damage”.

To determine the risk it is necessary to know or be able to evaluate the probability that a certain situation may arise, but it is also necessary to know the extent of the damage; to be precise, it is given by the product of the probability that a certain event happens times the extent of the damage.



$$\text{RISK} = \text{Chance} \times \text{Harm}$$

The presence of a risk does not only concern the workplace, but any activity carried out on a devryday life (cooking, cleaning, playing sports, etc.) it may imply the possibility of a “generic” risk; while in work environments any risk hypothesis is defined as “professional risk”.





Risk assessment and RAD

Risk assessment is important because it allows you to record and classify all the dangers to which workers are exposed during their work. It derives from a careful analysis that the Employer carries out together with other company figures: the Head of the Prevention and Protection Service (HPPS) and the competent doctor, after requesting the opinion of the Workers' Safety Representative (WSR). The risk assessment is



aimed at identifying the appropriate prevention and protection measures and developing the program of measures to ensure the improvement of health and safety levels over time (Legislative Decree 81/08, art. 2). At the end of this procedure a document is developed which has certification value: the Risk Assessment Document (RAD).



Concepts of injury, accident and occupational disease

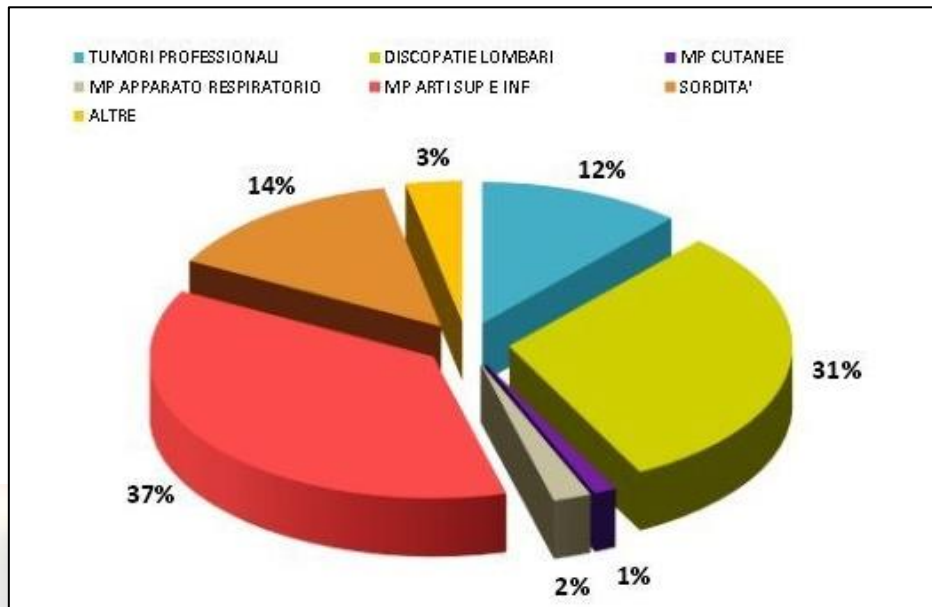
Injury is considered to be any event which happens due to a violent cause during work, which may result in death or permanent inability to work, whether absolute or partial, or a temporary inability resulting in abstention from work.

An accident is considered to be an event that causes material damage without causing damage to people.

An occupational disease is considered that one contracted during the performance work activity which the worker is employed. This can arise even after years due to the long period of exposure.



These three factors cause damage, temporary or permanent, which causes a deficit to the organism, one of its parts or one of its functions.



UNIT 2

Prevention and protection

To protect the health and safety of workers in the workplace, prevention and protection measures (or interventions) must be applied in order to reduce the risk to:

- **Tolerable** risk: risk accepted after the risk weighting. Tolerable risk is also called “non-significant risk” or “acceptable risk”. Tolerable risk should not require further treatment;
- **Residual** risk: Remaining risk after the risk treatment. The residual risk also includes non-identifiable risks (UNI 11230 – Risk management).



N.B. The prevention measure tends to reduce the probability of the damage occurring, while the protection measure tends to reduce the severity of the damage.



UNIT 3

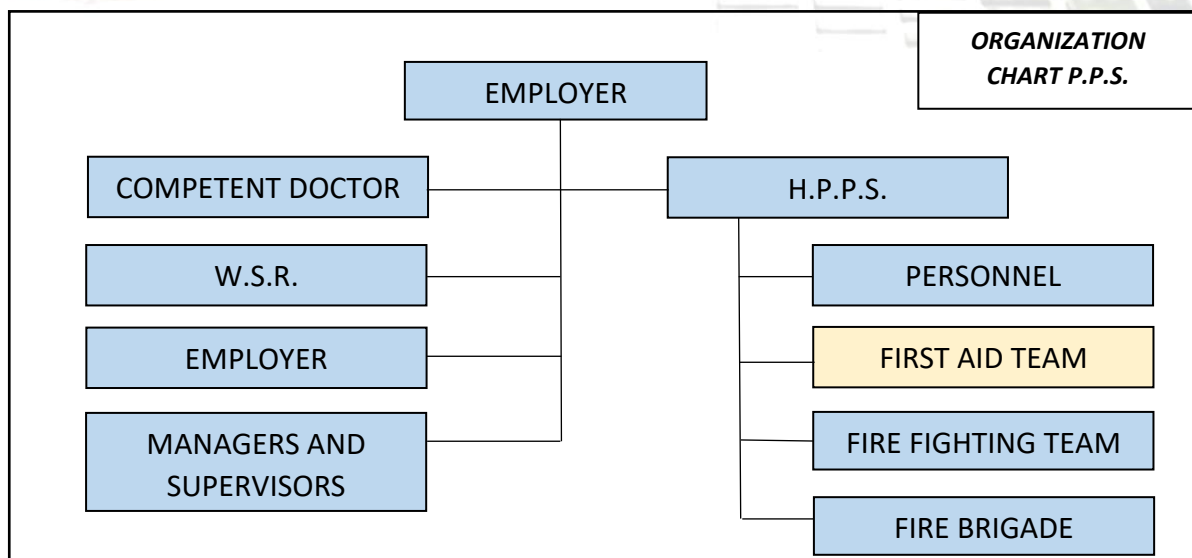
Rights and duties of corporate entities

Legislative Decree 81/2008 (hereinafter Legislative Decree 81) prescribes measures focused to protect the health and safety of workers in private and public work environments through the implementation of community directives.

In particular, Legislative Decree 81 aims to evaluate, reduce and control risks to the health and safety of workers in the workplace, through a combined action of various subjects for each of which provides obligations and sanctions. The rule also established the Prevention and Protection Service and made the periodic safety meeting mandatory.

Subjects of Legislative Decree 81/2008

- Employer;
- Executive;
- Competent doctor;
- Head of the Prevention and Protection Service (HPPS);
- Prevention and Protection Service employees;
- Fire prevention officers;
- Firefighting, first aid and emergency workers;
- Supervisor;
- Worker;
- Workers' Representative for Safety (WRS).



Employer

It is the person in charge of the employment relationship with the worker who has responsibility for the organization or the production unit because he has the decisionale and spending power. The obligations of the Employer are:

- Risk assessment;
- Process the Document (DVR);
- Appoint the Prevention and Protection Service Manager (PPSM);
- Designate the Competent Doctor (where applicable);
- Designate Workers for First Aid, Fire Fighting, Emergency Management;
- Organize Health Surveillance (where applicable);
- Provide information to workers;
- Carry out training for workers;
- Conduct Periodic Risk Prevention and Protection Meeting.



The Employer **can** delegate managers, supervisors, service managers, technicians, consultants to implement the obligations established by workplace safety legislation; otherwise he **cannot** delegate the risk assessment, the preparation of the DVR, the designation of the HPPS and the calling of the Periodic Meeting.

Workers' Representative for Safety (WRS)

Person **elected** or **designated** to **represent** workers regarding health and safety aspects at work. The RLS holds multiple powers:

- He is consulted in advance and promptly on the risk assessment;
- He is consulted on worker training;
- Receives information from the security services;
- Receives company information and documentation (risk assessment, measures, substances and preparations, machines, accidents, occupational diseases);
- He is consulted on the designation of those responsible for prevention, fire prevention, first aid and evacuation services;





- Accesses workplaces;
- Attend the regular meeting;
- Promotes the development, identification and implementation of prevention measures suitable to protect the health of workers;
- Can appeal to the competent authorities;
- Makes proposals regarding prevention activities;
- Makes observations during inspections by the competent authority;
- Receives adequate training;
- Warns the company manager of the risks identified during his activity.

Manager

He is the recipient of certain safety **obligations** and works together with the Employer in informing workers exposed to the risk of serious and immediate danger as soon as possible about the risk itself and the provisions taken or to be taken regarding protection. (Art. 18 – letter i) and in fulfilling the information, education and training obligations referred to in the art. 36 – 37 (Art. 18 – letter l).



Competent doctor

He is the doctor who collaborates with the Employer and the HPPS for the purposes of **risk assessment** and carries out **health surveillance**. This figure is appointed exclusively by the Employer.

Head of the Prevention and Protection Service (HPPS)

Person, internal or external to the company, in possession of the professional skills and requirements designated by the Employer, to whom he responds, to **coordinate** the risk **prevention** and **protection service**. In large companies, the HPPS collaborates with the prevention and protection service workers.



Fire prevention officers, first aid and emergency workers



Fire prevention officers are the workers responsible for carrying out fire prevention activities, evacuation of workplaces, in case of emergency and rescue of other workers, in coordination with first aid managers. **First aid workers** are responsible for implementing first aid and rescue prevention measures. In order to carry out these tasks, the workers who are designated must be **trained**; they must be in sufficient numbers and must have adequate equipment.

Worker

Person who, regardless of the type of contract, carries out a **work activity** within the organization of a public or private employer, with or without pay, even for the sole purpose of learning a trade, an art or a profession.





Information and training

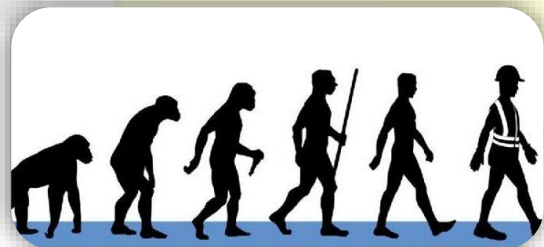
Between the obligations that the Employer must fulfill is to ensure that each worker receives adequate **information** (Article 36 – paragraph 2):

- On the specific risks to which he is exposed in relation to the activity carried out, the safety regulations and the relevant company provisions;
- On the dangers associated with the use of dangerous substances and preparations on the basis of the safety data sheets required by current legislation and good practice standards;
- On the measures and activities adopted;
- On first aid, firefighting and evacuation;
- On SPP Manager and Competent Doctor;
- Workers in charge of emergency procedures.



Training and (where applicable) training must take place on the occasion (Art. 37-paragraph 4):

- The establishment of the employment relationship;
- Of the transfer or change of job;
- The introduction of new work equipment or new technologies, new dangerous substances and preparations ("periodically repeated" based on the evolution of risks or the onset of new risks).



The training is carried out by an expert person and in the workplace (Art. 37 – paragraph 5)

The Responsible

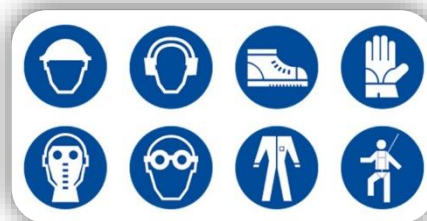
Person who, even if only de facto, supervises the executive aspects of the work activity and guarantees the **implementation** of the directives received, checking their correct execution by the workers and exercising a functional power of initiative.



Specifically, he collaborates with the Manager in information, education and training activities.

Personal Protective Equipment (PPE)

We mean products that have the function of **protecting** the worker from health and safety risks. PPE must be used when risks **cannot** be avoided or sufficiently reduced by technical prevention measures, collective protection measures, work reorganization measures, methods or procedures.



Illegal act

In Italian law, the violation of a rule entails the presence of an "**unlawful act**". The complex Italian legal system mainly provides for the definition of the following types of offence:

- Violation of a rule aimed at protecting a private interest resulting in compensation (for the damage suffered), by the person who commits the act, ordered by the judge;





- Violation of a law aimed at protecting the public interest, resulting in a penalty ordered by the judge;

Depending on the seriousness of the offense, the company and/or the Employer may face **financial penalties** and/or **disqualification sanctions**.

UNIT 4

Supervisory bodies

They are those supervisory bodies in the **prevention** of accidents and occupational diseases. The bodies responsible for ensuring compliance with the legislation on health and safety at work are:



- **Internal** company bodies, to which the first level of prevention is reserved;
- **Public** bodies, which are responsible for checks for compliance with accident prevention regulations, the adoption of any sanctioning measures and investigations following accidents at work.

Supervision as a function of **examining** and **verifying** correct corporate behavior is a task institutionally reserved for bodies with **public** functions.

Signage

Safety signs mean signs which, referring to an object, an activity, or a specific situation, provide an **indication** or **prescription** concerning safety or health in the workplace, and which is used as appropriate, a sign, a colour, a light or acoustic signal, a verbal communication or a gestural signal (art.1 of Legislative Decree 493/96).

Safety signs can be divided into 5 groups:

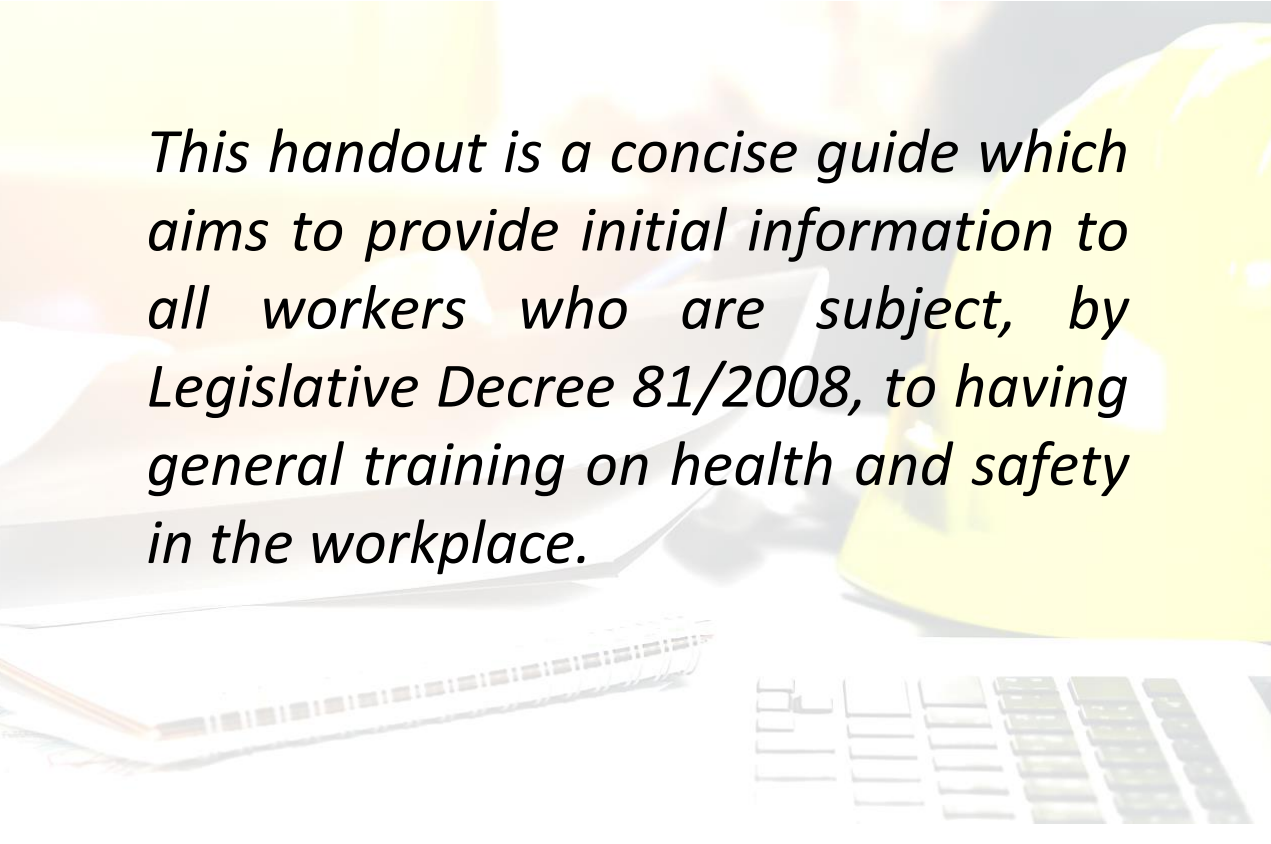
- **Distress** signal: provides information relating to emergency or rescue vehicles (square or rectangular shape, white pictogram on a solid background);
- **Prohibition** sign: prohibits behavior that could lead to or cause danger (round shape, black pictogram on a white background);
- **Warning** sign: warns of the presence of a risk or danger (triangular shape, black pictogram on a yellow background, black border);
- **Prescription** sign: prescribes a certain behavior (round shape, white pictogram on a light blue background);
- **Rescue** sign: provides information relating to emergency exits (square or rectangular shape, white pictogram on a green background).



SELF-ASSESSMENT TEST

Question	True	False
1. Legislative Decree 626, transposing the community directives, and Legislative Decree 81 which collected the provisions in their entirety, abolished the previous regulatory framework on health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
2. Legislative Decree 81/2008 provides for sanctions, the vast majority of which are criminal, custodial or pecuniary, for DDL and managers, builders and traders, supervisors and workers who do not implement the protection measures provided for by the same decree?	<input type="checkbox"/>	<input type="checkbox"/>
3. The provisions established by Legislative Decree 81/2008 entail criminal sanctions against employers, managers and supervisors only in the event of damage to workers following an accident or exposure at work?	<input type="checkbox"/>	<input type="checkbox"/>
4. Supervision and control in the workplace for compliance with prevention and protection regulations are carried out by the Employer?	<input type="checkbox"/>	<input type="checkbox"/>
5. Risk assessment in the company is not carried out by the Protection and Prevention Service independently?	<input type="checkbox"/>	<input type="checkbox"/>
6. The workers' representative (RLS) is chosen and appointed by the employer?	<input type="checkbox"/>	<input type="checkbox"/>
7. The risk assessment requires the DDL to consult the RLS once the assessment document has been developed by the RSPP?	<input type="checkbox"/>	<input type="checkbox"/>
8. The periodic meeting requires the participation of only the DL and the MC?	<input type="checkbox"/>	<input type="checkbox"/>
9. Emergency workers may not accept the assignment?	<input type="checkbox"/>	<input type="checkbox"/>
10. The use of personal protective equipment serves to reduce the risks to which workers are subject?	<input type="checkbox"/>	<input type="checkbox"/>

Solutions									
1	2	3	4	5	6	7	8	9	10
False	True	False	True	True	False	False	False	False	True



This handout is a concise guide which aims to provide initial information to all workers who are subject, by Legislative Decree 81/2008, to having general training on health and safety in the workplace.

Article 36 of Legislative Decree 81/2008 and subsequent amendments. requires the employer to ensure that each worker receives adequate information on the risks to health and safety at work connected to the company's activity in general and on the company roles that derive from it. This booklet was prepared by MaFran Srl to be distributed to all workers in order to give them information that must be easily understandable and allow them to acquire the relevant knowledge.



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