



CAMPAIGN FOR  
SAFETY AND HEALTH  
IN THE WORKPLACE

Promoted by:



Regione Umbria

**INAIL**  
UMBRIA

In cooperation with:

Regional Steering Committee for  
Health and Safety in the Workplace

Prepared by:

Regional Directorate for Health Care and Social Services  
"Prevention" Office

Via Mario Angeloni, 61 - 06124 Perugia

Tel. 075/5045284

saniprevenzione@regione.umbria.it

www.sanita.regione.umbria.it

INAIL - Umbria

Regional Directorate of Umbria

Via G.B. Pontani 12 - 06128 Perugia

Tel. 075/50151 - Fax 075/5015201

umbria@inail.it - www.inail.it/umbria

Managing agency:

**AGENZIA SEDES DI PERUGIA**

Via M. Angeloni, 61 - 06124 Perugia

Tel. 075.5056987 - Fax 075.5058796

info@sedes.it - www.sedes.it

July 2007

**Work is Life**  
**SAFETY is VITAL**



Regione Umbria

**INAIL**  
UMBRIA

**Work is Life**  
**SAFETY is VITAL**

**Agricultural Safety Manual**





CAMPAIGN FOR  
SAFETY AND HEALTH  
IN THE WORKPLACE



Regione Umbria

INAIL  
UMBRIA

## SAFETY is VITAL

*This brochure is once again the fruit of joint work performed by the Umbria Region Councillorship for Health and the Regional Management of INAIL-Umbria which, together with the Labour Unions, Joint Committees and cultural mediators, consider safeguarding worker health a top priority. And this is particularly important for those workers who come from countries that are far removed from ours - not only geographically but above all in terms of culture and traditions - as they can be at a disadvantage in a work environment that is as difficult as that of the agricultural sector.*

*The main goal is to call attention to the leading hazards that agricultural work poses and to provide indications on the measures to be adopted to eliminate them or reduce them to the barest minimum.*

*It was also deemed important to remind workers of their rights and responsibilities, focusing attention on how safety in the workplace can only be achieved with the contribution of all parties involved, starting from the employer and continuing all the way to the individual worker.*

**Anna Innocenti**  
Regional Director  
INAIL Umbria

**Maurizio Rosi**  
Councillor for Health  
Umbria Region

## in this manual YOU WILL FIND...

- 4 Safety is health**
  - 4 The parties to safety
  - 6 Worker rights and obligations
- 8 The safe field**
  - 8 The worksite
  - 10 Ladders
  - 12 Agricultural machinery: tractors
  - 15 Cardan shaft
  - 16 Chain saws
  - 17 Tillers
- 18 Safe farming**
  - 18 Tractor operation
  - 20 Fixed and mobile scaffolding
  - 22 Handling loads
  - 26 Chain saw operation
  - 27 Tiller operation
  - 28 Harvesting-baling machinery
- 30 Useful contacts**

**Work is Life**  
**SAFETY is VITAL**



## **SAFETY IN AGRICULTURE**

### **THE PARTIES**

#### **The project coordinator** (appointed by the client)

Draws up the safety and coordination plan (SCP) and evaluates the risks the workers will be exposed to.

#### **The works coordinator**

Checks that the SCP is applied, notifies the client or works manager of any non-compliance by the contractors and suspends the work in cases of serious, imminent danger.

#### **The employer**

- ⇒ Takes all measures necessary to ensure that the work equipment is installed according to the manufacturer's instructions, adequately maintained and used correctly.
- ⇒ Provides the workers with adequate equipment that enables them to perform the job in full safety and in good health.
- ⇒ Guarantees training and information for the workers regarding the conditions under which equipment and chemicals are to be used and the risks they are exposed to during their use.

Legislative decree 626/94 - and subsequent amendments and riders - introduced a new way to organize safety. Safety is no longer considered solely the employer's responsibility but a group of figures were also called on to work together and to work with the employer. To implement prevention, one needs to know what the dangers are and what associated risks can ensue. All parties must then participate in eliminating or reducing the identified risks and exposure to the barest minimum.

### **TO SAFETY**

#### **The labour safety representative (LSR)**

Elected or designated by the workers to represent them in safety questions; for companies with 15 or fewer employees, this person can be identified within the territory (LSRT).

- ⇒ He is consulted in questions regarding the assessment of risks, programming prevention, training workers, designating the persons assigned to fire prevention and first aid and evacuation activities.
- ⇒ He receives the corporate information and documentation on risk assessment.
- ⇒ He participates at periodic meetings with the employer, the Prevention & Protection Service Manager and the competent physician.
- ⇒ He informs the employer of any risks identified during the course of his work.

#### **The competent physician**

He cooperates with the employer and with the Prevention & Protection Service in arranging and implementing measures to safeguard worker health and provides preventative, periodic assessment of the workers' health, evaluating their ability to perform their jobs.

#### **Prevention & Protection Service Manager (PPSM)**

He evaluates the risk factors, identifies the safety measures and determines the healthiness of the workplace. He also proposes information and training programs for the workers.



## WORKER RIGHTS

### Workers have a right to

- ⇒ Work in a **safe workplace** outfit with all necessary equipment (bathroom facilities, dressing rooms, etc.).
- ⇒ Be **informed of the specific risks** inherent in the workplace.
- ⇒ Be specifically **trained** for the job to be performed.
- ⇒ Be provided with suitable personal and collective **protective equipment**.
- ⇒ Name their own **Safety Representative** (LSR/T).
- ⇒ Undergo **medical check-ups**, both preventative to determine suitability for the job and periodic.
- ⇒ Be given **suitable machinery and equipment** to perform their job.

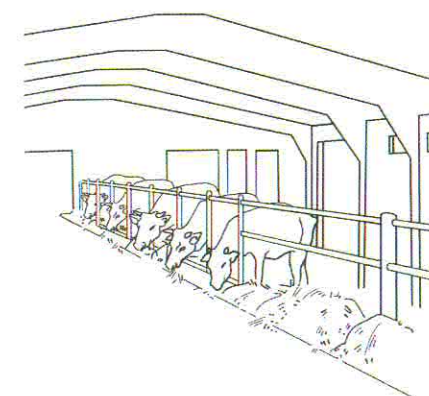
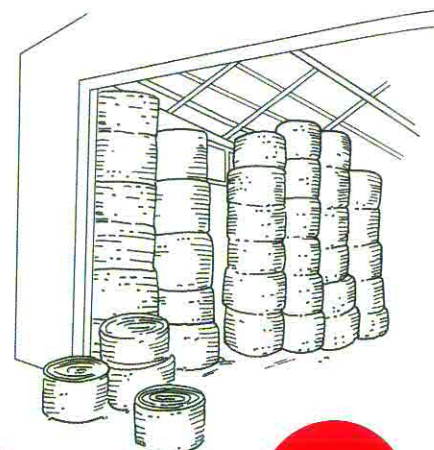
## WORKER RESPONSIBILITIES

### The workers must

- ⇒ **Safeguard** their own safety and health and that of the other persons present in the workplace who could be affected by their actions and omissions; this must be done in line with the training, instructions and equipment provided by the employer.
- ⇒ **Observe the provisions** issued by the employer, the managers and foremen in order to protect collective and individual safety.
- ⇒ **Correctly use** the equipment placed at their disposal (machinery, equipment, tools, instruments, safety devices).
- ⇒ **Notify the employer** of any deficiencies in the equipment and devices provided to them and any dangerous conditions they become aware of.
- ⇒ **Never remove or modify** the safety signals or control devices without prior authorization.
- ⇒ **Never perform** any operations that are not part of their job and which could place them or others in jeopardy.
- ⇒ **Undergo the health care check-ups** planned.
- ⇒ **Participate** in the information meetings and training courses.
- ⇒ **Contribute**, together with the employer, managers and foremen to comply with all requirements established by the competent authorities and in any way necessary to protect worker health and safety.

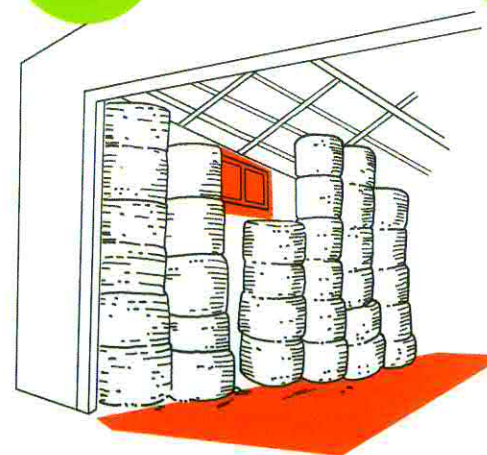
# THE WORKSITE

Check that all work areas comply with current legislation focusing particular attention on utility systems - electricity, heating, ventilation and plumbing.



NO

YES

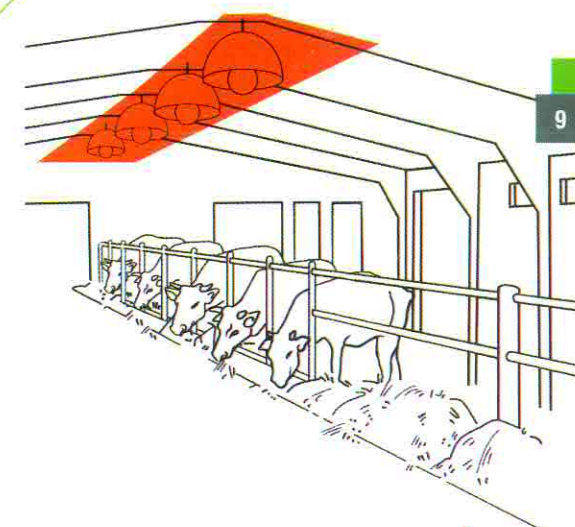


NO

Keep the escape routes and passageways to the doors free of clutter, materials and equipment.

YES

All stables, warehouses, agricultural machinery depots and roadways must be well lit.



9

Risk of fire, electrocution and falls



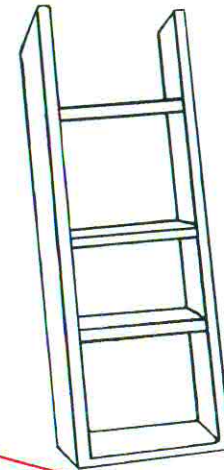
Risk of slipping



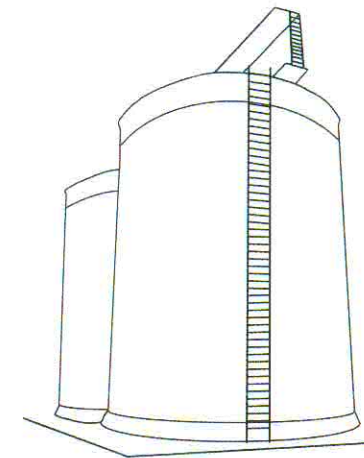


# LADDERS

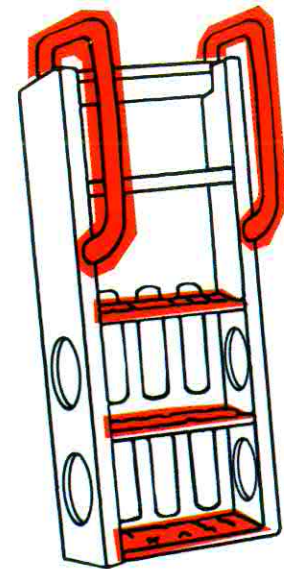
NO



NO



10



YES

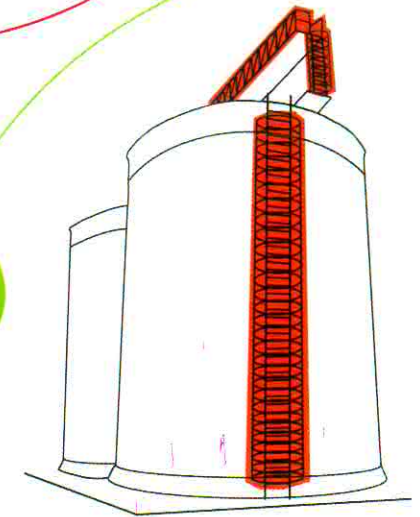
To access the above-ground work sites, use fixed ladders.

When mobile ladders are to be used, they must have systems to prevent slipping and the rungs must be set into the posts.

11

YES

Fixed ladders must have a handrail and a banister on the open side.

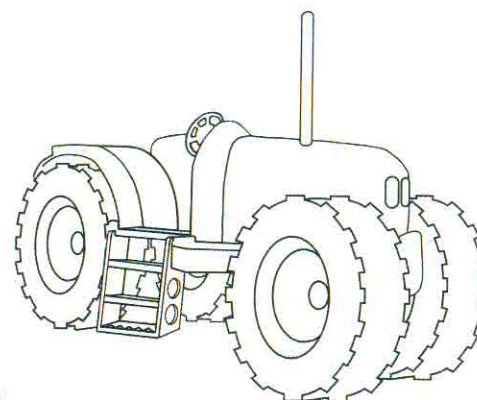


Risk: falls from elevation

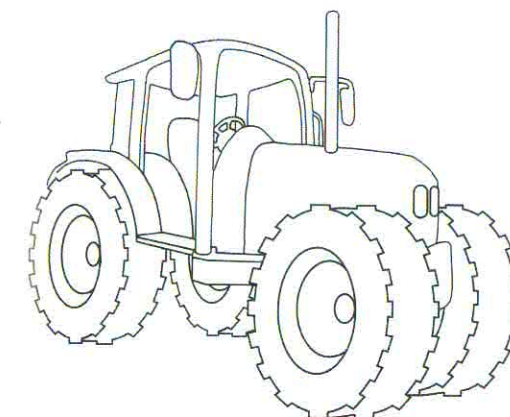


# AGRICULTURAL MACHINERY: TRACTORS

NO



NO



YES

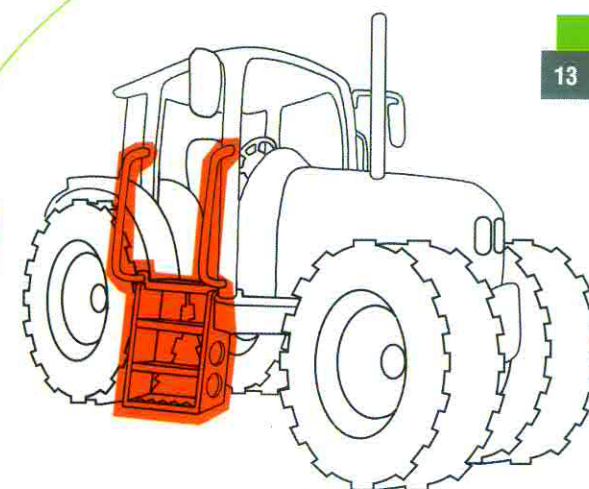


Tractors weighing more than 800 Kg must be fit with cabin or 4-post ROP (roll-over protection) frame and safety belt.

Risk: tractor rollover, being crushed



YES



Tractors must be equipped with a footboard made of a slip-proof material and fit with handles for climbing in and out of the cabin.

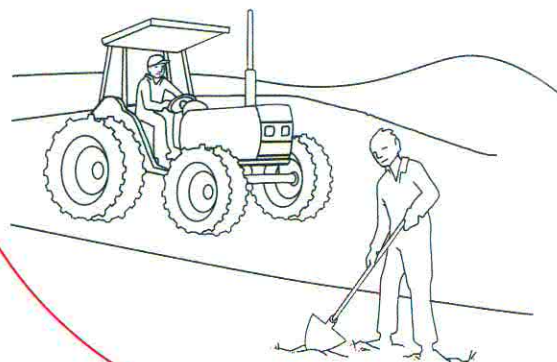
Risk: falls and bruises



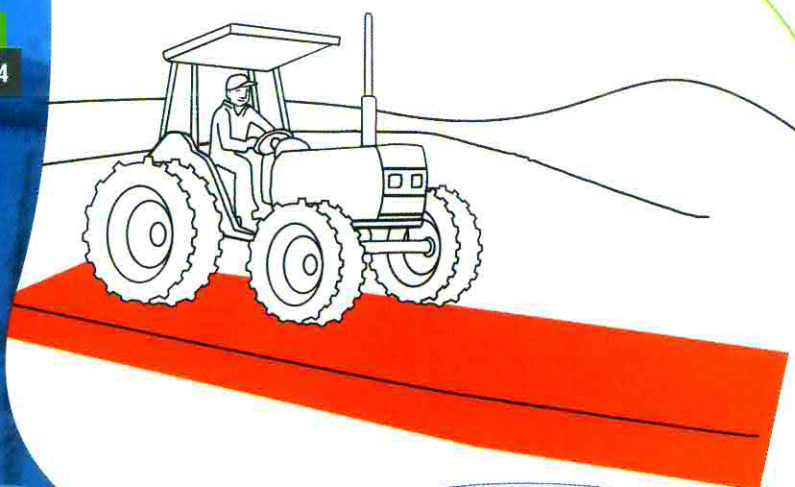


# AGRICULTURAL MACHINERY: TRACTORS

Never let anyone approach the machine while it is working.



YES



NO

Risk of accidents

Agricultural  
Safety  
Manual

14

## THE CARDAN SHAFT



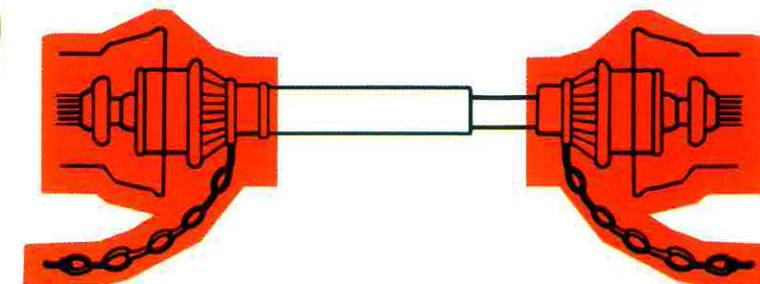
NO

Make certain that the cardan shaft is always protected by guards:

- protective lid on the end forks,
- terminal casing,
- hard plastic telescoping sheath,
- sheath securing chain.

Turn off the tractor engine before performing any operations on the cardan shaft.

YES



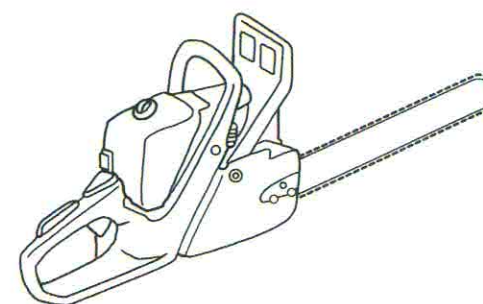
15



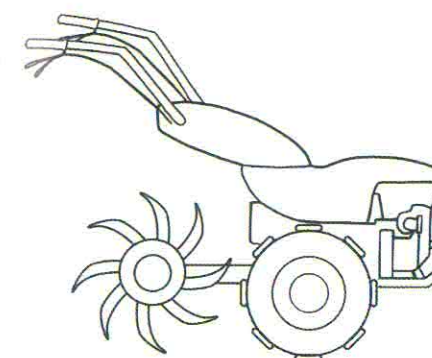
# AGRICULTURAL MACHINERY: CHAIN SAW

# TILLER

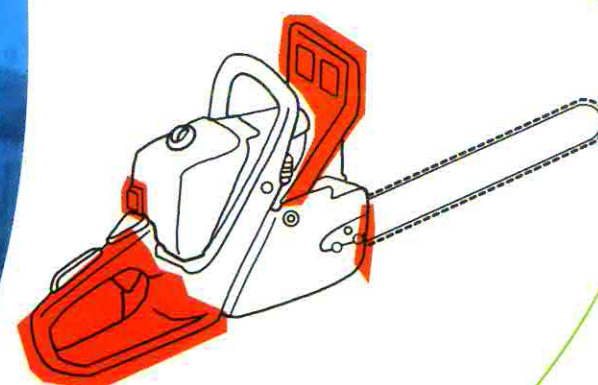
NO



NO



16

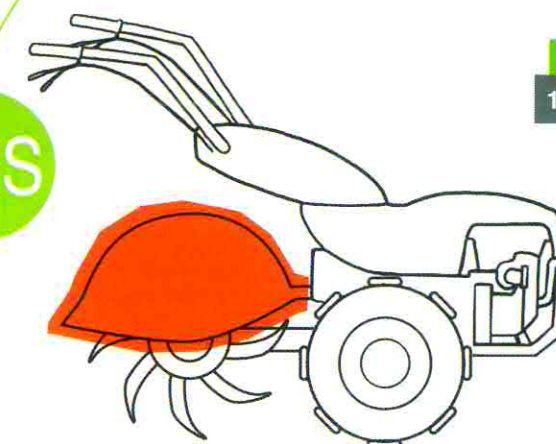


YES

- The chain saw must be fit with:
- slip-proof grip,
  - emergency chain brake,
  - chain securing pin,
  - hand protection system.

Agricultural  
Safety  
Manual

YES



17

Make certain that the tiller is equipped with all safety systems and that the top and sides of harrows and working parts are well protected by a sheet-metal casing.

Risk of cuts, injuries and amputations

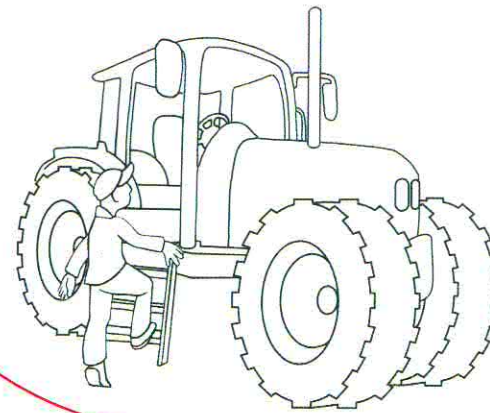




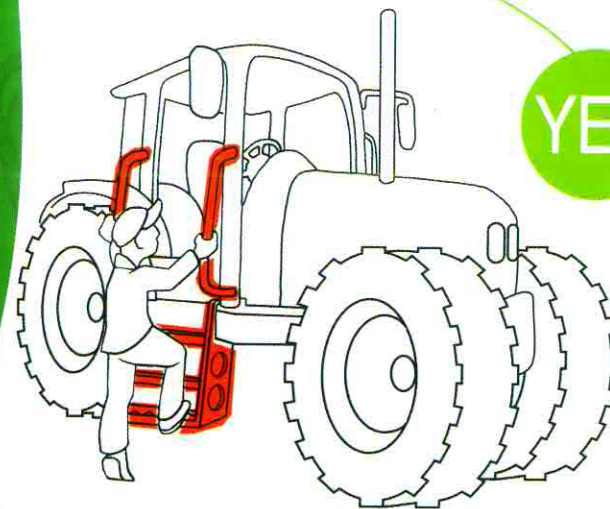
## TRACTOR OPERATION

Be careful when climbing into and out of the cabin.

NO



YES



Always use the special handles, wear slip-proof safety shoes and keep the tractor steps and footboard clean

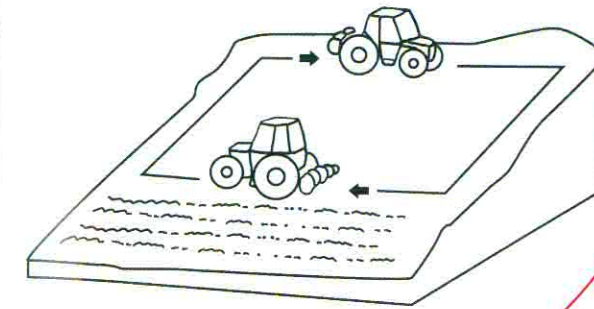
*Never climb into or out of the tractor while it is moving.*

**Risk: falls, bruises and injury**



Agricultural  
Safety  
Manual

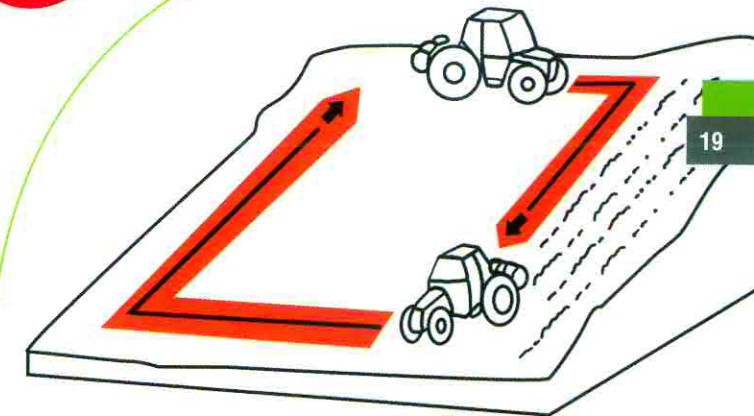
18



NO

Be particularly careful when working on sloping land.

YES



**Risk: tractor rollover, being crushed**



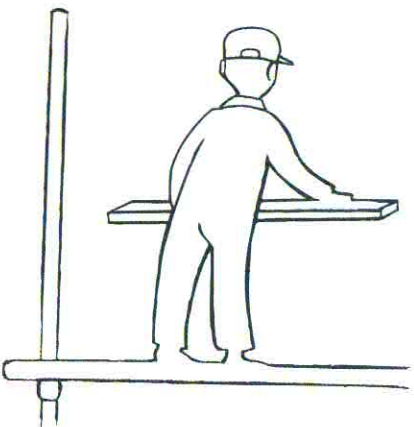
Tractors must be used by authorized, experienced workers.

19

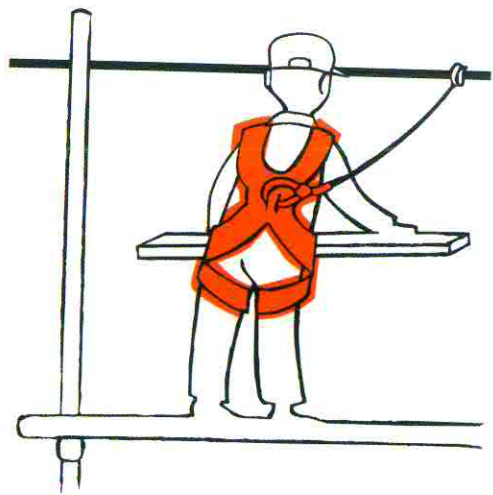


SCAFFOLDINGS

NO



20



YES

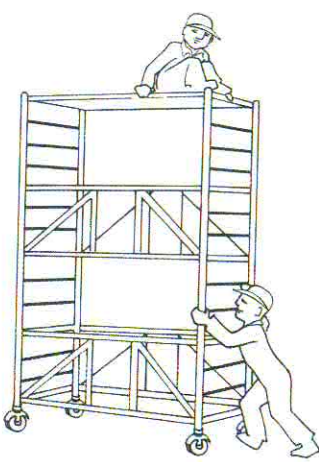
When working at a height above two meters, and when installing scaffolding, always wear a fall-protection harness.

Risk: falls from elevation



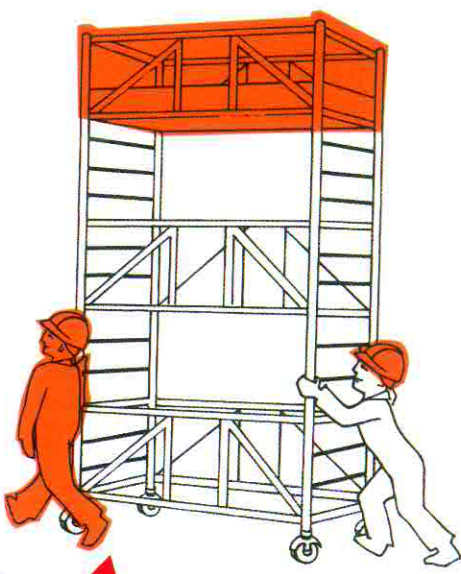
NO

Never move the scaffolding while people are on it.



YES

Lock the wheels before climbing up to the work level which must be fit with a railing and an underlying scaffold level within 2.50 meters.



Risk: falls from elevation



21



HANDLING LOADS

NO



YES



Never lift loads with straight legs.  
*Always bend knees to lift loads.*

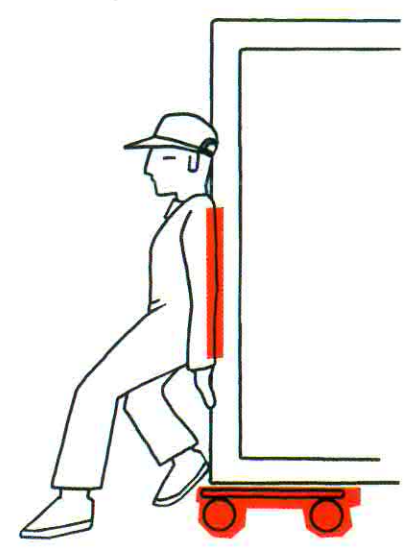
Risks: strained muscles and back pain



NO



YES



For loading and unloading operations, use manual or mechanical lift-trucks.

Risks: strained muscles and back pain





# HANDLING LOADS

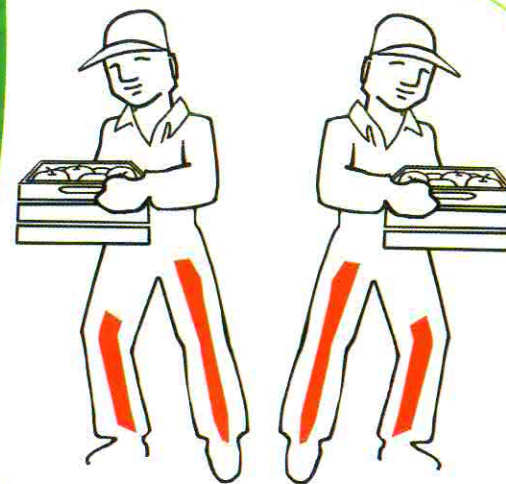
NO



NO



24



YES

Never twist the spine while handling a load.  
Always turn by moving your feet and hold the weight close to your body.

Risks: strained muscles and back pain

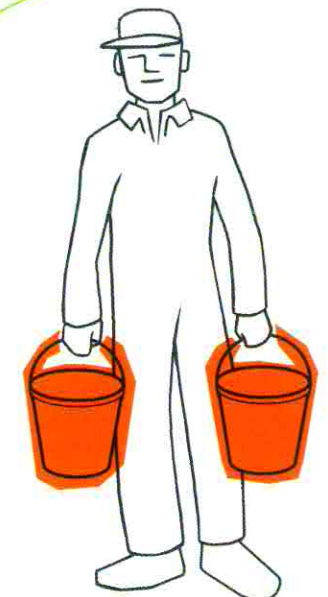


Agricultural  
Safety  
Manual

25

Always seek to balance loads by distributing them on both sides of the body.

YES



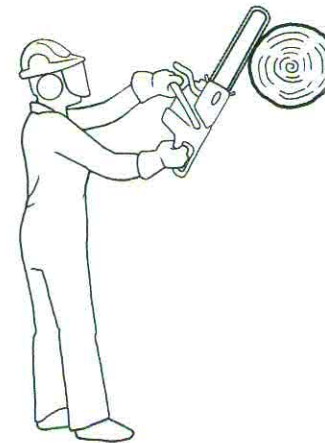
Risks: strained muscles and back pain



## CHAIN SAW OPERATION

When using a chain saw, ensure that you are in a stable position and never make cuts that are above the level of your shoulders.

NO



YES



When using a chain saw, always wear adequate personal protective equipment:

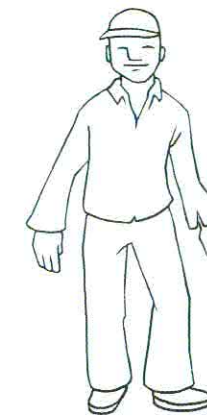
- helmet with earmuffs and face shield
- long-sleeved jacket or shirt of an impermeable, tear-resistant material
- cut-resistant gloves
- trousers of a cut/tear-resistant material
- shoes or boots with slip-proof sole and reinforced tips.

**Risk: cuts and injury**



## USING THE TILLER

NO



YES



When using a tiller, always wear overalls with elastic cuffs at wrists and ankles, safety shoes and protective gloves.

**Risks: cuts and injuries**



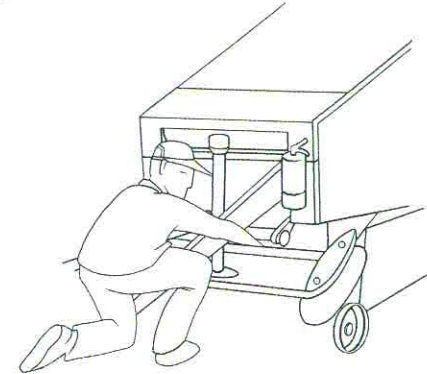


## HARVESTING-BALING MACHINERY

Be extremely careful,  
particularly when the  
machine is clogged.

In these cases,  
never clear the intake  
zone with your hands  
or feet.

NO



YES



The correct thing to do is:

- stop the machine
- disconnect the power take off from the tractor
- remove the material plugging the unit, pulling it out of the feed opening with a pitchfork or rod.

Agricultural  
Safety  
Manual

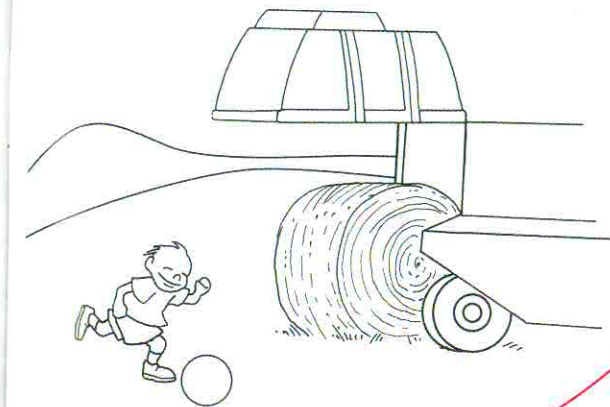
Risks: cuts, injuries  
and amputations



28

## HARVESTING-BALING MACHINERY

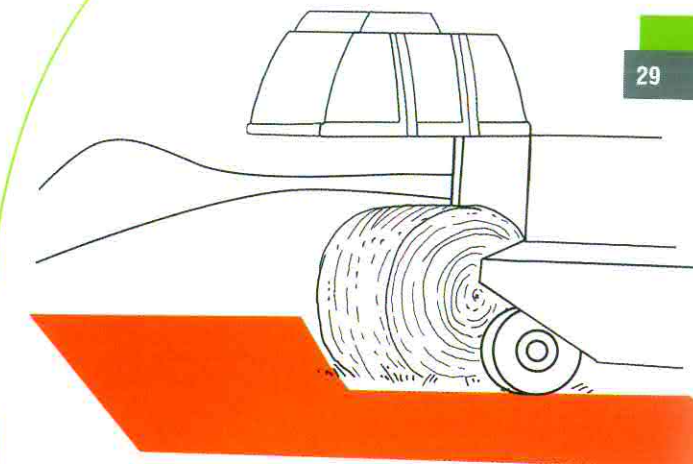
NO



YES

When round bales are  
unloaded on the field,  
always make certain that:

- there is no one in the immediate vicinity
- the round bale discharge area is flat so that they will not roll.



Risk: crushing



29

## INAIL

The **National Insurance Institute for Occupational Injuries (INAIL)** safeguards workers against injury and professional diseases, providing **health care** services (medical-legal and specialist examinations, diagnostic tests, etc.), **economic aid** (daily compensation, indemnity or income) and **support when returning to the workforce**.

in Perugia  
Via G. Battista Pontani, 12 - 06128 Perugia  
Tel. 075/50151 - Fax 075/5015677 - perugia@inail.it

in Foligno  
Via N. Sauro, 4 - 06034 Foligno (PG)  
Tel. 0742/328311 - Fax 0742/328343 - foligno@inail.it

in Città di Castello  
Via Piero della Francesca - 06010 Città di Castello (PG)  
Tel. 075 8627641 - Fax 075 8627636 - cittadicastello@inail.it

in Terni  
Via F. Turati, 18 - 05100 Terni  
Tel. 0744/207211 - Fax 0744/207251 - terni@inail.it

in Orvieto  
V.le I Maggio, 73 - 05019 Orvieto (TR)  
Tel. 0763/392401 - Fax 0763/392430 - orvieto@inail.it

Azienda Sanitaria Locale n. 1 - SPSAL  
Piazza Giovanni XXIII - 06012 Città di Castello  
Tel. 075/8509376 - Fax 075/8553542

Azienda Sanitaria Locale n. 2 - SPSAL  
Via della Pallotta, 12 - 06126 Perugia  
Tel. 075/5412431

Azienda Sanitaria Locale n. 3 - SPSAL  
Via del Campanile, 12/D - Foligno  
Tel. 0742339522 - Fax 0742339519

Azienda Sanitaria Locale n. 4 - SPSAL  
Via F.Cesi, 22 - 05100 Terni  
Tel. 0744/204907 - Fax 0744/204900

## THE REGIONAL HEALTH CARE SERVICE

At the region's four Local Health Care Units, **The Servizi di Prevenzione e Sicurezza** (SPSAL - Prevention and Safety Services) provide controls and on-site inspections in the workplace to ensure that the safety standards are correctly applied.

## LABOUR DIRECTORATES

The **labour directorates** oversee compliance with all laws regarding labour relations, correct application of collective contracts and, in agriculture, the standards governing occupational health and safety

Direzione Regionale del lavoro per l'Umbria  
Via Palermo, 110 - 06129 Perugia  
Tel. 075/583131

Direzione Provinciale del lavoro di Perugia  
Via Palermo, 106 - 06129 Perugia  
Tel. 075/5838439

Direzione Provinciale del lavoro di Terni  
Via Muratori, 10 - 05100 Terni  
Tel. 0744/421148

## THE LABOUR UNIONS

The **Unions** provide workers with consultation regarding their rights, contracts and salaries.

CIGL - Camera del Lavoro di Perugia  
Via Bellocchio, 26 - 06128 Perugia  
Tel. 075/506981 - Fax 075/5008271 - perugia@mail.cgil.it

CIGL - Camera del Lavoro di Terni  
Via San Procolo, 8 - 05100 Terni  
Tel. 0744/4961 - Fax 0744/406410

CISL  
Via Campo di Marte, 4/N-5 - 06124 Perugia  
Tel. 075/5057723

UIL  
Via Ruggero D'Andreotto, 5/A - 06124 Perugia  
Tel. 075/5730115

For all  
health care  
emergencies  
call

