



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:

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May 2007

Work is Life
SAFETY is VITAL




Regione Umbria

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Construction Site Safety Manual



CAMPAIGN FOR
SAFETY AND HEALTH
IN THE WORKPLACE

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 construction industry.

The main goal is to call attention to the leading hazards that construction 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



Regione Umbria

INAIL
UMBRIA

in this manual **YOU WILL FIND...**

4	Safety is health
4	The parties to safety
6	Worker rights and obligations
8	The safe site
8	Site organization
10	Scaffoldings
16	Excavation and earth-moving
17	Demolition
18	Machinery
20	The safe worker
20	Personal protective equipment
24	Scaffoldings
26	Floors and roofs
28	Overhead loads
30	Ladders
31	Excavation
32	Electrical systems
34	Handling loads
38	Useful contacts

Work is Life
SAFETY is VITAL

SAFETY IN THE CONSTRUCTION SITE

THE PARTIES TO SAFETY

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

- ⇒ Evaluates the risks in the construction site and draws up the safety operating plan (SOP).
- ⇒ Appoints the employees charged with emergency management (assigned to evacuation, first aid, fire-fighting) and provides them with adequate training.
- ⇒ Ensures the presence of bathroom facilities, dressing rooms and mess facilities.
- ⇒ Provides the workers with suitable protective equipment, both personal (PPE) and collective.

Legislative decrees 626/94 and 494/96 (specific for the construction industry) 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.

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

The workers must

- ⇒ 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.

CONSTRUCTION SITE ORGANIZATION

NO



NO



8



YES

The site must be securely fenced off before starting work.

Risk: unauthorized persons gaining access to the work area



YES

The workers must have available, near the workplace, bathroom facilities, dressing rooms and a sheltered area to stay in case of rain and during meals.



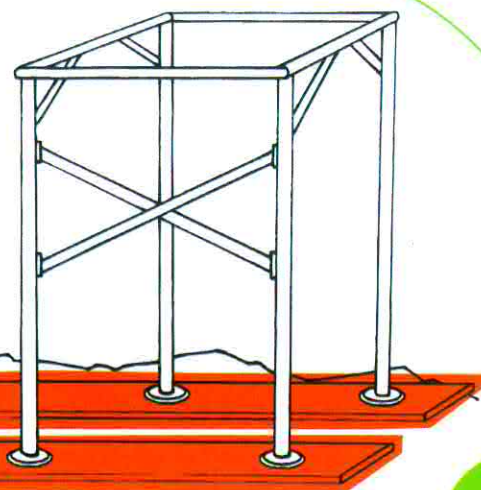
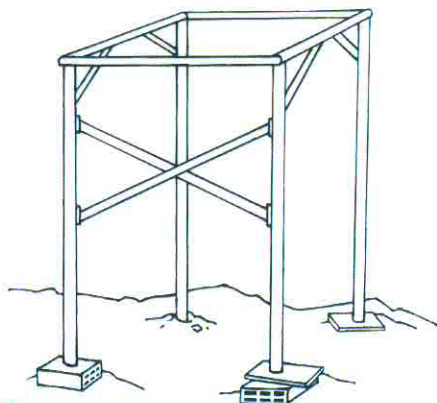
Risks for worker health and hygiene



9

SCAFFOLDINGS

NO



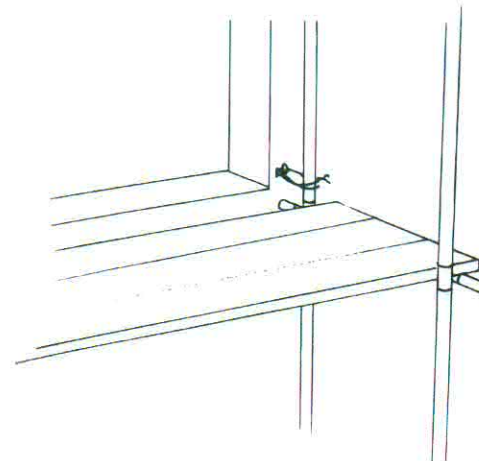
YES

Make certain that the support surface is solid by setting the bases on wooden boards.

Never set the bases on bricks.

SCAFFOLDINGS

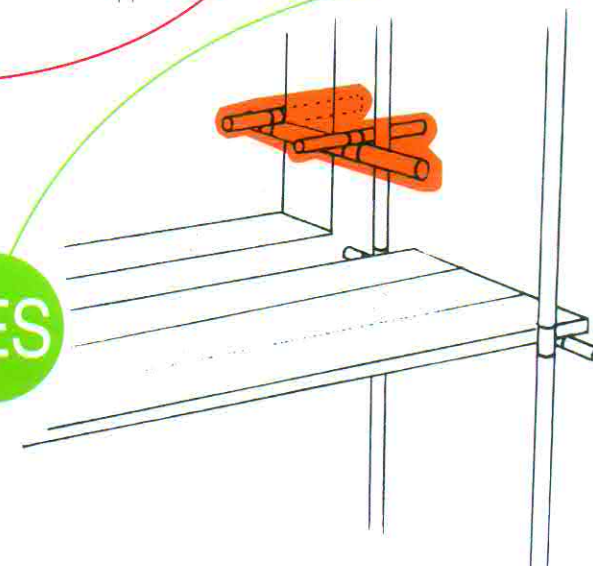
NO



YES

Prepare anchors as required by the ministerial authorization.

Never use steel wire to anchor the scaffolding.

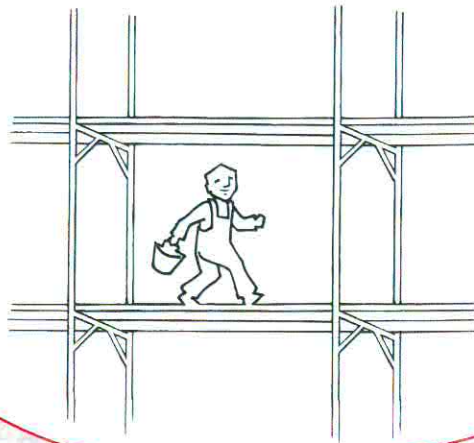


Risk: falls from elevation

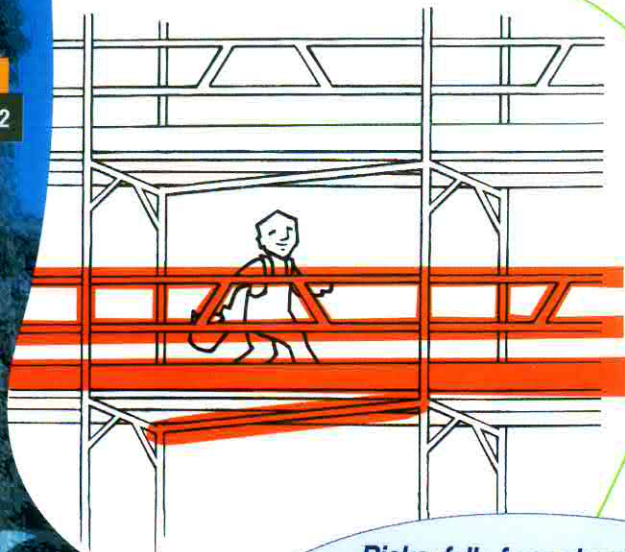


SCAFFOLDINGS

NO



YES

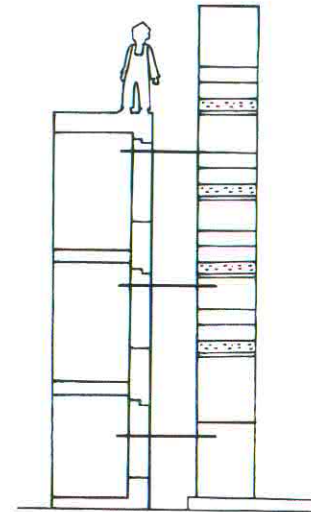


Prepare the guardrails so that they are at least one meter high, with a toeboard that is at least 20 cm high and with not more than 60-cm clearance between rails.

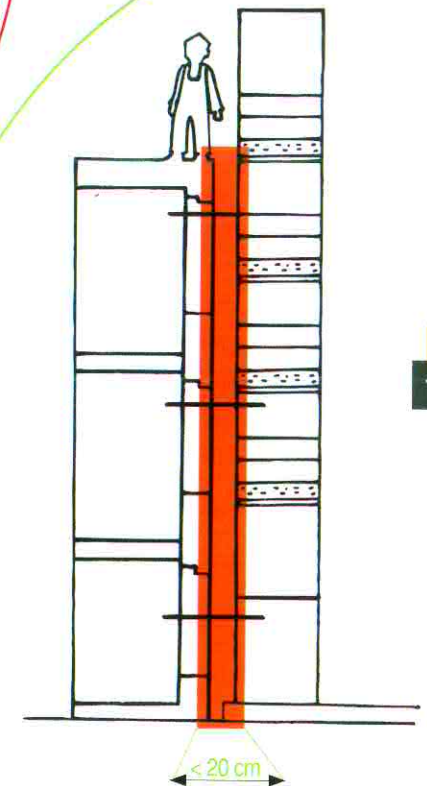
Risks: falls from elevation, material falling from above



NO



YES



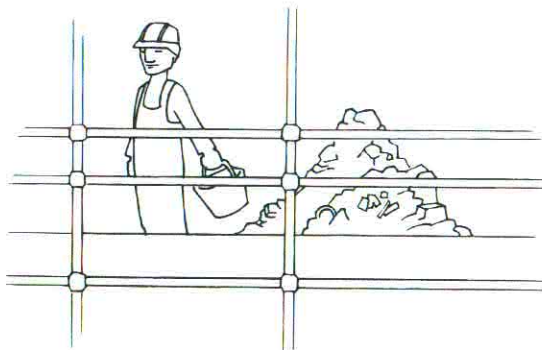
Arrange the scaffolding posts so that they are not more than 20 cm from the building.

Risk: falls from elevation

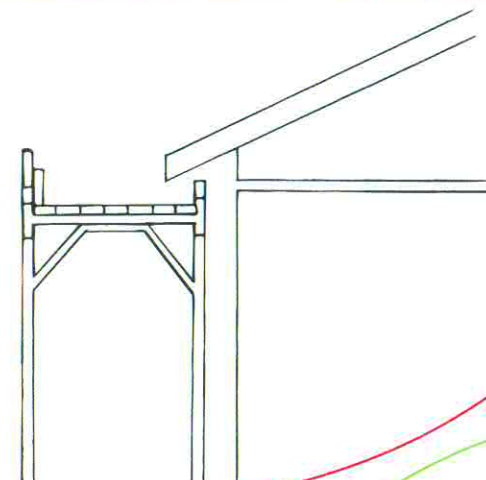


SCAFFOLDINGS

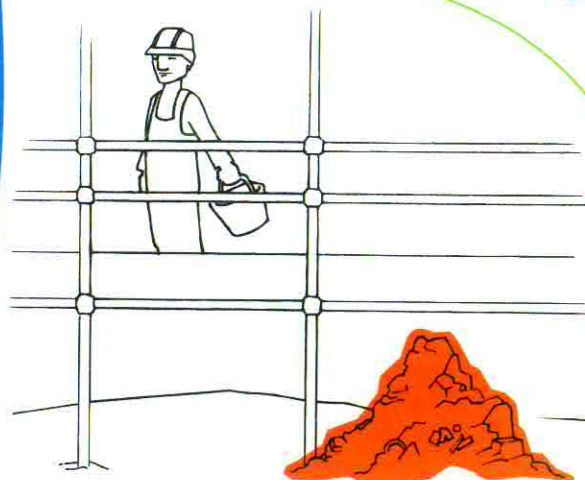
NO



NO



14

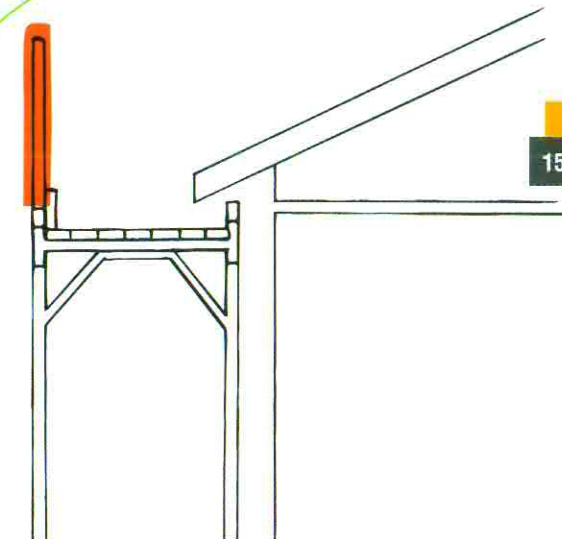


Never pile material and equipment on the scaffoldings.

YES

Prepare the scaffoldings so that the railings protrude at least 120 cm above the last scaffold or the gutter.

YES



15

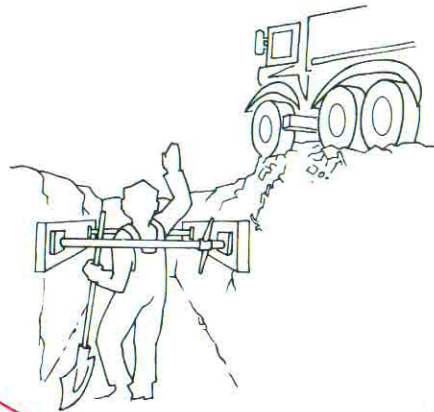
Risks: falls from elevation, material falling from above



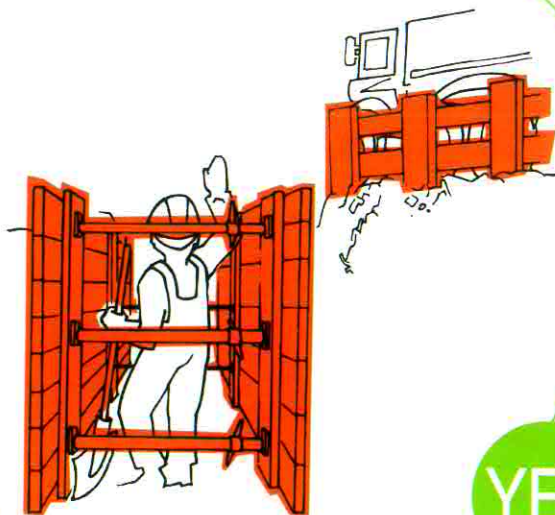
EXCAVATION AND EARTH-MOVING

DEMOLITION

NO



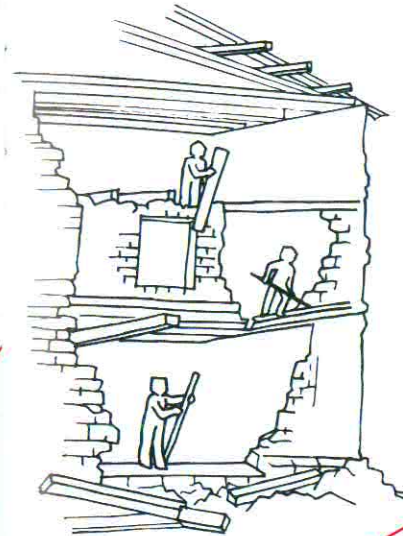
16



YES

When digging wells or trenches, apply formworks as the excavation proceeds and make certain that they protrude beyond the edge by at least 30 cm.

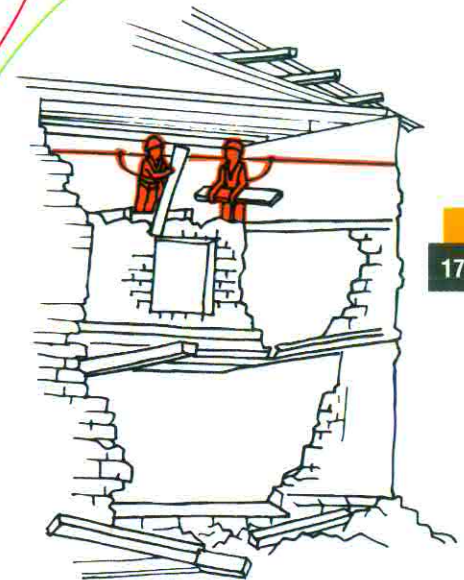
NO



YES

Always start demolition from the top and work down, making certain that no one is working or present on the lower levels. Follow the indications given in the demolition plan.

17



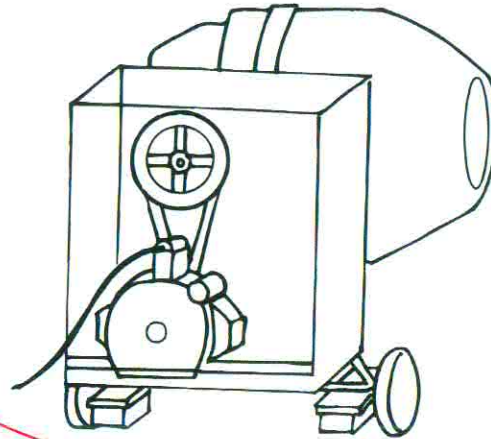
Risk: being buried



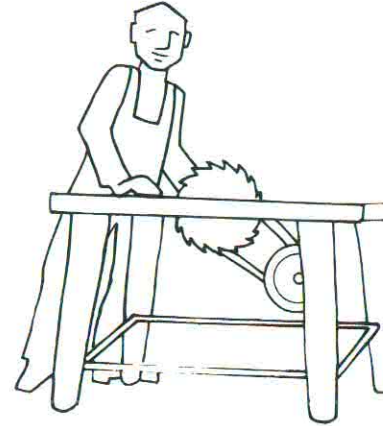
MACHINERY

MACHINERY

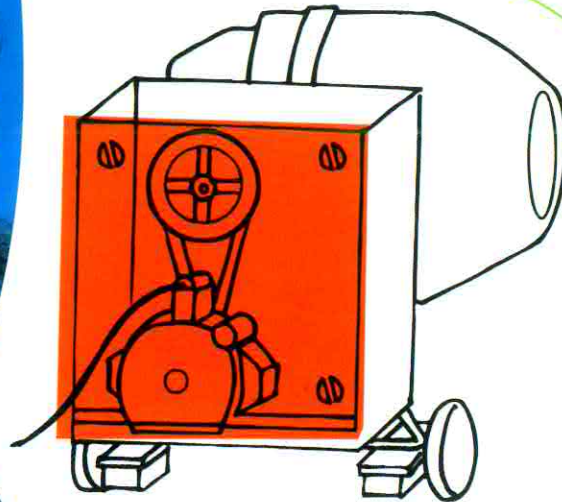
NO



NO



18



Use only cement mixers in which the transmission is protected.

YES

Risk: crushed body parts, electrocution



Use only circular saws equipped with protection guards.

Never remove the hood, riving blade or the shields to the sides of the blade.

YES



Risk: cuts

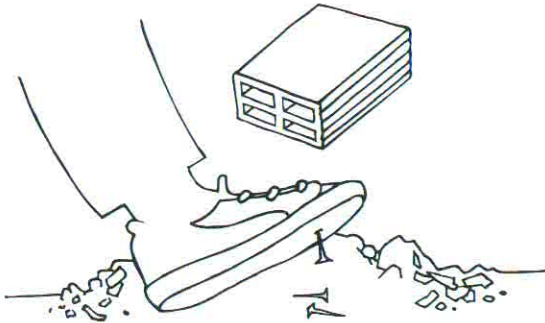


19

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PRO

NO



Always wear safety shoes in the site.

YES



Risks: puncture wounds,



NO



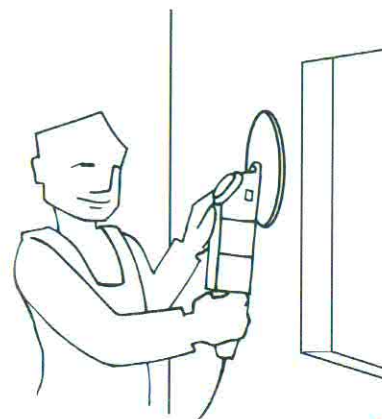
Always wear a hardhat when there is the risk of falling objects or hitting your head against something.

YES



PERSONAL PROTECTIVE EQUIPMENT

NO



NO



YES

Always wear safety earmuffs when using noisy equipment.

Always wear goggles when splinters could be thrown off that could hit the eyes.

Risks: hearing damage,



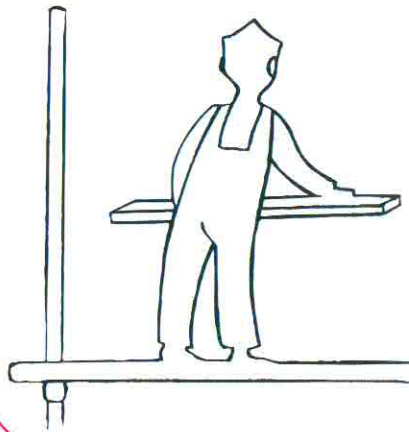
Always wear a mask when performing work that creates dust.

YES



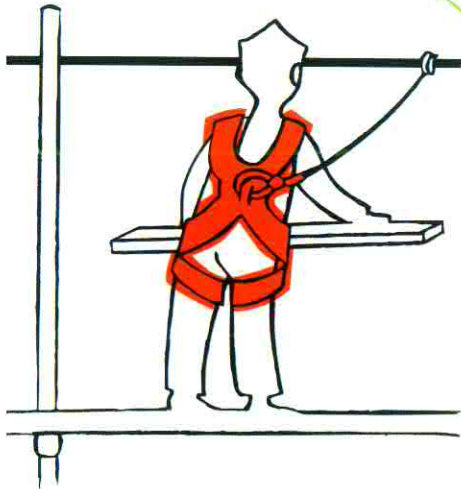
SCAFFOLDINGS

NO



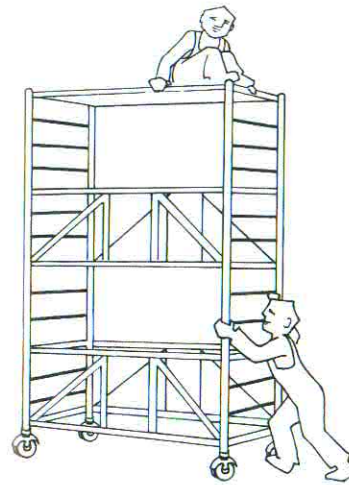
When working at a height above two meters, and when installing scaffolding, always wear a fall-protection harness.

YES



SCAFFOLDING

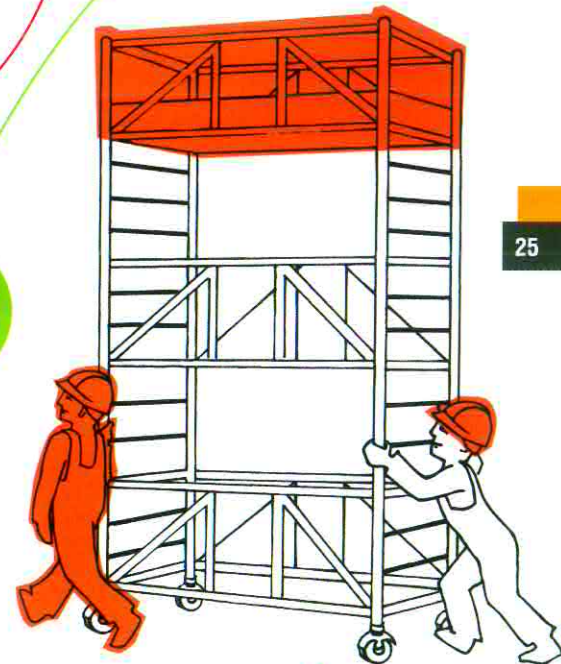
NO



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.

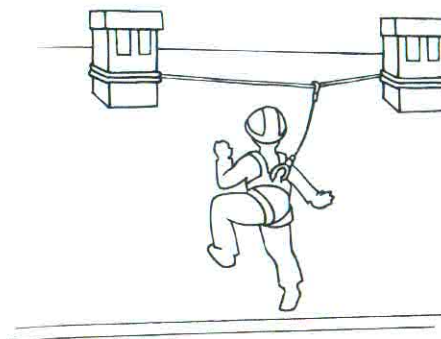
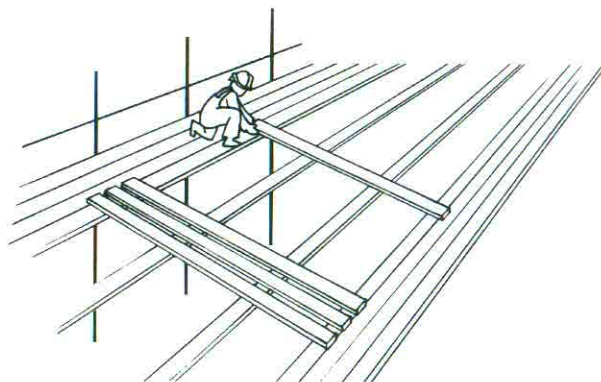
Never move the scaffolding while people are on it.

YES

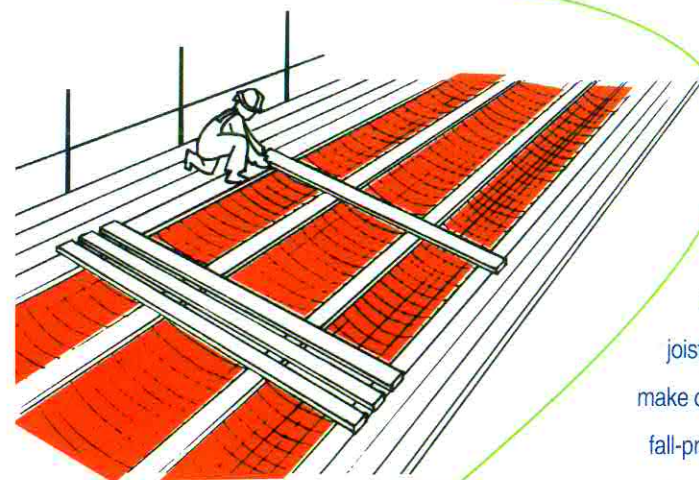


FLOORS AND ROOFS

NO



NO



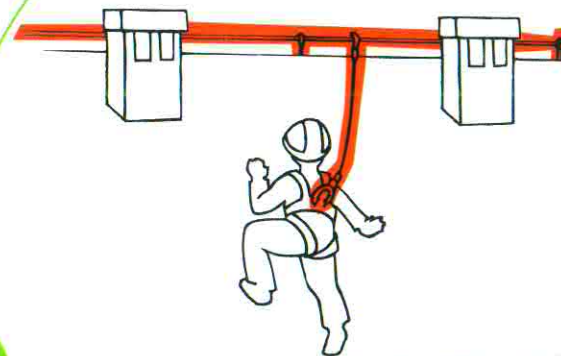
YES

Before installing the joists and slabs, make certain that a fall-prevention net or anchoring line has been installed.

Tie the restraining rope to secure elements.

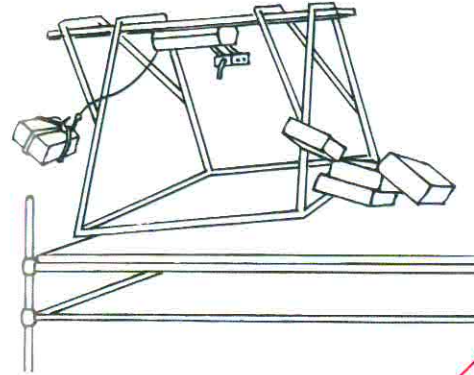
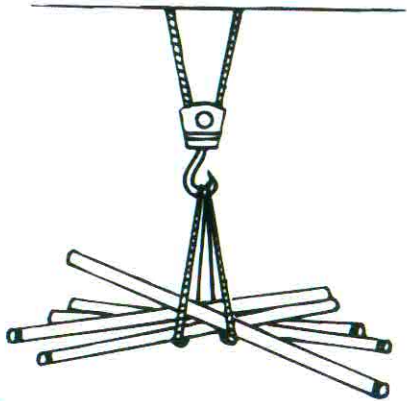
Never tie it to chimney-tops or other unstable parts.

YES



OVERHEAD LOADS

NO



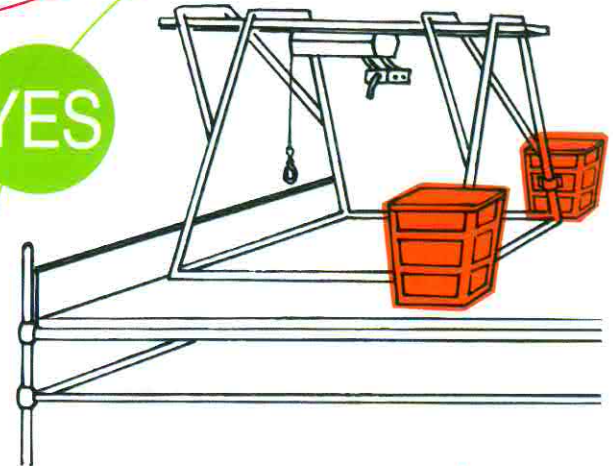
NO

Brace the loads adequately to prevent them from falling.
Never use worn slings.

YES

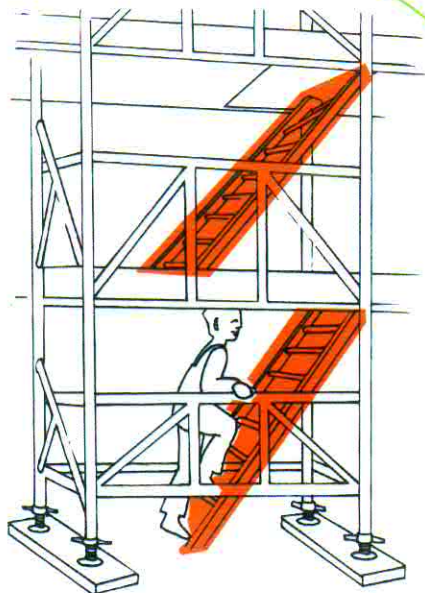
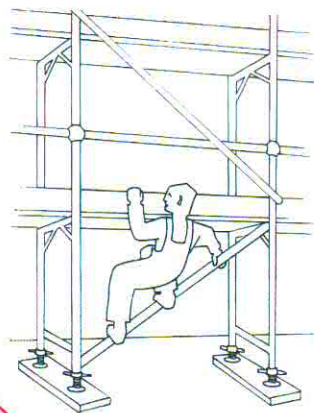
Anchor trestle hoists so that they will not tip over when lifting the loads.
Never use bricks as counterweights.

YES



LADDERS

NO



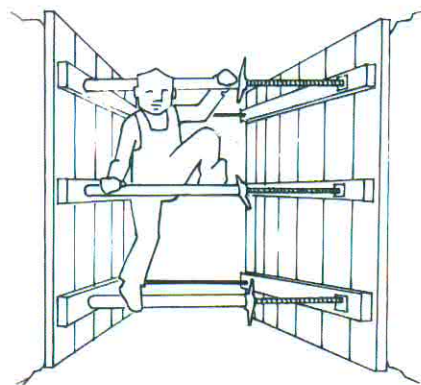
*Always use the
internal ladders
to climb onto
the scaffold.*

*Never climb
on the scaffold
support posts.*

YES

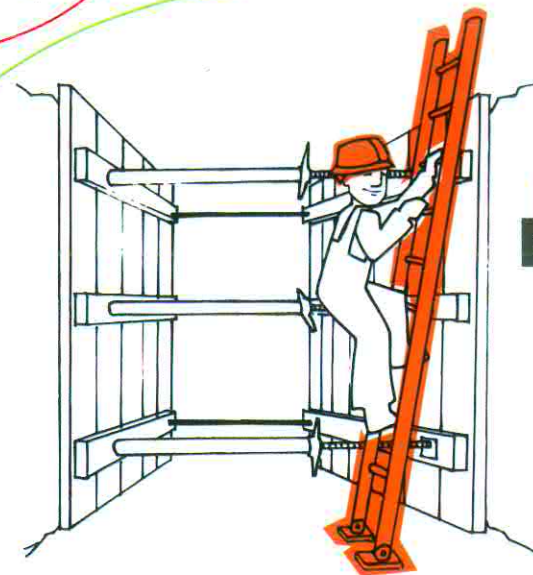
EXCAVATION

NO



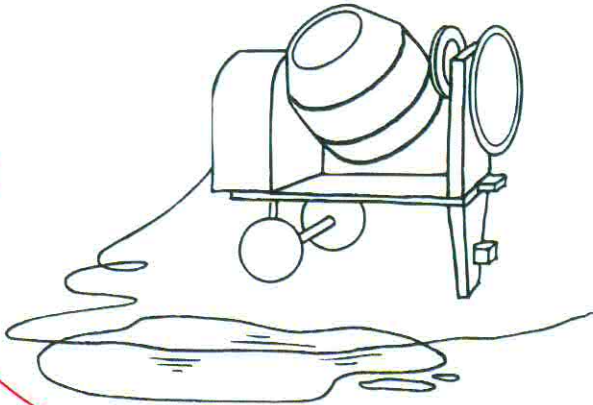
To exit the trench,
always use a well-
anchored ladder
that extends at
least one meter
beyond the edge
of the pit.

YES



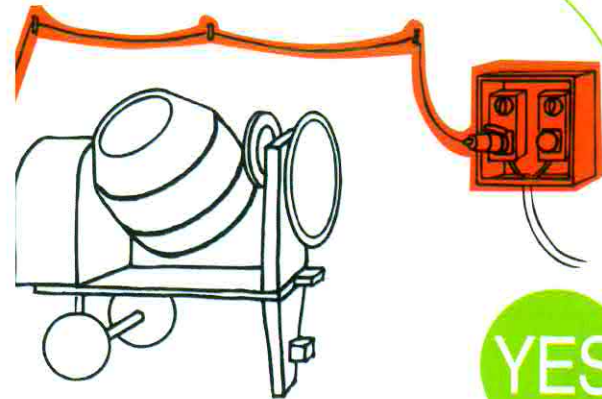
ELECTRICAL SYSTEMS

NO



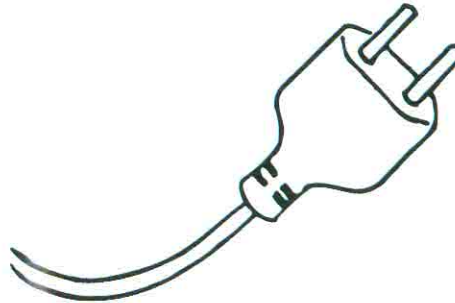
Arrange power cables
so that they will not be
damaged or
hinder movement.
*Never set power
cables on the
ground in areas
where people
walk.*

YES



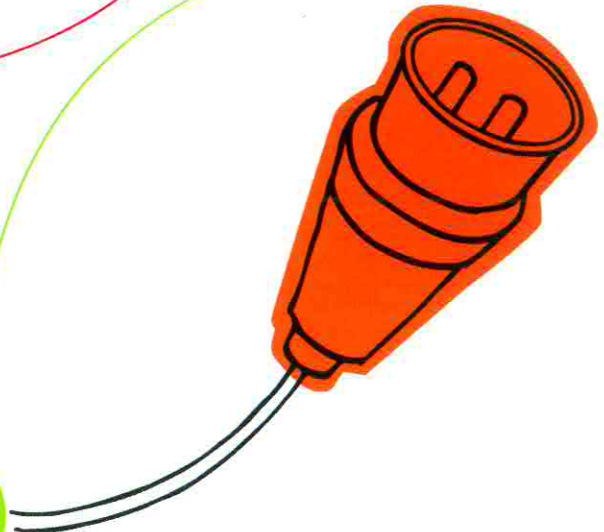
ELECTRICAL SY

NO



In the site,
use only
equipment fit with
an industrial plug.

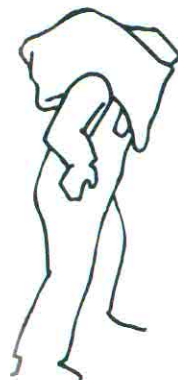
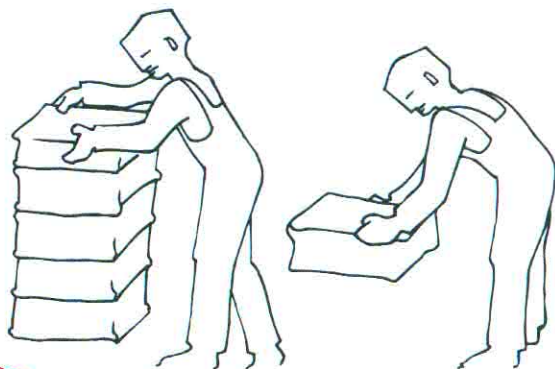
YES



HANDLING LOADS

HANDLING LOAD

NO



NO

Never lift loads
with straight legs.

*Always bend
knees to lift
loads.*



YES

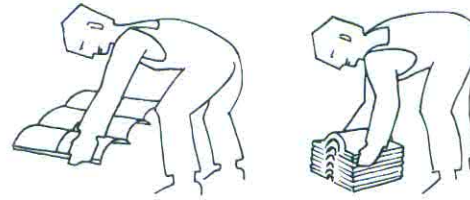
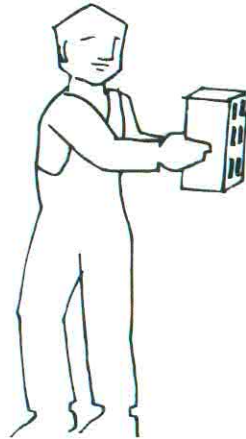
Keep loads as
close to the body
as possible.

YES



HANDLING LOADS

NO



NO

Bend knees when
setting down loads.

YES

Never twist
the spine while
handling a load.

*Always turn
by moving your
feet and hold
the weight close
to your body.*

YES



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

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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.

For all health care emergencies call



Useful contacts

LABOUR DIRECTORATES

The labour directorates oversee compliance with all laws regarding labour relations, correct application of collective contracts and, in construction, 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

TERRITORIAL JOINT COMMITTEES

These committees provide consultation and support to construction companies and workers in questions of construction site risks and placing the worksite in safe conditions. They also provide mandatory training on safety.

in Perugia

Via Pietro Tuzi, 11 - 06128 Perugia
Tel. 075/5156132 - www.cptperugia.it

in Terni

Vocabolo Fiori, 116 - 05100 Terni
Tel. 0744/421746

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