ALEF

CGIL FVG

FOR A SAFER WORK

Guide on security for foreign workers in Italy

Questa guida
è realizzata con il contributo di:

REGIONE AUTONOMA FRIULI VENEZIA GIULIA

MINISTERO DEL LAVORO E DELLE POLITICHE SOCIALI

Aziende servizi sanitari FVG
Servizi di prevenzione e sicurezza
negli ambienti di lavoro

a cura di

Associazione lavoratori emigrati
del Friuli Venezia Giulia

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A SAFER JOB, A BETTER SOCIETY

The project entitled “Foreign workers and safety at work ” presented by ALEF and implemented together with CGIL Friuli Venezia Giulia within the “together for rights” co-operation undoubtedly represents a pilot research-foremost action in our region and one of the most significant on a national level.
Since 2000, when ALEF and CGIL started to systematically deal with this problem, specifically as regards immigrant workers, the autonomous region of Friuli Venezia Giulia was willing to support these initiatives, aware of the quality of the project, the originality of the tools proposed and mostly of the centrality that this theme covers as regards the lifestyle and welfare of hundreds of workers and immigrant workers who live with us and work in companies throughout the region.
It is also fair and necessary to acknowledge the commitment taken on by the Associations and the trade unions as regards social integration and acceptance of a now consistent part of the working world that often goes no further than a formal relationship or more often than not, is subject to racial opinion campaigns.
The Guide to safety at work of foreign workers in Italy being presented here is not only a reprint of the previous edition that has been updated accordingly: it is confirmation of a valid communication tool and quality method. Information given through comic-strips and pictures can be understood better and with effectiveness, especially if supported by a careful, rigorous and competent definition of the contents and texts.
We are sure that the success of the previous edition will again be confirmed by the new edition, which is offered in more languages to help more workers and operators throughout the territory.

ROBERTO ANTONAZ
Regional councillor for linguistic identities and migrants, education, culture, sport, peace policies and solidarity

EZIO BELTRAME
Regional health councillor

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TONIGHT WE TALK ABOUT SECURITY

Characters

Agostino

Ali

Berisha

Gerry

Giuseppe

Ioan

Lassana

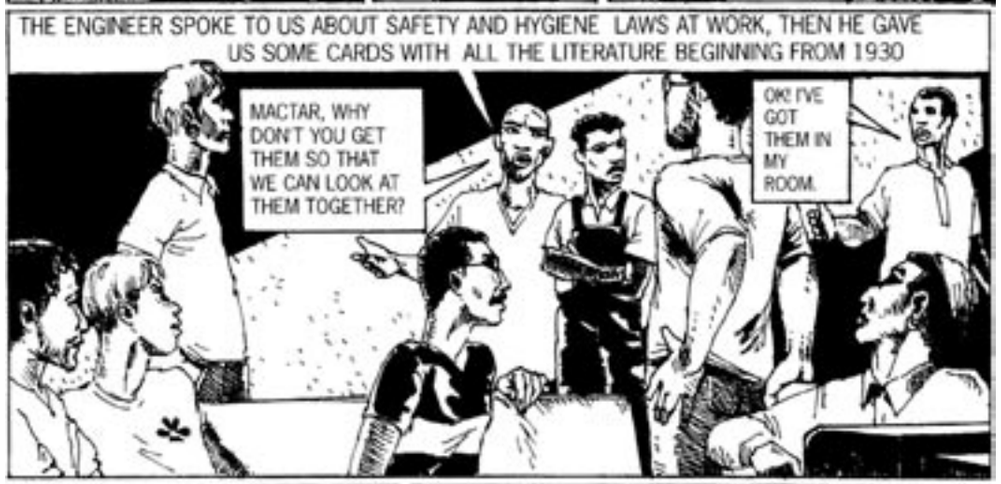
Mactar

Nur

In a Udine flat, some friends are going to watch a movie during an evening of july

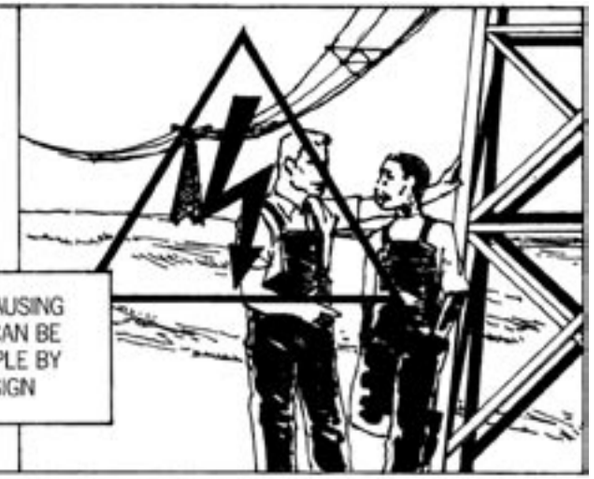
IT'S HOT!
MACTAR I DON'T GET YOU... AREN'T YOU ACCUSTOMED TO THE HEAT OF SENEGAL?
LOOK WHO'S TALKING! WEREN'T YOU THE ONE WHO WAS COMPLAINING THIS WINTER ABOUT HOW COLD IT WAS?
YOU CAN GET ACCUSTOMED TO THE CLIMATE PSYCHOLOGICALLY, THAT IS,KNOWING THAT IT'S NORMAL, BUT WHEN IT'S HOT OR COLD THERE'S NOT MUCH YOU CAN DO ABOUT IT!
... WELL DONE NUR OUR TUNISIAN PHILOSOPHER! NOW I WOULD LIKE TO WATCH THIS FILM IN PEACE.
DID YOU HEAR THAT ALI? WHEN YOU TALK ABOUT HIS RUMANIA, YOU CAN'T EVEN BREATHE!
RIGHT! IOAN IS LIKE THAT.
GOOD LORD!!
IT'S GERRY!
WHAT'S HAP-PENED?
SBAM

SOMETHING HORRIBLE HAS HAPPENED
A FRIEND OF MINE HAS CUT HIS FIN-GERS ON A MACHINE
HOW DID IT HAPPEN?
WE DON'T KNOW, MACTAR... HE WAS WORKING WITH A CIRCULAR SAW...
HAVEN'T YOU BEEN INFORMED ABOUT THE RISKS IN YOUR FACTORY?
INFORMED ABOUT WHAT?
IN THE FACTORY WHERE I WORK WITH MACTAR, OUR BOSS HAS ORGANISED A TRAINING COURSE ON SAFETY ACCORDING TO THE LEGISLATIVE DECREE (L.D.) 626/94
WHAT LASSANA IS SAYING IS TRUE. IT IS MANDATORY TO INFORM AND TO TRAIN THE WORKERS ABOUT SAFETY IN THE FIRM!



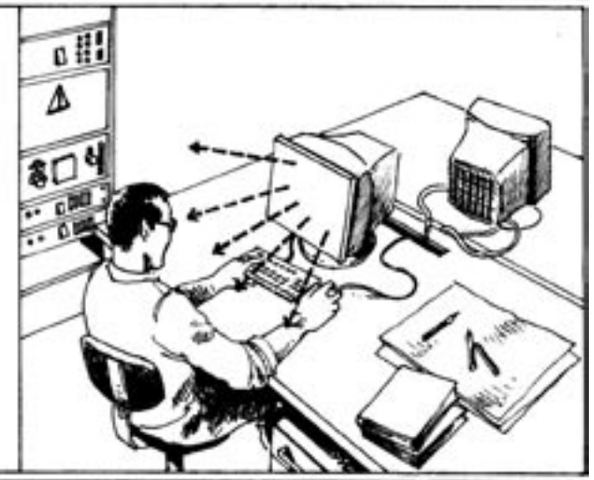
1930- CRIMINAL CODE - ART. 431 AND 451

ACCORDING TO THESE ARTICLES, CONDUCT THAT CAUSES DANGEROUS SITUATIONS IS PUNISHED, WHETHER IT IS AN ACCIDENT OR A DISASTER.



1942 - CIVIL CODE - ART.2087

IT OBLIGES THE EMPLOYER TO PROTECT THE PHYSICAL INTEGRITY AND MORAL CHARACTER OF THE WORKER BY MAKING ALL SAFETY MEASURES AVAILABLE TO HIM TAKING INTO ACCOUNT INNOVATIVE TECHNOLOGY AS WELL.



1947 - CONSTITUTION OF THE ITALIAN REPUBLIC - ART.32 AND 41

THE CONSTITUTION CONSIDERS HEALTH A FUNDAMENTAL RIGHT OF THE INDIVIDUAL, WHO IS OF SOCIAL INTEREST AND THEREFORE MUST BE DEFENDED BY THE STATE. THE CONSTITUTION ALSO REGULATES PRIVATE ECONOMY INITIATIVE, IN THAT IT CANNOT BE AGAINST THE INTERESTS OF THE GENERAL PUBLIC, NOR DAMAGE THE FUNDAMENTAL VALUES OF THE INDIVIDUAL: SAFETY, DIGNITY AND FREEDOM.

1955 - D.P.R. 27.04.55 N.547 (DECREE OF THE PRESIDENT OF THE REPUBLIC)

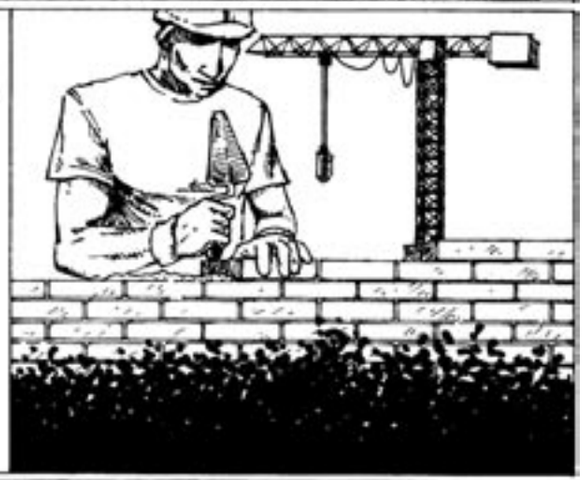
"REGULATIONS FOR THE PREVENTION OF ACCIDENTS AT WORK"

THIS IS MADE UP OF 406 ARTICLES, IN WHICH THE REQUISITES THAT THE PLACE OF WORK, THE PLANTS, THE MACHINERY AND THE EQUIPMENT MUST CONFORM TO ARE LISTED.

1956 - DPR 07.01.56 N.164

"REGULATIONS FOR THE PREVENTION OF ACCIDENTS DURING CONSTRUCTION WORK"

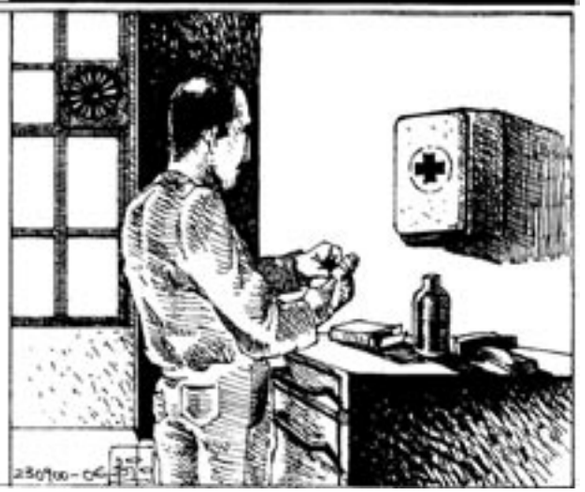
THIS ACT REGULATES SAFETY MEASURES ON THE BUILDING SITE.



1956 - DPR 19.03.56 N.303

"GENERAL REGULATIONS FOR HYGIENE AT WORK".

THIS STATES THE ESSENTIAL REGULATIONS FOR THE PROTECTION OF THE HEALTH OF THE WORKERS DURING WORK. IT TALKS MAINLY ABOUT NOISE, VIBRATION, DANGEROUS SUBSTANCES, FIRST AID AND EVEN LIGHTING, CHANGE OF AIR, TOILETS AND CHANGING ROOMS.



1970 - LAW 20.05.70 N.300 ART.3 (WORKERS' RIGHTS)

THIS ARTICLE RECOGNISES THE RIGHT OF WORKERS TO CHECK AND SUPERVISE, TO TAKE AN ACTIVE PART IN THE RESEARCH AND THE REALISATION OF MEASURES NECESSARY FOR HEALTH AND SAFETY AT WORK.

1991 - LEGISLATIVE DECREE OI. 15.08.91 N.277

"REALISATION OF THE EEC DIRECTIVES N.80/1107, 82/605, 83/188, 88/642, FOR THE PROTECTION OF WORKERS AGAINST RISKS FROM CHEMICAL, PHYSICAL AND BIOLOGICAL EXPLOSIONS, DURING WORK ACCORDING TO THE REGULATIONS OF ART.7 OF THE LAW 30 JULY 1990, N.212"

IT ESTABLISHES THE REGULATIONS NECESSARY FOR PROTECTING WORKERS AGAINST EXPOSURE TO LEAD, ASBESTOS AND NOISE.

1994 - LEGISLATIVE DECREE D.19.09.94 N. 626

"REALISATION OF EEC DIRECTIVES 89/391/EEC, 89/654/EEC, 89/655/EEC, 89/656/EEC, 90/269, 90/270, 90/394, 90/679 FOR THE IMPROVEMENT OF WORKERS' SAFETY AND HEALTH"

IT ESTABLISHES THE REGULATIONS FOR THE ORGANISATION OF SAFETY IN THE FIRM.

THERE ARE MANY OTHER LAWS ON SPECIFIC SAFETY ISSUES... DO YOU REMEMBER, IOAN?
OF COURSE! THEN HE SPOKE TO US ABOUT THE DIFFERENT PEOPLE THAT HAVE TO INFORM THEMSELVES ABOUT THE WORKERS' SAFETY STARTING FROM THE WORKERS THEMSELVES
DID YOU KNOW THAT AS WORKERS, WE CAN BE PUNISHED AND IMPRISONED FOR AT LEAST ONE MONTH AND GET A FINE THAT CAN COST FROM L.400.000 TO L.1.200.000 IF WE DON'T DO OUR DUTY?
REALLY! AND WHAT ARE THESE DUTIES THAT CAN COST US SO MUCH?
THEY ARE THOSE LISTED IN ART.5 OF THE LAW 626 AND IN PARTICULAR WE MUST :
OBSERVE THE DISPOSITIONS AND THE INSTRUCTIONS GIVEN TO US BY OUR EMPLOYER AND BY OUR BOSSES.
MANUALE DI SICUREZZA
USE PROTECTION DEVICES, MACHINERY AND WORK EQUIPMENT CORRECTLY.
REPORT IMMEDIATELY ANY FAULTY EQUIPMENT AND HAZARDOUS CONDITIONS THAT WE FIND OUT ABOUT.
DIREZIONE

SUBMIT OURSELVES TO MEDICAL CHECK-UPS.
CONTRIBUTE IN MAINTAINING SAFE CONDITIONS IN THE FIRM.
ENTRATA
FRANKLY THIS ALL SEEMS NORMAL CONDUCT TO ADOPT IN THE FACTORY
EVEN RESPECTING ROAD SIGNS SHOULD BE NORMAL. HOWEVER...
EVERY YEAR WE HAVE A LOTS OF ROAD DEATHS! AS YOU CAN SEE IS IT NOT THAT OBVIOUS...
WHAT YOU NEED, FIRST OF ALL, IS A **SAFETY CULTURE**.
HOWEVER, BESIDES THESE DUTIES, WORKERS HAVE OTHER RIGHTS
WHAT ARE THEY?
THEY HAVE THE RIGHT TO ADEQUATE INFORMATION
THE RIGHT TO RECEIVE INFORMATION ON ALL THE RISKS PRESENT IN THE FIRM AND IN PARTICULAR ON THOSE CONCERNING THEIR OWN TASKS.

THE RIGHT TO HAVE MEDICAL CHECK-UPS.

THE RIGHT TO LEAVE THE PLACE OF WORK IN THE CASE OF SERIOUS AND IMMEDIATE DANGER.

THE RIGHT TO HAVE A SAFETY REPRESENTATIVE.

I THINK THAT THESE ARE INDISPUTABLE RIGHTS.

UNTIL NOW YOU HAVE SPOKEN TO US ABOUT RESPONSIBILITY, ABOUT WORKERS' RIGHTS AND DUTIES...

... BUT DO THERE EXIST OTHER RESPONSIBILITIES FOR OUR SAFETY?

OF COURSE NUR!

THE WORKER IS THE MAIN PERSON RESPONSIBLE FOR HIS SAFETY...

BUT DO THERE EXIST OTHER RESPONSIBLE FIGURES...HERE THEY ARE.

LET'S SEE THEM TOO

THE EMPLOYER

HE IS THE MAIN RECEIVER OF SAFETY REGULATIONS.

HE MUST MAKE AVAILABLE EVERYTHING THAT IS NEEDED FOR OUR PERSONAL SAFETY.

THE PERSON IN CHARGE OF PREVENTION AND PROTECTION (RSPP)

THIS PERSON CO-ORDINATES AND ORGANISES THE SAFETY ON BEHALF OF THE EMPLOYER.

COMPANY DOCTOR

HE IS PRESENT IN ALL THE FIRMS WHERE MEDICAL CONTROLS ARE MANDATORY.

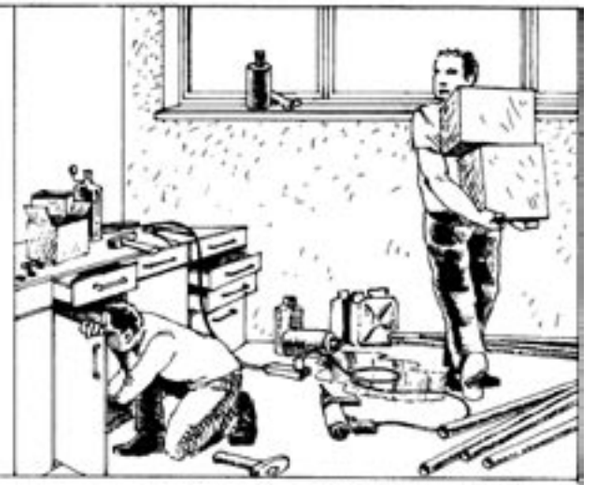
1. HE DOES MEDICAL CHECK-UPS
2. EXPRESSES HIS OPINION ON THE ELIGIBILITY OF THE WORKER FOR A SPECIFIC TASK
3. PREPARES THE FIRST AID SERVICE
4. VISITS THE WORK PLACE AND PARTICIPATES IN MEETINGS
5. INFORMS WORKERS ON SANITARY ASPECTS

WORKERS' REPRESENTATIVE FOR SAFETY(RLS)

HE IS THE PERSON WHO REPRESENTS US IN THE FIRM

1. HE HAS ACCESS TO WORK AREAS, INFORMS AND DOCUMENTS SAFETY
2. HE IS THE PERSON THE FIRM CONSULTS ON SAFETY MATTERS
3. HE PARTICIPATES IN MEETINGS
4. HE IS PRESENT DURING INSPECTIONS, CONTROLS ETC.

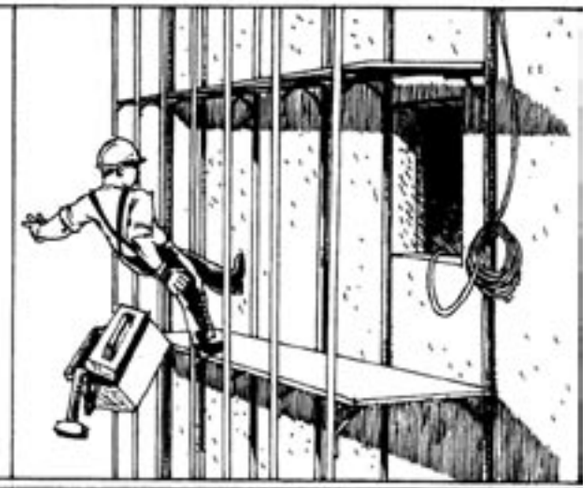
THE FIRST RULE TO OBSERVE FOR AVOIDING ACCIDENTS IS TO KEEP THE WORK PLACE ALWAYS CLEAN AND TIDY, PAYING PARTICULAR ATTENTION TO THE FLOOR AND WORK EQUIPMENT.



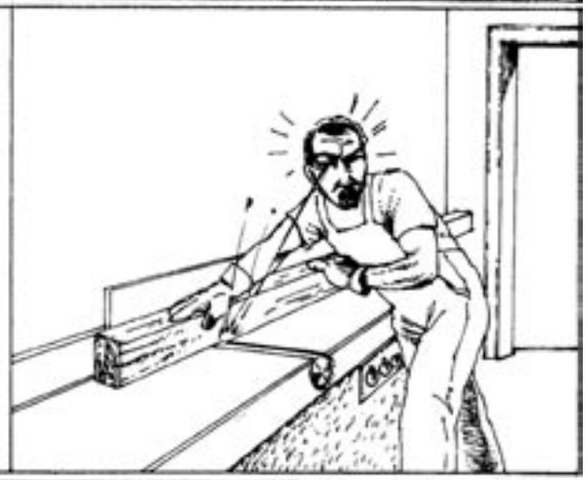
ALWAYS REMEMBER THAT CHEMICAL PRODUCTS CAN PROVOKE ILLNESSES EVEN VERY SERIOUS ONES.

PROTECT YOURSELF FROM NOISE BECAUSE IT CAN MAKE YOU DEAF.

FORGETTING TO USE PROTECTIVE DEVICES CAN CAUSE VERY SERIOUS ACCIDENTS AND, IN SOME CASES, EVEN DEATH.



IN CASE OF NEED, ALWAYS USE INDIVIDUAL PROTECTIVE DEVICES SUCH AS GLOVES, MASKS, WORK SHOES, HELMETS, NOISE EAR-MUFFS, SAFETY BELTS, ETC.



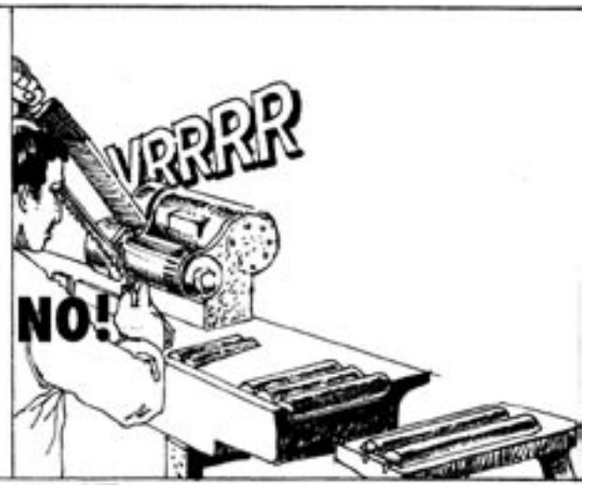
ALWAYS RESPECT SAFETY SIGNS PRESENT IN THE WORK PLACE. THE SIGNS APPLIED IN THE FIRM MUST BE OBSERVED LIKE YOU WOULD OBSERVE ROAD SAFETY SIGNS.

ALWAYS KEEP TINS CLOSED CONTAINING CHEMICAL PRODUCTS WHEN NOT IN USE.ALWAYS STRICTLY OBSERVE THE INDICATIONS AND THE INSTRUCTIONS ON THE LABELS AND THE SAFETY CARDS OF THE PRODUCTS IN USE.

USE EQUIPMENT INTENDED ONLY FOR THEIR SPECIFIC USE. DO NOT USE DETERIORATED OR BAD EQUIPMENT.

DO NOT REMOVE OR DAMAGE SAFETY DEVICES LIKE MIRCO-SWITCHES, MOVING APPARATUS PROTECTION, SAFETY BUTTONS, ALARM DEVICES ETC.

NEVER DO ANY REPAIR WORK ON MOVING MACHINES. AVOID, THEREFORE, OILING, GREASING OR REPAIRING MOVING PARTS.



NEVER DO REPAIR WORK ON PARTS UNDER TENSION. NEVER INTERVENE ON ELECTRICAL PANELS UNLESS YOU HAVE THE CORRECT TRAINING.AVOID MAKING ELECTRICAL CONNECTIONS WHEN INAPPROPRIATE.

DO NOT USE UNSUITABLE CLOTHING AT THE WORK PLACE THAT MAY BE EASILY CAUGHT IN MOVING MACHINES.

DO NOT USE UNSUITABLE SHOES SUCH AS SANDALS AND OPEN - TYPE SHOES, ETC.

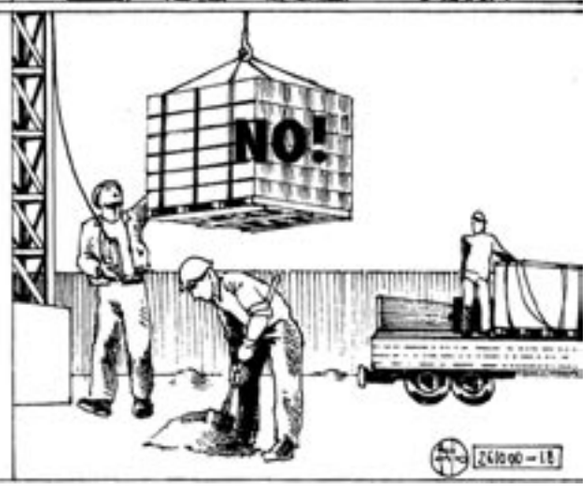
DO NOT USE TOXIC SUBSTANCES OR COMPRESSED AIR FOR PERSONAL OR/AND CLOTHES CLEANING

DO NOT BEND YOUR BACK WHEN LIFTING HEAVY LOADS: PUT THE STRAIN ON THE LEGS KEEPING THE LOAD NEAR TO THE BODY..

AVOID LIFTING BY HAND HEAVY AND/OR INCUMBENT LOADS. USE MECHANICAL LIFTING MACHINES, OR ASK A COLLEAGUE TO HELP YOU.

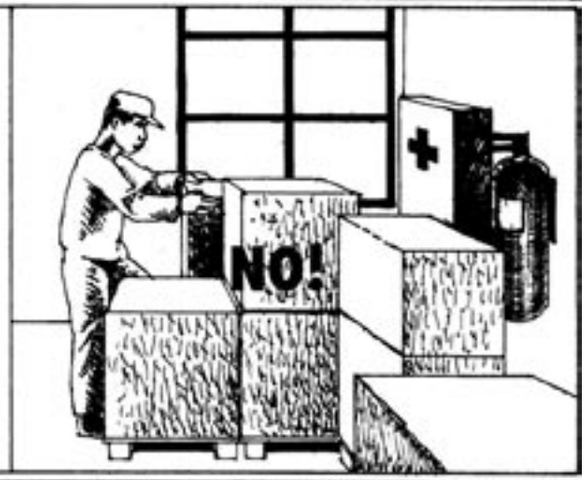
DURING MANUAL MOVEMENT OF MATERIAL, AVOID SUBMITTING THE SPINE TO CONTINUOUS TORSION.

DURING THE USE OF MECHANICAL LIFTING MACHINES, OBSERVE THE CAPACITY LOAD.AVOID PASSING THE SUSPENDED LOADS OVER PEOPLE AND/OR IN WORK AND TRANSIT AREAS.



DURING THE USE OF FORKLIFT TRUCKS MODERATE THE SPEED AND USE THE PROPER TRANSIT AREAS FOR MECHANICAL MACHINES.IT IS FORBIDDEN TO USE TRUCKS FOR TRANSPORTING PEOPLE.

DO NOT PLACE MATERIAL INFRONT OF FIRE EXTINGUISHERS, HYDRANTS, EMERGENCY EXITS OR IN TRANSIT AND ESCAPE AREAS.



DO NOT EAT, DRINK OR SMOKE IN THE WORK PLACE, ALWAYS USE THE ASSIGNED AREAS.

ALWAYS OBSERVE THE NO SMOKING SIGN.

... THESE ARE ONLY SOME OF THE CONDUCT REGULATIONS...

...UNDERSTAND HOW YOU HAVE TO BEHAVE AT WORK!

... LET'S SEE WHAT COMES AFTER WORK CONDUCT REGULATIONS

ACCIDENT CONDUCT REGULATIONS...

REPORT IMMEDIATELY TO YOUR BOSS ANY ACCIDENT, EVEN THE SMALLEST WOUND THAT DOES NOT NECESSITATE LEAVING THE WORK PLACE.

IMMEDIATELY INFORM THE PERSON IN CHARGE OF PREVENTION AND SAFETY (RSPP) THE EMERGENCY SQUAD OR THE EMERGENCY SERVICE 118 AS SOON AS THE ACCIDENT OCCURS.

NEVER ATTEMPT TO MOVE THE INJURED PERSON AFTER A FALL.

REMEMBER TO BRING YOUR DOCTOR'S CERTIFICATE RELATING TO THE ACCIDENT IMMEDIATELY TO THE FIRM. THE FIRM MUST CONTACT INAIL WITHIN 48 HOURS

AT THE END OF YOUR TIME OFF WORK DUE TO THE ACCIDENT, REMEMBER TO BRING YOUR DOCTOR'S CERTIFICATE STATING THE END OF YOUR LEAVE.

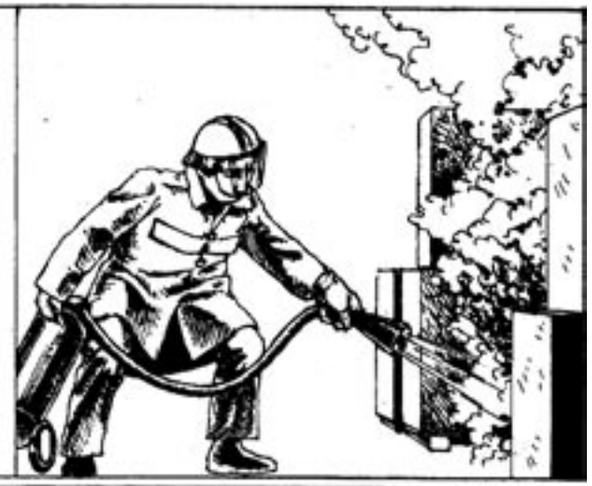
FINALLY WE HAVE THE REGULATIONS FOR CONDUCT IN CASE OF FIRE.

I'LL TALK ABOUT THESE!

I DID THE TRAINING COURSE IN MY FIRM.

FIRST OF ALL YOU MUST ALWAYS KEEP CALM.

THE TRAINED PERSONNEL PRESENT MUST ATTACK THE FIRE USING SUITABLE FIRE EXTINGUISHING DEVICES, WHILE THE OTHERS MUST LEAVE THE AREA IN QUESTION WARNING THE ANTI-FIRE SQUAD AND THE RSPP OF THE FIRE.



IF NECESSARY, THE ANTI-FIRE SQUAD WILL APPLY WHAT IS STATED BY THE FIRM'S SAFETY PROGRAMME: EVACUATION, TELEPHONE CALL TO 115, ETC.

ALWAYS FOLLOW THE ANTI-FIRE SQUAD'S INSTRUCTIONS.

SEGNALI DI DIVIETO – PROHIBITORY SIGNS

Questi segnali vietano comportamenti che possono causare pericoli a se stessi o agli altri

Caratteristiche

- forma **rotonda**
- immagine **nera** su sfondo **bianco**, bordo e barra trasversale **rossa**

NON SI DEVE FARE, È VIETATO

This signs prohibite behaviour that can cause danger to yourself and to the others

Features

- **circular** shape
- **black** image on **white** background, **red** border, **red** diagonal line

FORBIDDEN!

ESEMPI – EXAMPLES

Vietato spegnere con acqua — Do not extinguish with water
Acqua non potabile, non bere! — Do not drink
Divieto di accesso — No trepassing
Divieto di transito ai carrelli — No access for industrial vehicles
Vietato usare fiamme libere — Smoking and open flames prohibited
Vietato fumare — No smoking

SEGNALI DI PRESCRIZIONE – MANDATORY SIGNS

Sono segnali che indicano un comportamento da seguire

Caratteristiche

- forma **rotonda**
- immagine **bianca** su sfondo **blu**

SI DEVE FARE

These safety signs indicate what you have to do

Features

- **circular** shape
- **white** image on **blue** background

MANDATORY!

ESEMPI – EXAMPLES

Obbligatorio il casco protettivo — Safety helmet must be worn
Protezione da cadute obbligatoria — Safety harness must be worn
Maschera obbligatoria — Air equipment must be worn
Protezione udito obbligatoria — Ear protection must be worn
Protezione occhi obbligatoria — Eye protection must be worn
Abiti di sicurezza obbligatori — Safety clothes must be worn

Obbligo generico con eventuali segnali supplementari

Additional mandatory sign

SEGNALI DI AVVERTIMENTO – WARNING SIGNS

Sono segnali che avvertono di un rischio o di un pericolo

Caratteristiche

- forma **triangolare**
- immagine **nera** su sfondo **giallo** con bordo **nero**

PERICOLO!

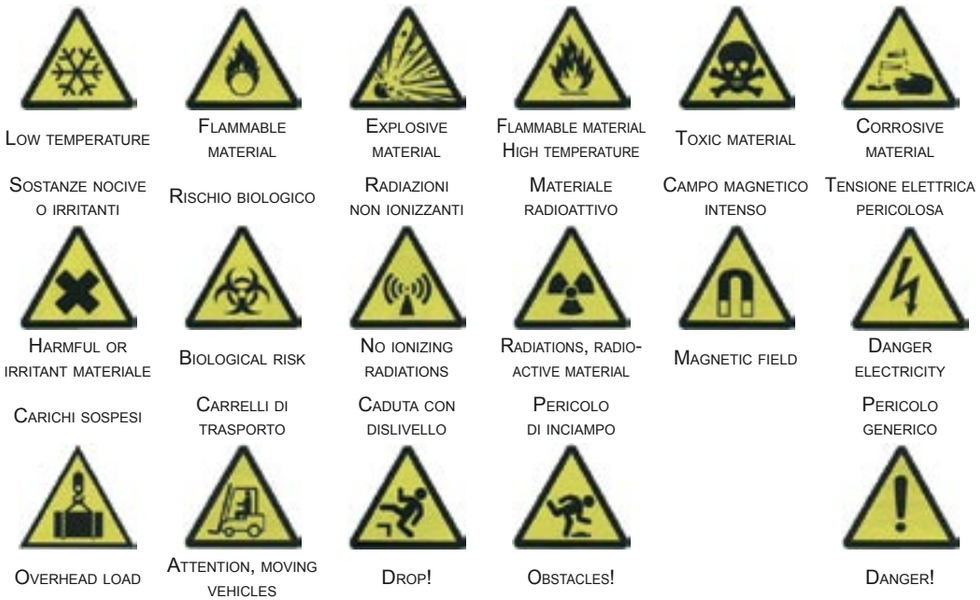
This safety signs indicate risks or dangers

Features

- **triangular** shape
- **black** image on **yellow** background, **black** border

DANGER!

ESEMPI – EXAMPLES



SEGNALI DI SOCCORSO-SALVATAGGIO EMERGENCY AND FIRST AID SIGNS

Sono segnali che indicano le uscite di sìcurezza, i mezzi di soccorso e salvataggio

Caratteristiche

- forma **quadrata** o **rettangolare**
- immagine **bianca** su sfondo **verde**

SEGUIRE O USARE IN CASO DI EMERGENZA!

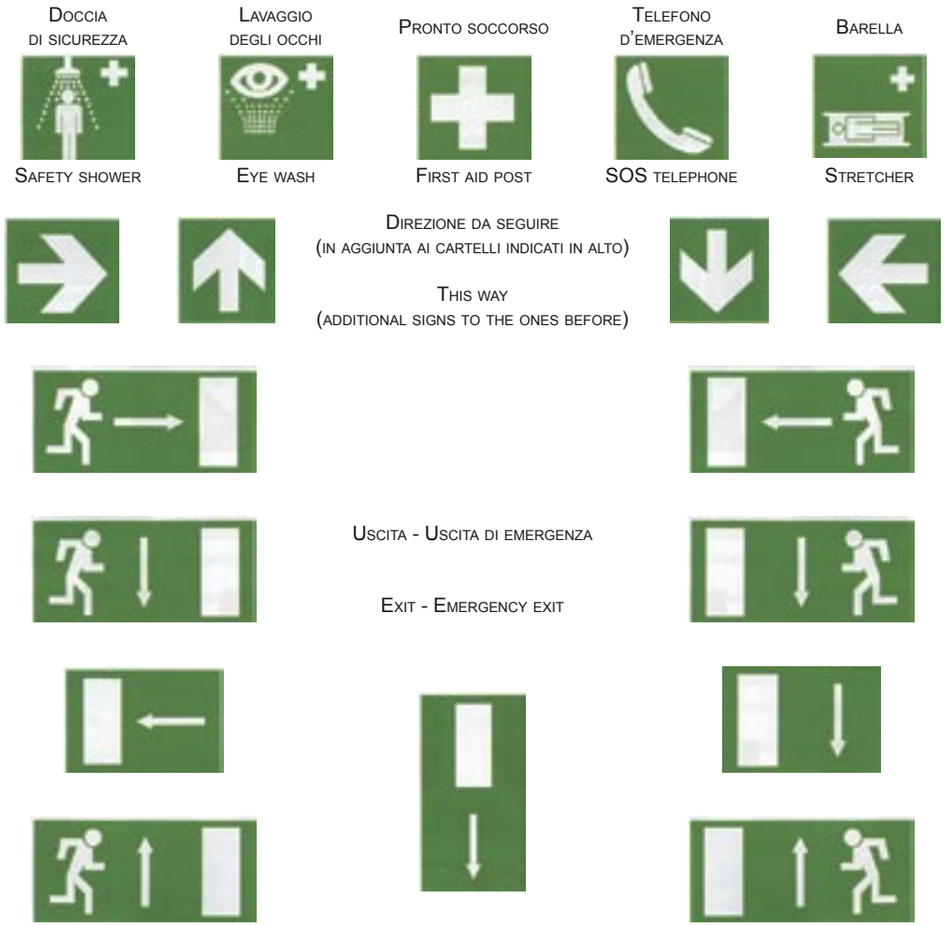
These safety signs indicate emergency exit or emergency equipments

Features

- **square** or **rectangular** shape
- **white** image on **green** background

FOLLOW OR USE IN EMERGENCY!

ESEMPI – EXAMPLES



CARTELLI PER ATTREZZATURE ANTINCENDIO
FIRE-FIGHTING SIGNS

Sono cartelli che indicano la posizione delle attrezzature antincendio

Caratteristiche

- forma **quadrata** o **rettangolare**
- immagine **bianca** su sfondo **rosso**

USARE IN CASO DI INCENDIO!

This safety signs indicate the position of fire fighting equipments

Features

- **square** or **rectangular** shape
- **white** image on **red** background

USE IN CASE OF FIRE!

ESEMPI – EXAMPLES

Estintore

Fire extinguisher

lancia antincendio

Fire hose

Scala

Ladder

Telefono d'emergenza

SOS telephone

Direzione da seguire
(in aggiunta ai cartelli indicati in alto)

This way
(additional signs to the ones before)

SOSTANZE PERICOLOSE – DANGEROUS MATERIAL

Oltre ai cartelli segnaletici, ci sono etichette e cartelli che indicano la pericolosità di alcune sostanze

Etichette per contenitori

I contenitori delle sostanze pericolose devono essere segnalati con etichette di sicurezza

Caratteristiche

- forma **quadrata**
- immagine **nera** su sfondo **arancio** con bordo **nero**

Among safety signs, there are also labels and panels indicating dangerous materials

Labelling for containers

The containers of dangerous materials must be provided with adequate labelling

Features

- **square** shape
- **black** image on **orange** background, **black** border

ESEMPI – EXAMPLES

Materiale comburente

Combustible material

Materiale infiammabile

Flammable material

Materiale altamente infiammabile

Highly flammable material

Materiale esplosivo

Explosive material

Sostanze corrosive

Corrosive material

Sostanze irritanti

Irritant material

Sostanze nocive

Harmful material

Sostanze tossiche

Toxic material

Sostanze molto tossiche

Highly toxic material

Sostanze dannose per l'ambiente

Material dangerous to the environment

Trasporto di sostanze pericolose

Il trasporto di prodotti chimici pericolosi deve essere segnalato con adeguati pannelli

Caratteristiche

- forma **romboidale**
- immagine **nera** su sfondo **arancio** con bordo **nero**

Transport of dangerous materials

Dangerous chemical products must be adeguately labelled during transport

Features

- **rhomboidal** shape
- **black** image on **orange** background, **black** border

ESEMPI – EXAMPLES

Materiale comburente

Combustible material

Materiale infiammabile

Flammable material

Sostanze corrosive

Corrosive material

Sostanze tossiche

Toxic material

Materiale radioattivo

Radioactive material