



Foreigners and INAIL: accidents and safety

In Italy construction is a very important and large-sized sector with a high risk of accidents at work. Not only is the frequency of accidents at work high but also their average seriousness is unrivalled in the other productive sectors.

In the Latium Region there is a large number of people working in the construction sector and a considerable percentage of these workers comes both from Eastern Europe and Arabic-speaking countries.

*This booklet, **handed out free of charge** at each and every INAIL's Local Office and at the premises of the Regional Directorate of Latium, stems from the need to support INAIL's customers in Latium, both of Italian and of diverse language background, through adequate information on how to prevent accidents at work and occupational diseases and **on what to claim** to INAIL in the event of an accident at work or of an occupational disease.*

WHAT IS DECREE 626?

Accidents in the workplace and damage to the health can only be prevented by adopting safety measures.

Legislative Decree 626 was passed in Italy in 1994 to protect the health of workers against the risks present in workplaces. It introduced an organisational safety system, based on collaboration by the persons concerned and participation by workers.

Further amendments and additions to the text of the Statute were made by Decree 242 of 1996.

EMPLOYER'S OBLIGATIONS

The employer must:

- assess the risks present in the various working situations and draw up a risk assessment document to be kept at the company's premises;
- implement the necessary prevention measures;
- organise the Prevention and Protection Department and appoint its Manager;
- appoint a Company Doctor;
- select emergency and fire prevention personnel and first-aid personnel;
- inform and train workers about the risks present in the company and the safety measures introduced.

PREVENTION AND PROTECTION DEPARTMENT

This department is organised by the employer and is constituted by one or more persons chosen from inside or outside the company.

It helps the employer to identify working risks and preventive measures, and meets at intervals to check on the progress of implementation of these measures.

PREVENTION AND PROTECTION MANAGER (PPM)

- is chosen by the employer from among people with suitable aptitudes and abilities;
- must have specific training;
- collaborates on risk evaluation and identifies preventive safety measures;
- identifies and plans the measures required for health and safety in the workplace;
- proposes information and training programmes for workers.

WORKERS' SAFETY REPRESENTATIVE (WSR)

In each company, the workers elect or appoint a Safety Representative who:

- acts as liaison officer between the workers and other figures in the company's prevention system;
- must receive suitable training from the employer;
- must acquire all information regarding the protection of health and safety;
- may access workplaces in which manufacture is performed;
- is consulted on risk assessment and the identification, planning, implementation and checking of preventive measures;
- attends periodic meetings with the employer and the company's Prevention and Protection Manager.

WORKER'S OBLIGATIONS

All workers must take care of their own health and safety and the health and safety of the other personnel present in the workplace who may be affected by their acts or omissions.

In particular, they must:

- comply with the safety measures issued by the employer, without modifying devices or guards;
- undergo any required health check-ups;
- participate in the appointment of the Workers' Safety Representative;
- take part in information and training programmes relating to risks and preventive measures.

INFORMATION FOR WORKERS

In order to prevent accidents, workers must be informed about all the possible danger situations associated with their working activities.

Workers must receive information relating to:

- the health and safety risks for workers relating to the company's overall business;
- the prevention and protection measures adopted;
- specific risks to which workers are exposed in relation to the activities carried on;
- risks relating to the use of substances;
- the names of the first aid, emergency and fire prevention personnel;
- the names of the Prevention and Protection Manager and the company doctor.

WORKERS' TRAINING

The training of all the company's workers must be paid for by the employer.

It must be given at the time of hiring and repeated as and when risks and duties change.

The training must take account of the risk assessment, and relate to:

- the workplace;
- the duties performed.

HEALTH MONITORING

Performed by the company doctor, and involves medical check-ups and any other tests required to assess the suitability of workers for specific tasks.

Check-ups and tests are prescribed before the start of employment (pre-hiring check-up) and subsequently at variable intervals (periodic check-ups).

Health monitoring is performed by the company doctor.

THE COMPANY DOCTOR

- is appointed by the employer;
- collaborates on the risk assessment in the company and the preparation of preventive health measures;
- performs health assessments (including at workers' request);
- opens and updates a health and risk file for each worker;
- provides information to workers about the significance and results of the health assessments performed;
- notifies the safety representatives of the anonymous, collective results of the assessments performed.

SAFETY SIGNS AND SIGNALS

The employer shall use safety and warning signs and signals in workplaces to protect the health and safety of workers.

The signs and signals shall consist, as appropriate, of a notice, a colour, a light or sound signal or a hand signal, designed to draw attention to objects and situations which may involve danger.

Each type of notice shall have a characteristic shape and colours, so that they can immediately be distinguished from one another.

Prohibiting signs

Indicate dangerous conduct

Have a circular shape with a red edge and diagonal strip; black picture on a white background.



No smoking



No smoking
or naked
flames



Water
not suitable
for drinking



No fork-lift
trucks



No
pedestrians



Do not
extinguish
with water



Do not touch



No access by
unauthorised
personnel

Instruction signs

Indicate specific behaviour or actions.

Are round and blue; white picture on a blue background.



Goggles must be worn



Helmets must be worn



Earmuffs must be worn



Breathing apparatus must be used



Safety shoes must be worn



Protective gloves must be worn



Protective clothing must be worn



Facial protection must be used



Harnesses must be worn



Generic obligation (possibly with an additional notice)



Compulsory pedestrian route

Warning signs

Indicate caution, attention and checks.

Have a triangular shape with a black edge; black picture on a yellow background.



Inflammable
material



Explosive
material



Poisonous
substances



Corrosive
substances



Suspended
loads



Fork-lift trucks



Dangerous
voltage



Generic
danger



Radioactive
materials



Laser beams



Combustible
material



Non-ionising
radiation



Strong
magnetic field



Risk of
tripping



Risk of
falling



Biohazard



Low
temperature



Harmful or
irritant substances

Emergency and first aid signs

Indicate doors, exits, routes, materials, posts and rooms.

Are green and have a square or rectangular shape; white picture on a green background.



First aid post



Direction to be followed



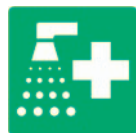
Emergency and first aid phone



Stretcher



Route
Emergency exits



Safety shower



Eye washing

Fire-fighting signs

Indicate the place where fire-fighting materials and equipment are located. Are red and have a square or rectangular shape; white picture on a red background.



Emergency
phone for use
in case of fire



Fire hose



Ladder



Extinguisher



Direction to
be followed

Hand signals

Used on construction sites, and consist of a movement or a particular position of the arms or hands used to guide personnel performing manoeuvres.

GENERAL HAND SIGNALS



START
Attention
Begin operation



STOP
Interruption
End of movement



END
of operations

VERTICAL MOVEMENTS



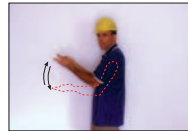
RAISE



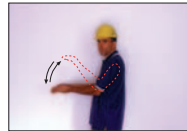
LOWER



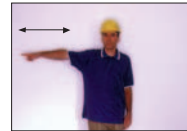
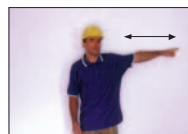
**VERTICAL
DISTANCE**

HORIZONTAL MOVEMENTS

COME FORWARD



GO BACK

GO RIGHT
in relation to signallerGO LEFT
in relation to signallerHORIZONTAL
DISTANCE**DANGER**DANGER
STOP or emergency stop**INDIVIDUAL PROTECTION GEAR**

The employer must provide workers with suitable individual protection devices, namely equipment designed to be worn by workers to protect them against risks that threaten their health or safety during their work. The individual protection devices to be used depend on the type of activity. The main ones are:

- helmet;
- shoes with unpiercable soles and steel caps;
- gloves;
- clothing designed to protect against bad weather;
- reflective or phosphorescent garments for use in poor visibility conditions;
- goggles to protect against flying splinters or fragments.

WHAT IS INAIL, AND WHAT PART DOES IT PLAY IN PREVENTION?

INAIL (the Italian National Industrial Accidents Insurance Institute) insures workers against occupational accidents and diseases, and has offices all over Italy.

Legislative Decree 626 requires INAIL to provide information, assistance and advice relating to health and safety in the workplace. In particular, the Institute:

- provides training, information and assistance in the field of prevention;
- handles relations with the organisations operating in this field;
- promotes a “prevention-oriented attitude” by disseminating products (leaflets, brochures, CD-ROMs, videos, etc.);
- promotes support for prevention by financing upgrades to structures and the organisation to safety standards (for small and medium-sized companies and firms working in agriculture and trade) and workers’ training and information projects.

INAIL’S TASKS

INAIL provides all workers who suffer accidents or contract an occupational disease with:

- financial assistance
- health services
- thermal spa treatments and convalescence holidays.

The services are due even if the employer has failed to insure the worker, because the principle of automatic entitlement applies.

INJURY

Injury means:

an injury is an event with a violent cause occurring during work (an event that happened for the work) and which has a detrimental consequence.

What to do if there is an injury

- Report the event to the emergency workers (or your doctor) who will prepare the first medical certificate;
- Immediately inform your work provider (directly or through family members or friends if you are not able to do so directly) providing a copy of the first medical certificate. This allows the work provider to forward the injury report to INAIL offices. (Note: Photocopies of the medical certificate are not considered valid) The report to INAIL may be made directly by the injured party if the work provider does not make it;
- Provide a copy of the continuous and final medical certificate (close of injury) to the work provider and to INAIL.

The injured worker may go to INAIL's doctors at the ambulatory of the closest location for the free issue of medical certification (continuative and closure certificates).

An injured worker who refuses treatment loses the daily financial benefit (temporary compensation).

What are your rights in case of injury

• *Temporary compensation*

For the period of the injury, INAIL pays a daily compensation starting the fourth day after the event equaling 60% of earnings for the first 90 days; from the 91st day to the close of the injury, INAIL pays 75% (the difference is at the expense of the work provider as provided in national collective contracts). The three days after the accident are at the expense of the work provider. The work provider must provide the entire earnings for the day of the accident and 60% for the following three days.

Generally, payment is made at the end of the injury and the check is sent

directly to the injured party at the address provided on the injury report. It is therefore important that the address is correct and any changes are promptly reported to INAIL.

If compensation is paid in advance by the work provider, INAIL will directly reimburse the work provider.

For long periods of injury, the worker may request the payment of the amounts due (by telephoning or going directly to the injury office).

The temporary compensation is subject to IRPEF taxes.

Withholding is effected directly by INAIL which issues related fiscal certification to the injured party.

• **Direct income benefit for permanent disability**

(for injuries prior to July 25, 2000)

If the injury leads to permanent after-effects with a level of disability between 11 and 100 percent, INAIL pays a monthly benefit to insured workers.

The benefit starts from the day after clinical healing and is paid for the rest of the life as long as the level of disability does not become less than 11%.

• **Personal damage benefit**

(for injuries after July 25, 2000)

Personal damage consists of a wound to a person's psycho-physical health caused by the injury.

The pre-requisites for the right to the benefit are the injury or illness having been caused by work and a level of impairment of psycho-physical health between 6% and 100%.

Specifically:

- A capital benefit is provided if the level of disability is equal to or more than 6% and less than 16%;
- An income benefit is provided if the level of disability is equal to or above 16%.

• **Payment to survivors**

If the worker dies because of the injury, INAIL pays a monthly benefit to his or her survivors.

The payment starts the day after the death.

INAIL also issues a check for funeral expenses to the survivors or the person who demonstrates to have sustained such expenses.

OCCUPATIONAL ILLNESS

What is meant by occupational illness

Occupational illness means an illness contracted during work activity and caused by the work performed.

What to do in the case of occupational illness

If the worker contracts an occupational illness, he or she must inform the work provider within 15 days of becoming aware of it, providing the work provider with a medical certificate. The work provider must present the report of occupational illness to INAIL offices within five days of receiving the said medical certificate.

The medical certificate may be sent to the INAIL offices directly by the doctor who verified the occupational illness. In such cases, the INAIL office will request the occupational illness report from the work provider.

What are your rights in the case of occupational illness

You have the right to temporary compensation the same as provided for injury, if the occupational illness leads to absence from work.

In addition, for occupational illnesses, the following is provided:

- Direct income for permanent disability (for events prior to July 25, 2000);
- Personal damage benefit (for events after July 25, 2000);
- Payment to survivors.

• Health services and aids

Both in the case of injury and occupational illness, the worker has the right to:

- medical cures and specialist services at the INAIL ambulatories;
- hot water spring and mud treatments and health spas;
- provision of prosthetics and aids to provide optimal recovery of physical capacities and re-entry into work, social and family life.

INAIL OFFICES IN LATIUM REGION

The appropriate INAIL office in the event of an accident or occupational disease depends on the insured person's domicile. The case will therefore be handled by the office in whose district a worker who has suffered an accident or contracted an occupational disease has established his/her domicile.

INAIL offices in Latium Region:

FROSINONE

V.le Marconi, 31
03100 Frosinone
Tel. 0775/2161 - Fax 0775/216350
E-mail: frosinone@inail.it

RIETI

V.le Matteucci, 6
02100 Rieti
Tel. 0746/2831 - Fax 0746/283230
E-mail: rieti@inail.it

CASSINO

P.zza Antonio Labriola, 49
03043 Cassino (FR)
Tel. 0776/3241 - Fax 0776/32434
E-mail: cassino@inail.it

ROMA CENTRO

P.za 5 Giornate, 3
00192 Roma
Tel. 06/36431 - Fax 06/3225992
E-mail: romacentro@inail.it

SORA

V.le Regina Elena, 74
03039 Sora (FR)
Tel. 0776/82381 - Fax 0776/825276
E-mail: sora@inail.it

CIVITAVECCHIA

Via S. De Filippi Mariani
00053 Civitavecchia (RM)
Tel. 0766/50861 - Fax 0766/508653
E-mail: civitavecchia@inail.it

LATINA

P.le Carturan, 3
04100 Latina
Tel. 0773/4431 - Fax 0773/443442
E-mail: latina@inail.it

ROMA AURELIO

Via E. De Ossò, 16/18
00166 Roma
Tel. 06/36431 - Fax 06/36437842
E-mail: romaauorelio@inail.it

FORMIA

Via Condotto s.n.c.
04023 Formia (LT)
Tel. 0771/320058 - Fax 0771/771323
E-mail: formia@inail.it

ROMA LAURENTINO

Via Stefano Gradi, 55
00143 Roma
Tel. 06/36437999 - Fax 06/36437974
E-mail: romalaurentino@inail.it

Foreigners and INAIL: accidents and safety

ROMA NOMENTANO

Via Diego Fabbri, 74
00137 Roma
Tel. 06/36431 - Fax 06/36437099
E-mail: romanomentano@inail.it

TIVOLI

Via Nazionale Tiburtina, 75
00019 Tivoli (RM)
Tel. 0774/33941 - Fax 0774/3394455
E-mail: tivoli@inail.it

ROMA TUSCOLANO

Via Michele De Marco, 20
00169 Roma
Tel. 06/36431 - Fax 06/36437270
E-mail: romatuscolano@inail.it

VELLETRI

Viale G. Marconi, 34
00049 Velletri (RM)
Tel. 06/961031 - Fax 06/9610360
E-mail: velletri@inail.it

NETTUNO

Via E. Visca, 18
00048 Nettuno (RM)
Tel. 06/9856110 - Fax 06/9856142
E-mail: nettuno@inail.it

VITERBO

Via Sabotino, 1
01100 Viterbo
Tel. 0761/2951 - Fax 0761/295331
E-mail: viterbo@inail.it

CIVITA CASTELLANA

Via Di Corchiano
01033 Civita Castellana (VT)
Tel. 0761/59861 - Fax 0761/517926
E-mail: civitacastellana@inail.it