



UNIVERSITÀ
DI SIENA
1240

Prevention and Protection Service

Directions for filling the individual work risk form

The staff affiliated with the AOUS must refer to activities carried out exclusively for the University

PERSONAL DATA

Name and Surname	
Date of birth	
Place of birth	
Tax ID code	
Telephone/mobile	If you do not have an assigned telephone number, your private number will be used by the Prevention Service to contact you regarding matters relating to health and/or safety at work
Language understood for the purposes of compulsory training (art 37 Legislative Decree. 81/2008)	Possibility to choose between Italian and English; if the language understood is another one, indicate this in the notes

ABOUT YOUR PLACE OF WORK

University Structure	Specify the Department (or Office, Sector, Service) in which the activity takes place
Type of contractual relationship	Specify if you are a research fellow, scholarship holder, doctoral student, specialist, FT or OE staff
End date	Complete only if you have a fixed-term employment relationship
Username	It is the one issued upon entry into service
Place of employment	The address of the Structure in which you serve
Person in charge	Indicate the name of the Head of Department, Office, Sector, or Service
Manager	Indicate the name of the Manager to whom your structure belongs (ref. art. 2 letter c) of the Regulations for the improvement of safety and health in the workplace of the University of Siena)
Reference person for safety	Consult the list at this link below: http://portal-est.unisi.it/sicurezza_elenco.aspx
E-mail istituzionale	It is the one with the domain @unisi.it

FOR VIDEO TERMINAL WORKERS

Working hours	Indicate whether full time or part-time (25%, 50%, 75%)
Who are they?	Workers who systematically or habitually use video display units for a time equal to or exceeding 20 hours per week
For each of the items listed in this section	The total number of hours must result in a daily working time of 7 hours (even for those who make 2 returns, this is only an average)

FOR LOAD HANDLING WORKERS

Who are they?	Workers who carry out handling actions on a systematic or occasional basis, with weights exceeding 3 kg
Type of weight moved	Books, boxes, equipment, documents, pots, tools, etc.
Weight moved	Choose from the drop-down menu between less than 3 kg or more than 3 kg
Specify how many kilograms	If the weights handled exceed 3 kg, additional specifications will be requested (frequency, duration, type of lifting, etc.)

EXPOSURE TO CHEMICAL AGENTS

What are they?	For Article 222 of Legislative Decree 81/08 are "all chemical elements or compounds, whether alone or in their mixtures, in their natural state or obtained, used or disposed of, including waste disposal, by any work activity, whether intentionally produced or not, whether placed on the market or not"
Chemical agents	If you indicate YES, you will be asked for the names of the main substances to which you are actually exposed during your activity

EXPOSURE TO CARCINOGENS/MUTAGENS

What are they?	Carcinogens and mutagens are defined as chemical agents that, by inhalation, ingestion or contact, may cause neoplasia and/or genetic alterations in exposed individuals. Indicate in this section only those substances that carry the following risk phrases in the sheet: H340 - H350 (formerly R 45 - R 46 - R 49) provided for in the exposure register
Carcinogens/mutagens agents	If you indicate YES, further specifications will be requested (laboratory ID number, activity performed, name of person in charge, etc.). Notify spp@unisi.it when the exposure to carcinogens and/or mutagens ends in order to proceed with the next steps.

EXPOSURE TO ASBESTOS

Asbestos exposure	If you indicate YES, describe the activity where such exposure exists
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EXPOSURE TO BIOLOGICAL AGENTS

What are they?	Any microorganism (viruses, bacteria, fungi, and parasites) that can reproduce or transfer genetic material that could cause infection, allergy, or intoxication
Biological agents	If you indicate YES, further specifications will be requested
Deliberate use of biological agents	Deliberate use occurs when biological agents are voluntarily introduced into the work cycle to be cultivated, handled, or processed
Use of human biological material	Included in this category are samples of biological fluids such as blood, urine, feces, etc.
MOGM	A MOGM is defined as a genetically modified microorganism whose genetic material has been unnaturally altered by natural multiplication or recombination

EXPOSURE TO PHYSICAL AGENTS

What are they?	Physical agents are defined as noise, ultrasound, vibration, electromagnetic fields, artificial optical radiation and severe microclimate
Physical agents	If you indicate Yes, specify which physical agent in particular (helping yourself from the drop-down menu)
Specify equipment and/or activity that exposes the worker to that risk	In the notes, describe the equipment or activity related to the risk factor
Noise	Up to the threshold of 80 decibels, noise is considered a non-hazardous element for the worker's health, so only if noise reaches that level should it be listed as a risk factor, such as rock-cutting equipment, brush cutters, chain saws, grinders, etc.
Ultrasound	US are acoustic waves with frequencies above the threshold of human audibility. This means that while noise is heard, US are not perceived by our ear (conventionally, the frequency that distinguishes sonic from ultrasonic waves is set at 20 kHz). US sources may be present in chemical and biological laboratories where, however, they do not pose a serious hazard if the procedures specified by equipment manufacturers are followed and standard ultrasonic baths and sonicators of low power are used
Hand-arm vibration	Use of drills, brushcutters, chainsaws, lawnmowers, portable power tools for woodworking, grinders, power tillers, pneumatic tools
Whole-body vibration	Use of motor vehicles, tractors, trucks, bulldozers, forklifts, earthmoving equipment
Electromagnetic fields	Static electric and magnetic fields are present wherever there is equipment powered by direct voltage or lines traversed by high direct currents. "Automatically compliant or justifiable" equipment (therefore not to be reported on the form) includes wireless networks, telephones, office equipment, PCs, lighting, electric heating stoves, electric motors, household appliances, battery-powered devices, low-power transformers, CE-marked equipment referenced to EMC standards, any electrical installation with a phase current strength ≤ 100 A, and any situation that complies with the limits for public
ROA	Artificial optical radiation is defined as all electromagnetic radiation, in the wavelength range of 100 nm to 1 mm

Severe microclimate

A severe environment is defined as a workplace in which specific production and imperative needs (proximity to ovens, cold storage) or external climatic conditions (outdoor work, agriculture, construction etc.), result in the presence of thermo-hygrometric parameters that are stressful for the exposed worker

CONFINED ENVIRONMENT RISK

What is it?

A confined environment is a space with limited entry and exit and not suitable for habitation and/or occupation by persons.
E.g. wells, sewers, chimneys and pits, tunnels etc.

Confined environment risk

If you indicate YES, **describe the activity** during which you are exposed to this risk factor

RISK OF FALLS FROM HEIGHT

What is it?

Work at height is defined as any work activity that exposes the worker to the risk of falling from a height of more than 2 m above a stable surface (e.g., fall from scaffolding, fixed scaffolding, fall inside passage, fall from lifting equipment or for work at height)

Risk of falls from height

If you indicate YES, **describe the activity** during which you are exposed to this risk factor

OPEN-AIR LABORATORY RISK

What is it?

Environment in which teaching, research, or service activities involving the use of machines, working apparatus and equipment, plant, prototypes, or other technical means, or chemical, physical, or biological agents are carried out in places or environments outside the built-up area of the headquarters, such as, for example, archaeological, geological, maritime campaigns, etc.

Open-air laboratory risk

If you indicate YES, **describe the activity** during which you are exposed to this risk factor.

PREVENTION AND PROTECTION SERVICE CONTACTS SPP@UNISI.IT INT. 2482

Please remember that the reporting forms should be updated (by contacting the email address spp@unisi.it) in the following cases:

- contract change/renewal
- change of affiliation structure
- change of assignment