

USEFUL CONTACTS

The **Prevention and Protection Service (SPP)** is available for further indications about the risks and the definition of the measurements of security. The offices of the SPP are in:
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Information of security

for all the external clients that have access to the structures of ULSS 7 for work or study reasons



Introduction

Dear client, we think it could be useful to remember you that from April 2008 in Italy is effective the administrative order *n. 81/2008 "Testo Unico sulla Sicurezza sul Lavoro"* (*The text about Security at work*) (with the following modifications and integrations).

It follows that every Health Company is classified "at high-risk", because of the presence of many factors of risk, and because of the presence of plenty of people, workers, users, visitors, voluntaries, and other firm workers employed in various activities.

For these reasons it is important to know and evaluate the risks of the various areas, and to adopt all the necessary measurements of prevention and security.

The manager and the person in charge of the reception of the external clients should take care that they have the knowledge and the preparation needed to carry out the previously defined and authorized activities following the security rules.

Main risk factors of the health area

Fire risk: it is important to remember that we work in buildings, sometimes big buildings full of expensive and technologically advanced equipment and systems. And, in case of emergency, we have to consider that many clients and patients are not autonomous and self-sufficient.

Considering this we have to keep in mind that the fire risk is a possible risk and we need to apply all the prevention measurements to avoid the start of fire.

Furthermore, even if all the areas are provided of active and passive protective measures, the instant survey and warning of every start of fire is essential, without underestimate signals even of small entity, following the instructions of the Emergency Plan of the structure involved.

Electrical risk: even if we are working with systems that are compliant with the electrical security rules, an inappropriate and inattentive use of the systems can provoke accidents. We have to pay our maximum attention when using sockets, cables, and plugs and we have to avoid wastefulness and overheating, disconnecting the equipments and the systems from the electricity grid in case of extended absence or lack of use (interruptions, nocturnal time off, etc.).

Chemical risk: many chemical products are used in the health environment, and their use is allowed only to skilled and trained staff.

Only in specific events there can be an access of external staff in areas of possible exposition (for instance: Analysis Laboratory, Pathological Anatomy, Pharmacy, etc.). There should be a previous agreement with the person in charge of that areas and a previous planned training about the risks, the procedures and the modalities of work.

Biological risk: it is real in all the health structures but it could have particular importance in specific areas for the possibility of the infectious risk.

The access to those areas is therefore prohibited. It is allowed only for particular events for which the activity of external staff has to be previously authorized and preceded by an appropriate training about the risks, the procedures and the modalities of work.

Other risks: the access to the health structures could provoke the exposure to other generic and specific risks, among which the risk of aggression, the exposition to ionise radiation and other kind of radiation, the presence of Gas under pressure in some areas.

The planning of the accesses and of the allowed activities to the external clients will let to prevent and identify those situations of risk so as to avoid inappropriate exposures.

Main risks of interference, measurements of protection, collaboration, coordination.

Every external client working in the structures of *Azienda ULSS 7* should be aware of being acting in a critical environment, in which the presence of workers, clients, visitors, voluntaries, and other firm workers employed in various activities, asks for a high degree of attention to security, a great respect of the privacy and of the conditions of care and it involves the adoption of behaviour and modalities of access appropriate to the context.

So, in addition to what has already been explained, it will be necessary:

- to arrange with the director in charge of the security the movement and the use of systems and equipments, and the obstructions and use of the parking and staging areas, etc.

- to respect the sleep and care hours of the clients. All the activities that could have an impact with the care of the clients should be previously authorized and programmed with the manager in charge of them, adopting every possible measurement of control and restraint.

- to respect the signage, the procedures and the instructions in force in the company areas.

We remember that all the buildings (also in the external areas) of the *Azienda ULSS 7* are no-smoking areas (apart from the external areas specifically reserved) and the assumption of alcoholic drinks is forbidden.

By the Prevention and Protection Service (SPP)