



POLITECNICO
MILANO 1863

Management Procedure

Access to laboratories for testing and research activities

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Minimum requirements for the procedure
<ul style="list-style-type: none">a) Certificate of successful completion of the basic safety course (BSC).b) Specific training/information on safety in the unit/Department, if applicable.c) Training/information to carry out specific activities/use specific instruments, if applicable.d) Informing the Company Medical Office for health monitoring purposes.

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PREMISE

In some situations, the practice envisaged by current legislation, and therefore internal procedures, is excessive in relation to the real risks arising from the activities that generate them, even in terms of actual duration. Most of these situations can be handled, by way of common practice, by common sense. It is therefore recommended that Managing Managers and Managers be flexible in enforcing the rules where possible and without compromising the health of workers. Models designed by the University seek to include the type of need and case history potentially present in the different structures. As it is a model, it is recommended that managers and executives proceed without delay to customize them on the basis of the underlying circumstances in order to simplify them by facilitating their application by users.

1. Management procedure: phases and minimum requirements

The management procedure for access to laboratories for testing and/or research activities is carried out in two specific phases:

- Phase 1 - Request for access
- Phase 2 - Specific training

To actively access laboratories (i.e. to perform tests, or even simply to collect data), the following are required.

- **Insurance.** The Politecnico provides insurance to its employees, collaborators and students.
- **Certificate of completion of the basic safety course and emergency management (BSC).** This online course is available in Italian and English and is provided by the Politecnico. The certificate is valid for five years. However, should there be major changes in organisational and/or safety-related laws, the Occupational Safety and Health Service can request staff to attend refresher classes.
- **Specific training/information on safety in the unit/Department, if applicable.** By this, we mean training on safety matters that are specific to the unit. It also includes training and/or information for carrying out specific activities/using instruments (if applicable), which is needed to perform laboratory activities safely.
- **Informing the Company Medical Office** for health monitoring purposes (if the RAD states that this is needed).

The people who can be expected to access laboratories for testing and research activities (based on contracts or specific agreements) can be grouped in a number of categories. The table below lists the Politecnico employees who are ultimately responsible for checking that all the documents of the subjects in those categories have been provided and are compliant with the laws. They also ensure the documents are filed.

SUBJECT CATEGORIES	MANDATORY DOCUMENTS		OPTIONAL DOCUMENTS
	Insurance	Basic safety course	Specific training
<ul style="list-style-type: none">- Students preparing a thesis- Research fellows- PhD students- Researchers- Professors- Contract professors- Teaching and administrative staff- Collaborators- Visiting professors	Provided by the Politecnico	Department Manager/Head	With regard to the unit: the person responsible is the Department Manager/Head With regard to the activity: the person responsible is the Laboratory Research and Teaching Activities Manager (LRTAM)
Students enrolled in internships and staff from other universities or schools of different levels	Department Manager/Head (please check the agreement)		

It is however necessary to clearly distinguish between the people who attend the Politecnico in a controlled manner, who have an official Personal Code (people who belong to one of the categories listed in the table), and people who, for scientific interests, attend the Politecnico on a voluntary basis for limited periods of time (and who do not have a Personal Code). The latter category must report to the Departments, which are responsible for them for safety purposes as well. Because they enter the Politecnico units for continuous periods as well, they must undergo general training (BSC) and specific training, should they be exposed to risks.

People who do not have a Personal Code, as third parties that cannot be compared to Politecnico di Milano employees, are covered by the Politecnico's liability insurance. Accident insurance is therefore not mandatory.

It is also worth mentioning "occasional visitors" (such as customers, demo suppliers, relatives of students on graduation days, etc.), who for non-scientific reasons may need to access laboratories for very short periods of time. Accident insurance is not mandatory for them - they are not even required to have safety training (BSC). However, they can only enter laboratories with members of the laboratory's permanent staff.

This procedure does not apply to students entering laboratories for institutional educational activities because there is a specific procedure that applies to them.

1.1. Phase 1 - Request for access

A person is allowed to access laboratories (for experimentation purposes, training, etc.) only if authorised by the Department Manager /Head who must receive a specific request from that person. This request must be endorsed by the LRTAM/Supervisor who is responsible for the applicant.

Please bear in mind that the involvement of the LRTAM or the Supervisor depends on the kind of activity that access is requested:

- for research and teaching activities: LRTAM
- for service or price-listed activities: Supervisor

If the applicant has a Personal Code:

- The applicant establishes with the LRTAM/Supervisor the activities to be carried out and the time required to do so, attends the online BSC and passes the test, and then completes the access request form, listing the activity's aims and schedule, the successful completion of the BSC and the name of the appropriate LRTAM/Supervisor.
- The appropriate LRTAM/Supervisor completes the access request form and commits to providing specific training and/or information on safety (if necessary), stating whether the applicant needs health monitoring.
- The access request form, completed and signed as required, is then sent to the Department Manager/Head.
- If the applicant is from another body (e.g. another university or university-level school, research centre, etc.), the Department Manager/Head must check that the clauses in the agreement with that body govern matters concerning safety and the related responsibilities.
- The Department Manager/Head checks that the applicant has passed the BSC and authorises access after hearing - if applicable - the opinion of the Laboratory Manager.
- If requested by the LRTAM/Supervisor, the Department Manager/Head asks the Occupational Safety and Health Service to activate health monitoring for the applicant.

If the applicant does not have a Personal Code:

- The applicant completes the access request form and states the period and purposes for accessing the laboratory, in addition to the name of the LRTAM who will be responsible for and supervise the guest. A valid certificate of BSC completion must be annexed to the request.
- The supervising LRTAM completes the access request form and commits to providing specific training and/or information on safety (if necessary).

- The access request form, completed and signed as required, is then sent to the Department Manager/Head to obtain authorisation.
- The Department Manager/Head authorises access after hearing - if applicable - the opinion of the Laboratory Manager.
- If requested by the LRTAM, the Department Manager/Head asks the Occupational Safety and Health Service to activate health monitoring for the applicant.

If the applicant has already attended a basic safety course in another institute or held by an employer and has a course certificate that is still valid, he/she will only be asked to attend the Politecnico's emergency management course.

1.2. Phase 2 - Specific training

Before a person who has been granted access can start laboratory activities, the LRTAM/Supervisor must (if needed) provide specific training and/or information and supply any necessary PPE. The Department Manager/Head supervises over the specific training.

Operating suggestions

During the supervision phase, the Department Manager/Head should plan to control the fact that specific training has been given and the validity of the authorisation.

Syntax charts

Please note that there are available (www.spp.polimi.it) cards referring to specific didactic and research activities that summarize the minimum mandatory requirements to be implemented as well as the duties and responsibilities of each actor involved in the prevention, the form to be used and the Active insurance cover.

Forms

Four models have been prepared that meet the minimum requirements indicated in the procedure: Each model is accompanied by a "Request for Access" form and a "Unified Information / Training and DPI Delivery Log"