

Material for workers' training

Obligations of the supervisor

...supervisors, according to their assignments and competences, must:

- a) oversee and ensure compliance by individual workers with their obligations mandated by law, as well as with the company's provisions on health and safety at work and the use of collective means of protection and of individual protection devices available to them, and in case of persistence of noncompliance, inform their direct superiors;
- b) verify that only workers who have received adequate instructions shall access those areas with severe and specific risk exposure;
- c) require compliance with control measures of risk situations in case of emergency and instruct workers to abandon the workplace or the perilous area in case of severe, immediate and inevitable risk;
- d) inform as soon as possible workers exposed to the risk of a severe and immediate danger about the risk itself and about the dispositions taken or to be taken in matter of protection;
- e) abstain, unless duly motivated exceptions, from asking workers to resume their activity in a working situation where a severe and immediate danger persists;
- f) promptly report to the employer or to the manager both the deficiencies of work items and equipments and of individual protection devices, and every other danger conditions that occur at work, about which [the supervisor] is informed on the basis of the received training;
- g) attend training courses.

Obligations of workers

1. Each worker has the duty to take care of his/her own health and safety and that of people present in the workplace, who may be affected by his/her actions or omissions, accordingly to his/her training, instructions and items given by the employer.
2. In particular, workers must:
 - a) contribute, together with the employer, managers and supervisors, to the fulfillment of duties to protect health and safety in workplaces;
 - b) observe provisions and instructions given by the employer, managers and supervisors, for the collective and individual protection;
 - c) correctly use work equipments, substances and dangerous products, means of transportation, as well as safety devices;
 - d) properly use protection devices available to them;
 - e) immediately report to the employer, manager or supervisor the deficiencies of items and devices in accordance with the specifications c) and d), as well as every other danger condition they gain knowledge of, and directly intervene/operate, in case of urgency, within the limit of their own competences and possibilities, unless the duty specified in letter f), to eliminate or reduce situations of severe and incoming danger by informing the workers' safety representative;
 - f) not remove or modify without authorization safety provisions or signals or controls;
 - g) not perform on their own initiative operations or maneuvers that are not of their competence or rather can compromise their safety and that of other workers;
 - h) participate in formation and training programmes organized by the employer;
 - i) submit themselves to health controls provided by this legislative decree or in any case arranged by the doctor in charge.

3. Workers of companies that pursue activities with contract or subcontract systems, must exhibit the proper ID badge, accompanied by a photograph, containing worker's particulars and stating the employer. This duty weighs also on autonomous workers that directly pursue their activity in the same workplace, and they shall arrange it by themselves.

Workers' safety representative

In companies workers shall elect a worker as safety representative. If trade union representatives are present, the representative is elected within them. The representative has the right to attend a specific training course and he/she is the reference for all workers in case of controversies on safety between the employer and workers, he/she is consulted and participates in the risk evaluation.

Sanctions for the supervisor

1. Supervisors are punished within the limit of the activity they shall accomplished in compliance with the general obligations stated in article 19:

- a) with arrest for the term of one to three months, or with a fine in the amount of 500 to 2.000 Euros for the violation of article 19, comma 1, letters a), e), f);
- b) with arrest for the term up to one month, or with a fine in the amount of 300 to 900 Euros for the violation of article 19, comma 1, letters b), b), d);
- c) with a fine in the amount of 300 to 900 Euros for the violation of article 19, comma 1, letter g).

Sanctions for workers

1. Workers are punished:

- a) with arrest for the term up to one month, or with a fine in the amount of 200 to 600 Euros for the violation of article 20, comma 2, letters b), c), d), e), f), g), h) and i);
- b) with administrative pecuniary sanction of 50 to 300 Euros for the violation of article 20, comma 3; the same sanction is applied to autonomous workers in accordance to the same disposition.

Sanctions for the components of a family business, autonomous workers

1. The subjects are punished:

- a) with administrative pecuniary sanction of 300 to 2.000 Euros for the violation of article 21, comma 1, letters a) and b);
- b) with administrative pecuniary sanction of 50 to 300 Euros for the violation of article 21, comma 1, letter c).

The undersigned declares that he/she has received in custody the following individual protection devices/equipments:

Type of device	Specific information	
Anti-noise earphones	Individual exposition to _____ decibels	
Anti-noise earplugs		
Safety shoes		
Safety glasses		
Protective gaiters		
Gloves		
Anti-vibration gloves	Exposition to _____ m/s ²	
Working overall		
Working jacket		
Trousers		
Anti-fall sling		
Helmet (head protection)		
Hard-hat		
Anti-powder mask		
Specific filter mask		
Integral anti-smoke mask		
Optical radiation protective mask		
Optical radiation protective glasses		
Gumboots		
Leather apron		
Gum apron		
Anti-cut apron		

The undersigned declares that he/she has received a copy of the work procedure and that he/she has been subjected to training in order to practice in specific the following working phases:

Description	Code of the procedure	
Materials and manufactures handling with overhead travelling crane/overhead system	PTF 1	
Use and maintenance of portable grinding machines	PTF 2	
Welding activity	PTF 3	
Use of cutting torch	PTF 4	
Use of machine tools	PTF 5	
Use of positioning devices with tilting rotary table	PTF 6	
Use of roller positioning devices	PTF 7	
Use of automatic welding booms	PTF 8	
Use of column-mounted jib cranes	PTF 9	
Use of forklift (lift truck)	PTF 10	