

# safetyhandbook

Gemelli



Fondazione Policlinico Universitario Agostino Gemelli IRCCS  
Università Cattolica del Sacro Cuore



Pursuant to Legislative Decree  
81/2008 and subsequent  
amendments and additions



# INTRODUCTION

The Fondazione Policlinico Universitario Agostino Gemelli IRCCS (hereinafter FPG) and Università Cattolica del Sacro Cuore (hereinafter UCSC) together make up a large, united community which is committed to taking all necessary measures to safeguard the psychological and physical wellbeing of the members of the community and of all persons operating or accessing the FPG and UCSC facilities and buildings.

All members of the community are required to ensure full compliance with the rule of law, the principles laid down in the Code of Ethics, the "Regulations for the implementation of the rules on health and safety at work" and internal procedures and provisions aimed at protecting personal health and safety by ensuring proper hygiene in the workplace.

The involvement of all personnel is fundamental to achieving and maintaining adequate safety conditions, and this is also essential in the event of an emergency where the intervention of dedicated teams can only be successful if everyone follows procedures properly.

This handbook has been written with this in mind. It sets out the main rules of what to do to prevent accidents happening as well as what to do in an emergency, including when an emergency impacts health.



Health and safety protection is one of the fundamental principles set down in the Code of Ethics and in national legislation concerning workers (Legislative Decree No. 81 of 9 April 2008). This also extends to persons treated as such (students, specialising students, course attendees, trainees, etc.) including those belonging to external companies operating on our healthcare and university premises.

**It is recommended that everyone read the handbook carefully** and memorise its contents. Your collaboration, together with that of the hospital functions and services dedicated to health and safety, is indispensable for ensuring ever greater safety in our community.





# Gemelli

Fondazione Policlinico Universitario Agostino Gemelli IRCCS  
Università Cattolica del Sacro Cuore



## index

• rules and behaviour for prevention.....	6
• rules to follow and what to do in an emergency.....	8
• what not to do in an emergency.....	12
• what to do in the event of fire.....	13
• health and safety signs.....	14
• useful numbers.....	16
• key personnel.....	17



# RULES AND BEHAVIOUR FOR PREVENTION

Safety depends in large part on our behaviour and it is our responsibility to keep the workplace safe. It often requires just a little attention together with compliance with a few simple rules to avoid accidents or untoward incidents. The following rules should be read carefully:

- 1** Take careful note of safety signs and instructions given by personnel in charge.
- 2** Smoking is prohibited anywhere on the FPG and the UCSC premises. The security guards are responsible for making sure this rule is followed, to ascertain any infringement and deal with those breaking the rule.
- 3** Do not enter workplaces unless authorised by internal staff. Follow any instructions given to ensure your safety.
- 4** Unauthorised personnel may not access areas classified as being at risk of ionizing radiation, which are identified by clear warning signs. If access is required, you must ask the person in charge or head of the Operating Unit. Further information can be requested from the Physical Health Complex Operating Unit or Qualified Expert.
- 5** Only use clinical equipment and tools supplied by the FPG which are appropriately labelled (whether purchased or from third parties under rental, leasing, loan or service agreements). Check labels to see that regular maintenance has been carried out within specified due dates.
- 6** Never leave machinery, work equipment or hazardous substances unattended (e.g. cleaning trolleys, construction tools, special waste, etc.).

**7** Do not use dangerous equipment or substances without being authorised by the personnel in charge; use the necessary personal protective equipment and be aware of where to locate safety data sheets should it be necessary to consult them.

**8** Be aware of procedures to follow in the event of spillage of dangerous substances (PRO.120) or organic substances (Annex 12 to PLC.004).

**9** Do not remove, alter or tamper with safety devices and/or protection installed on plant/machinery/equipment in any way and do not perform of your own initiative any actions or operations which are not within your competency.

**10** Immediately contact the staff in charge, including via dedicated telephone numbers, to report any defects or anomalies in plant/machinery/equipment that you find, or if you notice any dangerous conditions.

**11** Do not block or leave materials near the emergency exits because this will compromise efficient evacuation in the event of an emergency. Be aware that such behaviour would be in breach of regulations and punishable by law.

**12** All employees, including equivalent staff and contractors, must wear their ID badges which must be visible at all times.

**13** Entrance areas with badge swipe machines must be kept secure in order to avoid unauthorised persons entering.

**14** Report any irregularities found in fire systems and equipment by calling 063015-5000.

# RULES TO FOLLOW AND WHAT TO DO IN AN EMERGENCY

◆ **EMERGENCY SITUATIONS: SMOKE, FIRE, FLOODING, SMELL OF GAS, DISCHARGE OF TOXIC SUBSTANCES**

**What to do:**

- 1** Get an understanding of what has happened.
- 2** Immediately call the relevant number for emergency management:

 **4000** Gemelli/UCSC

 **9000** Columbus

or call the relevant number from any phone:

**06.3015.4000**

Gemelli/UCSC Security  
Office

**06.3015.9000**

Columbus Security  
Office

- 3** Provide as much detailed information as possible to the emergency coordinator (fire officer) arriving at the emergency site.



• **MEDICAL URGENCY: SUDDEN SICKNESS, FAINTING, SERIOUS INJURY**

What to do:

**1** Immediately call the relevant number for emergency management:



or call the relevant number from any telephone:

**06.3015.5555**

Gemelli/UCSC Security  
Office

**06.3015.9555**

Columbus Security  
Office

**2** Provide precise information about the situation to the health emergency personnel arriving at the site.

• **SERIOUS AND IMMEDIATE DANGER: EVACUATION LIGHTING AND AUDIBLE EVACUATION SIGNAL**

What to do:

In the event of an audible evacuation signal and order to evacuate:

**1** Check to see whether anyone in your workplace has not heard the alarm; ask those people to leave quickly.

**2** Help people in difficulty, those with disabilities and pregnant women.

**3** Leave the premises immediately, following the safety signs or instructions given by service personnel or emergency teams.

**4** Go to the assembly point indicated on evacuation signs as soon as possible.

## ◆ EARTHQUAKE

### What to do:

- 1** Shelter under a table or desk; alternatively move to stronger, safer areas such as load-bearing walls, beams or pillars.
- 2** Stay away from windows, glass, partition walls, furniture, etc.
- 3** When the earthquake has finished, check to ascertain whether the conditions in the area allow for activities to be continued. If they do not, proceed calmly to the nearest exit without using lifts or stairs which may be dangerous.
- 4** Notify relevant hospital offices of any structural, plant or health criticality so that appropriate safety checks can be carried out.

## ◆ ACCIDENTS

### What to do:

- 1** In the case of small accidents requiring simple dressings, the injured person can make use of the first aid kits available in various work areas.
- 2** An injured person needing specific treatment (including those who are equivalent workers or employees from external companies), can go to the Emergency Room in the DEA building of the Hospital where they will also need to comply with the PRO.107 procedure in force for reporting accidents (available on the company intranet).
- 3** If, due to their injuries, an injured person is unable to get to the Emergency Room by themselves, help can be called via these internal numbers:



**5555** Gemelli/UCSC



**9555** Columbus

or via these numbers from any phone:

**06.3015.5555**

Gemelli/UCSC Security  
Office

**06.3015.9555**

Columbus Security  
Office

## • ASSAULT, EXTERNAL THREAT, ATTACK

### What to do:

#### Main actions:

- 1** If the threat is outside the work premises, do not leave the workplace and do not peer outside from doors and windows;
- 2** If the attack happens inside the workplace and is directed towards personnel, everyone should stay in place without reacting in any way;
- 3** Do not behave in such a way as to resist the aggressor's actions;
- 4** Keep calm and in control of your actions regarding offences carried out against you, and do not provoke an aggressor exhibiting unbalanced behaviour;
- 5** Any action and/or movement must be carried out naturally and calmly;
- 6** If within reach, use an alarm button (normally positioned under worktops);
- 7** If possible, call the Security Guards on the following internal number:



**3373** Security Guard

or call this number from any phone:

**06.3015.3373**

Gemelli/UCSC and Columbus  
Security Offices

# WHAT NOT TO DO IN AN EMERGENCY

In an emergency, it is important not to act in such a way as to increase the level of risk to yourself and others around you.



The following rules of behaviour must be followed:

- 1** Do not leave the building without first reporting the emergency via the dedicated telephone numbers.
- 2** For your own safety, do not tackle situations of risk.
- 3** Do not operate electrical or technological machinery or equipment.
- 4** Avoid using fire extinguishers unless you are reasonably sure that you will be able to do so properly, so that you do not endanger yourself and others in the workplace.
- 5** Do not use lifts, whether for persons or hospital beds/stretchers, with the exception of fire-fighting lifts which are indicated by relevant signs.
- 6** Do not run along the corridors and on the stairs. If smoke is present, protect your airways by covering your nose and mouth with a damp cloth.
- 7** Do not stop along the evacuation routes, since this could obstruct others.
- 8** Do not take too long on the telephone.
- 9** Do not obstruct emergency management personnel.
- 10** Do not go back into newly evacuated premises for any reason.
- 11** Do not leave the assembly point without notifying the emergency team coordinator.
- 12** In the event of a general alarm accompanied by an evacuation order, avoid seeking shelter inside the area of the emergency.

# WHAT TO DO IN THE EVENT OF FIRE



In the event of fire **it is important** to observe the following:

- 1** Use the dedicated telephone number to call the Emergency Management office and provide as much detailed information as possible.
- 2** Attempt to extinguish the fire using a fire extinguisher only if there is an escape route behind you. Direct the jet from the fire extinguisher towards the base of the fire.
- 3** Keep away from the direct effects of the fire. If you cannot extinguish the base of the fire, move quickly to the emergency exits and then to the assembly points.
- 4** If you are in a room where there is smoke, never open the door without first testing the temperature with the back of your hand, and try to keep as near to the ground as possible.
- 5** If spaces and corridors are full of smoke, try to open the windows and proceed on all fours in the direction of the exits, protecting your nose and mouth with a handkerchief (dampened if possible). If you cannot leave the areas affected by the fire, seek shelter somewhere with windows to the outside, away from the area of the fire. Close the door and call loudly for help so that people can locate you.
- 6** Remember that you should never use water or foam on live electrical equipment or machinery.
- 7** Help those in difficulty without compromising your own safety and the safety of others.
- 8** Dangerous materials near the area of the fire, such as gas cylinders, containers of flammable substances, etc., should be moved away and taken to a safe zone.
- 9** Work together with the emergency crew to facilitate the evacuation of people who are not self sufficient, and proceed to the nearest exit keeping as near to the ground as possible.

# HEALTH AND SAFETY SIGNS

Take note of signs, respect them and get others to respect them. Do not tamper with them or remove them.

Depending on its colour and shape, each sign has a specific function:

**SIGNS FOR FIREFIGHTING EQUIPMENT** are square with a pictogram on a red background.



EXTINGUISHER



FIREHYDRANT



FIREHOSE AND NOZZLE



FIRE ALARM

**EMERGENCY EXIT SIGNS** are square or rectangular, with a white pictogram on a green background. These signs indicate emergency routes and stairs, safety exits and assembly points.



EMERGENCY  
EXIT



ASSEMBLY  
POINT



ESCAPE  
ROUTE



EMERGENCY  
STAIRWAY

**WARNING SIGNS** are triangular with a black pictogram on a yellow background with a black edge. These signs warn of the presence of danger that can develop into a risk to people.



LASER BEAMS



RADIOACTIVE  
MATERIALS



TOXIC  
SUBSTANCES



BIOLOGICAL  
RISK

**PRESCRIPTIVE SIGNS** are round with a white pictogram on a blue background. These signs warn of a requirement for the use of PPE (Personal Protective Equipment) or for a specific behaviour.



PROTECTIVE  
EYEWEAR



PROTECTIVE  
GLOVES



FACE  
PROTECTION



RESPIRATORY  
PROTECTION

**SIGNS PROHIBITING BEHAVIOURS** are round with a black pictogram on a white background with a red border and a red line crossing the circle. These signs prohibit behaviours which could lead to danger.



NO SMOKING



NO NAKED  
FLAMES



DO NOT EXTINGUISH  
WITH WATER



ACCESS TO AUTHORISED  
PERSONNEL ONLY

The following combined signs are used in the Fondazione Policlinico Universitario Agostino Gemelli IRCCS:



IN THE EVENT OF FIRE, USE EMERGENCY  
STAIRWAYS, DO NOT USE ELEVATORS



ELECTRIC PANEL, HIGH VOLTAGE, DO NOT TOUCH



SIGNS OF DANGER, PRESCRIPTIVE  
SIGNS AND PROHIBITED  
BEHAVIOURS



EMERGENCY EXIT MAPS,  
PROHIBITED BEHAVIOURS AND  
EMERGENCY NUMBERS

# USEFUL NUMBERS

## INTERNAL EMERGENCY NUMBERS

Call **06.3015** if calling from an external phone

General emergency – FPG/Hospital security office **4000**

General emergency – Columbus security office **9000**

Emergency health/resuscitation  
assistance - FPG/Hospital security office **5555**

Emergency health/resuscitation  
assistance – Columbus security office **9555**

## EXTERNAL EMERGENCY NUMBER

Single emergency number **112**

*(Health emergency, Carabinieri, Police, Fire Brigade)*

## INTERNAL SAFETY SERVICES

Call **06.3015** if calling from external phone.

Prevention and Protection Service **5265 - 5266**

Technical Office **4460 - 5988**

Firefighting Safety Unit **5311 - 5983**

Health Physics **4997 - 4772**

Security Service **4669 - 6537**

Security Guard **3373**

Building Maintenance **5000**

Clinical Engineering **3424**



# KEY PERSONNEL

**Employer:**

Head of Prevention and  
Protection Service:

Prof. Marco Elefanti  
Giampaolo De Cassan

Health and Safety Physician Coordinator:

Domenico Staiti

Qualified Expert

Luca Indovina

Laser Safety Officer

Marco De Spirito

Electromagnetic Fields Expert

Authorised Physician:

Giuseppina Salerno

Expert responsible for Magnetic  
Resonance Safety

Andrea Fidanzio

Prevention and Protection Officers:

Massimo Cuomo  
Fabio Ghisio  
Andrea Grisogoni  
Anna Horodynski  
Paolo Mocchi

Health and Safety Physicians:

Maria Costanza Baffigo  
Gabriella Campoli  
Daniele Chiari  
Francesco De Simone  
Sabina Gini

Workers' Safety Representatives:

Alessandro Bresil  
Alessandro Cammino  
Rosalba Conte  
Sonia Dell'Edera  
Paolo Gennarini  
Linda Stella Guajardo Rios  
Mauro Ianari  
Antonella Mangoni  
Giovanni Antonio Parelli  
Maurilio Popolla  
Sandro Raponi  
Maurizio Tosoni



**Further information**

available on the company Intranet  
<http://intranet.policlinicogemelli.it/>

**Edition November 2019**

*Edited by*

**PREVENTION AND PROTECTION SERVICE**

*Largo F. Vito, 1 - 00168 Roma*

*Tel. 06 30155265/6*

*e-mail: [servizioprevenzione@policlinicogemelli.it](mailto:servizioprevenzione@policlinicogemelli.it)*



