Politecnico di Torino

Dipartimento
di Scienza Applicata
e Tecnologia

DISAT ACCESS REGULATIONS

April 3, 2023

These regulations govern the procedures for accessing DISAT, within the limits imposed by the regulations in force regarding safety and in compliance with the Safety Regulations of the Politecnico di Torino, as issued by Rector's Decree No. 778 of July 17, 2019.

The provisions of this document apply to all persons who, for any reason, access the DISAT premises.

1. ACCESS TO DISAT PREMISES BY TYPE OF USER

The hours shown in **Table 1** refer to access, based on the type of user, <u>to the offices and common areas of the headquarters</u> located at Corso Duca degli Abruzzi 24, Turin.

For security reasons, access <u>to the laboratories</u> at the headquarters in Corso Duca degli Abruzzi 24, Turin, is permitted from Monday to Friday, 07:30 to 19:30, unless otherwise authorized by the Department Director.

Access to the DISAT offices and research laboratories located at the other Politecnico di Torino campuses (Alessandria, Biella, Mondovì, Chivasso) is permitted during the respective campuses' opening hours. Access to the offices and laboratories of DISAT in other bodies, such as INRIM and the Environment Park, is permitted following the regulations of the relevant structure and within the hours defined by the bodies mentioned above.

TYPES OF USERS, ACCESS TIMES TO THE TURIN CAMPUS, NECESSARY DOCUMENTS								
	USER		**Timeslots: weekdays: Monday to Friday**		**Time slots Saturday**		**Time slots Sunday**	**Documents Required to request access to DISAT**
Type	**Staff**		**Entrance**	**Exit**	**Entrance**	**Exit**	**Entrance**	**Exit**	
1	Professors, i.e. tenured professors and researchers (PO, PA, RTDA, RTDB) of DISAT		H24						
	Technical-Administrative and Library (PTAB) of DISAT								
2	A - Permanent staff of the University with a place of employment other than DISAT - Professors and researchers from other universities or other research institutions and Visiting Professors - Faculty former - External professors/Contract professors/Teaching assistants - Holders of teaching contracts at one of the Degree Programmes for which the department is a reference - External Collaborators (professionals, consultants, occasional self-employed workers) B - PhD students of a PhD Course with a Tutor from DISAT - PhD students of other PhD Courses with a co-tutor from DISAT - Research fellows with a DISAT manager - Research and/or teaching staff (PhD students, internal scholarship holders, research fellows, belonging to other departments of the University) - DISAT Fellow		07:30	21:00	8:00	16:00			SIR For access ONLY " offices": SIR For "offices and laboratories" access: - safety test -SIR
3	- Politecnico student who carries out thesis or internship activities with a supervisor from DISAT - Student holding Erasmus scholarships who carries out teaching activities provided by DISAT teachers - Politecnico students involved in educational projects with a tutor from DISAT		07:30	19:30					
4	A - "Guests" - Visiting PHD (PhD students / post-PhD students funded by their home universities and who spend a limited period at DISAT for research purposes)		07:30	21:00	8:00	16:00			
	B - External thesis students and trainees (National-International)		07:30	19:30					
	C - "Guests" – Other (staff of other institutions with an agreement with the Politecnico not covered in the previous cases – Professors, researchers, technologists, research fellows, post-doc and staff)		07:30	21:00	8:00	16:00			For access ONLY "offices" No documents For "offices and laboratories" access: - safety test - SIR
5	Personnel of external companies/cooperatives - Personnel who carry out services or carry out work at the DISAT spaces employed by an external company/cooperative		Timetables and methods will be shared with the offices in charge by the Edilog Contact person of DISAT						

Table 1

2. HOW TO REQUEST ACCESS TO THE DEPARTMENT

For users belonging to **type 1**, i.e. Professors, researchers (PO, PA, RTDA, RTDB) and Technical-Administrative and Library Staff (PTAB) of DISAT, the authorization to access DISAT is automatically given at the time of taking up service.[1]

For Type 2, 3, 4 **users:** fill in the *"Access request" form* available at link https://forms.office.com/e/kaTtuweizv and send it by email to their DISAT teaching and/or research activity manager, who authorizes entry by filling out the *"Access Authorization" form* online (available by accessing with institutional credentials at https://forms.office.com/e/Rt3CGcKquF). This form is sent to the IT systems to grant access to the DISAT department.

For **type 5 users**, i.e., "External Company", the Edilog Contact Person of DISAT will be responsible for defining the access hours and requesting the relevant authorization.

In cases where continuous access to the Department is required at night and/or on holidays (24/7, H24) or to access the laboratories outside permitted hours (Monday to Friday, 07:30 to 19:30), authorization from the Department's Director must be obtained in advance. The request must be received with at least 7 working days' notice.

3. DOCUMENTS REQUIRED FOR THE DEPARTMENT ACCESS REQUEST

Access to the Department's spaces is allowed after verification of the necessary documentation (depending on the type of staff as defined in Table 1 of this document). ~~Verification of the documentation is completed when filling out the *"Access Request" form.*~~

- All **type 2, 3, 4A, 4B** users who require access for *"offices"* only must have filled in the form for the identification of individual risks (SIR).
- Type **4C users (guests)** who request access only for *"offices"* will not be required by SIR.
- All **type 2A** users who use *"offices and laboratories"* must have filled in the form for the identification of individual risks (SIR) and must undertake the training course defined by the Safety Office.
- All users of **type 2B, 3, 4 (guests)** who use *"offices and laboratories"* must have filled in the form for the identification of individual risks (SIR) and have passed the SAFETY TEST.

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[1] In any case, personnel belonging to this category are required to fill in the SIR form and follow the safety training courses offered by the Security Service, as described in chapter 5.

4. ADDITIONAL INFORMATION REQUIRED FOR GUESTS AND EXTERNAL PARTIES NOT EMPLOYED BY THE POLITECNICO

For all subjects not employed by the Politecnico (**types 4 A and C**) the request for hospitality, suitably argued from a scientific point of view, must be formulated through the online form *"Access Request"* and sent by email to the person in charge of teaching and/or research activities of DISAT who authorizes the access by filling in the online form *"Access Authorization"* (available by accessing with institutional credentials to the link https://forms.office.com/e/Rt3CGcKquF). This form is sent to the IT service to grant access to the DISAT premises.

To grant the access authorization, the following additional information will be verified:

- Authorization to carry out the activity at the Department issued by the institution to which the guest belongs is evident from which the nature and duration of the relationship in place with the guest is evident (e.g.: scholarship contract with INSTM, collaboration contract with IIT, etc.) and the related civil and accident insurance coverage. If this documentation does not exist, the Manager may add the requested details to the Notes field when filling out the form.
- For staff belonging to entities with which there is a legal relationship with the Politecnico (e.g., International Agreement, Convention, University Announcement, Collaboration Agreement, MoU, etc.), the nature and duration of this relationship will be verified by the competent office. In the event that there is no legal relationship between the two entities, additional documentation will be required (e.g. letter of invitation, project in which the guest is involved, etc.);
- Copy of the guest's identity document.

5. SAFETY TRAINING

In order to attend *offices and laboratories*, all **type 1, 2, 3 users** must:
- Undertake, within 1 month of qualification, the compulsory individual training course ex. Legislative Decree 81/08, which consists of:
  - ➢ *"General Training Course for Workers on Health and Safety",* 4 hours online available on the training portal of the Politecnico, which can be reached from the teaching portal (https://formazione.polito.it/course/view.php?id=2).
  - ➢ SPECIFIC TRAINING FOR WORKERS course (upon convocation of the Safety Service).
  - ➢ TRAINING SUPERVISOR Course (only if summoned by the Security Service).

To attend the *laboratories*, **type 2B, 3, 4 users** must also:
- Pass the **SAFETY TEST** for access to the DISAT Laboratories, which consists of ascertaining the suitability and consequent delivery of personal protective equipment (PPE).

The Department's technical staff provides the SAFETY TEST for access to the DISAT Laboratories for the entire period of teaching and research activities; The purpose of the test is to ascertain knowledge of the safety provisions relating to: rules of conduct, signs and posters, classifications of chemical products, exposure to toxic agents, classification of protective devices, fume hoods, storage of chemicals, cryogenic liquids, chemical incompatibilities, water supply, testing, revision, punching, color labeling, hazards, deposits, cabinets, handling, temperatures and connection of pressure vessels containing compressed gases.

All useful information for booking and preparing for the test is reported in the "Safety Test Guides" section at the following link: https://www.DISAT.polito.it/it/il_dipartimento/sicurezza.

6. SAFETY PROVISIONS FOR ACCESS TO LABORATORIES

For safety reasons, access to the laboratories is permitted from Monday to Friday, **07:30 to 19:30,** unless otherwise authorized by the Department Director.

For access to the laboratories at different times or on different days, users may make a reasoned request to the Director (direttore.DISAT@polito.it).

In any case, it is recommended that at least two people are always present in the laboratories.

Access to the laboratories by any **Visitors** is allowed during opening hours (from 07:30 to 19:30) and only if accompanied by type 1 or 2 users.

It is also necessary to:

- **Observe the instructions and comply with the instructions given by the Laboratory Supervisor and the Head of Teaching and Research Activities in the Laboratory (RADRL)** for the use of equipment, machines, scientific apparatus, etc., by means of operating instructions, use and maintenance manuals, as well as having consulted the safety data sheets of chemical, biological or technical or toxic gases in use in laboratories.
- Carry out specific training for the safe use of the equipment or chemical, mechanical, electrical, or biological plants present in the laboratory(s) for which access authorization is granted. **The Laboratory Manager and the RADRL carry out the training. It must be carried out through coaching as soon as possible from the start of the activities and must be certified by completing and signing the F-MOD Laboratories** form (https://www.sls.polito.it/faq_materiale/materiale/autorizzazioni). This form must be kept in a special register at the reference laboratory of the person concerned. Please note that type 2, 3, and 4 users can only operate independently on machines and equipment for which coaching training has been certified using the F-MOD module.
- **Use the Personal Protective Equipment** made available in each laboratory after training. Devices should be assigned individually and chosen according to the specific risk.

7.

8. COMPILATION OF THE SIR

Users who need to fill in the form for the identification of individual risks **(SIR)** will be able to do so in the following ways:

- type **1 users** will have to fill in the form for the identification of individual risks (SIR) **online**, available at the link https://prevenzione.polito.it/Home.aspx, on the PoliSafety platform.

- **type 2 and 3 users** will have to fill in the online form for the identification of individual risks (SIR), available at the link https://prevenzione.polito.it/Home.aspx, on the PoliSafety platform, possibly **updating it** with the activities carried out at DISAT.

- **type 4 users must download the Individual** Risk Identification Form (SIR) at the link **https://www.DISAT.polito.it/it/il_dipartimento/sicurezza**. Once the document has been completed and signed, they will have to send it by email to logistica.DISAT@polito.it to activate the validation procedure and transmit it to the employer.

9. ACCESS TOOLS

Once the "DISAT ACCESS REQUEST" has been received, the administrative staff of the department will verify whether the documentation produced is exhaustive and complete.

- The Politecnico badge, already issued by the University's central offices to **type 1, 2, 3 users**, will be automatically enabled for access to DISAT.

- Type **4 users** will be issued a JOLLY card by the Department secretariat (entrance 1, ground floor), which will allow temporary access to the DISAT premises. Upon expiry, the applicant is obliged to return the JOLLY card and any keys received. The card is personal and must be used **only** by the cardholder.

10. OBLIGATIONS

The HEAD OF TEACHING OR RESEARCH ACTIVITY (RADR), as the person in charge, is required to directly provide adequate training and information on the prevention and protection measures to be adopted and on the obligations to be respected by all subjects exposed to the risks existing in the workplaces that fall under his responsibility (offices, halls, laboratories, etc.) for Articles 20 and 36 of Legislative Decree 81/2008.
The APPLICANT is required, concerning the information obligations expressly provided for by Article 36 of Legislative Decree 81/2008, to read the information on Health and Safety in the workplace,

paying particular attention to both the description of the risks present in the DISAT laboratories and the procedures envisaged for the management of the Emergency at the Politecnico di Torino campuses.

The APPLICANT of **types 2 and 3**, like all **type 1 permanent personnel**, is required to follow the mandatory training courses proposed by the Security Service as soon as possible.

Emergency Information on: https://www.swas.polito.it/_library/downloadfile.asp?id=50120.