

SAFETY BOOKLET

WHAT TO DO IN CASE OF EMERGENCY

In case of emergency protect yourself from being a victim too.

In case of emergency inside a building:

- stop doing any activity;
- don't use the phone;
- don't waste time taking any personal belongings;
- go to the nearest emergency exit following the signs and the indications of the emergency team;
- don't use the elevator;
- use the emergency stairs;
- follow the indications of the signs, go to the Meeting Point and wait for further instructions;
- help in reporting anybody missing.

PLANNING YOUR WORK

Don't start a job without planning the time, the resources, and the competence necessary to do it safely before.

Make sure that you have all the resources, the time and the competences required to carry it out safely.

WORKING TRIP

Car driving is a risk in general, both if you do it for business and for personal reasons. It's extremely important that you consider the following suggestions because they are always valid.

Always plan your travel in order to let yourself reach your destination and come back home safely. It is advisable to make a break at least after 2 hours of driving; make sure that your car is in good maintenance conditions.

Safe behaviour

- Always fasten your seatbelt, even if you are a passenger;
- respect the speed limit;
- avoid to take medicines that cause drowsiness;
- don't drink alcohol;
- avoid any distraction while driving (eat, drink, phone calls, etc.);
- in case of a long travel, stop every 2 hours, do stretching exercises, walk and fresh yourself up.

Concentration

- Avoid aggressive attitudes;
- try to be patient and, in case of bad manners of other drivers, don't take it personally;
- stay calm in traffic;
- behave appropriately to weather and road conditions.

TRAVELLING ABROAD

Working and travelling abroad may cause some problems. Before leaving know the safest way of travelling, look for Government travel information and keep your manager informed about your travel details.

Use safe means of transport; don't carry all your money in one place and take copies of your travel documents in case of theft. Carry your laptop in a rucksack in order not to attract thieves. For hygiene purposes, please remember to:

- do vaccinations, even if they aren't compulsory, and the anti-malaria prophylaxis for the Countries at risk;
- carry the personal health documentation with the possible therapy (in particular if you are carrier of any chronic disease: hypertension, diabetes, heart diseases, pulmonary disease, etc.);
- follow a balanced nutrition, don't overeat;
- reduce the alcohol consumption;
- not buy any food or drink from pitchmen; distrust local specialities of which you can't know exactly the ingredients.

HOTEL SAFETY

Fire is the greater risk of staying overnight in a hotel. Always read the emergency procedures and find the nearest escape route and the emergency exit.

Walk your escape route and count the door/paces in order to know how to escape in darkness or in presence of smoke. Remember that smoke is the major cause of death in case of fire.

OTHER WORKERS

The presence of other workers may be a danger because of the job they are carrying out, how they are carrying it out and what is their attitude to safety. Safety standards may vary and for this reason you have to pay close attention to what is happening around you.

Observe carefully which type of job is carried out in the area and the behaviour of the workers; check that the safety procedures are applied correctly. Follow the safety procedures and wear the Personal Protective Equipment required.

WORKING ALONE

During your job there may be occasions in which you have to work alone. Pay close attention and stay concentrated: the higher is the complexity of the place (i.e. a ship), the higher is the need of an aid.

If you have to work alone, let your colleagues or supporting workers know where you are, what you are doing and when you intend to return. Always keep in contact.

