

Student instructions

The health and safety of everyone is a major priority. Here are some important things to remember before starting your activity.

1) Never stop to follow the rules and the guidelines (point 1, 2 and 3) during your stay with us:

- Laboratory safety rules (<http://intra.tesaf.unipd.it/cms/sicurezza/doc/LabRules.pdf>)
- Safety guidelines in outdoor education and research activities (<http://intra.tesaf.unipd.it/cms/sicurezza/doc/OutdoorActivities.pdf>)
- Emergency guidelines (<http://intra.tesaf.unipd.it/cms/sicurezza/doc/Emergency.pdf>)

2) You have to attend an online safety training. You can login with your account “unipd” (If you don’t have an “unipd” account, refer to your supervisor or the administrative office).

For everyone, the training session consists of a BASIC COURSE IN HEALTH AND SAFETY, available at the following link: <https://elearning.unipd.it/formazione/enrol/index.php?id=114>.

Furthermore, if you work in the lab you must take one or more extra courses, depending on your specific activity (refer to your supervisor/lab staff). They are available at the following link: <https://elearning.unipd.it/formazione/course/index.php?categoryid=30>.

Attention: after the login, to enrol the course you have to digit a key as follow:

Course name	Key
Chemical risk	<i>chimico</i>
Biological Risk	<i>biologico</i>
Mechanical risk	<i>meccanico</i>
Risk from exposure to non-ionising radiation	<i>radiazioni</i>

At the end of the session, please send the pdf course certification to alessandra.carraro@unipd.it

- 3)** Your supervisor and/or the person in charge of your training, has to issue you the Safety receipt (<http://intra.tesaf.unipd.it/cms/sicurezza/doc/receipt.pdf>), that certifies your safety formation and information (consign a copy to Mrs Alessandra Carraro, 3d floor, room 095).
- 4)** If you stay in the Department for at least 6 month and your work includes risky activities (i.e. work in lab, chemical agents, field work...) **you have to fill a specific** Registration form (<https://goo.gl/forms/iw1nE8lsRDm2s3s73>).

The purpose of the registration form (point 4) is to ensure the identification, assessment and control of risks associated with the activities carried out in the Department or in the field. Depending on the risks of your activities, it is possible that Office of health calls you for a general health check-up, to verify if you are adequate for a specific risk activity.

Should you have any questions/doubts you can contact yinicio.carraro@unipd.it.