



DIPARTIMENTO DI INGEGNERIA INDUSTRIALE
INDUSTRIAL ENGINEERING DEPARTMENT

ACCESS REGULATION

The present Regulation written by the Industrial Engineering Department of the University of Bologna, hereinafter referred to as “DIN”, governs the access to the DIN spaces, consisting of:

- a) the areas assigned to the Industrial Engineering Department, and
- b) the Industrial Engineering Department laboratories.

Access to the various university areas and spaces is regulated for the following purposes:

- a) ensure the safety and security of university staff, students and visitors while on university property;
- b) safeguard the assets and properties;
- c) prevent the occurrence of malicious events, and more generally reduce the risks arising from the presence of unauthorised persons within university areas and spaces.

This Regulation applies to all personnel and users.

The University of Bologna classifies the personnel as “structured” or “unstructured”:

- **structured personnel** is composed by teachers, researchers (both with permanent and fixed-term contract), technical and administrative staff;
- **unstructured personnel** is composed by PhD students, research fellows, scholarship students and project workers of the University of Bologna.

DIN classifies personnel and users as follows:

- *Internal personnel - DIN structured staff*: University of Bologna structured staff, with a direct relationship with the DIN (DIN teachers, DIN researchers, both with permanent and fixed-term contract, DIN technical and administrative staff).
- *Internal personnel - DIN unstructured staff*: University of Bologna unstructured staff, with a direct relationship and/or a contract with the DIN.
- *Users*: students of the University of Bologna degree courses, during teaching, internship or thesis activities.
- *External personnel*: University of Bologna structured and unstructured staff, with a relationship and/or a contract with University of Bologna structures other than DIN; experts in the field; former PhD students, former research fellows, former scholarship students; retired Department members, technicians or administrative staff members; visiting professors and students; personnel and students from other universities or external companies who for a period of time work at DIN.
- *Guests*: people who temporarily access the DIN spaces.

Access authorization management changes according to the classification of the personnel, but it is always subject to information and training obligations in “Health and Safety in the Workplaces” according to the Italian Legislative Decree 81/2008.

Unstructured staff, users and external personnel carrying out activities for a prolonged period of time within the DIN spaces must also be informed on the privacy policy of the University of Bologna, on the maternity protection rules, on the regulation for accessing Department restricted areas and spaces, on the responsibility in the use of the personal university badge.

The provision of necessary informations must be registered with an “Acknowledgement Declaration” (Form 2A). By signing this document the applicant declares:

- he read this “Access Regulation” and the “Safety Information” summary with the “Health and Safety” organization chart of the DIN, the rules of conduct and the emergency procedures of DIN spaces (both the documents are available on the DIN website, in the section “Facilities – Access to DIN spaces”);
- he received information on the risks related to the work activity and the work environment: this communication is the responsibility of the persons in charge of the activity (RDRL);
- he has been informed on privacy policy of the University of Bologna, on the measures related to maternity protection rules, on the restrictions and the personal responsibility related to the use of the university badge.

Case A

When not automatically implemented, badge enabling is authorized without any formal request for:

- DIN structured personnel;
- ASB personnel;
- CESIA personnel;
- University of Bologna “Libraries and Study Services Division – ABIS” personnel;
- cleaning, maintenance staff and the like, with proof of information from the service contractor.

In these cases an e-mail must be sent to din.accessi@unibo.it, indicating the accesses required and specifying the work needs.

Personnel accessing DIN spaces must read the “Safety Information” summary with the “Health and Safety” organization chart of the DIN, the rules of conduct and the emergency procedures of DIN spaces, available on the DIN website, in the section “Facilities – Access to DIN spaces”.

Case B – University of Bologna students (UNIBO students)

UNIBO students attending DIN laboratories for lectures and/or exercises related to a degree programme.

In this case only general information on safety is required, specifically regarding the “Emergency and Evacuation Plan” of the Laboratory where the activity is carried out. The information must be provided by the teacher or a technician involved in the exercise or by the on-site safety reference person, taking care to record the students' acknowledgement on the Temporary Access (“Form 0”).

UNIBO students during thesis or internship activities

The first involvement in the Department activities is a very important step in the career of our students, marking the beginning of their contribution to the sector of work and to the research field they have chosen.

When a student will attend DIN spaces for a prolonged period of time in order to carry out activities, it must be communicated by the responsible for that activity, the RDRL. The RDRL can also ask the enabling of the badge for the student, in order to allow the autonomous access to DIN spaces.

The RDRL must provide a summary of the assessment of specific risks relating to the activity that will be carried out and the environment in which the undergraduate or trainee will operate.

The complete “Access Procedure” for students carrying out thesis work or internship activities requires the fulfilment of the following forms, available on the “Access to DIN spaces” page of the DIN website:

- “Form 1A”: RDRL communication and “badge enabling” request, if necessary.
- “Form 2A”: Acknowledgement Declaration, with reference to received informations.
- “Form 3”: Declaration of delivery of Personal Protective Equipments and of specific information about and training on these devices; “Form 3” must be completed only if an experimental activity is carried out in a laboratory, where specific risks are identified.
- “Form 4”: Activity Communication to the Medical Supervisor, necessary only in the case of work activities carried out in the laboratories, with exposure to assessed occupational risks.

Required forms must be submitted to din.accessi@unibo.it by the responsible for the activity or directly by the student with his/her responsible in carbon-copy (CC), who automatically endorse the request in this way.

Even if authorized to access DIN spaces and to carry out specific activities in those spaces, **students can never work alone**: a member of the research group responsible for the work activity (teacher, researcher, PhD student, research fellow) or at least one of the DIN technicians must be present and supervise the work.

Case C – DIN unstructured staff

Access to DIN spaces of DIN unstructured staff in order to carry out activities for a prolonged period of time must be communicated by the responsible for that activity.

The RDRL can also ask the enabling of the badge for his/her collaborator, in order to allow him/her to autonomously access DIN spaces.

Access procedure for DIN unstructured staff requires the fulfilment of the following forms, available on the “Access to DIN spaces” page of the DIN website:

- “Form 1A”: RDRL communication and eventual “badge enabling” request.
- “Form 2A”: Acknowledgement Declaration, with reference to received informations.
- “Form 3”: Receipt of delivery of Personal Protective Equipments and of specific information about and training on these devices; “Form 3” must be completed only if an experimental activity is carried out in a laboratory, where specific risks are identified.
- “Form 4”: Activity Communication to the Medical Supervisor, necessary only in the case of work activities carried out in the laboratories, with exposure to assessed occupational risks.

Required forms must be submitted to din.accessi@unibo.it by the responsible for the activity or directly by the applicant with his/her responsible in carbon-copy, who automatically endorse the request in this way.

Case D – External personnel

Access authorization to DIN spaces in order to carry out activities for a prolonged period of time must be requested by the responsible for that activity (RDRL). The RDRL can also ask the enabling of the badge for his/her collaborator, in order to allow him/her to autonomously access DIN spaces.

Access will be allowed after the completion of following forms, available on the “Access to DIN spaces” page of the DIN website:

- “Form 1B”: RDRL access authorization request and eventual “badge enabling” request.
- “Form 2A”: Acknowledgement Declaration, with reference to received informations.
- “Form 2B”: Badge Request for accredited fellows and collaborators.
- “Form 3”: Receipt of delivery of Personal Protective Equipments and of specific information about and training on these devices; “Form 3” must be fulfilled only in case of experimental activities in the laboratories.

Required forms must be submitted by the responsible for the activity or directly by the user, with his/her responsible in carbon-copy (CC), to din.accessi@unibo.it, who automatically endorse the request in this way. In both cases the Director of the Department must be kept in carbon-copy.

In any case, without exception, in order to carry out activities within the DIN spaces, adequate insurance cover is required and all training obligations under Italian Legislative Decree 81/2008 must be fulfilled.

In the case of people from outside the university (e.g. new graduates, scholarship students from external organisations, external contractors, etc.) who attend DIN facilities in the absence of a formalised relationship, for study/development purposes in their own interest, insurance cover must be activated. By requesting the insurance cover on “Form 1B”, the applicant will be contacted by the DIN administration for the completion of the procedure.

In order to obtain the UniBO RFID Badge, “Form 2B” must be completed by the responsible for the activity and sent to assistenza.cesia@unibo.it, following then the instructions received.

Case E – Occasional external guests

No specific formalities are required: general information on safety must be provided, in particular on the Emergency and Evacuation Plan of the area where the guest is located. This fulfilment is the responsibility of the host staff, taking care to record the guest acknowledgement on the Temporary Access Form (“Form 0”).

Case F – External companies

A “Coordination Report” or a specific assessment of the risks derived from the interferences (DUVRI), will be requested, depending on the complexity of the activity carried out.

SPECIAL PROVISIONS

1. When the University is officially closed (Christmas holidays, August bank holiday week, etc.) access is totally forbidden.
2. For safety reasons, at least two people must always be present in the facility.
3. During the hours between 09.15 PM and 07.00 AM on Mondays to Fridays, as well as on Saturdays and on public holidays, access to DIN areas and laboratories (with the exclusion of the Bertalia District) may be authorised on an exceptional and extraordinary basis, if the activity being carried out cannot be reasonably completed or interrupted.

Authorisation for access in these cases **must always be requested IN ADVANCE by DIN unstructured personnel and external personnel**, by e-mail sent directly to the DIN Director.

Students can also be authorized, with the same procedure, but they must always be accompanied by a member of the research group responsible for the work activity.

4. Specific “Access Procedure” for the BERTALIA DISTRICT:

During the hours between 09.15 PM and 07.00 AM on Mondays to Fridays, as well as on Saturdays, during the hours between 07.30 AM and 03.00 PM, access to Bertalia District may be authorised on an exceptional and extraordinary basis **ONLY for DIN structured staff**, following the instructions reported in the “*Bertalia District – Specific Access Procedure*”, available at this link:

<https://industrial-engineering.unibo.it/en/department/facilities/access-to-din-spaces>