



## WORK-RELATED ACCIDENTS

### GENERAL INFORMATION

Since National Informative System for Risk Prevention at Work was implemented (2017), for statistical purposes every employer must **communicate**, within 48 hours from receiving the medical certificate, all data and information regarding each work-related accident that caused the absence from work for at least one day, excluding the day when the accident occurred (Legislative Decree no. 81/2008, art. 18, § 1, letter r) ).

Every employer is also obliged to **report**, with a specific procedure, to the National Institute for Insurance against Accidents at Work (INAIL) every accident with a prognosis longer than three days for the injured worker, excluding the day of the event.

### RECIPIENTS

This document is intended for the **DIN workers and the other figures carrying out activities within the DIN spaces** <sup>1</sup> and provides information on the management of a work-related accident, that is, an accident related to the work activity or occurred on the way to and back from the workplace.

### WHO MUST BE CONTACTED IN CASE OF AN ACCIDENT

When a work-related accident occurs, the affected person, or a person appointed by him/her, must inform one of the following persons as soon as possible, in order to complete the accident files for the DIN Department.

The people to contact are identified as “**DIN Accident Manager**” and each of them is assigned to a specific DIN working area.

#### **Offices and Laboratories in Bologna – DIN Accident Manager**

For the **Mechanical Laboratory** (via Terracini 24, Bologna) and the **Technical Physics Laboratory** (via Terracini 34, Bologna) please contact:

Stefania Falcioni – via Terracini 34, tel. 051 2090545, cell. 366 9097758;

Maurizio Chendi – via Terracini 34, tel. 051 2090535, cell. 320 4239543;

For the offices located in the “**Historical Building**” in viale del Risorgimento 2, for the **Metallurgy Laboratory** (viale del Risorgimento 4, Bologna) and for the “**Montecuccolino Area**” (via dei Colli 16, Bologna), please contact:

Iuri Boromei – viale Risorgimento 4, tel. 051 2093469.

#### **Offices and Laboratories in Forlì – DIN Accident Manager**

Veronica Rossi – via A. Cicognani 5, tel. 0543 374406, cell. 333 3629021;

in case of absence:

Paolo Proli – via A. Cicognani 5, tel. 0543 374404, cell. 320 9230294.

If the reference accident manager is not present, contact one of the others as soon as possible.

### WHAT TO DO IN CASE OF ACCIDENT

In case of an accident during the work activity, please contact immediately the DIN Accident Manager designed for the working area, who will ensure that the injured person will reach the nearest First Aid Service.

In case of serious accidents call immediately the emergency number “118” (Medical Emergency Aid) and then the accident manager.

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1 University of Bologna considers as “Workers”:

- teachers, researchers and the technical and administrative staff;
- the unstructured staff of the University of Bologna (PhD students, research fellows, project workers) and the personnel of public or private affiliated institutions, that carry out activities within the spaces of the University;
- students and all people who carry out activities in the laboratories or in other spaces of the University of Bologna.



At the First Aid point all details (“**how**”, “**where**” and “**when**” the accident occurred) must be communicated, so that the **first “medical certificate” attesting the accident** can be issued. This certificate provides also the diagnosis and the prognosis, that is the number of prescribed days of absence from the workplace, and a copy of this document is immediately sent electronically to the INAIL by the First Aid physician.

A copy of this certificate and the “[Accident Report Form](#)”, carefully **fulfilled in all the fields**, must be delivered to the DIN Accident Manager as soon as possible, in order to comply with the law requirements related to reporting an accident to INAIL within the foreseen terms and to fulfil any other accomplishment, such as the report to the “Insurance Contracts Management Office” of the University of Bologna.

**Students** carrying out institutional activities are covered by an **extra private insurance**, in addition to the INAIL coverage and already included in the university tax fees. This policy will be activated only in the event of a work-related accident and it will cover any consequences, attributable to the injury, which may occur in the following two years.

In order to activate this insurance coverage a **specific form** (“[Accident Report – Students](#)”) **must be fulfilled and delivered** to the reference Accident Manager for that area **within 30 days from the event**: at the moment the form is available only in Italian in the attachments section of the institutional web page dedicated to this topic, <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/insurance>. **Without this communication, the extra coverage cannot be applied.**

**IMPORTANT NOTICE: Injured workers cannot return to work or attend the workplace up to the end of the “absence from work” period prescribed by the First Aid physician.**

At the end of this period of time, as reported on the medical certificate, the injured worker can return to work without providing any declaration or certificate.

**WORK-RELATED ACCIDENTS CLASSIFICATION: “ACCIDENT AT WORK”, “ACCIDENT ON THE WAY TO AND BACK FROM THE WORKPLACE”, “ACCIDENT WITH BIOLOGICAL RISK EXPOSURE”.**

An “Accident at Work” is any event occurred due to a violent cause during work, that can cause death, permanent disability or temporary but total disability.

An “Accident on the way to or back from the workplace” is any event occurred during the *normal* “in and back” route from home to the workplace or during the *normal* route between to different working locations or during the *usual route* to the refreshment area, if a company canteen service is not available.

If there are cycle paths, the bicycle is considered as a mean of transport.

Furthermore, an accident occurred on the usual way to and from the workplace may not be recognized as a “work-related accident” if the worker did not use public transport or has not gone by foot, unless the worker proves that this route is too long or that public transport is not available.

An “Accident with Biological Risk Exposure” means any event involving the contact with biological material (blood, tissues, other biological fluids, etc.), that occurred in one of the following ways:

- injuries or punctures with contaminated needles or cutting objects;
- contamination of mucous membranes (conjunctiva, nasal mucous, oral mucous) or damaged skin (skin with abrasions, crackings, dermatitis, open wounds, etc.) caused by splashes or spillages.

The following link, at the moment available only in Italian, describes the procedure to follow in these cases, with the instructions both for the *immediate intervention* (treatment of the exposed part and access to the nearest First Aid Service) and for the *post-exposure* obligations (accident report to the Occupational Medicine Unit of the University of Bologna, health monitoring and prophylaxis):

<http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/infotuni/infotunio-a-rischio-biologico>

**ATTACHMENTS:** [Accident Report Form](#) and [Accident Report – Students](#)

**USEFUL LINKS in English:**

<https://www.unibo.it/en/services-and-opportunities/health-and-assistance/insurance?target=studenti-iscritti>

**USEFUL LINKS in Italian:**

<http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/infotuni/infotunio-sul-lavoro-e-infotunio-in-itinerare>

<http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/infotuni/infotunio-a-rischio-biologico>