



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI PSICOLOGIA
"RENZO CANESTRARI"

ACCESS RULE BOOK

DIPARTIMENTO DI PSICOLOGIA "RENZO CANESTRARI" SEDI DI BOLOGNA E CESENA

Recipients: anyone who, for any reason, needs to access the Department of Psychology's workspaces at its Bologna and Cesena sites, available at the following link: <https://psicologia.unibo.it/it/dipartimento/sedi-e-spazi>

These regulations, which will be disseminated to all workers and equivalent personnel and delivered during welcoming to those accessing for the first time, lay down good practices, procedures, and controls to manage access by all those entering the facility, with the aim of protecting their health and safety.

The Department's premises are divided, taking risk profiles into account, into:

Ordinary rooms: offices, classrooms, study rooms, faculty offices.

Special low-risk rooms: clinical and psychological services and research laboratories.

Permanent staff (Faculty and Technical-Administrative)

Permanent staff do not need authorization to access during the structure's opening hours and days.

To be present outside the opening hours of the facility, authorization must be requested to the Director (Attachment 1); if remaining outside the opening hours in an "Ordinary" room, there must be at least two people per floor; if in a "Special" room, at least two people must be present in the same room.

Non-permanent internal staff and students (PhD candidates, specialization trainees, grant holders, contractors, research fellows)

Non-permanent internal staff (grant holders, contractors, research fellows) do not need authorization to access "Ordinary" rooms during the structure's opening hours and days; their presence must be authorized (Attachment 2) if they work in a "Special" room. To be present outside working hours, authorization must be requested to the Director (Attachment 1). If remaining in an "Ordinary" room, there must be at least two people per floor; if in a "Special" room, at least two people must be present in the same room.

University students, PhD candidates, specialization trainees, interns, grant holders and equivalent persons are considered equivalent to workers when they attend teaching laboratories or research laboratories and, due to the specific activity carried out, are exposed to risks identified in the risk assessment document.

Students

Students do not need authorization to access "Ordinary" rooms during the structure's opening hours and days; their presence must be authorized (Attachment 2) if they work in a "Special" room.

External personnel (visiting professors, visiting graduates, external collaborators)

External personnel, with the exception of companions of users of clinical services and participants in experiments as study subjects, must always be authorized to access the Department's premises. Outside working hours, the simultaneous presence of permanent staff must always be ensured.

Non-permanent staff and visitors must have valid insurance coverage against accidents and for third-party liability.

All personnel not involved in the use of research equipment are prohibited from accessing and remaining in "Special" rooms during research activities that involve equipment that alters the surrounding environment, such as exposure to electromagnetic fields (e.g., Magstim Rapid2 system, etc.).



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Public opening hours generally follow the porter's desk opening hours, which are found at the following link: <https://psicologia.unibo.it/it/dipartimento/sedi-e-spazi/orari-di-apertura-e-chiusure-programmate>

Technical-Administrative staff comply with their own work schedule in accordance with national and University regulations.

The first entry into "Special" rooms by non-permanent personnel of various kinds (students, interns, research fellows, PhD candidates, grant holders, etc.) is subject to submission of an access request (Attachment 2) by their Laboratory Manager (RDRL) to the Director.

The first entry of external visitors (visiting professors, external companies) is subject to submission of an access request (Attachment 3) by their Referrer to the Director.

Respecting the autonomy of teaching and research activities, the Managers of the activities of individual research groups must endeavor to ensure that study and research activities take place during working hours. Where access to workspaces outside opening hours proves unavoidable, the Managers of individual research groups shall notify the Director (Attachment 1). The Director will share an assessment with the parties concerned, based on responsibilities and risks involved, after also consulting the University's Prevention and Protection Service. Remaining alone inside the building is not permitted. However, in particular situations such as emergencies (e.g., sudden failure of an instrument or system) or time-bound research activities that cannot be organized otherwise, any worker who must intervene alone shall inform their supervisor, or another reference person, both upon entering and upon leaving the building.

Pursuant to art. 20, letter h) of Legislative Decree 81/2008, all workers who carry out activities at the Structure's sites are required to attend the information/training/instruction initiatives organized by the University, as per arts. 36 and 37 of Legislative Decree 81/08.

Special provisions for research laboratories

Only personnel listed on the notice posted at the laboratory entrance may access research laboratories; this list is maintained by the Laboratory Manager (RDRL). For non-permanent personnel, being listed indicates that the access request (Attachment 1) has been completed and that training status has been verified and the appropriate communications have been sent (e.g., Occupational Medicine).

Access to laboratories in the absence of the RDRL must be agreed with them. Being aware of the type and timing of activities, the RDRL can thus fulfill their obligations and responsibilities under the University Regulations on health and safety in the workplace. Personnel considered 'non-expert' may not access the laboratory alone (thesis students, permanent and non-permanent staff still in training, or other personnel identified as such by the RDRL).

For teaching laboratories, aspects relating to the information/training/instruction of students regarding the activities carried out are the responsibility of the RDRL.

Should it be necessary to keep scientific equipment running overnight or on public holidays or Department closure days, a notice must be posted on the laboratory door clearly indicating the contact details for the person in charge (RDRL) to be contacted for any emergency. The notice must also indicate all procedures for shutting down the equipment. Failure to comply with this provision will result in any damages being charged to the person responsible for the research being carried out on the equipment in question.



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Accessing the facility outside opening hours: rules and authorization

For all users, the Department of Psychology "Renzo Canestrari" opening hours are published on the Department's website at the following link <https://psicologia.unibo.it/it/dipartimento/sedi-e-spazi/orari-di-apertura-e-chiusure-programmate> and during these hours all users may freely access ordinary and special rooms subject to the above rules.

When the facility is closed, access to ordinary and special rooms may be exceptionally and extraordinarily authorized where the ongoing activity cannot reasonably be completed or interrupted, or for other particular needs that cannot be otherwise accommodated.

Authorization must be requested from the Director using the form in Attachment 1.

If the activity is conducted in an ordinary room, ensure that at least one other person is present on the same floor. For activities conducted in special rooms, ensure that at least one other person is present in the same room.

Students and interns may not remain in the building beyond opening hours.

Authorization must be requested from the Director by email at least 7 days in advance.

Authorization for non-permanent staff must be requested by their scientific supervisor.

The Safety Rule: regardless of the type of access authorization, the time slot, and for all users, it is mandatory to ensure that at least one other person is present on your floor whenever the porter's desk at your site is closed. This means that the user subject to the safety rule must meet the other person present on their floor, agree to check on each other at least once per hour, and agree on a departure time so that they leave together.

If the activity is carried out in a "Special" room, the other person must be present in the same room.