

INAIL



A foreigner, not a stranger

ABC of safety at workplace

Information Brochure for foreign workers and their families

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INAIL - The National institute for work injury and occupational illness insurance - has the objectives of reducing injuries, protecting workers performing hazardous jobs and facilitating the reintegration to work of those injured at workplace.

The protection comprises of an integrated system, ranging from preventive actions at the workplace to medical services and financial assistance; to rehabilitation and reintegration of victims of workplace accidents or professional diseases to social life and work.

Prevention and implementation of safety standards are key to reducing workplace accidents.



This brochure will help you understand what it means **to work in safe conditions**

While working, you have a duty: **not to harm yourself.**

There are jobs which are more dangerous than others; they therefore require more attention on your part to prevent accidents and professional diseases.

PREVENTION IS BETTER THAN RISKING!

This is why you must have **appropriate behaviour** to save your body and life!

We'll show you the **safe behaviours** to adopt to avoid harming yourself and others while at work because **your health is precious** not only to you but also **to your family.**

We'll also show you **your rights** as a worker regarding safety at workplace.

We'll inform you of what you must do if you hurt yourself while working, if an **accident** happens to you, or if you **fall sick because of work.**

Every year, migrant workers are victims of many workplace accidents. It is therefore important to know that **the law helps you** to protect your health while at work.

In this regard, **your employer** has clear duties and responsibilities towards you.

You must know them: they'll be helpful to you in knowing what to ask for.



Safety at workplace

What does **safety at work** mean?

It means preventing and reducing the risks of accidents and diseases caused by work.

In Italy there are laws indicating rules and behaviours for making the workplace safer: any possibility of eliminating risks should be facilitated and not hindered.

This is why **your attention** and **your collaboration** are necessary in addition to your **employer's responsibilities** and **protection from INAIL** which you can contact in order to obtain further information and clarify any doubts you may have.

What is INAIL?

The National institute for work injury and occupational illness insurance

INAIL is the public body that **assures** and **protects** you if you are injured or contracts a disease because of work.

The employer must pay the INAIL insurance premiums.

This is a **public and compulsory insurance**: The State in fact obliges the employer to **insure you** if you carry out paid work using dangerous machines, tools, and equipment of any kind.

INAIL, in any case guarantees your protection even if the employer has not paid the insurance premiums.

YOUR RIGHTS AND YOUR RESPONSIBILITIES

THE RISK: IF YOU KNOW IT, YOU AVOID IT

According to the law, you have a right to:

- **be informed** by your employer or your direct superior of the specific **risks** of your work and also of the risks of your work environment;



- ask your employer to provide **training courses** to help you better understand what are the risks and how to carry out your work safely;

- have **tools that protect you** from the dangers which cannot be eliminated. Your employer must provide the tools. They are called **Personal Protective Equipment (DPI)**;
- know the **Head of Prevention and Protection Service (RSPP)**. This service consists of means and people in charge of prevention and protection from risks;



- know and contact the **Head of Prevention and Protection Service (RLS)** who collaborates directly with the prevention services;



- know the names of people **in charge of first aid** and **emergency services** in order to know who to contact in case of emergency;

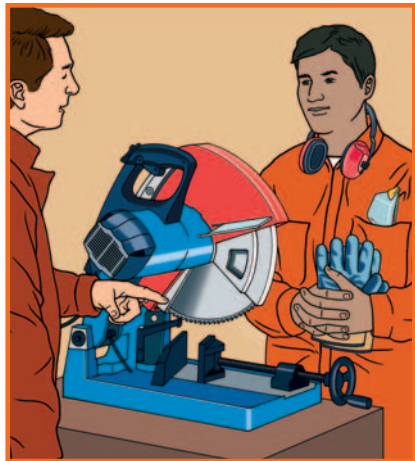
- know who is the **competent doctor** in charge of and including health surveillance on workers, who also carries out periodic checks on health status;



- know **the first aid, fire extinguishing and evacuation procedures.**

Your duties towards yourself and others:

Your first duty is to **take care of yourself**: never forget the importance of safety at workplace. **Don't have risky behaviours**: this will also help your colleagues not to have such behaviours. Your safety is also safety of others. You can **all together** create a safe work environment.



Your obligations:

- use all **Personal Protective Equipment (DPI)**:
 - unmodified
 - follow the instructions
 - ensure you always use the ones assigned to you;
 - undergo training for their proper use;
- **put** into practice the **instructions** you are given by the employer about safety measures and danger warnings;
- **contribute** together with the employer and staff in charge of safety to the respect of rules that safeguard safety and health;
- **report** immediately any defects on **Personal Protective Equipment (DPI)**;
- **do not**, out of personal initiative, carry out any operations or manoeuvres which are not your duties, or which may compromise your safety and that of your colleagues.



DUTIES OF YOUR EMPLOYER

In order to guarantee your safety at workplace, your employer must mainly:

- in collaboration with the Head of Prevention and Protection Service and competent doctor, **carry out risk assessment (VdR)** related to the type of work and risks which cannot be avoided;

- **put into place** all the measures necessary for preventing accidents and or professional diseases and **carry out periodic check and maintenance**. The employer must:
 - **supply** all **Personal Protective Equipment (DPI)** which vary depending on the work carried out: gloves, shoes and safety belts, eye protection, noise cancelling headphones, helmets, aprons, masks, phosphorescent clothing and others, to protect you against risks which threaten your health and your safety;
 - **ensure appropriate use of work equipment (*)** by respecting safety standards;
 - provide adequate **training** for use of work equipment and tools which require **special knowledge** as **a special condition for their use**;
- **expose all safety signs** necessary to avoid risks and limit avoidable risks;
- **carry out health surveillance** of workers and respect hygienic measures .



* Work equipment is any machine, tool or appliance that must be used during and for work.

You can verify if these and other safety measures are not applied correctly by contacting the Head of Prevention and Protection Service RLS



THE SHAPE AND SAFETY COLOURS

SIGNS are important at the workplace.

THE SHAPE AND COLOUR OF SIGNS are elements used to immediately warn you of a danger, to indicate prohibition, obligation or provide you essential information.

Always ask for the meaning of a notice, sign or symbol you do not know.

The shape and colours of signs vary depending on their message:

- prohibition signs are always in **red**;
- signs indicating the required behaviour you must adopt are always in **blue**;
- warning or attention signs are in **yellow** or **yellow-orange**;
- signs of rescue or relief showing exits, materials, and routes are in **green**;
- fire signs indicating where the fire extinguishing equipment are, are in **white** and **red**;
- the **hand signals** indicate the moves to make.



SAFETY SIGNS

Here are some of the signs you'll meet often:



No Entry to Unauthorized Personnel



No forklift trucks



Do not touch



Not drinkable water



No smoking or open flame



Do not extinguish with water



Attention: Biological risk



Risk of falling



Overhead load



Corrosive substance



Fire extinguisher



Fire hose reel



Direction to follow



Fire telephone



Safety gloves must be worn



Safety helmet must be worn



Safety boots must be worn



Safety belt must be worn



Safety overalls must be worn



Eye protection must be worn



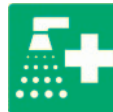
First aid



Stretcher



Emergency eyewash



Emergency shower



Emergency exit signs

What happens if you are injured?

You can become a **victim of workplace accident**, that is, you can be injured while working, or while on your **normal** route to the workplace or on your way home (**accident on the way**).

Therefore, there are things you must absolutely do, **even if you've been slightly injured**:

- **immediately** inform or let your employer be informed;
- go immediately to the **Emergency Department (Pronto Soccorso) or to your GP** and declare that **you've been injured while working** and narrate exactly how and where it happened.

You must be informed that these declarations are fundamental for you to receive all the assistance you need from INAIL **even if you don't have a regular work contract!**

It's not an accusation, it is a request for protection.

The Pronto Soccorso or your GP must issue you the first medical certificate showing the diagnosis and foreseen days of absence from work;

- **send to your employer as soon as possible, a copy of the medical certificate and keep a copy for yourself** (photocopies of the certificate are not valid). If you are hospitalized, the hospital will have the duty of sending a copy of the medical certificate to your employer and to INAIL;
- if the medical certificate expires before you've recovered, you can either contact the clinic of INAIL nearest to your residence or your GP for another medical certificate.

If you can't work for more than three days, your employer is **obliged** to make **a report of the accident with a copy of the medical certificate to INAIL, within two days** from the date it is issued.

Check to ensure that he does so, it is for your interest. And if he doesn't do so, please do it yourself!



Professional disease

Many diseases can be caused by work carried out.

INAIL protects you also in such cases.

It is the duty of **your GP** to ascertain the disease by issuing you a certificate.

If you are still doing the same work which has caused your disease, you must send the certificate to your employer within 15 days, and in case you are undergoing treatment, you must also send to the employer subsequent certificates.

If **you are no longer doing** that work, **you can directly submit to INAIL** the application for recognition of that professional disease.

INAIL on your side

Benefits



If you are injured at workplace or contract a disease because of your work, you have a right to be protected by INAIL by receiving **financial and medical support**.

You have a right to this protection even if your employer didn't pay the insurance premiums, on the basis of the principle of automatic entitlement to benefits.

There are financial and medical **benefits**.

They are very important because you can have:

- **a daily sum of money** if you don't recover within the first three days (**it is a financial support** also known as **temporary incapacity benefit**):
 - equivalent to 100% of your pay for the day the accident occurs, which you must be paid by your employer;
 - equivalent to 60% of your pay for the next three days, which you must be paid by your employer;
 - of 60% of your pay from the 4th to the 90th day which is paid by INAIL;
 - of 75% of your pay from the 91st day up to the day you've clinically recovered, which is paid by INAIL unless you have better contractual conditions.
- **free medical treatment** from the National Health Scheme at the clinics and Emergency Department (**medical services**);



- **free specialist medical care** at the specialist medical institutions belonging to the National Health Scheme and at legal medical centres at the branches of INAIL (**medical services**).

In order to receive support from INAIL, **you must** submit application within **3 years** from the date of the accident or the time the professional disease emerges.

To prepare the application, you can seek **the help** of **Benevolent Institutions (Patronati)** who according to **the law**, safeguard your rights **for free**.

Each branch of INAIL can provide you

all the necessary information for the damages caused by an accident or a professional disease, even in case you lose a limb making it necessary for you to go for **prosthesis and rehabilitation treatment** in order for you to resume your daily activities (these are also considered **medical services**).

In the integrated protection system of INAIL, there are highly specialized institutions for **rehabilitation** and **re-integration** back to work:

- **INAIL's Prosthesis Centre** in Vigorso di Budrio - Bologna, with a branch in Rome, at the Casa di Cura "Villa Sacra Famiglia";
- **Motorial Rehabilitation Centre** in Volterra.

In case of deadly accident

Also in case the worker is a victim of an accident in which he loses his life, there are financial benefits for the **survivors** and a **cheque for the funeral expenses**.

The **family**, even if they are out of Italy, will be supported by INAIL who will be giving a **monthly** allowance to **the survivors**.

In order to receive support from INAIL, the family members must immediately submit the application.



SHORT QUESTIONS

- **What happens if you work but your employer has not regularised your status and you get injured or contract a professional disease?**
 - You all the same have a right to all benefits from INAIL.

- **In case of an accident, what do you do?**
 - Immediately inform your employer and send him the medical certificate. If you are absent from work for more than three days, your employer must send the medical certificate to INAIL within two days of receiving it, together with the report of the accident.

- **After going to the Emergency Department, must you go to your GP or INAIL?**
 - you can go wherever you want. INAIL has clinics in its branches where all workers who are victims of accident have a right to receive medical care. But if you want, you can also go to your personal doctor.

- **If you are hospitalised, how do you notify about the accident?**
 - In this case it is the hospital to directly send a copy of the medical certificates to INAIL and to your employer. You must in any case inform your employer.

- **What is temporary incapacity benefit?**
 - It is a financial benefit you are paid to compensate for the missed salary.
 - You have a right to it if you are injured (you are a victim of accident) or if you contract a disease because of your work (professional disease) and you are unable to work for more than three days.
 - It begins from the 4th day after the accident or emergence of the professional disease.
 - You receive it throughout the period of your temporary incapacity to work, including holidays, until you recover. The recovery will be ascertained by doctors from INAIL.

- **In case of a professional disease, what do you do?**
 - Within 15 days from the moment your doctor certifies the professional disease, you must inform your employer. Your employer, within 5 days of receiving the medical certificate, must send it to INAIL together with the report of the professional disease.

- **Who is entitled to prosthesis and medical care?**
 - Any worker who has been disabled after a serious accident at workplace.



WHERE IS INAIL?

INAIL has offices throughout the national territory

Look for INAIL's branch nearest to you, you'll receive all the information you need.



You can contact **INAIL** :



using toll free number 803.164

- from Monday to Friday, from **8.00 to 20.00**
- on Saturday from **8.00 to 14.00**
- Automatic service is on 24 hours a day, including weekends
- The information is provided in 7 foreign languages: German, English, French, Arabic, Polish, Spanish and Russian

The addresses of all INAIL's branches throughout the national territory are available in the national telephone directories.



on the website www.inail.it

*In this booklet we've tried to provide the essential information to you who have been working in Italy for a short period and don't know yet our laws, the institutions, Italian language. Your **attention to safe behaviours** is of great importance.*

At the INAIL's branches you can obtain news and more detailed information about the issues handled here.
