

# Employees training

The initial training is divided into two different courses, the first one (general training) lasts 4 hrs and the second one (specific training) has a variable duration. This training must be done by all employees.

<b>GENERAL TRAINING – 4 HRS</b>
<i>can be done via e-learning</i>

Subject:

- concepts of risk,
- damage,
- prevention,
- protection,
- organization of the prevention within the company,
- rights, duties and penalties for the various H&S subjects,
- supervisory authorities, inspection and assistance.

<b>SPECIFIC TRAINING – VARIABLE DURATION</b>		
LOW RISK	MEDIUM RISK	HIGH RISK
4 HRS	8 HRS	12 HRS
<i>The content of the training are the risk factor within the company</i>		
Offices, commerce, ...	Agriculture, transportation, public administration, ...	Building, energy, chemical, refineries...
<i>can only be done in the classroom</i>		

Subject:

- depending on the risks factor within the company (for examples VDU, stress, emergency procedures, fire, etc. etc.)

Then, every five years

<b>MANDATORY UPDATE</b>
6 HRS FOR ALL CATEGORIES
<i>can be done via e-learning</i>

## Supervisors (preposti)

They have to do:

- employees general training (4 hrs);
- employees specific training (variable duration);
- supervisors additional special training (8 hrs)

<b>GENERAL TRAINING – 4 HRS</b>
<i>can be done via e-learning</i>
Subject same as before

SPECIFIC TRAINING – VARIABLE DURATION		
LOW RISK	MEDIUM RISK	HIGH RISK
4 HRS	8 HRS	12 HRS
<i>The content of the training are the risk factor within the company</i>		
Offices, commerce, ...	Agriculture, transportation, public administration, ...	Building, energy, chemical, refineries...
<i>can only be done in the classroom</i>		
Subject same as before		

<b>ADDITIONAL SPECIAL TRAINING</b>
8 HRS
<i>A part can be made via e-learning (from point 1 to 5) and the rest in classroom</i>

Subject:

1. Main subjects of the prevention system: tasks, obligations, responsibilities;
2. Relations between the various stakeholders within and outside the system of prevention;
3. Definition and identification of risk factors;
4. Accidents and missed injuries
5. Communication skills;
6. Risk assessment of the company;
7. Finding appropriate technical, organizational and procedural measures for prevention and protection;
8. How to exercise the function of monitoring compliance by workers, and use of collective and individual protection measures put at their disposal

Then, every five years periodic updates as before

## Managers (dirigenti)

Managers have to do only this training (not the one made by employees)

MANAGER			
16 HRS			
MODULO 1	MODULO 2	MODULO 3	MODULO 4
Legal	Organization of safety	Risk assessment	Training and communication
<i>can be done via e-learning but the final exam must be with an tutor</i>			

Then, every five years

MANDATORY UPDATE
6 HRS FOR ALL CATEGORIES
<i>can be done via e-learning</i>

Subject

### MODULE 1: LEGAL

- legislative system of worker safety;
- supervisory bodies and inspection procedures;
- subjects of the prevention system in D.Lgs. N. 81/08: duties, obligations, liability and insurance protection;
- delegation of functions;
- criminal and civil liability and insurance protection;
- the "administrative liability of legal persons, companies and associations, including those without legal liability" under Legislative Decree no. N. 231/2001;
- penalty points system in buildings;

### MODULE 2. ORGANIZATION AND MANAGEMENT OF SAFETY

- models of organization and management of health and safety at work (Article 30, Decree. N. 81/08);
- Management of administrative and technical documents;
- obligations related to contracts;
- organization of fire prevention, first aid and emergency management;
- how to organize and exercise its oversight function of the work activities and in order to fulfill its obligations under paragraph 3 bis of art. 18 of D. Decree no. 81/08;
- the role of manager and workers in the service of prevention and protection;

### MODULE 3. IDENTIFICATION AND RISK ASSESSMENT

- criteria and tools for the identification of risks and risk assessment;
- the risk of work-related stress;
- the risks about differences in gender, age, origin from other countries and the type of contract;
- the risk of interference and risk management in the performance of contract work;
- the technical, organizational and procedural prevention and protection based on risk factors;
- consideration on missed injuries and findings of the involvement of workers and safety officers;
- personal protective equipment;
- health surveillance;

### MODULE 4. COMMUNICATION, EDUCATION AND CONSULTATION

- relational skills and awareness of the role of manager;
- strategic importance of information, training and training tools such as knowledge of the company;
- communication techniques;
- teamwork and conflict management;
- consultation and participation of representatives of workers' safety;