



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI CHIMICA INDUSTRIALE
"TOSO MONTANARI"

ACCESS REGULATIONS DEPARTMENT OF INDUSTRIAL CHEMISTRY "TOSO MONTANARI"

Navile Campus
Via Gobetti 85, 40129 Bologna, Italy

Recipients: all individuals who, for any reason, require access to the work areas of the Department of Industrial Chemistry "Toso Montanari", Navile Campus.

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

1. General Access Rules

Access to the Department premises by **permanent staff** (PO, PA, RU, RTD, RTT, TA staff), equivalent positions (Emeritus Professors, PAM or similar roles), **non-permanent staff** (contractors and other pre-tenure positions as defined by current university regulations, research fellows, scholarship holders, PhD candidates, students, interns, external graduates, etc.), and **staff from external organizations** (guests, Visiting Professors/Researchers, personnel from other entities or companies, etc.) is permitted only on weekdays and during the Department's opening hours.

2. Opening Hours

The Department's **opening hours** correspond to the porter's hours:

Monday to Friday, 07:30 – 19:30 - Closed on Saturdays, Sundays, and public holidays.

3. Technical-Administrative Staff

Technical-Administrative staff must comply with their designated working hours in accordance with national and University regulations.

4. Access for Permanent Staff

Permanent staff are granted access through all entry points (except on weekends and public holidays) via activation of the corresponding DSA distribution lists.

5. Access for Non-Permanent Staff

Access for **non-permanent staff** is allowed only through the entrances of Buildings A and D (stairwells A, B, C, and D, and the inner courtyard) and the two internal gates leading to the service road on the railway side (Annex 1).

Research Fellows and PhD candidates (and other pre-tenure positions): access authorization is granted via activation of the relevant DSA distribution lists.

Interns (Bachelor's/Master's), scholarship holders, Erasmus students, external staff, guests, etc.: access must be manually enabled after obtaining authorization to access Department facilities. This authorization is granted following submission by the tutor/supervisor of a **"Request for Authorization to Access the Premises"**¹.

Non-permanent staff must not enter laboratories without the presence of their Responsible Person (RDRL²/Supervisor, see p. 3, point 4).

6. First Access to "Special" Areas

¹ All forms referenced in this regulation can be downloaded from the **download area** of the Department's website.

² RDRL: Laboratory Teaching or Research Activity Manager

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The first entry into "special" premises (laboratories, storage rooms, etc.) for non-permanent staff (students, interns, pre-tenure staff, research fellows, PhD candidates, scholarship holders, Erasmus students, Visiting Professors/Researchers, external graduates, collaborators, etc.) requires a **"Request for Access Authorization"**¹ submitted via email by the Responsible Person (RDRL/Supervisor) to chimind.segreteria@unibo.it for the Director's approval.

Requests must be submitted at least 5 working days prior to the start date of the collaboration.

7. Completion of Authorization

The Director's authorization is finalized upon delivery, via email, of the "Internal Safety and Emergency Management Manual", which includes these regulations.

The receipt confirming adequate training/information and the delivery of any required Personal Protective Equipment (PPE) is personally handed over, with a signature for acknowledgement and confirmation of review.

The personal access badge, which must never be lent or transferred, will then be activated for entry into the Department premises.

A list of all authorized non-permanent staff will be maintained by the Department's technical-administrative offices.

Each RDRL/Supervisor must also keep and update a list of authorized personnel for their laboratories (posted on the door or kept in a designated binder).

8. Temporary Visitors

The Department may host individuals without a formal relationship with the University ("**temporary visitors**") who remain on site occasionally and for periods shorter than the Department's opening hours.

For these cases, specific insurance activation is not required. The permanent staff member hosting the visitor is responsible for their safety and behavior within ordinary areas (offices, meeting rooms, etc.).

If the visitor needs to access laboratories or perform tasks involving specific risks (chemical/biological hazards, specialized equipment, etc.), a "**Temporary Visitor Request Form**"¹ must be submitted. Authorization will be granted only after verifying insurance coverage and training.

9. Scheduling of Activities

To ensure operational autonomy in teaching and research, RDRL must ensure that study and research activities are conducted within the Department's official opening hours.

10. Liability Outside Opening Hours

Outside the hours indicated above, the Department assumes no liability for any accidents or damages. Responsibility lies exclusively with the individuals present, and the Department reserves the right to seek reimbursement for any resulting claims.

11. Exceptional After-Hours Access

When **after-hours access** is unavoidable, RDRL must notify the Director and **request authorization via email at least 2 working days in advance.**

12. Prohibition of Working Alone

Remaining alone inside the building is strictly prohibited.

However, in exceptional situations such as emergencies (e.g., sudden equipment or system failure, extraordinary maintenance), the worker may intervene alone but must notify the Director and the supervisor or another reference person upon entering and exiting the building.

13. Training and Compliance

Pursuant to Art. 20, Letter h) of Legislative Decree 81/08, all individuals performing activities at the Department facilities are required to attend training, information, and instruction sessions organized by the University, as per Articles 36 and 37 of Legislative Decree 81/08.

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Students (undergraduates, postgraduates, PhD candidates, interns, etc.) are considered equivalent to workers when accessing teaching, research, or service laboratories and are therefore subject to the same safety training obligations, depending on the risks identified in the Risk Assessment Document (DVR).

Special Provisions for Laboratories

1. Authorized Personnel Only

Access to individual research laboratories is restricted to personnel whose names appear on the dedicated list posted at the laboratory entrance or available inside the laboratory. For non-permanent staff, this confirms that the Department Access Authorization process has been completed, training status has been verified, and any required communications (e.g., Occupational Health Service notifications) have been made.

2. Working Hours and Responsibility

Non-permanent staff must carry out their activities within the Department's official opening hours and always under the direct responsibility of the permanent staff member in charge of their activities. This responsibility cannot be delegated under any circumstances.

3. Emergency Team Presence and Minimum Staffing

Laboratory work is permitted only if at least one member of the emergency response team is present on the same floor and in the same building section. Furthermore, at least two people must be present in the laboratory at all times during operations.

4. Access in the Absence of the RDRL (Laboratory Teaching and Research Supervisor)

Access to laboratories in the absence of the RDRL must be prearranged and agreed upon with them.

The RDRL, who must always be informed of the type of activities and their timing, is thereby able to fulfill their obligations and responsibilities as outlined in the University Safety and Health Regulations.

Personnel considered "**non-expert**" (e.g., thesis students, permanent and non-permanent staff still in training, or any other personnel identified as such by the RDRL) **are not allowed to access the laboratory alone.**

5. Training in Teaching Laboratories

In teaching laboratories, all matters related to information, training, and instruction of students concerning the activities performed fall under the responsibility of the RDRL.

6. Equipment Left Running Overnight or During Closures

If it becomes necessary to keep scientific equipment running overnight, on public holidays, or during Department closure days, a notice must be posted on the laboratory door clearly indicating:

- The contact details of the responsible person to be reached in case of an emergency.
- The procedures for shutting down the equipment in the event of a malfunction or urgent situation.

Failure to comply with this requirement will result in any resulting damages being considered the full responsibility of the research supervisor in charge of the ongoing activity involving the equipment.

Accessing the Facility Outside Normal Hours: Rules and Authorization (*see also Annex 2*)

1. Standard Opening Hours

The **opening hours** of the Department of Industrial Chemistry "Toso Montanari", Navile Campus, are **Monday to Friday, 07:30 – 19:30**. During these hours, all authorized users may access both **ordinary areas** and **special areas** (laboratories) in compliance with the rules set forth in this regulation.

2. Security Outside Opening Hours

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Outside the Department's official opening hours and on public holidays, all entrances, including vehicle gates and the garage, are disabled, and the anti-intrusion alarm system is activated.

3. Authorization to Access Outside Normal Hours

Access to both "ordinary" areas (offices, study rooms, meeting rooms, etc.) and "special" areas (laboratories, workshops, storage rooms, etc.) **outside normal opening hours may be granted to permanent staff, and exceptionally to non-permanent staff (excluding students and interns), SOLELY FOR WORK-RELATED REASONS.**

Request Procedure:

- The request must be sent **via email to the Director at least 2 working days in advance.**
- Authorized personnel must present the **Director's written approval** (email confirmation) to the security staff at the **General Reception Desk** before entering the Department, in order to deactivate the anti-intrusion alarm.
- The authorized person must **sign the After-Hours Access Register** at the General Reception Desk upon **entry and exit.**

If the activity is conducted in a "special area" (e.g., a laboratory):

- At least **one additional person must be present** in the same area.
- A **member of the emergency response team** must also be present on-site.

4. Authorized Entry Points

Outside of normal opening hours, **access is permitted EXCLUSIVELY through the entrances of Building C** and its corresponding internal stairwell (see Annex 1).

Additional Notes

A. Insurance Coverage for Internal Non-Permanent Staff

For the provisions in this regulation concerning internal non-permanent staff, particularly regarding mandatory accident insurance coverage, supervisors are required to notify the administrative office (chimind.segreteria@unibo.it) of any changes at least three working days in advance.

In the absence of valid insurance coverage or failure to provide such notification, the non-permanent staff member will be automatically removed from the authorized access list.

Liability for any resulting consequences will rest with the designated supervisor.

B. External Personnel

External individuals such as suppliers, maintenance technicians, cleaning personnel, etc. may only access laboratories if they are accompanied and/or authorized by permanent Department staff, or they are covered under a valid service contract, in accordance with agreed procedures.

C. Pregnancy-Related Regulations

In the case of pregnancy, please be reminded of the regulations regarding timely notification, specific procedures dedicated to pregnant workers, and mandatory maternity leave before and after childbirth, in accordance with current legislation. For further details, refer to the document on the protection of pregnant workers prepared by the Prevention and Protection Service.

Bologna, September 10th, 2025

THE DIRECTOR

(Prof. Loris Giorgini)

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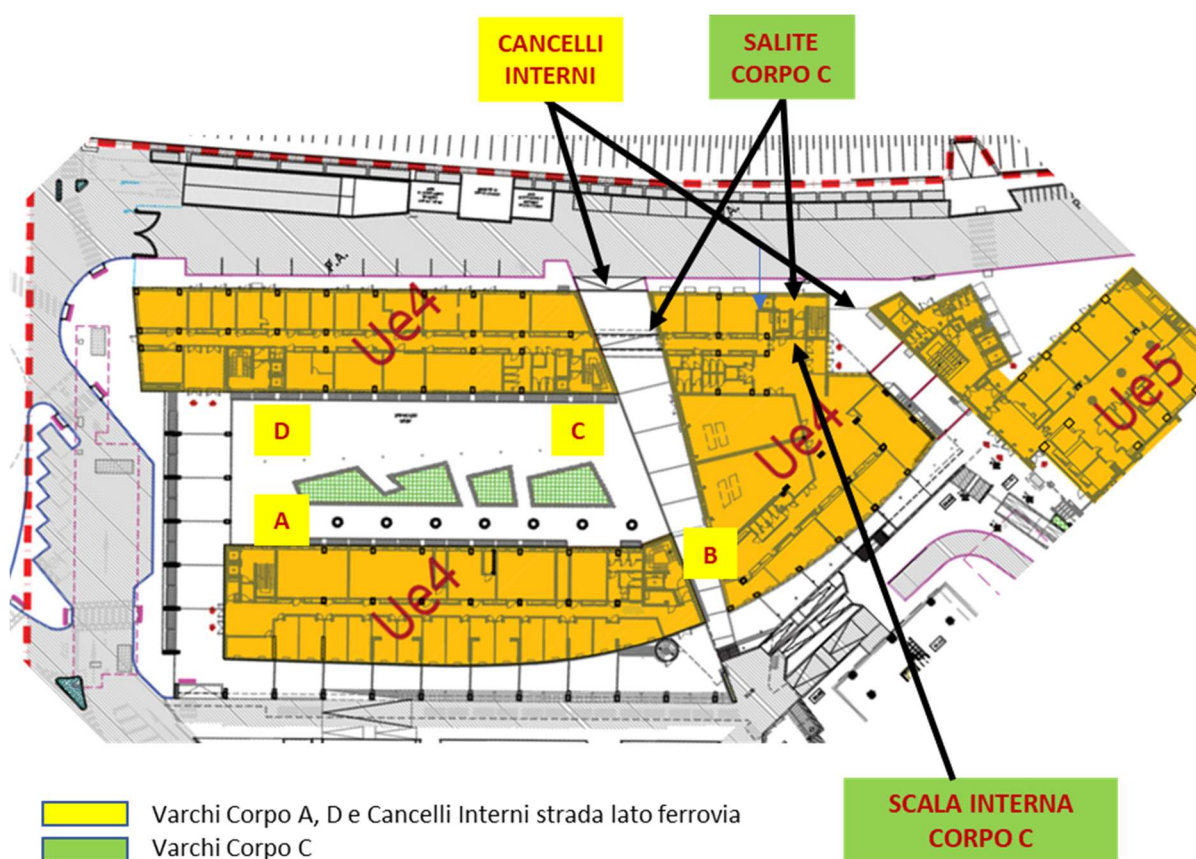
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Annex 1: Access gates enabled with badge



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Annex 2_ Summary Chart of Access Authorization

	Areas	Permanent Staff		Non-permanent Staff		
		Professor, Researchers	Technical- Administrative staff	Internal		External
				Research Fellows and PhD candidates (and other pre-tenure positions)	Bachelor's/Master's students, scholarship holders, Erasmus students	Guests, Visiting Professors/Researchers, personnel from other entities or companies
Monday to Friday, 07:30 – 19:30	ORDINARY (offices, study rooms, meeting rooms)	No authorization request	No authorization request	No authorization request	authorization request	authorization request
	SPECIAL (laboratories/ storage rooms)	No authorization request	No authorization request	No authorization request	authorization request	authorization request
Outside Normal Opening Hours and Saturdays, Sundays, and public holidays	ORDINARY (offices, study rooms, meeting rooms)	Exceptionally authorizable (b)	Exceptionally authorizable (b)	Exceptionally authorizable (b)	Not authorized	Not authorized
	SPECIAL (laboratories/ storage rooms)	Exceptionally authorizable (a,b)	Exceptionally authorizable (a,b)	Exceptionally authorizable (a,b)	Not authorized	Not authorized (c)

a) The presence of at least two people in the room is required at all times, one of whom must be a member of the emergency response team.

b) It is necessary to complete the After-Hours Access Register at the General Reception Desk.

c) Authorizable for exceptional cases, evaluated as needed

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