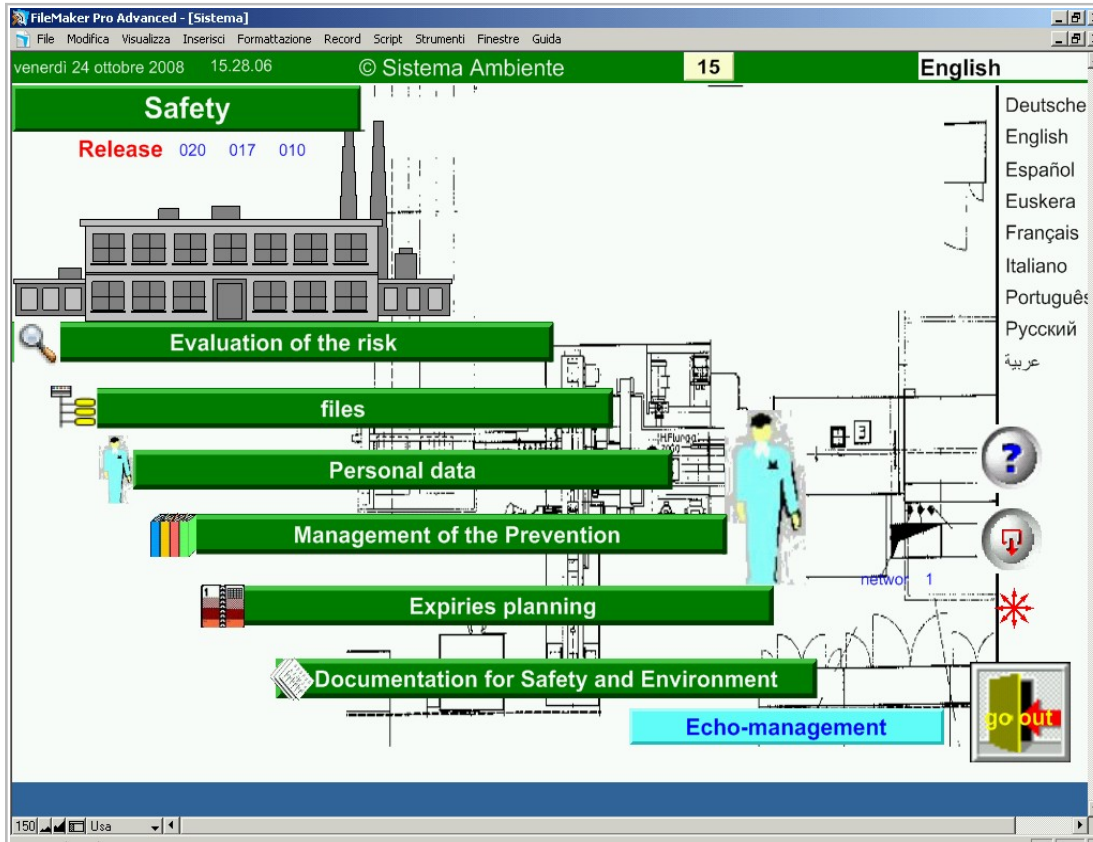# A shared tool

"Sistema Ambiente" it is a computer system that serves to manage the safety of the job and the environmental quality in the Firms. Based on the European and international norms, it represents a common formulation for all the countries.

1

Introduction to the use of "Sistema Ambiente"

# The analysis of the risks and the management of the prevention

The objective that proposes is of the individualization of the data of risk, the recording and the elaboration of the data and the planning of the prevention to make easy to reach the elimination of the working risks.

2

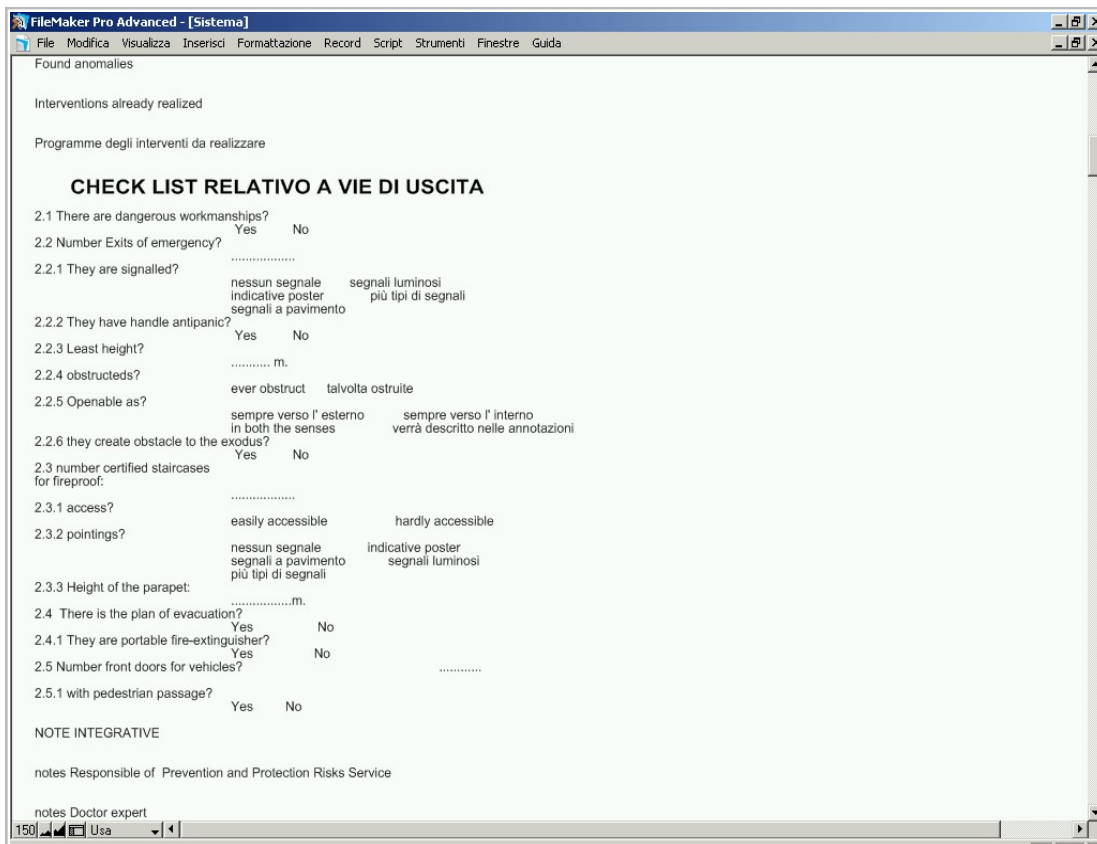# To contribute to the objectives of Kyoto

Through the control of all the environmental parameters of what it enters and it produces in the firm, to facilitate the adoption of trials, of technologies and of clean products in degree not to damage the environment.

3

Introduction to the use of "Sistema Ambiente"

The method of the analysis of the risks
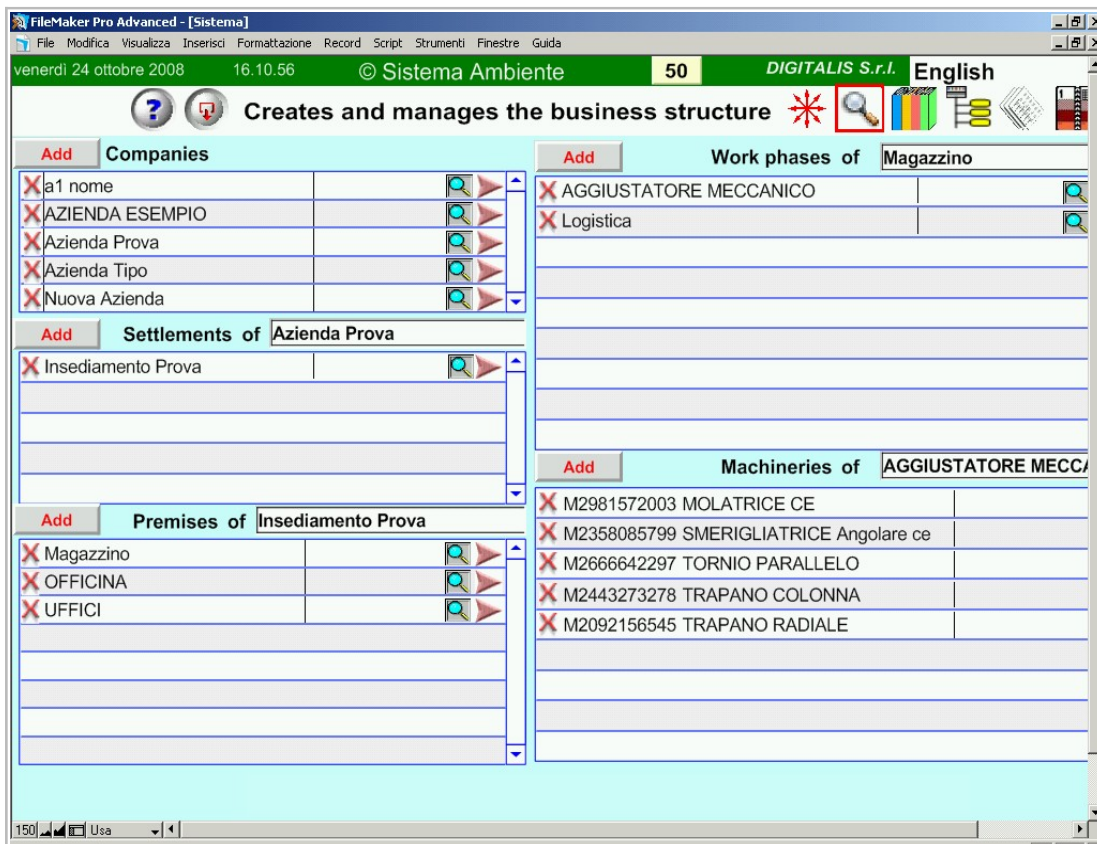
To effect a correct analysis of the working risks, with the purpose to eliminate them, it is necessary to examine every installation, every local of the site, every phase of job that develops, every machinery that is used.

4

Control's lists

```
FileMaker Pro Advanced - [Sistema]
File  Modifica  Visualizza  Inserisci  Formattazione  Record  Script  Strumenti  Finestre  Guida

Found anomalies

Interventions already realized

Programme degli interventi da realizzare

     CHECK LIST RELATIVO A VIE DI USCITA
2.1 There are dangerous workmanships?
                    Yes       No
2.2 Number Exits of emergency?
                    ...................
2.2.1 They are signalled?
                    nessun segnale      segnali luminosi
                    indicative poster        più tipi di segnali
                    segnali a pavimento
2.2.2 They have handle antipanic?
                    Yes       No
2.2.3 Least height?
                    ........... m.
2.2.4 obstructeds?
2.2.5 Openable as?    ever obstruct     talvolta ostruite

                    sempre verso l' esterno      sempre verso l' interno
                    in both the senses        verrà descritto nelle annotazioni
2.2.6 they create obstacle to the exodus?
                    Yes       No
2.3 number certified staircases
for fireproof:
                    ..................
2.3.1 access?
                    easily accessible        hardly accessible
2.3.2 pointings?
                    nessun segnale      indicative poster
                    segnali a pavimento     segnali luminosi
                    più tipi di segnali
2.3.3 Height of the parapet:
                    ..................m.
2.4  There is the plan of evacuation?
                    Yes           No
2.4.1 They are portable fire-extinguisher?
                    Yes           No
2.5 Number front doors for vehicles?        ............
2.5.1 with pedestrian passage?
                    Yes       No

NOTE INTEGRATIVE

notes Responsible of  Prevention and Protection Risks Service

notes Doctor expert
150  Usa
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For the survey of the data of risk you can be used some lists of control that follow the formulation of the questions of the cards. In such way the recording of the data is simpler and besides is possible to involve, for the verifications, the appointees in the single departments. It is certain that the verification of the risks asks for the necessary technical competence and the knowledge of the activities of the technologies and of the methods.

5

Introduction to the use of "Sistema Ambiente"

The driven compilation

The compilation is totally driven. For every aspect there are options to choose. If the survey has been effected on paper, the transcript of the data is very simple.

6

The data of the firm

To the card of the firm, that the administrative data contain, they make reference all the files of analysis, of registry of the workers, of verification and measure, of sanitary management, of verification and control of the environmental parameters.

7

The data of the site

From the administrative card of the site, it is possible to get the elaboration of all the data that allow the verification of the safety and the health of the workers and the environmental quality of the trials and the materials.

8

In the place of job it begins the real analysis of the risks

For local a confined place is intended in which the environmental risks can spread, or an area open with a specific function. The risks examined in the place (what correct can be intervening on the structure of the place or on his inside logistics) they are those related to the emergency, to the inside circulation, to the storage, to the quality of the structure, to the illumination, to the climate, to the electric plant.

9

The risks for the safety and the health provoked by the place of job

The risks of the place can influence besides the conditions of health and safety of the single phases of workmanship that develop (as to the scarce ventilation or the tall temperature or too much low). The risks are appraised in relationship to the actions that end for eliminating them.

10

The prevention sets fire

Every place has a card of prevention you set fire, in which the formation of the workers, the load of fire and the classification of the risk of fire it is certified.

11

The procedures of control and prevention
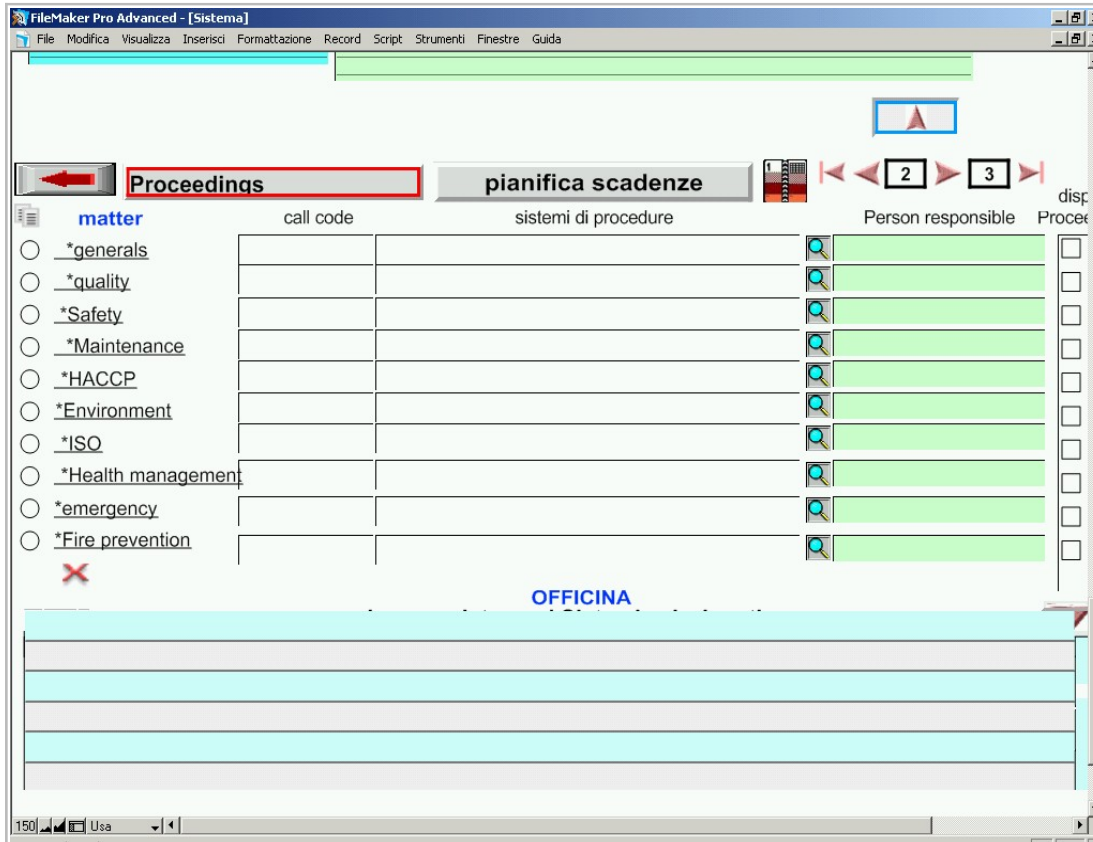
Every business unity (the places, the workmanships, the machineries) they can activate procedures and plannings of verification, control, intervention that concern the safety, the quality, the prevention sets fire, the emergency, the food hygiene, the sanitary management, the Iso certification.

12

The phase of workmanship

How Phase of workmanship is intended that segment of the flow of job that has characteristics of homogeneous risk.

13

Introduction to the use of "Sistema Ambiente"
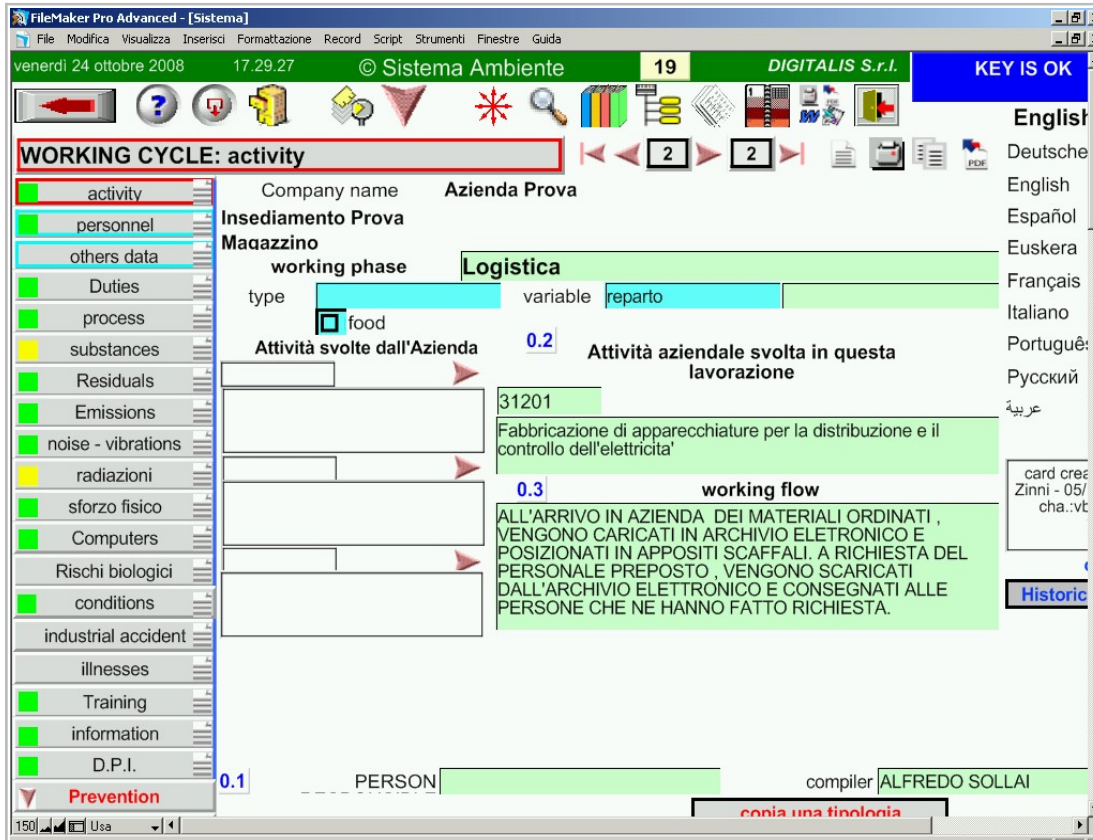
The organization of the job
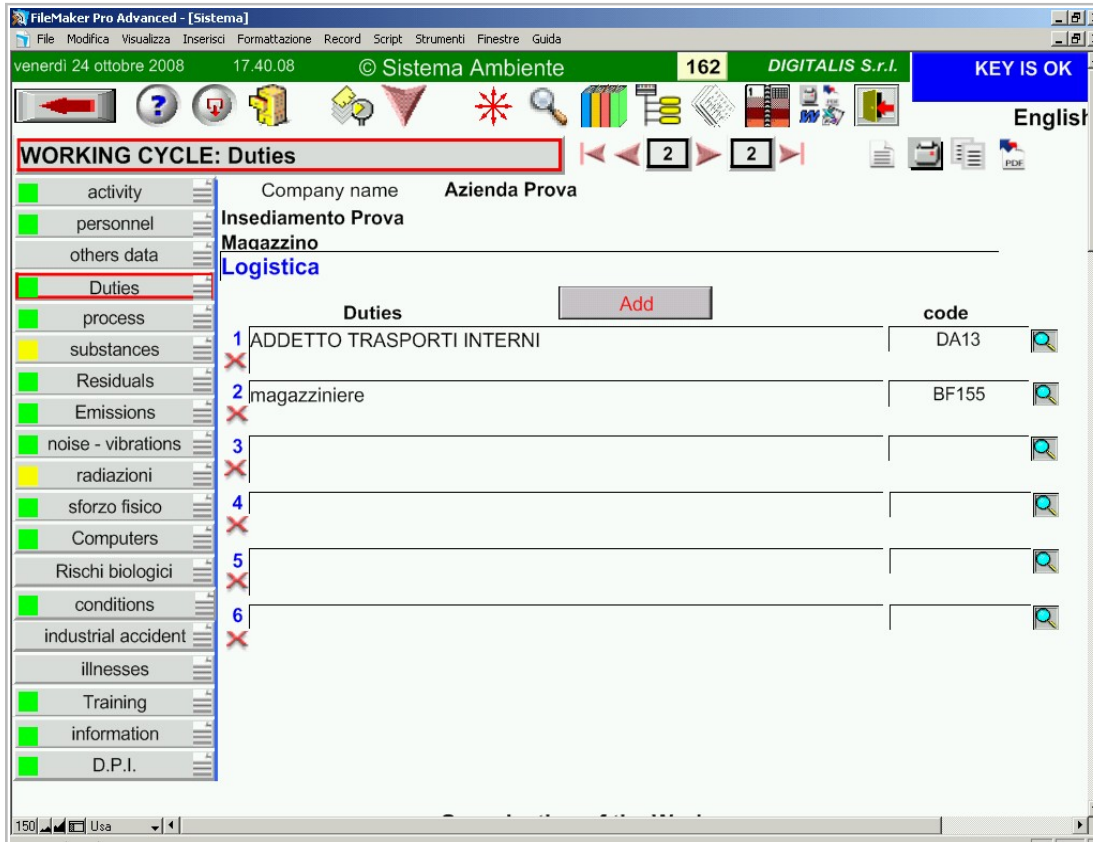
The carrying out of the job involves more normally the share offices, among which is divided and organized the activity. The analysis of the organization of the job is fundamental, in how much it allows us to otherwise organize the conditions of risk and to reduce her. The office is analyzed in the concrete operational formality.

14

The chemical agents

If activity uses some dangerous materials, these can be recorded, with their characteristics of risk and can be begun to analyze the chemical risk which the workers are exposed

15

The risks of the working activity

In the phase of workmanship the risks are considered more directly provoked by the formalities of carrying out of the job and by the materials that are used: I risk chemical, physical effort, noise, radiations, biological risk, terminal video

16
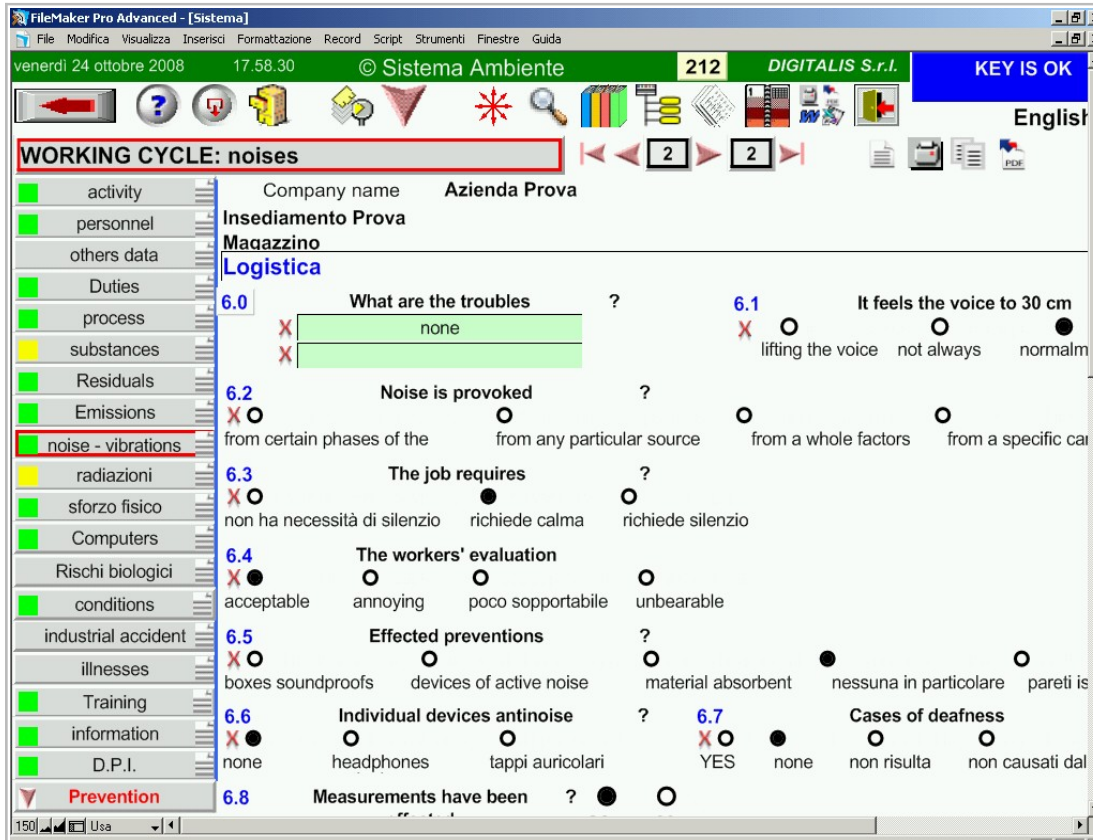
The safety cards of the chemical agents

All the chemical agents and their components have to be recorded with the indication of their characteristics of risk and their TLV. In such way during the analysis of the risks it is possible in every phase of workmanship and on every machinery to notice the existence of chemical risk.

17

The classification of the chemical risk

The chemical agents are classified in base to their characteristics of risk. It is easily so possible to individualize where a chemical agent is used with dangerous characteristics and to replace it.

18

The machineries

All the tools are analyzed used for the carrying out of the job: machineries, fittings, equipments in the concrete state in which they operate. The machinery can have lacks of protections, malfunctions, obsolescence.

19

The direct risks of use of the machinery

The machinery must be analyzed in its concrete operational condition: are noticed therefore the direct risks of accident, the characteristics of the commands, the behavior in emergency, the procedures of maintenance, the formation and the operational procedures.

20

Introduction to the use of "Sistema Ambiente"

The safety of the machinery

The management of the safety of the machinery foresees the constant activation of procedures of verification, measure, maintenance and reparation. Every machinery can be inserted in the planning of such procedures and to memorize the historian of the controls and the in relief dysfunctions.

21

The chemical risk of the plant

In presence of chemical risk, it is to point out well the chemical agents that are used on the machinery with the purpose to do its opportune evaluation.

22

Component of the machineries

The machineries are able to them it turns to have some components that ask for procedures of verification and maintenance specific. To such purpose it is possible to create special cards which to connect a program of management.

23

Correlated files to the unities of the firm
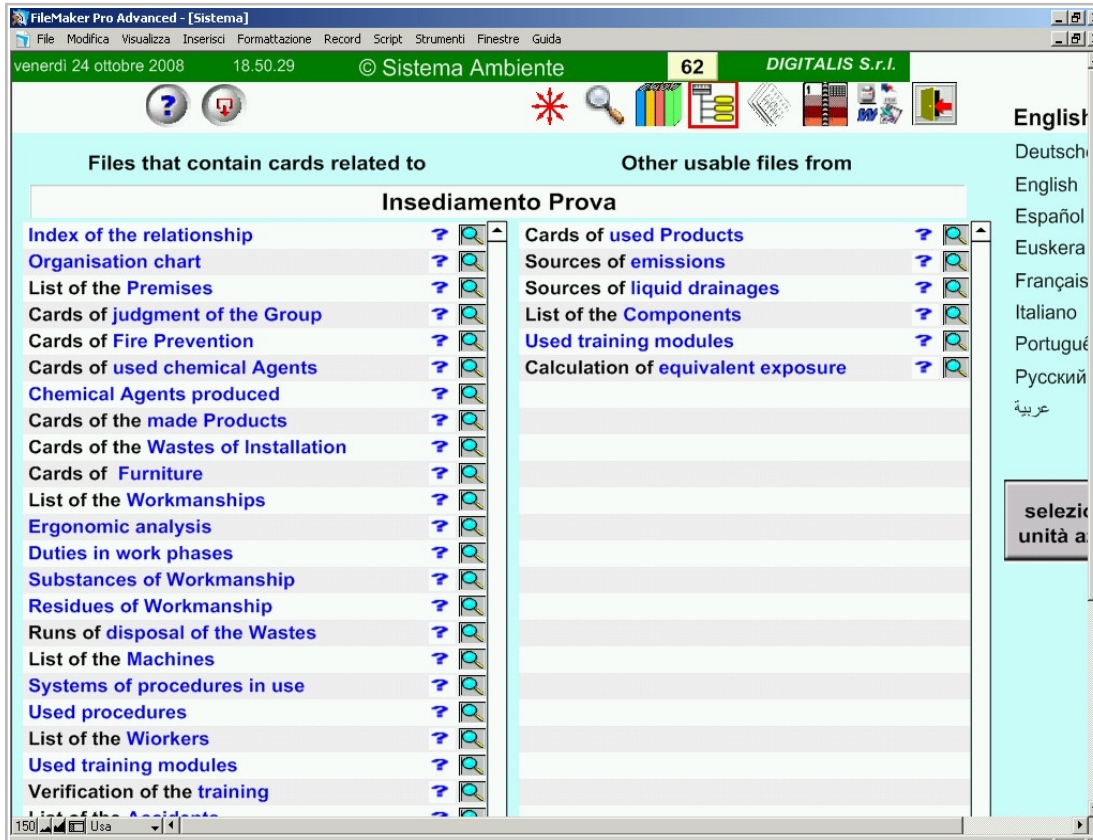
For every unity of the firm it is possible to view and to use the index of all the files that contain data to it correlated: it is possible to view the cards of these files, to create to record some data of it of the new ones.

24

Registry of the Workers and working history

The registry file of the workers connects to every unity of the firm: it is possible to know where a worker operates, with what risks. It is possible to record all the variations of place of employment and the run of risk.

25

The worker's card

The card of the worker contains all the data that concern from the point of view of the safety and the health: the formation, the devices of protection used, the suffered accidents, the sanitary expirations, the calculation of the noise risk and the chemical risk.
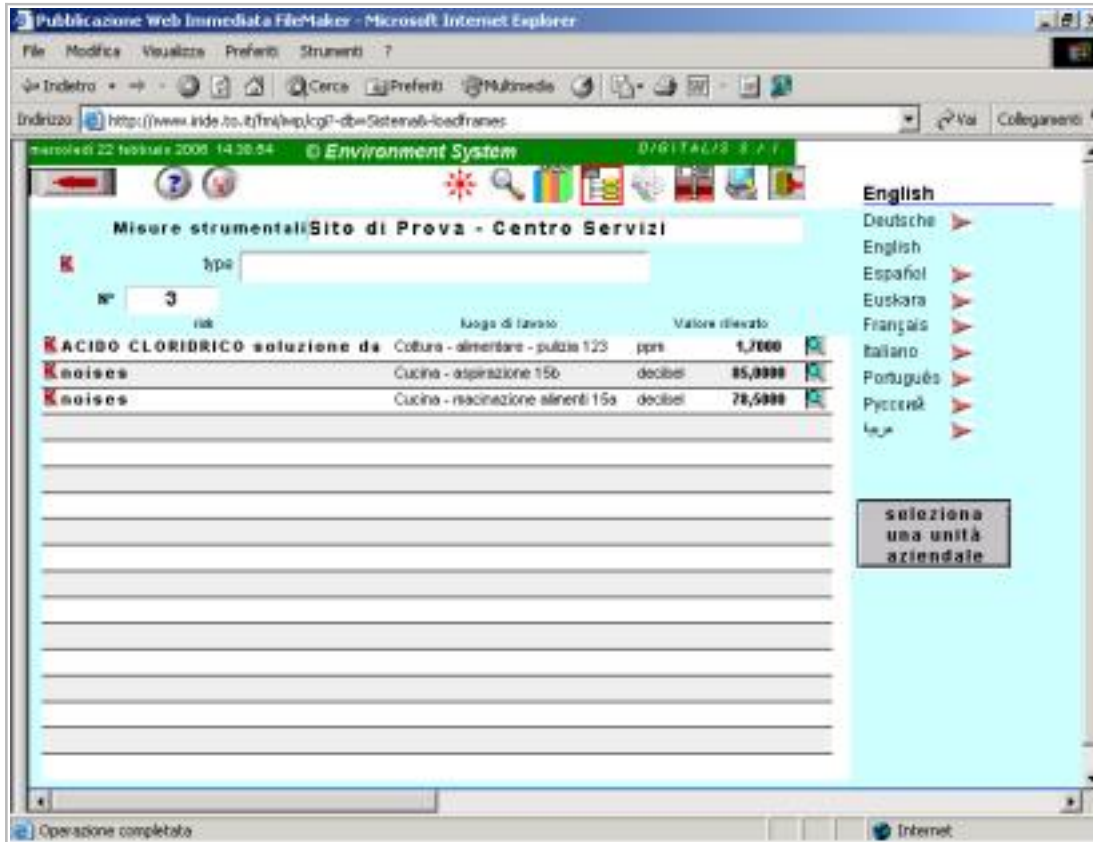
26

The accidents

The card of accident allows an accurate recording of the conditions and the causes. The statistic of the accidents is a fundamental indicator to effect the prevention.

27

The instrumental measures

The instrumental measures effected in the business unities are recorded, are used for the evaluation of the risks and they allow to understand if there is relationship among the data of illness noticed by the physician and the presence of chemical risks, of noise, of climate.

The calculation of the equivalent exposure

The instrumental measures are also used to make the calculation of the equivalent exposure to the chemical risk and from noise.
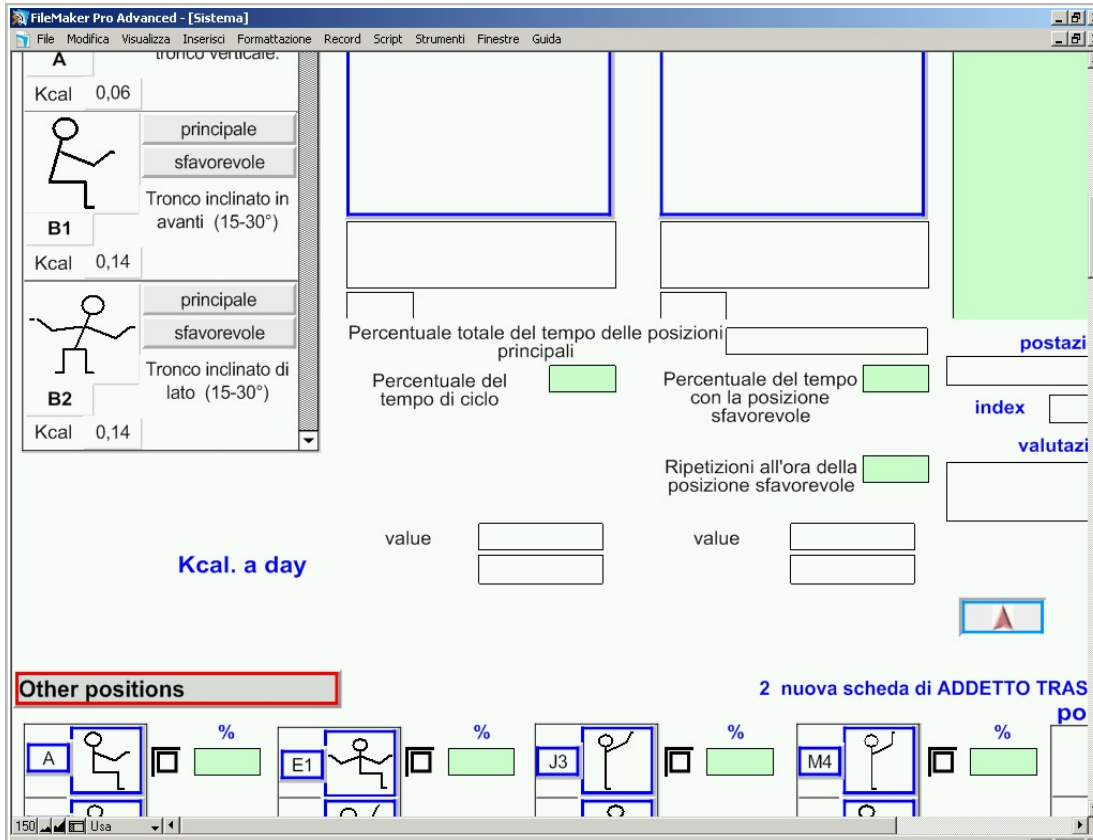
29

The ergonomic analysis

Also ergonomic conditions are examined where in the places of employment there is necessity: the evaluation of the work, of the back-lumbar risk, of the stress and of the positions of job.
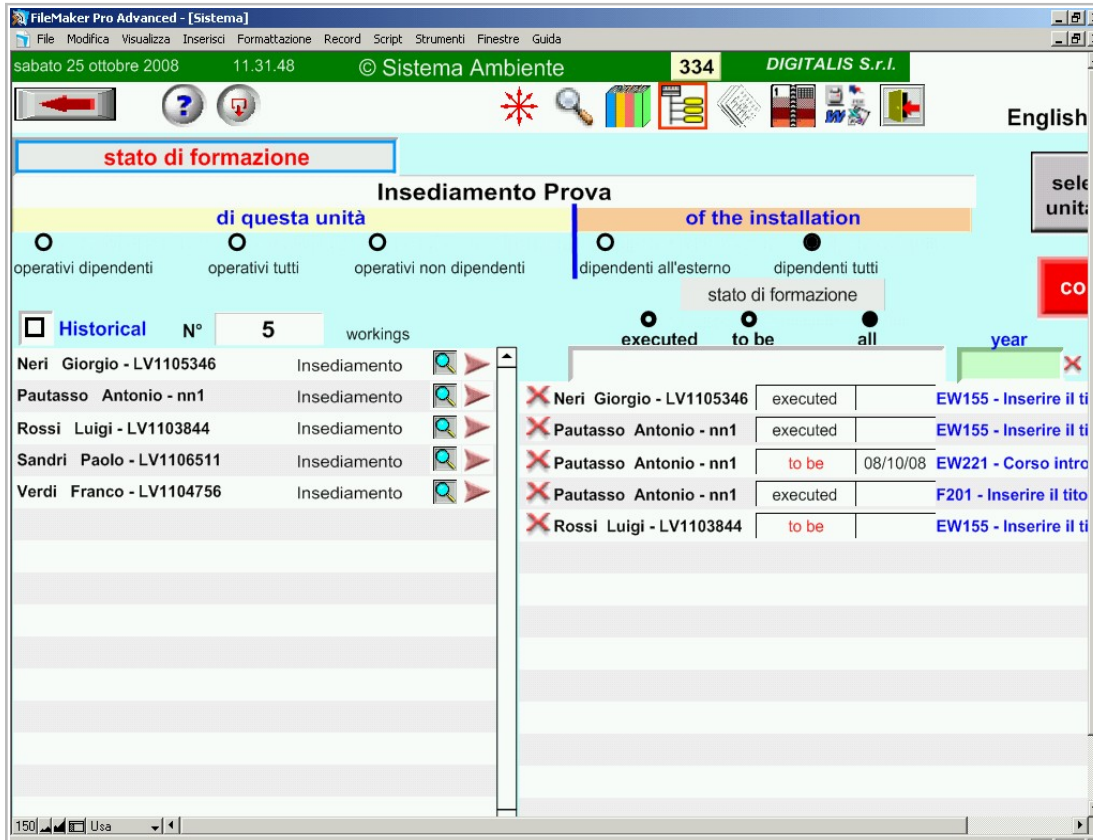
30

The card of the duties

The duties that intervene in phases of workmanship are examined by the point of view of the risk, of the forms of in demand formation, of the opportune sanitary protocol.

31

The training

The training of the workers is recorded and planned. It is also possible to manage the e-learning of the worker and to appraise it
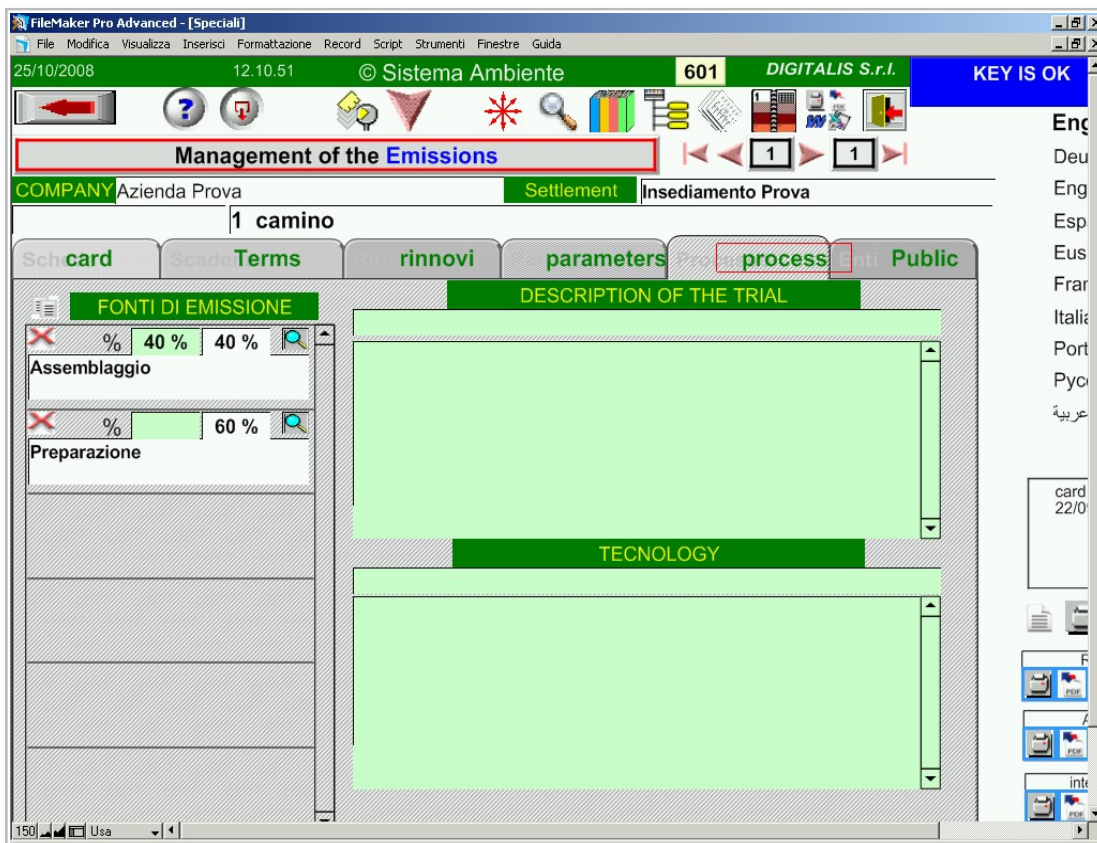
32

The residues of workmanship

Is also correlated the file of the residues of workmanship that is shaped for a correct management of the refusal.

33

Introduction to the use of "Sistema Ambiente"

The sources of external pollution

You it creates besides the connection among the external issues (liquid or in atmosphere) and the single phases of trial, with the purpose to be able to intervene on the causes that provoke her.

34

To manage the prevention

Every situated of the firm can manage besides all the useful activities to the prevention from an index that it opens him all the useful functions.

35

To shape the common Files
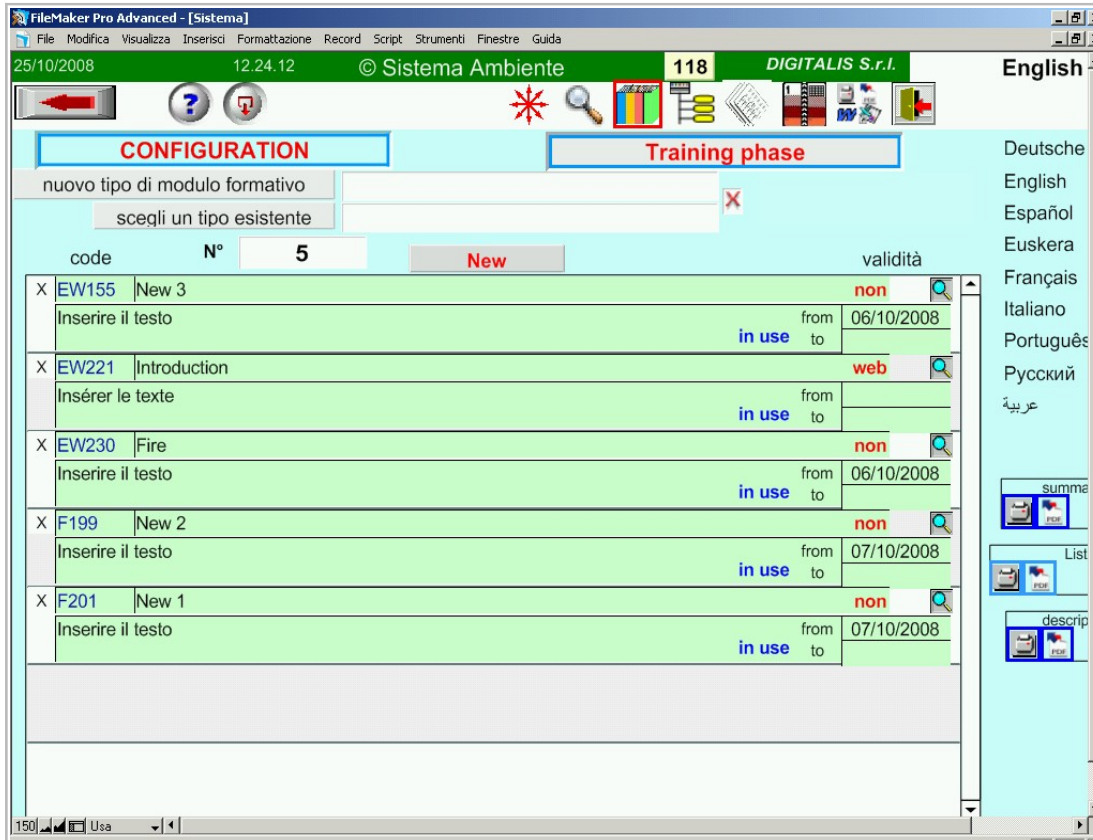
In first place it deals with shaping all the common files in such way that the relative cards can be used in every moment. For instance the texts that can be inserted in varied phases of the analysis can be servants without necessity to owe to re-write them. Or the formative forms, with the relative questionnaires of auto-evaluation.

36

To shape the duties

The offices to be inserted in the phases of job must also have shaped. All these files of configuration allow the consumer to manage the information in more languages. A file with a specific function allows the intervention, when necessary, of a translator to allow the use in more languages.

37

To shape the wastes

The program furnishes many files of utility: one of these are the catalog of the wastes of the UE. The configuration of the refusals allows therefore to use the cards of this file, completing her with specific information, what for instance the characteristics of disposal of the waste and the possible chemical analysis.

38

To shape the sanitary Protocol
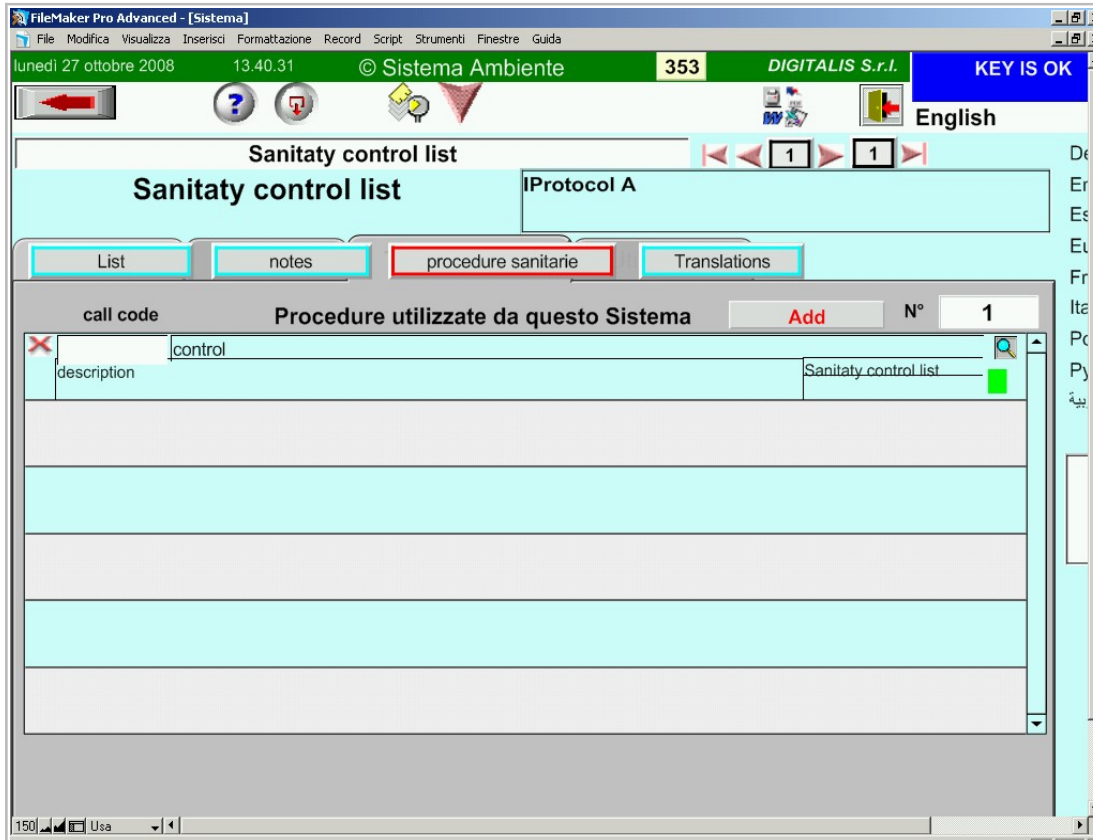
You can be created more sanitary protocols, each of which he/she understands the visits, the examinations and the opportune periodic analysis. The assignment of the protocols to the single workers, in base to the job that they develop, it allows the planning of the sanitary prevention.

39

To shape the Procedures

You can be created, to assign to the unities of the firm to plan all the periodic necessary procedures. They can be related to the safety, to the quality, to the maintenance, to the Haccp, to the environmental management, to the sanitary management, to the emergency, to the prevention you set fire. Every procedure can be equipped some list of the specific controls, interventions, measures to be effected.
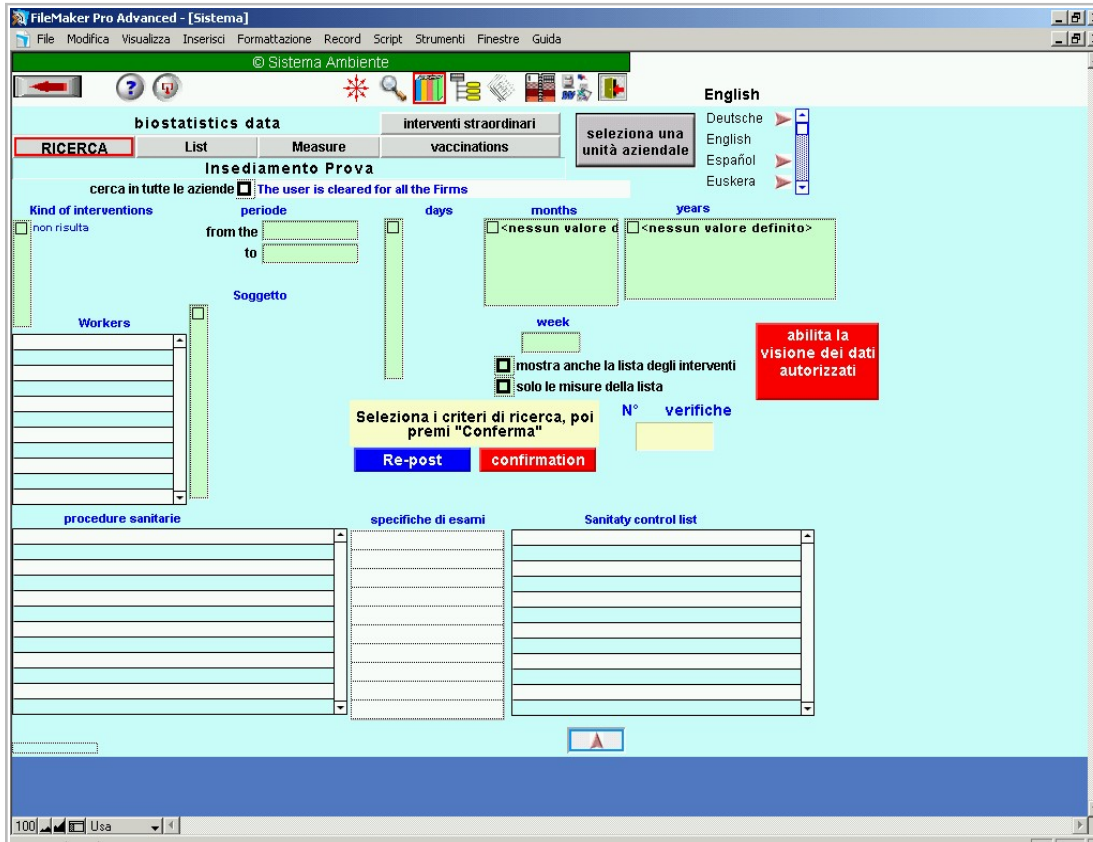
40

The Register of the environmental Data

Measures give instrumental the register of the environmental data is drawn, in a function that it allows the elaboration of it according to the necessities of evaluation.

41

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The Register of the bio-statistic Data

The data of the sanitary controls, that are recorded in special protected files, can statistically be elaborate, with the purpose to put in relationship the conditions of risk with those of health of the workers, in the single groups of job.

Introduction to the use of "Sistema Ambiente"

The Register of the Events
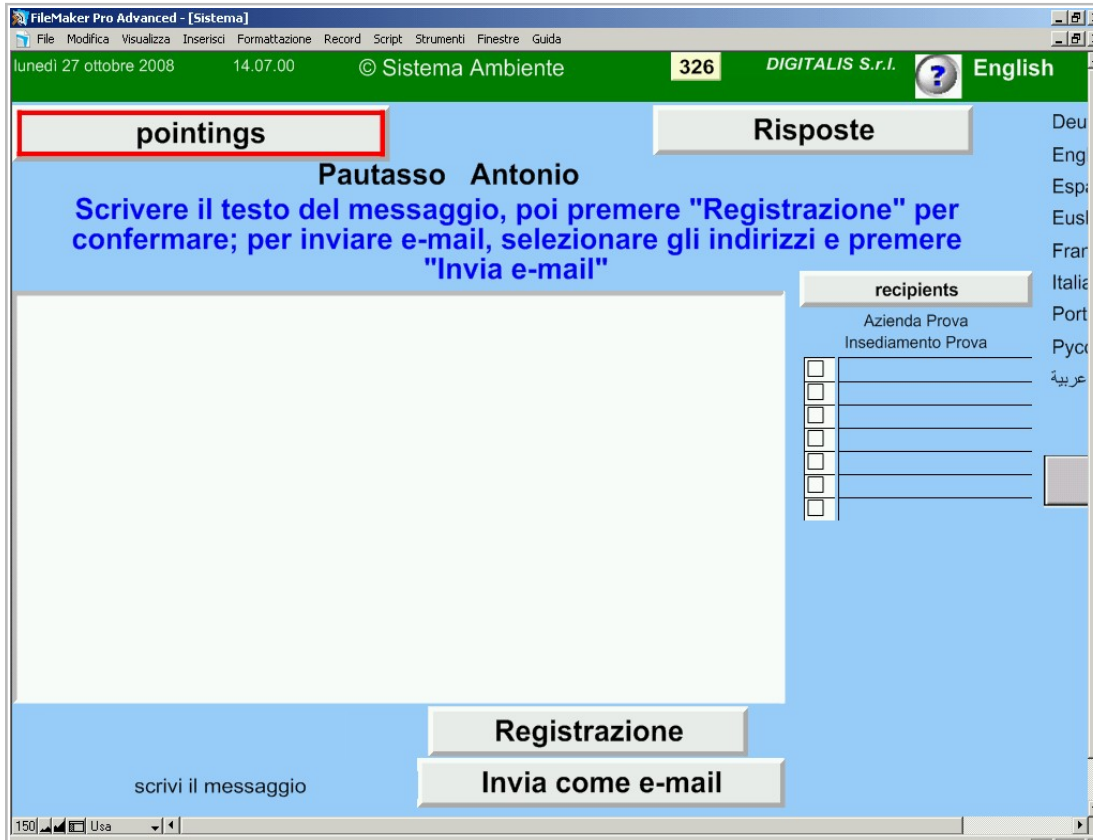
The workers that are trained, they can enter to a particular format of the program, where they can send to the appointees (in the program and e-mail) the signaling of the found dysfunctions. These data are recorded and the appointees can record the solution that has been given to these problems.
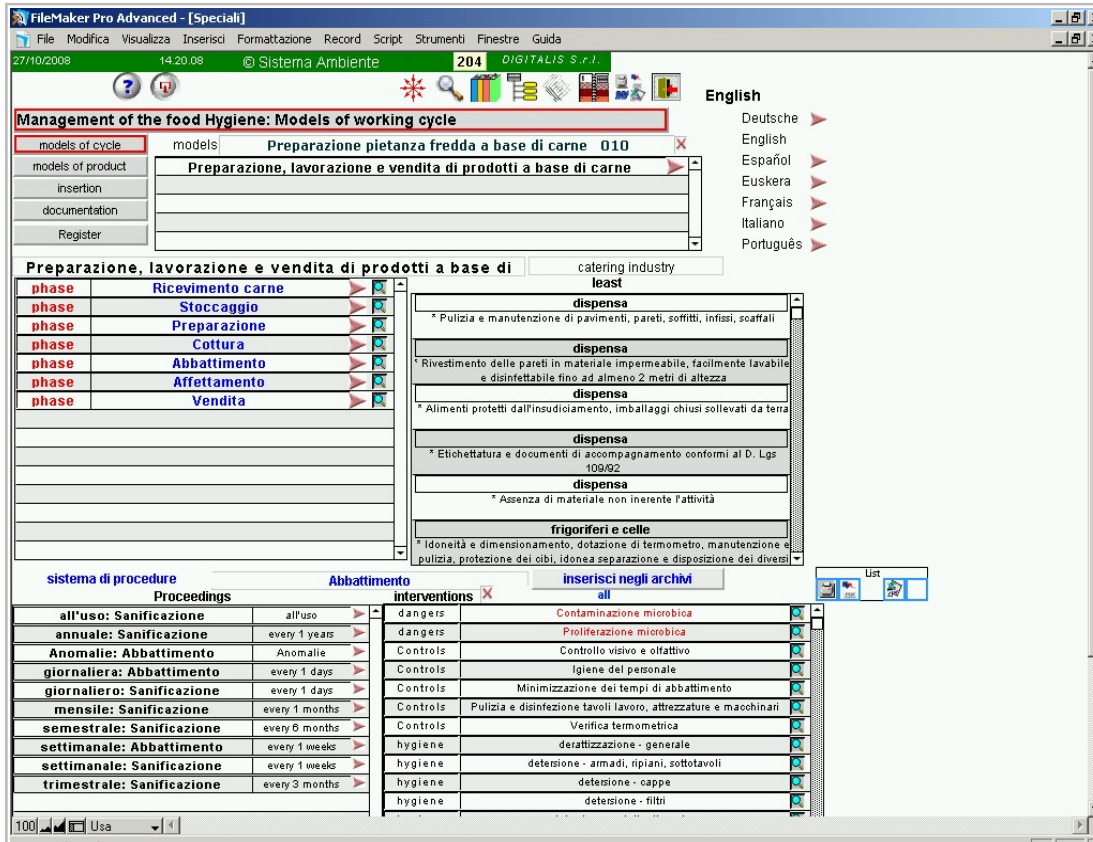
43

The Register of the Interventions

The planned procedures, when are performed, record in a historical file the actions that have been finished and the in relief measures. These data, over that to allow a historical verification of the problems, is used then for the environmental accounting.

44

The food hygiene

For the alimentary firms or for the cafeterias of the other firms, the program furnishes a file of specific procedures for the single activities. The dangers, the limits, the measures and the correctives are proposed of which to keep in mind and to define the Points critical. Such aspects are managed then, as for the other procedures, with the planning and the recording of the finished actions. The management is possible of you acquire him and of the suppliers.

45

The Register of the wastes

The program manages the load and the I unload some wastes, already in the past shaped, in very simple and rapid way and it produces the documentation of transport, the register and the statistics. It is possible to entrust to an authorized worker the recording, on a special format.

46

The management of the issues
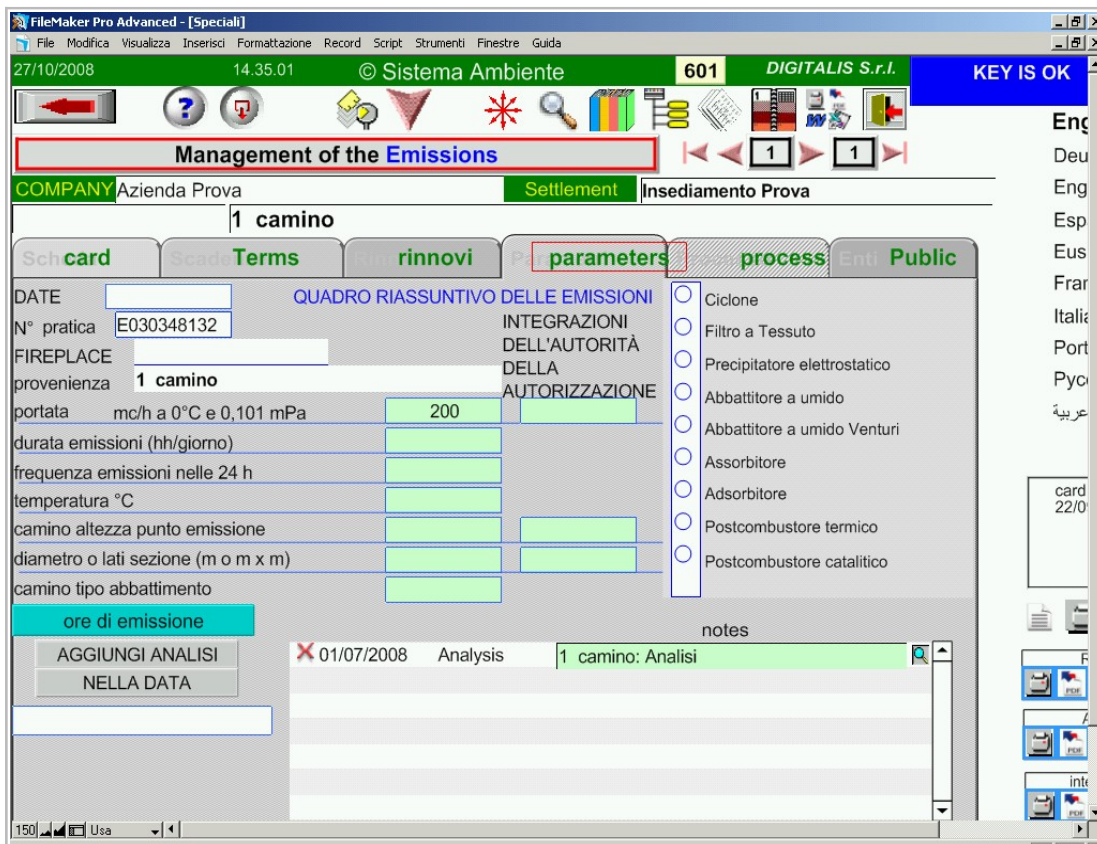
Besides managing the expirations of authorization of the fireplaces of issue in atmosphere, the data of the analyses are recorded for single parameter and calculated the flow of mass. These data contribute to the environmental accounting.

47

The management of the unloadings

The expirations of authorization of the provisioning of water and the unloadings are managed. The consumption of water is calculated and is recorded for single pollutant all the data of analysis. Also these data are used by the environmental accounting.

48

The management of the yards

Also using some files furnished by the program is possible to shape the run times of a yard of job and to record the verifications and the finished corrective interventions of it. The gant of control is produced.

49

The prevention in the jobs of extraction

Sulla base di uno schema di verifica, viene esaminata la sicurezza dei lavori di estrazione sia in superficie che in sotterraneo, producendo la relativa documentazione.

50

The planning and the motor of the expirations

A special file (the motor of the expirations) it records all the expirations that must be perform (authorizations, procedures of verification, control, measure and maintenance, formation, yards) and it plans those that are periodic.

51

The management of the expirations

The management of the planning is facilitated with the possibility to create monthly cards (for the brief intervals) and the visualization of the daily, weekly and monthly planning.

52

The card of the products

The products that are used in Firm and those manufactured by the firm, can be recorded and analyzed in a safety card, with the purpose to furnish information suitable to the workers and to the consumers.

53

Received products and sold

The movements of the products and the materials can be recorded both in entrance and in exit. It is possible besides to manage the deliveries of produced from the inside store to the single workers and the departments of workmanship.

54

The cycle of the product

To the purpose of an environmental evaluation of the product, it is possible to record the cycles of manufacture, even if these develop in different productive unity. You can draw the incidence of the single environmental parameters on the product.

55

The environmental accounting

All the data of measure recorded through the procedures, the analyses of the issues and the unloadings, the management of the refusals, furnishes a monthly and annual accounting for every unity of the firm.

56

The environmental budget

Activating the Plan of the Accounts furnished by the program and eventually integrating it, the data of the environmental accounting can be used elaborated by the program and some data of the economic management to produce the environmental budget of the firm.

57

The calculation of the equivalent carbon

In the environmental budget it is possible to transform the data (in coefficients base furnished by the program) in issues of equivalent Carbon, according to the formulation of Kyoto.

58

The elaborations of the data on I make a will
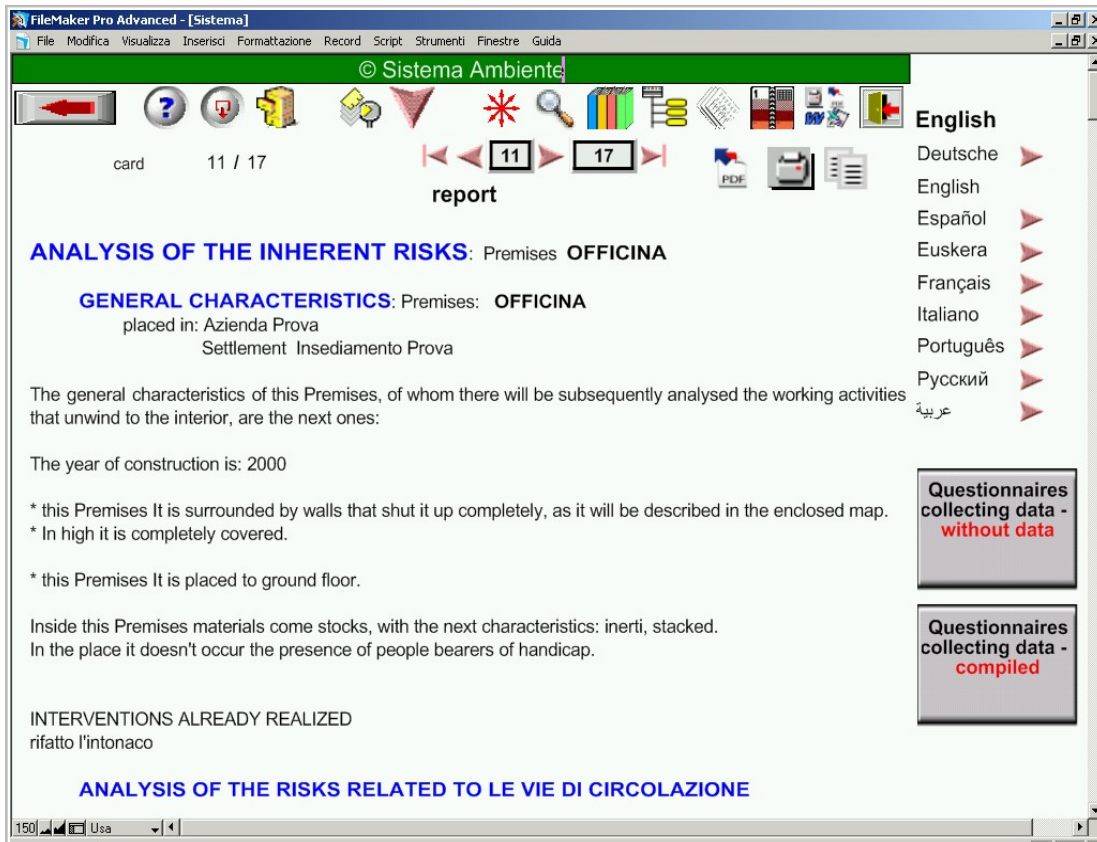
All the cards, beginning from those of the analysis of the risks, they are elaborate in texts. These texts can be also turned into files pdf and word. The program also furnishes some utilities to operate a particular formatting of the files word.

59

The elaborations of the data on charts

Many other you date you/they are elaborated in charts Excel. The program furnishes an utility to operate a particular formatting of the sheets Excel in briefcases for matter.

60

The file and the consultation of the Laws
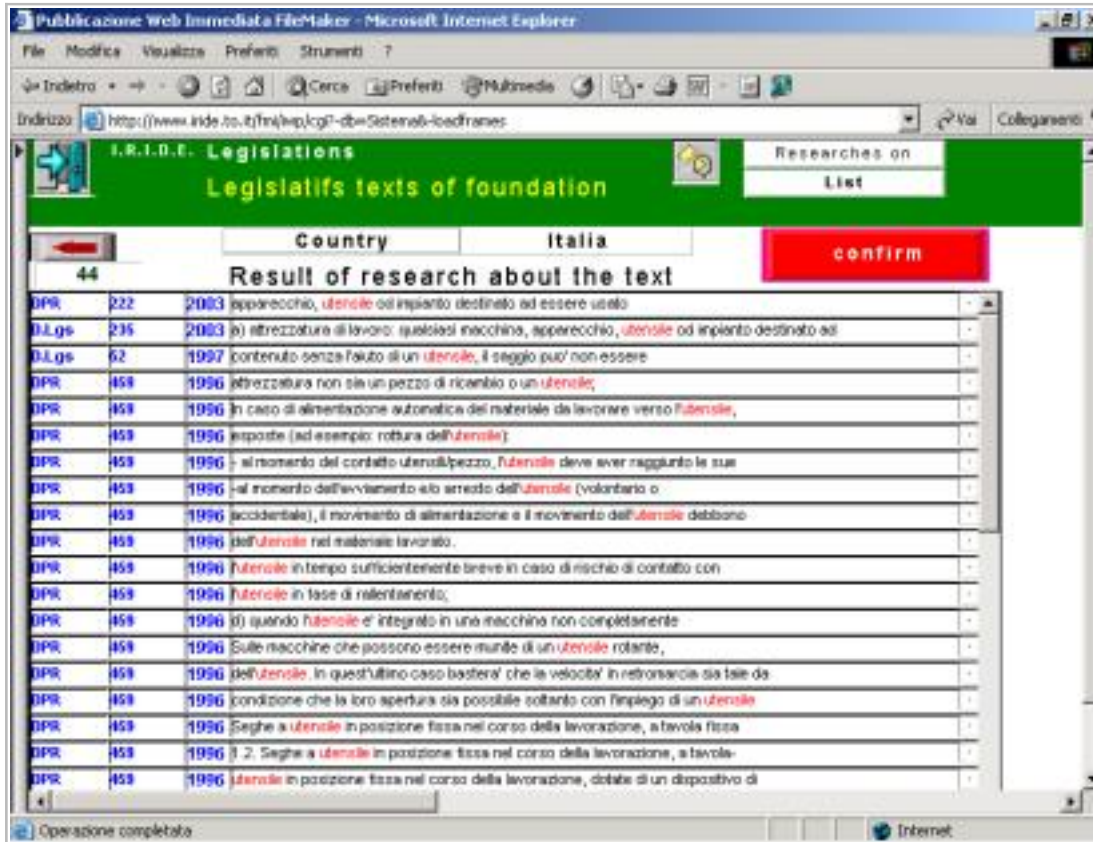
The system is endowed with a file of the legislation that allows a systematic search on the texts and on the provisions, in degree to furnish the selection of the useful passages to examine single problems.

61

The Workers' share

The workers are the subject principal of the prevention and the improvement of the safety and the conditions of job. The program furnishes a form for the analysis of the risks from the group of workers that operate in the single phases of job. The formulation of the form favors a good knowledge of the problems.

62

Introduction to the use of "Sistema Ambiente"

The distributed recording

A lot of recordings can directly be effected by the people that they operate for the different aspects: the signaling of breakdowns and anomalies, the recording of the wastes, the recording of the products, the realization of the different procedures and the maintenances, the verifications of fire prevention, the auto-training. A specific form him active in Web with the password of the entrusted worker on the base of the qualifications that the worker possesses. The supervisor has the possibility to confirm the data without having to refer the recordings.

63

The protection of the data

The access to the program happens on the base of keys of entry: the qualification to write in the program can be general or for single files. It is also possible to protect the single card from the writing. It is possible not to visualize any data besides (as those sanitary).

64
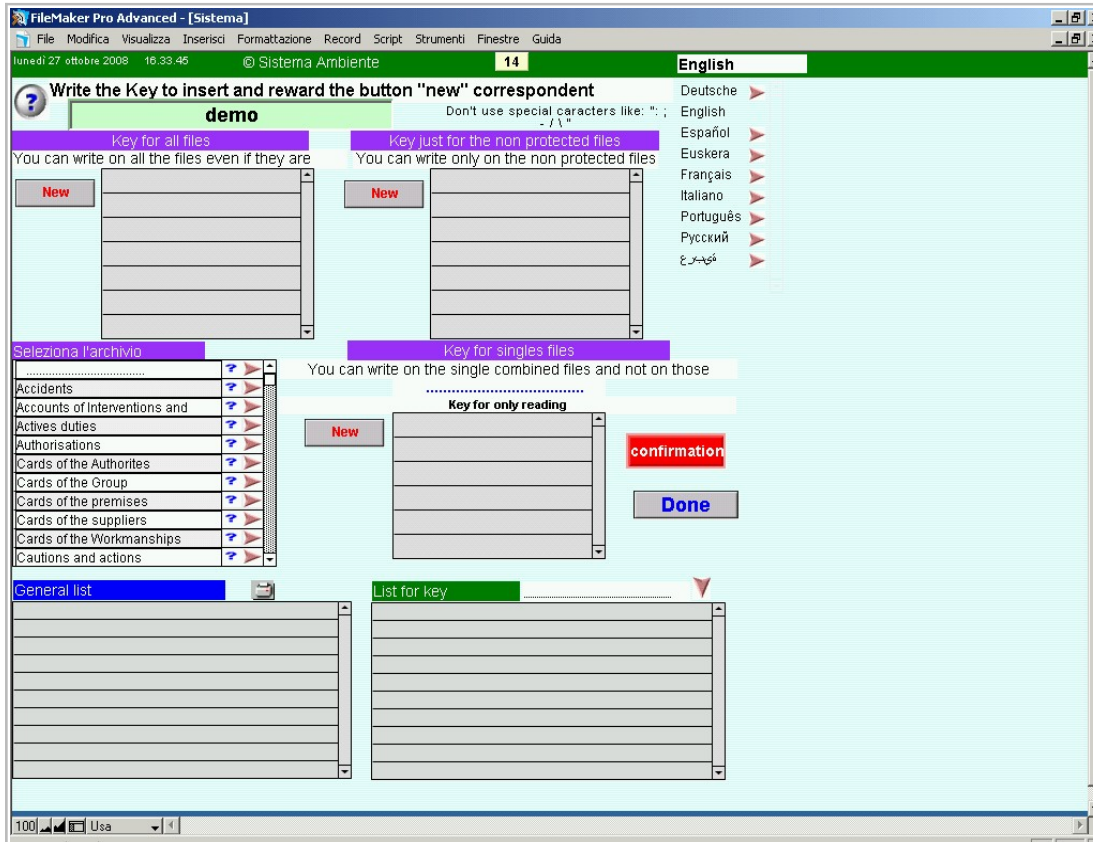
The flexibility of the program

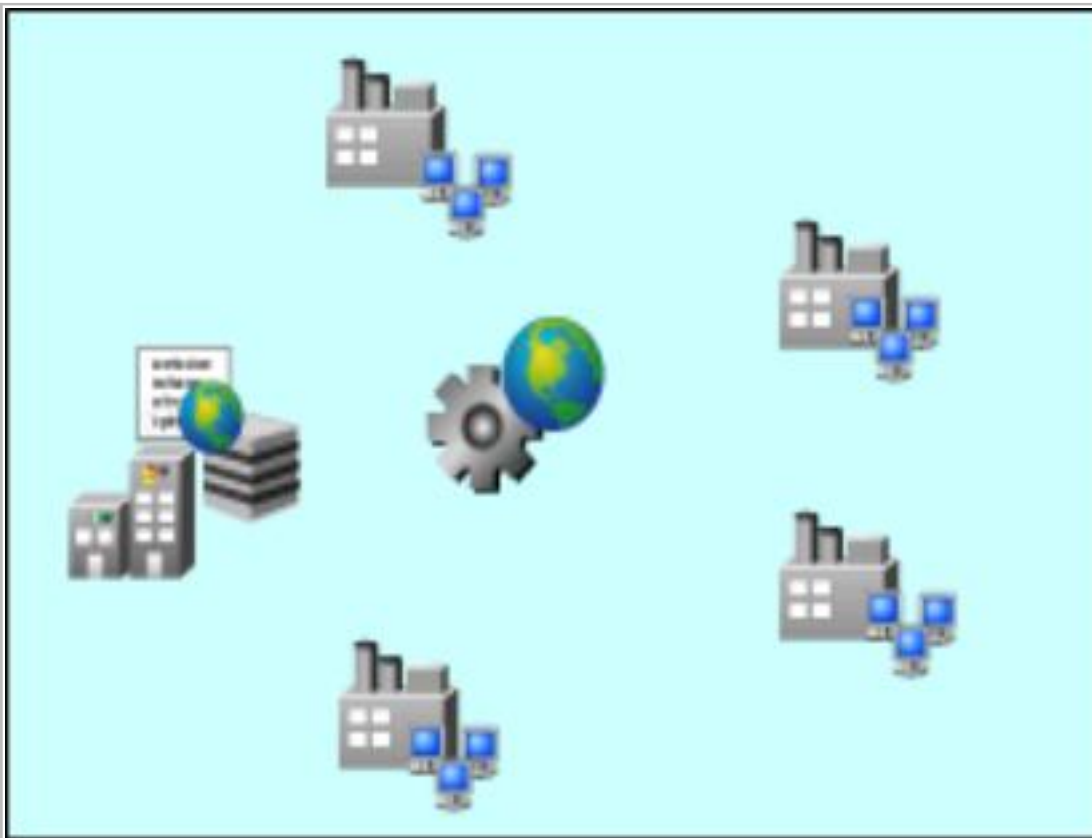The use of the program is very flexible: you can use single parts or to proceed with gradualness to use all the functions of it. The system can work both for an only consumer, on a computer, or for more consumers online or in Intranet web, allowing a good collaboration among the different business functions, without duplication of data.

65

The possibilities of use

The system can also work on a server web (managed by the firm group leader or from a society of services) and to be available for the compilation in the different establishments (also contemporarily with different languages) or in different firms. The key of entry allows to visualize only the data of the firm which the consumer is trained.

66