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1. L'autocertificazione
2. Il candidato illustri le deliberazioni comunali, competenze e struttura
3. L'organo di revisione economico finanziario

Niccolò Joffe

THE DUTIES OF THE EMPLOYER, THE MANAGER AND THE RESPONSIBLE FOR SAFETY

The employer must:

- evaluate the risks of the different working situations;
- implement the necessary measures to reduce or eliminate the risks;
- choose equipment and machines considering their safety devices;
- organise a Service of Prevention and Protection and appoint a person responsible for it;
- appoint a qualified doctor;
- choose the workers in charge of fire prevention and first aid.



1. L'impegno di spesa
2. Le iscrizioni anagrafiche
3. Il candidato illustri sinteticamente la disciplina della comunicazione di avvio del procedimento ai sensi della Legge n. 241/1990

A handwritten signature in black ink, appearing to read "Mina. 4".

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.

A handwritten signature in black ink, consisting of stylized cursive letters, likely reading 'M. J.' or similar.

1. Attribuzioni del consiglio comunale
2. Il cambio di residenza
3. Cosa si intende per "accesso generalizzato"?

Elio De Rone

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.

Eus de Rom.

1. Il Documento Unico di Programmazione
2. Le revisioni semestrali delle Liste Elettorali
3. Che cos'è una determinazione e da chi viene adottata?

S. Luferano

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 or to your GP and declare that you've been injured while working and narrate exactly how and where it happened;
- 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!



1. L'accertamento
2. I Registri dello Stato Civile
3. Ai sensi dell'art. 6 lett. c) della Legge 7 agosto 1990 n. 241, il Responsabile del procedimento come opera?

Michela Grazzini

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.

Umberto Gentile

A

1. Gli organi del Comune
2. La carta d'identità elettronica
3. Le fasi del procedimento amministrativo

Alto Collet

THE WORKERS' SAFETY REPRESENTATIVE FOR SAFETY

All the companies have a Safety Representative who is voted or nominated by the workers (in companies with no more than 15 workers, the election or nomination takes place on territorial range, while in companies with more than 15 workers the safety representative is a company deputy). The workers safety representative must be trained and must have enough time and be equipped with the necessary means to carry out his duties.

INDIVIDUAL PROTECTIVE APPARATUS

Any article which is to be worn by an employee for protection against dangers which threaten safety or health on the job. They must be worn when risks may not be avoided or sufficiently reduced by technical prevention measures or collective protection devices.

A handwritten signature in dark ink, appearing to read "John Collier".

1. Le fasi della gestione della spesa
2. Le certificazioni dello Stato Civile
3. Chi nomina il Segretario Comunale?

Alex Martinozzo

DUTIES OF YOUR EMPLOYER

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

- 1) 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;
- 2) put into place all the measures necessary for preventing accidents and or professional diseases and carry out periodic check and maintenance;
- 3) expose all safety signs necessary to avoid risks and limit avoidable risks;
- 4) carry out health surveillance of workers and respect hygienic measures.

Alexia Bortoluzzi

1. Il visto di regolarità contabile
2. Compiti dell'Ufficiale d'Anagrafe
3. La Pubblica Amm.ne può rifiutare una richiesta di accesso ai documenti amministrativi?

Maria Novato

1**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.

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.

More hazards

1. Le determinazioni dei dirigenti
2. L'autenticazione di firme
3. Che cos'è l'Avanzo di amministrazione?

Miguela Horetto

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.

Angela Moretto

1. Competenze delle giunte
2. Le pubblicazioni di matrimonio
3. In caso di diniego di un'istanza come si procede?

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QUESTIONS

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.

Who protects the workers' health ?

The Services of Prevention and Safety in Working Places (Servizi di Prevenzione e Sicurezza negli Ambienti di Lavoro - S.P.S.A.L.) organised by the Local Authority have the task to control the enforcement of the laws and to protect the workers' health with activities of prevention, assistance, information and professional training. All workers can apply to these services for problems connected with safety or hygiene at work, directly or through their Representatives for Security and their Trade Unions.



1. Le ordinanze contingibili e urgenti
2. La differenza tra Certificati ed Estratti dello Stato Civile
3. I vizi di legittimità del provvedimento amministrativo

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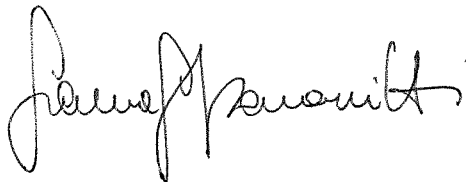
PROFESSIONAL DISEASE

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.

A handwritten signature in black ink, appearing to read 'Gianfranco Sironi', is centered on the page.

1. Regole per l'assunzione di impegni e per l'effettuazione di spese
2. Le certificazioni dell'Anagrafe
3. Da chi viene approvato il Rendiconto di un ente locale? Entro quali termini?

Enrico Rullo

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:

- 1) Use all Personal Protective Equipment (DPI);
- 2) put into practice the instructions you are given by the employer about safety measures and danger warnings;
- 3) contribute together with the employer and staff in charge of safety to the respect of rules that safeguard safety and health;
- 4) report immediately any defects on Personal Protective Equipment (DPI);
- 5) 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.

Carole Ruland

1. Le fasi della gestione delle entrate
2. I compiti dell'Ufficiale dello Stato Civile
3. Da chi viene approvato il Bilancio di previsione di un ente locale? Entro quali termini?

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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.

A handwritten signature in black ink, appearing to be 'A. S. J.', with a long horizontal stroke extending to the right.



1. I pareri dei responsabili dei servizi
2. L'autenticazione di copie
3. Bilancio comunale: definizione sintetica, organo competente all'approvazione e termine entro il quale va adottato.

A handwritten signature in black ink, appearing to read "Giulio Fiumi", located below the list of items.

INAIL ON YOUR SIDE

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.

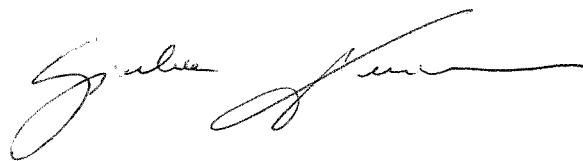
You have a right to this protection even if your employer didn't pay the insurance premiums, on the basis of the principle of automatic entitlement to benefits.

There are financial and medical benefits.

They are very important because you can have:

They are very important because you can have:

- 1) a daily sum of money if you don't recover within the first three days;
- 2) free medical treatment from the National Health Scheme at the clinics and Emergency Department (medical services);
- 3) 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.

A handwritten signature in black ink, appearing to be 'G. ...', written in a cursive style.

1. La liquidazione della spesa
2. Le cancellazioni anagrafiche
3. Sul Mercato elettronico la Pubblica Amministrazione può effettuare i propri acquisti?

Anna Maria Zucchi

YOUR RIGHTS AND YOUR RESPONSIBILITIES - THE RISK: IF YOU KNOW IT, YOU AVOID IT

According to the law, you have a right to:

- 1) 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;
- 2) ask your employer to provide training courses to help you better understand what are the risks and how to carry out your work safely;
- 3) 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);
- 4) 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;
- 5) know the names of people in charge of first aid and emergency services in order to know who to contact in case of emergency;
- 6) know who is the competent doctor in charge of and including health surveillance on workers, who also carries out periodic checks on health status;
- 7) know the first aid, fire extinguishing and evacuation procedures.

