



REGULATIONS FOR ACCESS TO THE DEPARTMENT OF INDUSTRIAL ENGINEERING (ACCESS REGULATIONS)

(amendment of February 2019, approved by the Department Management)

The present document regulates the terms and conditions of access to the Department of Industrial Engineering (DII), in compliance with the current security regulations and according to the human and financial resources available. The present Regulations apply to all of DII's rooms and premises and to all the users accessing them in any capacity. The "Access Regulations" are available at: <https://www.dii.unipd.it/dipartimento/regolamenti>

1. OPENING TIMES

The regular access and opening times of the DII premises are the following:

Monday through Friday from 8:00 to 17:00

2. TYPE OF USERS

The users allowed to access DII are divided into the following categories:

- **USERS - Typology 1, tenured personnel employed at DII with working place at DII**
 - faculty, that is tenured professors and researchers employed at DII;
 - technical and administrative staff with working place at DII.

- **USERS - Typology 2**
 - temporary research fellows with supervisor employed at DII;
 - students of the Ph.D. School in Industrial Engineering with supervisor employed at DII;
 - students of other Ph.D. Schools with supervisor employed at DII;
 - DII grant beneficiaries;
 - term-contract workers with formal collaboration with DII.

- **USERS - Typology 3**
 - researchers of other bodies with which the University of Padua has a co-operation agreement;
 - occasional contract workers;
 - recent graduates: access up to four months for completion of ongoing researches; access up to two months for graduates waiting for the drafting/renewal of their contract, grant or scholarship;
 - Bachelor/Master/Ph.D. candidates with thesis supervisor employed at DII;
 - students of Master's Degree Programmes managed by the Department;
 - tenured University personnel with working place different from DII;
 - authorized students involved in teaching projects approved by DII and with a reference Professor employed at DII;
 - foreign students and Bachelor/Master/Ph.D. candidates with a reference Professor employed at DII;
 - guests (see typology 4) with stay shorter than one month.

- **USERS - Typology 4**
 - Guests (see "Regulations for Guests" at <https://www.dii.unipd.it/dipartimento/regolamenti>)

The following types of users can be recognized as "guests":

- a. Holders of teaching assignments in one of the Degree Programmes managed by the Department;
- b. Retired Professors acting as tutors or supervisors of Bachelor/Master/Ph.D. theses not yet defended upon their retirement, for a period not longer than one year;



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- c. Retired Professors continuing research activity proven by publications together with other faculty of the Department;
- d. Research and/or teaching personnel (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators) belonging to national or international Universities or research bodies, with which the Department has specific conventions or co-operation relationships in the field of research or teaching;
- e. Visiting Scientists formally invited by the Head of the Department;
- f. Holders of a tasks in the framework of initiatives related to and officially recognized by the Department (Presidency of sector associations based at the Department, public relations, participation in national and international Boards, ...);
- g. Visiting Scholars (Ph.D. students / Postdoctoral researchers funded by their own sending Universities and spending a limited period of time at DII for research reasons);
- h. Research and/or teaching personnel (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators, etc.) belonging to other Departments of the University.

3. TERMS AND CONDITIONS FOR ACCESS TO OFFICES

In order to be allowed to have access to the Department premises, users belonging to Typologies 1, 2, 3 and 4 will have to register for the on-line platform **Personae DII** (<http://www.dii.unipd.it/servizi/accesso-al-dipartimento-di-ingegneria-industriale>) and follow all the instructions, by filling in all the fields necessary to get the Department Head's authorization.

- a) Users belonging to **Typology 1** can access the DII premises every day from 7:00 to 22:00, holidays included.
- b) Users belonging to **Typologies 2, 3 and 4** can access the DII premises Monday through Friday from 7:30 to 19:00. They can have access at the times referred to in section 3.a) only if accompanied by users of Typology 1.
- c) Users **not belonging to Typologies 1, 2, 3 and 4** can access the DII premises only during the regular opening times.
- d) Taking into account the time when the Department is guarded by security services, i.e. Monday through Friday, holidays excluded, the opening time for the Department technical and administrative staff is from 7:30 to 19:30.

Possible amendments to the access rules will be made public through:

- billposting on the main notice boards of DII buildings;
- billposting on the main entrance doors of DII buildings;
- the home-page of the DII website, www.dii.unipd.it.

Nobody must find himself/herself inside the DII premises after 22:00: after that time, intruder alarm systems connected with the security service in charge will be activated. Should a user staying after 22:00 trigger the alarm, he/she will be charged the intervention cost of the security service.

4. TERMS AND CONDITIONS FOR ACCESS TO LABORATORIES

Authorization requests for access to laboratories must be submitted via the on-line platform *Personae DII*, too.

For security reasons, access to laboratories is allowed:

- Monday through Friday **from 7:30 to 19:30** (users belonging to **Typology 1**);
- Monday through Friday **from 7:30 to 19:00** (users belonging to **Typologies 2, 3 and 4**).

Laboratory activities must comply with safety regulations. Therefore, the following provisions will have to be respected:

- a. take and pass the tests on workplace safety (access to the tests via platform *Personae DII*). The Risk Sheet for medical examinations will be automatically sent to the Preventive Medicine Service.



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- b. follow the instructions provided by the Person in charge of the use of equipment, machinery, scientific devices, etc., through operational directions, use and maintenance manuals, as well as consult the Material Safety Data Sheet of chemical and biological substances or toxic gases in use in the laboratories. **All the documents on the laboratory equipment and machinery, as well as the specific training records must be available in the laboratories.**
- c. if foreseen, undergo an adequate and **proved** training on the use of chemical, mechanical, electrical or biological equipment, machinery or plants. **The specific training is subject to the responsibility of the Person in charge of the laboratory and the Supervisor.**
- d. use the individual protective devices available in each laboratory (subject to prior training). The devices must be assigned to each individual person and chosen on the basis of one's specific risk.
- e. follow the procedures foreseen in case of emergency (fire, earthquake, etc.,...).

To comply with the above provisions, contact the Person in charge of the laboratory to which access is requested. The list of the Persons in charge of each laboratory is available at: <https://www.dii.unipd.it/servizi/sicurezza> .

For access to laboratories on days and at times not foreseen by the above provisions, a written and justified request will have to be sent to the Department Head, who can authorize only users of Typology 1, that is tenured personnel.

Users of Typology 2 can have access to the laboratories outside the foreseen times only if accompanied by users of Typology 1, again upon authorization of the Department Head.

In any case, it is recommended that **at least two people** are present in a laboratory at the same time.

Visitors' access to the laboratories is allowed during the regular opening time and only if accompanied by users of Typologies 1 and 2.

5. EMERGENCY MANAGEMENT

All the users applying for access to the DII premises (Typologies 1, 2, 3 and 4) will have to comply with the Note on Emergency Management, in order to be able to cope adequately with possible emergency situations. (See Note at: <https://www.dii.unipd.it/servizi/sicurezza>).

6. ACCESS TO PARKING LOTS

The use of parking lots is allowed only to users of **Typology 1**. The DII Management can in any case consider particular cases or needs and authorize other types of users notwithstanding the current regulations.

7. ACCESS TOOLS

The magnetic badge is strictly personal and therefore must be used **only** by its holder. It allows a selective access to the DII premises.

The badge is issued by DII's Technical Office, subject to the applicant's prior access to platform *Persone DII* and filling in all the required fields, and the Department Head's subsequent authorization.

If the applicant has no insurance coverage, he/she can be authorized to access DII premises only upon payment of the ad-hoc insurance policy (the deposit slip can be downloaded from the platform *Persone DII*).