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

(amendment approved by the Department Giunta on July 4th, 2019)
(amendment approved by the Department Giunta on May 6th, 2021)
(amendment approved by the Department Council on October 19th, 2022)

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

- **USERS Typology 2** (users entitled to a workstation, but only in time-sharing if their attendance is occasional)
    1. temporary research fellows with supervisor employed at DII;
    2. students of the Ph.D. School in Industrial Engineering with supervisor employed at DII;
    3. students of other Ph.D. Schools with supervisor employed at DII.

- **USERS Typology 3** (users not entitled to a workstation)
    1. tenured staff of other bodies with which the University of Padova has an active co-operation agreement (Ph.D. candidates, temporary research fellows and grant beneficiaries at DII or other Departments / bodies excluded). Note: to get a workstation, it is necessary to submit a hospitality request;
    2. occasional contract workers;
    3. grant beneficiaries with supervisor employed at DII;
    4. Bachelor/Master/Ph.D. candidates with thesis supervisor employed at DII;
    5. students of Master's Degree Programmes managed by the Department;
    6. tenured University staff with working place different from DII. Note: to get a workstation, it is necessary to submit a hospitality request;
    7. authorized students involved in teaching projects approved by DII and with a reference Professor employed at DII;
    8. foreign students and Bachelor/Master/Ph.D. candidates with a reference Professor employed at DII;
    9. term-contract workers with formal collaboration with DII.

- **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":

1. Holders of teaching assignments in one of the Degree Programmes managed by the Department (not entitled to a workstation);
2. Retired Professors acting as supervisors of Bachelor/Master/Ph.D. theses not yet defended upon their retirement or continuing research activity proven by publications in journals indexed in Scopus or the Web of Science together with other faculty of the Department, for a period not longer than one year (shared workstation);
3. Research and/or teaching staff (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators) belonging to national or international Universities or institutions, with which the Department has specific conventions or co-operation relationships in the field of research or teaching (workstations only for Ph.D. students and temporary research fellows with supervisor employed at DII);
4. staff of Spin-Offs created for a maximum of three years and with which the Department has specific agreements (not entitled to a workstation);
5. Visiting Scientists (University / Department call) (entitled to a workstation);
6. Visiting Scientist, Ph.D. student (Professors, Ph.D. students, Postdoctoral researchers spending a limited period of time at DII for research reasons) (workstations only for Visiting Ph.D. students with supervisor employed at DII);
7. Faculty of other University Departments whose research activity can be proven by publications in journals indexed in Scopus or the Web of Science together with faculty of DII (not entitled to a workstation).

Note:
a) In case of **extra-EU guests with a period of stay longer than 90 days**, the Professor / researcher will have to follow the guidelines attached to the present Regulations and also available on a dedicated webpage in the framework of the hospitality request procedure;
b) guests with a period of stay shorter than one month will be hosted in the office of the Professor / researcher who has submitted the hospitality request on their behalf;
c) guests with a period of stay shorter than 15 days will be considered visitors subject to the regular time constraints for access to the DII premises foreseen in the Access Regulations. They will not be provided with any access badge, they will not be allowed to carry out any laboratory activity and they and they will not get any workstation.

- **USERS Typology 5** (users who do not have to register on the *Persone DII* IT platform)
  - Visitors (i.e. commercial company representative, undergraduate student, secondary school student, other external personnel)

Visitors are allowed access as follows:

- access is permitted only if invited and accompanied by Department staff;
- prior to access, it is mandatory to read the *Emergency Management Information* (to ask at the e-mail sicurezza.dii@unipd.it);
- they will not be issued with an access card;
- they will not be assigned a workstation.

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 on the on-line platform *Persone DII* (https://www.dii.unipd.it/en/services/access-dii) and follow all the instructions, by filling in all the fields necessary to get the Department Head's authorization.

Users belonging to **Typology 5** won't have to register on the *Persone DII* IT platform and will be allowed access only if accompanied by Users of **Typology 1 and 2**.

For security reasons, access to DII is permitted at the following times:

- Users belonging to **Typology 1** can access the DII premises every day **from 7:00 to 22:00,** holidays included.
- Users belonging to **Typology 2** can access the DII premises Monday through Friday **from 7:30 to 19:30**.
- Users belonging to **Typologies 3 and 4** can access the DII premises Monday through Friday **from 7:30 to 19:00**.
- Users belonging to **Typology 5** can only gain access during public opening hours from Monday to Friday **from 8:00 to 17:00**.

- 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, https://www.dii.unipd.it/en/.

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 for users belonging to **Typology 1, 2, 3, 4** must be submitted via the on-line platform *Persone DII*.

Access to the laboratories for users belonging to **Typology 2, 3, 4** can only take place when accompanied by users belonging to **Typology 1**.

Access to the laboratories for users belonging to **Typology 5** is only permitted if invited and accompanied by the Head of Teaching and Research (RDRL) or the Laboratory Manager.
Prior to accessing the laboratories, the RDRL or the Person in Charge must present the *Emergency Management Information* (to ask at the e-mail sicurezza.dii@unipd.it).

For security reasons, access to laboratories is allowed:
- Monday through Friday **from 7:30 to 19:30** (users belonging to **Typology 1** and **Ph.D. students of Typology 2**);
- Monday through Friday from **7:30 to 19:00** (users belonging to **Typologies 2, 3 and 4**);
- users belonging to **Typology 5** can only gain access during public opening hours from Monday to Friday **from 8:00 to 17:00**.

All users must observe the procedures laid down in the event of an emergency (fire, earthquake, accident, etc.). The *Emergency Management Information* is accessible via *Persone DII* for those who have to register on the platform.

Users belonging to **Typology 5** will not be allowed to perform any activities in the laboratories. They will only access them to view the activities.

For all other typologies, activities in the laboratories must be carried out in compliance 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 *Persone DII*). The Risk Sheet for medical examinations will be automatically sent to the Preventive Medicine Service.
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.

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 staff. 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.

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 Information*, accessible via *Persone DII*, in order to be able to cope adequately with possible emergency situations.

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*).