

## **PROCEDURE FOR AFTER HOURS ACCESS TO THE POVO SITE, VIA SOMMARIVE 18**

Adopted with determines n. 7/2019 of the Head of the Safety and Prevention Unit on 1 July 2019

After-hours access to FBK premises is normally not permitted.

The Povo site in via Sommarive 18 is the only one that provides permanent surveillance services.

After hours access to this site may be authorized for demonstrated need, and can be requested as described below.

### **After hours authorization and access procedures**

For demonstrated special need related to research, laboratory operation or administrative requirements, the after hours presence of staff members at the Povo, Via Sommarive site may be granted upon request by the worker concerned.

After-hours presence, subject to the consent of the immediate supervisor of the worker concerned, must be authorized by the Head of the Safety and Prevention Unit.

The authorization of the Head of the Safety and Prevention Unit shall be transmitted also to the Concierge Service and to the IT-Infrastructure and Corporate Assets Service and shall be filed between the documents of the Foundation so that - in case of injury, accident and any other event - the authorized presence can be certified.

Workers must submit the request no later than 2.30 pm on the working day prior to the one for which they are making the request and follow the authorization process below:

- log in with FBK credentials at the link:  
<https://my.fbk.eu/requests/accessofuoriorario>;
- fill in the form by entering the date, time and reason for the request;
- wait for the confirmation of the authorization by their supervisor and by the Head of the Safety and Prevention Unit.

### **Provisions**

For prevention, safety, health protection and to preserve the assets of the Foundation, those who are authorized to access the Foundation's premises after hours must observe the following provisions:

- working alone is not permitted in those laboratories and premises where there are risks of various kinds. Exceptionally, access to these areas can be authorized, even without formal request, in the event of unforeseen actions (alarms or urgent maintenance), for short periods of time and by arranging procedures and times with the Concierge Service staff; who are required to notify the Head of the Safety and Prevention Unit

- PhD students can be granted access after hours only if other FBK staff is present and, professionally, is able to perform a function of active surveillance and control on the activities carried out and, if needed, on the correct use of the equipment used;
- due to prevention, safety and health protection reasons, workers that have been granted after hours access must, during their stay, remain in contact with the Concierge staff and report to them when leaving the premises. To allow the management of the internal alarm system, any movement within the structure must be previously reported to the staff of the Concierge Service.;
- entry is permitted only from Via Sommarive 18 and, after the required identification, following the directions of the staff of the Concierge service;
- workers that have been granted after hours access must, upon leaving, close the doors, gates and windows, and turn off the equipment and lights.

Trento, 1 July 2019