

“Capacity Building and Strengthening Institutional Arrangement”

‘Capacity Building for EEAA Training Departments’  
(Advanced)

## Management for Training Center

## APAT Experiences

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APAT

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1. The European Union Projects experiences (PASS 2 and PASS 3)
2. The ACNA National Project (occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)
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# 1. The European Union Projects experiences (PASS 2 and PASS 3)

The EU PASS 2 and PASS 3 Project are examples of external training management.

The management of these environmental Projects has been developed through a sub-contract to external firms according to training needs expressed by Environmental Protection Agencies.

The management of this projects includes various aspects, even if developed in different centres, such as:

- The organization of environmental training;
- The selection and involvement of teachers and experts;
- The location of classrooms;
- The assurance of safety and emergency standards' implementation;
- The verification of the instruments and equipments needed to carry out laboratories and outdoor training activities;

## 2. The ACNA National Project

(occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)

The ACNA National project included the definition of responsibilities and roles for experts in charge of occupational health and human safety (Italian L. 626/94) for the training project activities, also including stage activities foreseen by the project.

The safety responsible (by Italian L. 626/94) is in charges of the following activities:

- Risk analysis and mitigation of training activities sites including also laboratory and exercises facilities;
- To plan preliminary project for laboratories activities;
- To select a team leaders for safety aspects coordination during activities;

## 2. The ACNA National Project

(occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)

- to prepare laboratories' maps with all safety indications;
- to prepare safety report for safety Authorities;

L.04 SCHEDA TECNICA (Rilasciata in formato "AUTORIZZATO")  
"PALAZZINA SIDA" - Area di lavoro, 14 maggio 2011



PIANO PRIMO  
ESTERNO - SPV E HSE



### INDICE

- 1) Relazione attività svolta.
  - 1.1) Attività di sicurezza.
    - 1.1.a) Schede tecniche di rilievo dei dati dei locali ove viene svolta l'attività formativa.
    - 1.1.b) Attività a supporto della didattica, moduli trasversali, base e professionalizzanti, visite didattiche, stages ed esami.
    - 1.1.c) Particolarità sito a rischio.
  - 2) Vigilanza e controllo.
    - 2.1) Vigilanza e controllo sull'attività di stage.  
(schede allievi stage volumi 2 e 3)
    - 2.1.a) Convenzioni per le attività di stage.
    - 2.2) Attività in esterno presso IAL di Carrara.  
Piano per la sicurezza fisica dei lavoratori e l'igiene sul luogo di lavoro  
- Realizzazione di una vasca per sbarca ed altre attività svolte presso lo IAL di Carrara o similari.  
Allegato 1 Progetto di esecuzione.  
Allegato 2 Presenze gruppi presso lo IAL di Carrara; allievi componenti i singoli gruppi.  
Allegato 3 Scheda per Capo Squadra.  
Allegato 4 Moduli consegna materiale didattico e antinfortunistico
- 2.2) Allegati attività IAL.
  - Allegato 5 Acquisto materiali per attività di laboratorio (fatture-bolle).
  - Allegato 6 Pianta ambienti IAL.

## 2. The ACNA National Project

(occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)

- to check laboratories equipments (for example Fire extinguishers);
- to prepare depliants about main information of safety aspects and to distribute it to participants;
- to delivery accident-prevention materials and to keep updated participants' registration of attendance;

0.3 Prevenzione incendi e profidi antiveendio							
0.3a Prevenzione passiva antiveendio							
Struttura resistente al fuoco	Accessione per antiveendio	Materiali combustibili e infiammabili	Presenza di punti di saldatura	Segnalata estinguenti	Piano di emergenza	Pianificato via di fuga	
SI	NO	SI	NO	SI	SI	SI	
0.3b Prevenzione attiva di incendio							
Ristoranti		Negozi		Imp. attrezzature automatiche		Imp. rilevatori segnalata. Staz. pompaggio, antiveendio	
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
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## 2. The ACNA National Project

(occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)

- To care of standards' obligations for all works safety, during exercises activities (Italian L. 42496);
- To care of works safety during all exercises

1.1a SCHEDA TECNICA DI RILIEVO DEI DATI DEI LUOGHI DI LAVORO  
"PALAZZO ROSSO" Piazza della Vittoria, 10 Cavigli (Ba)

1.1 Dati identificativi del locale											
Riferimento planimetrico			Piano di appartenenza			Uso del locale			Persone presenti		
INGRESSO			Primo piano			Ingresso			1000		
1.1.1 Caratteristiche strutturali											
Dati dimensionali			Aperture			Pavimento		Pareti		Soffitto	
Altezza mt	Altezza ambiente mt	Chiusure mt	Finestre		Porte	Materiali di		Materiali di		Materiali di	
10	2.5	2.5	10	10	10	10	10	10	10	10	10
1.1.2 Condizioni di igiene ambientale											
Illuminazione naturale						Illuminazione artificiale					
Luce		Luce		Luce		Luce		Luce		Luce	
10	10	10	10	10	10	10	10	10	10	10	10
Microclima											
Ricambio Aria			Condizioni ambientali autunno/inverno				Condizioni ambientali primavera/estate				Umidità
10			10				10				10

## 2. The ACNA National Project

(occupational health and human safety aspects; works aspects; training management problems; facilities management; logistic)

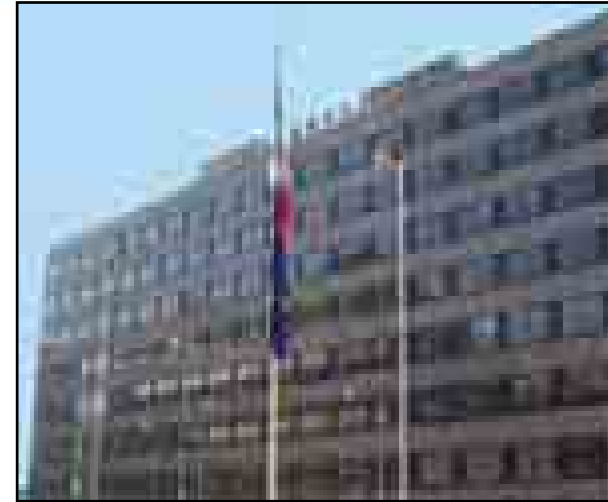
In order to facilitate the management of training courses, the implementation of ACNA National Project included all administrative activities, such as :

- to prepare and administer the documents and contracts for real estate renting for the training centre offices;
- to provide, purchase and supply durable goods;
- to manage the registries of purchasing didactical materials, including the management of minute cash;
- to manage the contracts with teachers, tutors, experts and administrative and recruitment personnel;
- to keep updated the registration and to protocol all documents in entrance and in exit related to the administration of the centre;



### 3. APAT procedures

APAT at moment performs training activities in its centres according to the Italian Law n. 61/1994 and DG/02/2003 taking care of programmes for the diffusion of knowledge and capacity building in environmental protection matters, by means of various learning methodologies.



In this contest APAT promotes environmental protection courses training for the technical-scientific support to the Ministry of the Environment and Territorial Protection and other Public Institutions through specific agreements.

During the implementation of training courses promoted, occupational health and human safety aspects are under the Italian 626/94 Law responsibilities and roles (APAT occupational health responsible), while outdoors training activities are ruled by specific procedures.

### 3. APAT procedures

At the moment APAT Service for Environmental Education and Capacity Building has already performed the following procedures for:

- a) Internship and Stage environmental training activities;
- b) Training Courses Procedure;
- C) Environmental E-Learning procedure.

Besides, all activities performed are under APAT responsibility for all occupational health and human safety aspects, that by Italian Law 626/94 are in charge by APAT Direction by means of qualified experts, as for all other APAT activities and documented in a specific Safety Reports.