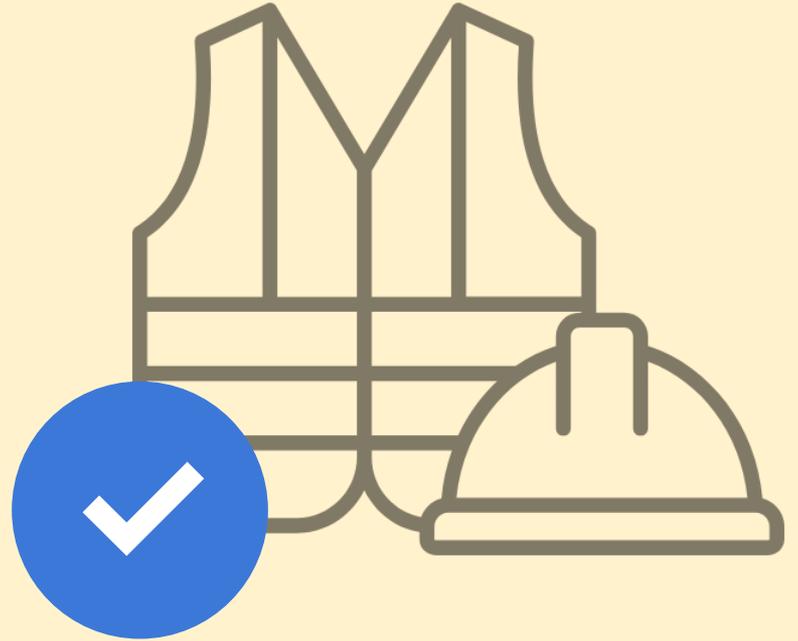


Workplace Safety Regulations

—
Dedicated to operators during
event setups and installations
at Milan Design Week



PRESENTATION BY

mosae
milano open studio
architecture engineering

WITH THE CONTRIBUTION AND SUPPORT OF



Context

Milan Design Week is a unique opportunity to showcase creativity and innovation.

To ensure the safety of all those involved and compliance with Italian labor regulations, it is essential to **follow the rules** for organizing events and installations.

The competent authorities (ATS, ASL, Labor Inspectorate, etc.) intensify their checks during this period. This document has been created to guide operators, particularly foreign ones, on the rules to be followed and the necessary documentation, applicable to both Italian and foreign companies with staff working in the set-up and dismantling phases, in private spaces or on public land.

The guide was created by **Mosae** with the support of **Fuorisalone** and **Brera Design District** in order to assist you in evaluating your project and accompany you through every stage, from initial planning to obtaining permits.

mosae
milano open studio
architecture engineering



Context

Who this guide is intended for

This handbook is intended for:

- **Event and installation organizers:** Who want to ensure they comply with all applicable regulations.
- **Companies and professionals (including foreign ones):** Involved in the design and construction of temporary installations.
- **Anyone who wants to avoid penalties and blocks:** By ensuring the security and regularity of their documentation.

What kind of support does the guide intend to provide

This guide aims to provide practical and schematic instructions for navigating Italian security procedures.

By following the steps described here, you will be able to:

- **Ensuring the safety** of workers, guests, and visitors.
- **Ensure the regularity of the documentation** necessary to obtain licenses and certifications.
- **Avoid penalties and interruptions** to your project or event.

Context

Have you rented a space for an event?

In Italy, workplace safety is regulated by **specific laws**.

For this reason, it is advisable to consult experts in the field, particularly for companies operating abroad and therefore unfamiliar with the Italian regulatory framework.

This guide helps you understand **what procedures are available, when they are needed, and what to do**

What is the value of this guide?

This document is indicative, and it is always advisable to have a **preliminary assessment** carried out by a competent technician of the installation project, the location, and any specific customer requirements already known at the design stage.

A brief description is provided of the **scenario** in which you may find yourself and the related requirements in the event of opening an installation site, as well as the conditions for taking advantage of certain procedural simplifications.

Finally, there is a **glossary** that lists, by way of example and without limitation, typical processes for the two scenarios described.

What procedures are there?

Case A



**Standard
Procedure**

A

Case B



**Simplified
Procedure**

B

What procedure should be followed?

Are you installing a scenic wall with scaffolding and multiple contractors?

Case A →
Standard Procedure

A

Are you installing lights on prefabricated pylons under 6 meters?

Case B →
Simplified Procedure

B

Case A – Standard Procedure

If the installation involves multiple companies and modifications to the space with the construction of walls, sets, and new elements that must be built on site with the use of workers and equipment, it is subject to Title IV of Legislative Decree 81/08 (Consolidated Law on Occupational Safety).

When is it needed?

- **involvement of several companies** operating simultaneously in the same space with the presence of workers (employees, collaborators, self-employed workers, volunteers)
- construction of **temporary structures** (displays, installations, structures, stages, sets) requiring work at height or the use of equipment for work at height
- construction of works similar to a **“temporary construction site,”** defined as a place where structures are assembled or dismantled

Case A – Standard Procedure

What should I do?

1.

Appoint a **Works Manager (WM)** responsible, in the name and on behalf of the Client, for carrying out, in whole or in part, the latter's duties in relation to health and safety at work.

2.

Appoint a **Safety Coordinator** during the design phase, a professional figure appointed by the Client (or WM) to ensure the correct application of health and safety regulations at work within a construction site.

This role is divided into two distinct positions: **Design Phase Safety Coordinator (CSP)**, who drafts safety planning documents; and **Execution Phase Safety Coordinator (CSE)**, who supervises the implementation of these plans and coordinates the companies present on the construction site.

3.

Sign the **Safety and Coordination Plan (PSC)** issued by the CSP, which identifies risks on a construction site, prescribing preventive and protective measures to reduce or eliminate these hazards and coordinate activities.

Case A – Standard Procedure

Required Documents

- **Chamber of Commerce registration**
- **Safety Operational Plan (SOP)**, a mandatory document for all contractors working on a temporary or mobile construction site. Drafted by the company's employer, it describes the preventive and protective measures to be taken to protect workers' health, including details on the organization of the construction site, equipment, operating procedures, and the assessment of the specific risks of each construction site.
- **Single Document of Contribution Regularity (DURC)**
- **Risk Evaluation Document (DVR)** mandatory for all parties involved in the installation, including the lessor.
- **Declaration of average annual workforce by qualification (DOMA)**
- **Identity documents, training, and medical examinations** for all workers

In the case of foreign companies or workers, equivalent documents issued in foreign countries may be produced, accompanied by a declaration certifying compliance with the requirements of Italian law.

What procedures are there?



Case A – Standard Procedure

Lavorazioni Tipiche soggette al titolo IV del D.LGS. 81/08 (Testo Unico Sicurezza sul Lavoro)

- **Costruzione:** realizzazioni di nuove strutture o opere.
- **Manutenzione:** lavori di manutenzione ordinaria e straordinaria.
- **Riparazione, Demolizione e Smantellamento:** lavori che implicano lo smontaggio o l'abbattimento di opere.
- **Risanamento e Ristrutturazione:** interventi volti al recupero e alla modifica di opere esistenti.
- **Trasformazione, Rinnovamento ed Equipaggiamento:** lavori di modifica, ammodernamento e installazione di attrezzature.

Le attività includono lavori che rientrano nelle seguenti categorie:

- Opere di **costruzione, trasformazione, risanamento e manutenzione** di qualsiasi edificio o opera in cemento armato, legno, metallo o altri materiali.
- **Montaggio e smontaggio** di elementi prefabbricati utilizzati per la costruzione di opere edili o di ingegneria civile.
- Lavori di **scavo**.

Il Titolo IV si applica a tutte le attività che comportano l'esecuzione di lavori nel settore dell'edilizia e dell'ingegneria civile, in qualsiasi cantiere temporaneo o mobile, sia che si tratti di nuove realizzazioni o di interventi su opere esistenti.

Case B – Simplified Procedure

In cases involving the assembly and dismantling of temporary structures, audio/lighting systems for musical, theatrical, and film performances, and trade fairs, as provided for by the Interministerial Decree of July 22, 2014 (Decreto Palchi).

When is it needed?

- assembly of **platforms and stages** less than 2 meters above ground level, if not connected to other structures.
- **lighting installation** up to 6 meters high
- **hanging beams or trellises** mounted at a final height of up to 6 meters above the ground
- **assembly of prefabricated structures**, certified by the manufacturer, less than 7 meters above ground level, following the manufacturer's instructions and without modifications to the certified design

What procedures are there?

Case B – Simplified Procedure

B

What should I do?

Identify a professional who can extend the **Single Interference Risk Assessment Document (DUVRI)**, which identifies the risks arising from the coexistence of multiple companies and self-employed workers in the same workplace. Its purpose is to define the measures to be taken to eliminate or reduce these risks, promoting cooperation and coordination between the various parties involved.

The **DUVRI** is required whenever a company entrusts work, services, or supplies to a contractor or self-employed workers, and there is a possibility of interference between the activities of the different parties.

What procedures are there?

Case B – Simplified Procedure

B

Required Documents

- Chamber of Commerce registration
- Single Document of Contribution Regularity (DURC)
- Risk Evaluation Document (DVR) mandatory for all parties involved in the installation, including the lessor
- Declaration of average annual workforce by qualification (DOMA)
- Identity documents, training, and medical examinations for all workers

In the case of foreign companies or workers, equivalent documents issued in foreign countries may be produced, accompanied by a declaration certifying compliance with the requirements of Italian law.

Case B – Simplified Procedure

Typical Processes subject to the interministerial decree – July 22, 2014

Assembly and Disassembly of Structures:

- Construction and dismantling of stages and platforms
- Assembly of beams, beam systems, or trusses, including motorized lifting
- Installation of temporary prefabricated structures, such as grandstands for the public

Installation of Systems and Equipment:

- Assembly of audio, lighting, and video systems
- Installation of stage sets and stage equipment
- Assembly of musical instruments
- Preparation of special effects stations

Support Activities and Material Handling:

- Use of mobile cranes for assembling structures
- Handling materials with forklifts
- Transporting equipment and materials
- Portage and load handling activities

Other tasks involved:

- General setup and dismantling of the event
- Management of security and reception on site

The decree applies to all activities involving the creation and dismantling of temporary structures necessary for events and shows, defining the work area as a temporary and mobile construction site.

Summary

	CASO A PROCEDURA STANDARD	CASO B PROCEDURA SEMPLIFICATA
WHEN IT IS NEEDED		
Involvement of multiple companies operating simultaneously in the same space	●	
Construction of temporary structures requiring work at height	●	
Construction of works similar to a "temporary construction site"	●	
Assembly of platforms and stages less than 2 meters above ground level		●
Lighting installation up to 6 meters high		●
Hanging beams or trellises mounted at a final height of up to 6 meters above the ground		●
Assembly of prefabricated structures less than 7 meters above ground level		●
WHAT TO DO		
Appoint a Works Manager (WM)	●	
Appoint a Safety Coordinator (CSP+CSE)	●	
Sign the Safety and Coordination Plan (PSC)	●	
Sign the Single Interference Risk Evaluation Document (DUVRI)		●
REQUIRED DOCUMENTS		
Chamber of Commerce registration	●	●
Operational Safety Plan (POS)	●	
Single Document of Contribution Regularity (DURC)	●	●
Risk Evaluation Document(DVR)	●	●
Declaration of average annual workforce by qualification (DOMA)	●	●
Workers' identity documents	●	●
Worker training	●	●
Medical examinations for workers	●	●

Are you a foreign worker?



In Italy, workplace safety regulations are highly structured.

We recommend that you work with a **local technical office** to avoid problems during any inspections by the authorities (local health authority, inspectorate, etc.).

Some documents must be produced even if your team is already formed in your country.

In the case of foreign companies or workers, **equivalent documents issued in foreign countries may be produced, accompanied by a declaration** certifying compliance with the requirements of Italian law.

For **specific and justified exceptions**, if communicated in a timely manner, the Safety Coordinator may contact the relevant offices and evaluate solutions and strategies on a case-by-case basis.

Other special cases



If you do not believe you fall within the cases listed in this Handbook, or if you are unsure, you can **request a consultation** to assess your specific case and understand the steps and solutions to be adopted.

Still have doubts? Book a consultation.



Mosae professionals can help you identify the right steps and prepare the necessary documentation.

Mosae
Via della Moscova 25 –
20121 Milano
Tel. 02.8905.4900
studio@mosae.it