

## THE FOREMAN

(Art. 19; art. 37, co. 7, D.Lgs. 81/2008 - Accordo Stato-Regioni 21/12/2011 - European directive 89/391/EEC)

The course, provided by Art. 37, paragraph 2 of Legislative Decree 81/2008, was defined in its articulation by the State Agreement of 21 December 2011. It's supplemented by the State-Regions Agreement of 7 July 2016.

**Addresses:** Foremen

**Educational purposes:** Provide all foremen with the basic information on health and safety at work.

The Foreman has a very important role because of the closeness with the workers. He knows the criticality of the work, he exercises a strict and vigilant control of workers in order to ensure compliance with the rules of the Legislative Decree 81.

**Certificate of attendance:** Each participant will receive a certificate training credit, after having successfully passed the final test, pursuant to the State-Regions Agreement 21 December 2011.

**Duration:** 4 hours (e-learning)

**Refresher training:** 6 hours every 5 years

**How to consume:** E-Learning

**Course content:**

<u>Perception of the risk</u>	Main ideas related to the perception of the risk Meaning of words danger, injury, probability and risk Exemples of risk evaluation Prevention and participation
<u>Risk assessment</u>	Risk assessment Specific risks and the precautionary principle
<u>Precautionary principle</u>	What is it? Pregnant women Pregnancy and risk assessment Gender diversity Age in risk assessment Young people Workers from other countries Cultural and language difference
<u>Safety Stakeholders</u>	The employer's delegable and non-delegable duties Role and obligations of the manager and supervisor What the worker should do and shouldn't do The role of the worker's safety representative The role of the medical officer The prevention and protection service Emergency personnel

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<u>Accidents and near-miss injuries</u>	Near miss accidents Pyramid of security Analysis of near miss Purpose
<u>Communication</u>	What is a communication? Elements of communication Use of space and proxemics Posture – Gesture Para-verbal channel Silence
<u>Group dynamics</u>	The definition of groups Groups dynamics Action-research The Johari window
<u>Leadership</u>	Phases of a group Types of power Type of leadership and group phenomena
<u>Information, training and instruction</u>	What we mean by “training” What we mean by “information” What we mean by “instruction” Training procedures, contents and duration.

### Teaching and technique Management:

Scientific Coordinator: Francesco Naviglio, Rocco Vitale

Mentor: Chiara Ballarini

Process tutor: Roberta Cirelli

Platform developer: Simone Vannucci

**Writing staff**: Rocco Vitale, Costantino Signorini, Lucio Fattori

The teachers have all the standards provided for in D.L. 6 march 2013

### Data sheet:

Each AiFOS course is realized in accordance to international standard SORM 1.2.

The platform is equipped with the LMS management system.

### Technical requirements

Technical requirements can be found at the following link: <https://service.aifos.org/home/e-learning/requisiti-tecnici>

**Registration procedures**: Log-in on the platform

**Skills**: Students must have access to the technologies used, be familiar with the use of computer devices and a good knowledge of the language.

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**Interface:** Platform communication is possible and ensure by direct contact with the mentor mail [assistenza@aifos.it](mailto:assistenza@aifos.it) and with the process tutor mail [tutor@aifos.it](mailto:tutor@aifos.it)

**Tracking Activities:**

The platform is equipped with an LMS management system that can monitor and certify:

- Conduct and completion of the teaching activities of each user
- Tracking all activities carried out during connection to the system and the duration
- Traceability of individual learning units structured in the "Learnig Objects", which contains a set of tools, such as the text of the lesson, audio that explains the topics, follow-up, short movies and animations.
- Mode and overcoming of learning assessment.

**Tracking Activities:** The course have a maximum duration in days. The period of use and enjoyment the course is 60 days.

**Learning test:** Learning is testing by interim evaluation, based on self-rating, and a final test.

Final test provides for from 10 to 30 multiple choice. The test will be complete if you answer correctly at least 70% of questions.

**AIFOS NATIONAL TRAINING SUBJECT:** AiFOS, National trade association for "Confcommercio-Imprese per l'Italia", operating throughout the country, ope legis subject (art. 32, paragraph 4 del D. Lgs. 9 April 2008, n. 81 and **State-Regions Agreement 07/07/2016**) to develop training course to issue documents attesting. AiFOS, training providers, will provide to competent surveillance authority every documentations that they need.

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