

*INTERNATIONAL ARCHAEOLOGICAL FIELD SCHOOLS  
GENERAL GUIDE*



POLICASTRO BUSSENTINO  
(ITALY)



**Policastro Bussentino**

**Town: Santa Marina**

**Province: Salerno**

**Region: Campania**

**State: Italia**

**Altitude: 32 m s.l.m.**

**Coordinates 42° 32' 12" N, 11° 20' 32" E**

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## **PROJECT GENERAL INFORMATION**

Project title: Archaeological Project Bassa Valle del Bussento

Site typology: Urban Roman settlement - post medieval

Technical - Scientific supervision: Univesità di Genova

Representative: Prof. Silvia Pallecchi

Management: Associazione Etruria Nova Onlus (NGO)

Representative: dott.ssa Elena Santoro

For specific informations about the project, please have a look on our website, Policastro project section.

## **STAFF**

Technical-scientific supervisor: Prof. Silvia Pallecchi

Dig site supervisor: Dott.ssa Elena Santoro

Logistics:Dott.ssa Lara Marelli

## **SERVICES**

<p style="text-align: center;"><b>SERVICES INCLUDED:</b></p>	<p style="text-align: center;"><b>SERVICES NOT INCLUDED:</b></p>
<p>Accommodation in a residence with apartments containing 4/5 beds, kitchen and bathroom. Towels and sheets are NOT included. A single bedroom is available at an additional charge and dependent on availability.</p>	<p>Entry tickets to Museums and archaeological parks visited during excursions.</p>
<p>Breakfast, dinner and a packed lunch, prepared by yourself using canned and/or fresh food provided by Etruria Nova.</p>	<p>Any additional insurance coverage, other than the insurance coverage falling under the ambit of the Etruria Nova membership card.</p>
<p>Car/minibust/ train transportation for excursions and transport to and from Policastro Bussentino train station at scheduled times.</p>	<p>Any extra activities not specified under "included services"</p>
<p>Certificate of participation.</p>	
<p>Insurance with Etruria Nova membership card.</p>	

## **ARRIVALS AND DEPARTURES**

**Arrivals:** Sunday evening at 16.00 - 20.00.

If you are travelling by train, we suggest that your arrival station is Policastro or Sapri. Staff will be there to pick you up.

**Departures:** Sunday morning prior to 12.00.

Please inform us of your arrival and departure times when you submit your subscription.

### **Train timetable**

Train times can vary, so it is best to check the Trenitalia website: [www.trenitalia.com](http://www.trenitalia.com).

## USEFUL PHONE NUMBERS

INTERNATIONAL CODE FOR ITALY: 0039

<u>STAFF</u>	
<b>Elena Santoro</b>	<b>349 361 340 6</b>
<b>Lara Marelli</b>	<b>339 2458413</b>
<u>NATIONAL EMERGENCY NUMBERS</u>	
<b>Carabinieri</b>	<b>112</b>
<b>Polizia di Stato (State Police)</b>	<b>113</b>
<b>Emergenza sanitaria (Medical Emergency)</b>	<b>118</b>
<b>Vigili del Fuoco (Fire Department)</b>	<b>115</b>
<b>Guardia di Finanza</b>	<b>117</b>
<b>Corpo Forestale dello Stato (State Forestry)</b>	<b>1515</b>
<u>LOCAL EMERGENCY NUMBERS</u>	
<b>Carabinieri</b>	<b>0974 983006</b>
<b>Farmacia (Pharmacy )</b>	<b>0974 984731</b>
<b>Guardia Medica (The free emergency doctor)</b>	<b>0974 981477</b>
<b>Polizia municipale (Local police)</b>	<b>0974 989811</b>

## **DAILY ACTIVITIES**

**SUNDAY:** Upon your arrival on Sunday afternoon, participants will be welcomed by staff who will be awaiting your arrival at Policastro Bussentino or Sapri Stations and who will then drive you to the residence. Before settling into your respective apartments, a short registration process of verifying IDs or passports will be carried out (please note that this is mandatory under local law). Thereafter, it's free time for the rest of the day.

**N.B.: Food will be available in your apartments upon your arrival. You are welcome to prepare your dinner and your packed lunch for the next day.**

**MONDAY - FRIDAY:** Research activities on the excavation site. In the event of bad weather, we will commence with laboratory jobs, such as treatments for ceramic and terracotta items and gathering of informatics data about the excavation, lectures on the project and the archaeology in general. Every Monday afternoon a briefing will take place for new incoming participants, regarding the presentation of the project and other activities.

**N.B.: to get to the excavation site it's necessary to take a short trip by car and on foot. You are welcome to wear your sneakers or normal shoes to the site and then change into your safety shoes when we get to the excavation. This will also prevent taking unwanted dirt onto the excavation site.**

**SATURDAY:** On each Saturday a trip will be planned to local archaeological parks and museums. Some of the parks or museums offer a partial discount or free entry if you have your Etruria Nova card with you. It's a good idea to always carry it with you when we go on a trip to take advantage of any discounts that may be offered.

**N.B.: Every Wednesday a subscription list with the agenda of our trip will be affixed to the Etruria Nova notice board at the residence.**

**SUNDAY:** This is a free day. Any excursions, trips or activities are done autonomously and all transportation required for this purpose is to be arranged and paid for by you personally. Any such excursion, trip or activity you wish to do on your free day is not covered under the presiding

insurance policy of Etruria Nova. Train and bus timetables and other services will be affixed to the Etruria Nova notice board located at the residence.

*N.B.:* We strongly recommend that you inform a staff member of your intended outing. In the event of non-communicated departures, Etruria Nova will contact one of your reference phone numbers which you sent us with your application and begin the emergency process for missing people.

## EXCAVATION

The excavation time is from Monday to Friday, starting at 08.00 till 17.00 hours. In the event of adverse weather, the Etruria Nova staff will communicate the schedule changes immediately and post them on the notice board.

### Schedule

7.45	Leave for the excavation site
8.00	Arrive at the excavation, set up equipment and plan daily workflow
11.00 – 11.15	15 minutes break
13.00 – 14.00	Lunch
17.00 -17.30	Return to residence

*N.B.:* The return to the residence is set between 17.00 and 17.3

### Personal equipment:

It's suggested that you bring with you:

- A Whs archaeology trowel;
- a suitable outfit (long trousers, long sleeved shirt), a hat, gloves, a raincoat, a pocket umbrella, a backpack;
- Safety shoes, (these shoes are mandatory);
- Sneakers or trekking shoes (for field surveys, if planned);
- Suntan lotion, bug repellent;
- A container for lunch and a plastic water bottle.

## ON FIELD ACTIVITIES AND LABORATORIES

<u>AIM</u>	<u>EXCAVATION AND TECHNICAL EVALUATION</u>
<b><u>SPECIFIC TASK</u></b>	<p>Layers identification, graphic and photographic documentation, US forms and matrix chart compilation, layers and items removal. Chemical sampling of items of floors, stones analysis, floatation.</p> <p>Documentation: layer maps, sections, photos, US forms, USM,SAS, etc, matrix, excavation diary.</p>
<b><u>METHODOLOGY</u></b>	<p>Excavation: Stratigraphic method.</p> <p>Evaluation techniques: Total Station and triangulation.</p>
<b><u>EQUIPMENT</u></b>	<p>Evaluation instruments: Total Station, optical level, instruments for drawing, camera, etc.</p> <p>Excavation: trowel, pickaxe, shovel, small shovel, bucket,</p>
<u>AIM</u>	<u>LABORATORIES</u>
<b><u>TASK SPECIFIC</u></b>	<p>First works on the findings: cleaning up, labelling, drawing and cataloguing.</p> <p>Restoring: shape recognition and reconstruction.</p> <p>Gathering of computational data: Digitization of US, USM, forms. Rasterization, vectorization of data collected from excavation.</p>
<b><u>METODOLOGY AND PLAN OF WORK</u></b>	<p><b>Finds:</b> after labeling, findings will be classified and drawn.</p> <p><b>Restoration:</b> the most delicate ceramics will be subjected to dry treatment. Reversible resin will be used for the assembly of fragments.</p> <p><b>Data processing:</b> using graphic programs and word processing.</p>
<b><u>EQUIPMENT</u></b>	<p>Drawing tools, paper forms.</p> <p>Restoration tools.</p> <p>Computer, vector and raster documentation.</p>

## **ACCOMODATION**

Participants will be located at a residence situated one kilometer from the town centre of Policastro Bussentino. The residence consists of apartments with 4 or 5 beds, a kitchen and a bathroom. The bedrooms will be shared by people of the same gender (unless participants request otherwise), although it may be necessary to have males and females sharing an apartment to fill the maximum of 5 people. The apartments are not equipped with blankets, sheets or towels.

### **Services**

- The residence has a pay washing machine. To use it, please ask the receptionist.
- It's possible to book your own bedroom or an entire apartment at a surcharge, although this will depend on availability. To request such a reservation, please do so at the time of submitting your subscription.

## **FOOD**

Breakfast, packed lunches and dinner will be prepared yourselves in your apartments. Etruria Nova will provide you with fresh produce and tinned food. The food will be delivered on Monday and on Thursday (unless otherwise specified). Basic foodstuffs will be available in the apartments upon your arrival. Please inform staff of any specific dietary requirements (special diets, food intolerances, vegetarianism, etc). Any other food, apart from what is provided, can be purchased by participants at one of the local supermarkets. The fresh produce includes local produce provided by enterprises in the area. Drinking water is available directly from the kitchen sink. We suggest that you don't throw away plastic bottles, as they are useful for you to refill. Please bear in mind that sometimes particular kinds of food can be difficult to find, so you are welcome to bring these with you. Remember that the excavation activity can sometimes be hard work, so consider your hydration and minerals intake (there are Roman and Medieval structures, which means that earth, stones and bricks need to be moved).

## WASTE COLLECTION

Waste must be disposed of on a daily basis, according to the local rules of recycling. On excavation sites and in laboratories, apart from the daily collection of waste, it is recommended to respect and keep the environment clean and free of litter. If this is not adhered to, strict and timely action will be taken.

<u>DIFFERENTIATED REFUSE COLLECTION</u>			
Use it first  then recycle it!			
<u>DAY</u>	<u>REFUSE</u>	<u>What can I put in it?</u>	<u>What can't I put in it?</u>
<b>Monday</b>	<b>Organic (organic urban waste content)</b>	Cold kitchen scraps, cooked and raw meat, fish bones, coffee dregs and filters, tea and camomile tea (cold of course) Raw and cooked fruit and vegetables, peels, nuts, bread, pasta, rice, egg shells; wet or oily kitchen paper, hair, feathers.	Plastic bags and sheets; cellophane, tinfoil; plasticized, adhesive, metallic, carbon and any dirty paper; milk and fruit juice containers etc.; dog and cat litter, cleaning residues, coal and soot, impregnated paper or cotton wool, household chemicals, nappies, sanitary towels, gauze and bandages, personal medicines.
<b>Tuesday</b>	<b>Non - differentiated dry (urban solid waste) and cans</b>	Small household items, plasticized paper, diapers, tetra Pak, dishes, cutlery, dirty plastic cups, cosmetics, textiles and clothing.	Everything aforementioned under differentiated containers.
<b>Wednesday</b>	<b>Plastic packaging</b>	Mineral water and soft drinks bottles, syrup cartons/dispensers, cream containers/dispensers; stiff boxes for confectionary; stiff and semi-stiff egg boxes; stiff and semi-stiff trays for meat and fish; plastic yoghurt and ice cream pots and tubs;	Hospital waste, domestic appliances, household items of any kind, plastic toys, plastic cups, plates or cutlery, CDs, audio and video cassette boxes, irrigation pipes/tubes, building waste, glue containers, paints, varnishes or solvents of any kind, coat hangers, handbags,

		powdered food containers, polystyrene trays and containers, non-food packaging, containers for detergents, soap, household and personal hygiene products, cosmetics, packaging film, plastic bags and shopping bags, plant pots, small items of polystyrene packaging.	car parts and accessories, building refuse sacks.
<b>Thursday</b>	<b>Glass and Organic</b> (organic urban waste content)	Glass: Glass bottles and jars, glasses, crystal objects; aluminum cans; tin cans and boxes; clean and flattened aluminum foil and food containers	Glass: Porcelain objects, ceramics or terracotta, light bulbs and neon tubes, motor vehicle glass, plastic plates and cutlery.
<b>Friday</b>	<b>Non differentiated</b>	-	
<b>Saturday</b>	<b>Paper and cardboard boxes</b>	Magazines, newspapers, leaflets, paper bags, books and exercise books, clean pizza boxes, card and cardboard boxes (for pasta and other products of that type)	Waxed, oiled plasticized, adhesive, metallic, tarred paper or paper containing glass or nylon; containers with the CA mark, meaning paper mixed with other materials, paper cups or plates, liquid food containers in plasticized cardboard, tracing or fax paper, plasticized covers, wet paper or paper soiled with grease or food.

**N.B.: The refuse must be correctly packaged using a transparent plastic bag.**

## **RULES AND REGULATION**

### **In the apartments**

- Agreed to take turns with the other tenants in the preparation of dinner;
- Respecting the shared living space, do not leave your belongings unattended;
- The responsible of the apartment, who has been chosen by the other occupants, will report to the staff of any requests or complaints;
- After returning from field activities, do not leave the safety shoes outside the apartment;
- Take cleaning turns IN the garden;
- Respect the environment, please don't leave waste unattended and use the appropriate bins;
- Please, don't make loud noises after 23.00 hours

**EXTRA ACTIVITIES and TRIPS Any extra activity or trip organized by yourselves must be managed on your own. In case the participants decide to stay for the weekend in other locations or in other cities, they will tell the staff the date of their return. In the event that you will not have given any clue of where you are, Etruria Nova will implement the emergency plan for missing persons.**

## **DOWN PAYMENT INFORMATION**

In order to avoid unpleasant drawbacks is required a small deposit that will be returned at the end of your stay, after checking the apartment, if:

- Your apartment will be clean and tidy;
- There will not be damaged pots, dishes, etc..;
- There will not be damaged furniture, furnishings (including the walls) or services of the apartment;
- There Will not be damaged facilities belonging to the Association, in particular the total station, the optical level, cameras, cars, etc;

***NB: If the damage exceeds the amount of the deposit is required to pay a charge calculated on the basis of the extent of damage. Any disputes shall be displayed at the moment of checking.***

## **GENERAL CONDITIONS**

Etruria Nova suggests that participants inform their doctor about the special conditions that you are likely to be working under during archaeological activities.

**GENERAL CONDITIONS:** The archaeological sites are sometimes located in areas not easily accessible so, at times, this may require a minimal amount of athletic training. The vegetation in this area is typically Mediterranean, with tall trees and thick shrubs, and often provides shade during the hottest hours of the day. Usually the archaeological excavations are carried out during the warmer periods of the year (late summer and/or fall) to avoid the extreme cold or the extreme heat. Volunteers need to equip themselves to deal with any adverse weather conditions, such as prolonged exposure to the sun or sudden drops in temperature. In the event of your having a specific physical condition you must inform the staff of the Association and submit a written evaluation from your doctor that certifies your ability to meet the conditions listed above.

<b>Climatic conditions during Spring and Summer</b>	
Humidity	65% - 80%
Temperature	64.4F/18°C - 86F/30°C
Precipitations	0,60 - 3,5 cm per month

## **ELIGIBILITY REQUIREMENTS**

The archaeological excavations require no particular physical effort, but can be tiring. People with severe back or knee problems may encounter difficulties. During excavation activities working groups will be organized with given assignments calibrated on experience and the physical condition of the participant, however, a volunteer may ask for his/her assignment to be replaced by another that he/she thinks is more suitable to his/her ability. Often, activities on archaeological sites requires you to hold a rigid posture for a long time, which can cause dizziness with the consequence of falling. It is important to use caution and to move very slowly. The ground can also be quite irregular and there is a real risk of falling, so people with mobility problems should behave with extreme caution. It's also important to note that participants will often have to work in humid and/or hot humid climatic conditions. Wearers of contact lenses should consider the risk of working in a

dry and dusty location, so it may be more appropriate to wear glasses instead. Within the forest there are no public toilets, but managers will indicate the right places reserved for men and women.

**N.B.: It is required to keep the forest clean giving due respect to the environment and the owners of the property. You will be given a garbage bag for generic waste every day. Any violations may result in penalties and therefore a deduction of your deposit as compensation.**

## **SAFETY ON THE DIG SITE, HAZARDS AND PREVENTION**

*Category: EXCAVATION AND RECORDING OF EXCAVATION*

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### **1. EXCAVATION BY HAND: RISK ASSESSMENT**

1.1. Excavation by hand, carried out on the excavation site.

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### **2. SCHEDULE OF OPERATING METHODS**

2.1 Hand tools;

2.2 Small ladders.

(See attached sheets for the risks associated with equipment)

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### **3. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

3.1 Gloves appropriate to the work being carried out;

3.2 Overalls or clothing suitable for the type of work performed;

3.3 Safety helmets;

3.4 Safety shoes (with impermeable soles);

3.5 Single-use dust masks;

3.6 Sunscreen to protect against UV radiation.

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### **4. RISKS AND PREVENTATIVE MEASURES**

4.1 Falls from heights throughout the site (assessment: low);

4.2 Injury from impact (assessment: low);

4.3 Falls in trenches;

4.4 Cuts and abrasions to parts of the body (assessment: low) 4.5 Manual handling (musculoskeletal injuries) (assessment: low); 4.6 Slip and trip hazards on level ground;

4.7 Dust (exposure, inhalation etc.) (assessment: low)

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### **5. MAIN ITALIAN LEGISLATION REGARDING SAFETY AND HEALTH IN THE WORKPLACE**

## 1. EXCAVATION BY HAND

### *1.1 Excavation by hand, carried out on the excavation.*

Low excavation depth done by hand and using picks, shovels and minor equipment.

## 2. SCHEDULE OF OPERATING METHODS

### *2.1 Hand tools*

Hand tools must be in good repair and working condition. Maintenance and repair must be arranged in safe conditions and in accordance with guarantees.

#### *Before use:*

- Tools must be appropriate for their intended use;
- Attachment of the handle must be checked;
- Tool must be check for deterioration/damage;
- Handles showing splinters or cracks must be replaced;
- Covers must be used for points and blades.

#### *During use:*

- Tools must not be used in an inappropriate manner;
- Work must be carried out in a stable and safe position;
- The tool must be held securely;
- Tools must be secured if working at a height, and must not be left in pathways;
- Other workers must be at a safe distance;

Small cutting tools must be kept in appropriate containers

#### *After use:*

- Tools must be cleaned;
- Check the condition of the tools;
- Store tools correctly.

### *2.2 Ladders*

Portable ladders must be made of appropriate materials, suitable for the conditions of use - wood, steel or aluminum; further, they must be of suitable dimensions and strength. The upper ends of the uprights must be fitted with protective caps, and the lower ends with anti-slip covers. Wooden ladders must have rungs jointed into the uprights. Multi-section ladders must be held in position with metal braces at the ends of the uprights. Ladders of more than 4 metres in length must be provided with intermediate braces.

*Before use:*

- The horizontal distance from the upper point of contact to the base of the ladder should be approximately 1/4 of the length of the ladder (angle of inclination approx. 75 degrees);
- Ladders located on loose ground must be set up on a support plate;
- Ladders where broken rungs have been replaced by lengths of wood nailed in place must not be used;
- Ladders must be set up so that a minimum of 1 meter of ladder extends above the level of the working platform, and so that a rung is at the level of the platform. The same applies to any extension to a relatively fixed flight of steps;
- Ladders must not be positioned to form a single sequence or run, they must be offset;
- Ladders connecting two platforms, or positioned on the outside of a scaffold must be fitted with handrails and footboards;
- In positioning ladders, pathways must be avoided, and the area around the base of the ladder must be kept clear of obstacles

*During use:*

- Only one person may be on a ladder at a time and must not carry materials of excessive weight or size;
- Ladders must be used facing the ladder, with hands on the rungs or uprights;
- Ladders which are not fixed in position must be held in place by a person at the base;
- No work may be carried out on a ladder which has slipped sideways;
- Avoid the use of ladders extending beyond the working level.

*After use:*

- Report as soon as practical any faults, such as: loose anti-slip pads, cracks, broken rungs, loose joints;
- The condition of the equipment must be checked and maintenance arranged regularly.

### 3. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

#### 3.1 *Gloves appropriate for the work being undertaken*

- The type of glove should be selected in accordance with the type of work to be performed and the materials in use;
- Gloves may provide protection against one or more risks, physical or chemical;
- Depending on specific use, a particular type of glove may be used:

**General use for heavy work (reinforced cloth):** resistant to cuts, abrasion, tearing, and perforation - to be used for manual excavation;

**Gloves for protection against the cold:** resistant to cuts, abrasion, and tearing, and insulated against cold - for carrying material in winter, or working in generally cold climatic conditions.

#### 3.2. *Overalls or clothing suitable for the type of work performed*

Depending on the type of work to be performed, clothing of a particular type may be required. Reference should be made to the following list:

- Headgear for protection against the sun;
- Cold-weather gear (Waterproof jacket and trousers, thermal wear);
- High-visibility wear for all persons employed in work on roadways or in areas with high levels of vehicle movements.

In all cases, PPE must be checked regularly and faults or wear reported as soon as practicable to the site supervisor.

#### 3.3. *Safety Helmet*

The safety helmet must have a sufficient hardness to absorb shocks. At the same time it should be worn comfortably, should be light, adjustable, non-irritating, airy and equipped with a neck holder for stability in certain jobs. The use of the helmet must be compatible with the use of other DPI, such as helmets built to allow the installation of visors or ear protection. The helmet must be constituted by a calotte shell, a harness and a front sweatband. The harness must allow for adjustment in width. The helmet is available on the excavation and should be delivered individually to the worker and used whenever there is a hazard of falling materials and tools from above.

#### 3.4. *Safety shoes*

The shoes should be chosen depending on the type of work and must comply with climatic conditions (summer and winter shoes): Safety shoes sole and toe protection: suitable for

construction yard works. On the excavation it's mandatory to use this kind of safety footwear.

### ***3.5. Masks specific to the type of machining***

The hazards to the respiratory tract are essentially two types: deficiency of oxygen and inhaled mixture, such as inhalation of powders. For protection from pollutants, that may be present in each work environment, you can choose the following PPE: Disposable dust masks: for dust and fibers. The PPE must be personally delivered to the participant who will use it whenever necessary. PPE must be used following the safety information that comes with it.

### ***3.6. Skin protection***

The exposure of skin and eyes to sunlight for a long time should be avoided. It is appropriate to use a sunscreen with a very high protection against UVs. It is also advisable to spread the sunscreen on the parts of body at least 30 minutes before sun exposure. A hat with visor and sunglasses are recommended.

## **4. RISKS AND PREVENTATIVE MEASURES**

### ***4.1. Fall prevention***

- Set up a hand rail for works at a height of more than 2 meters from the ground;
- Wear, when this is not possible, safety belts with safety ropes.

### ***4.2. Falling in a dig hole***

- Guard every dig hole into which a worker can accidentally walk
- When necessary cover it with hard wooden planks;
- Mark the holes in the ground and block the access to them.
- Provide ramps and passages with a regular hand rail;
- Support the steps taken in the ground with planks and hard poles;
- Prepare an escape way for each job;
- Wear safety shoes.

### ***4.3. Falling over (sliding, stumbling on badly disposed materials etc).***

- Keep free pedestrian routes (surface, structures or decks);
- Provide a safe and stable working area;
- Suspend works in case of frost, rain, fog, etc;

#### ***4.4. Injuries, bruises and bumps***

- Use PPE (gloves, shoes, helmet etc.) and tools in good condition;
- Check periodically the tool conditions.

#### ***4.5. Landslides and debris of the walls of excavations***

- Evaluate the stability of the soil and reinforce it if necessary;
- Reinforce the excavation in case of inconsistency of the soil and when digging more than 1.50 meters in depth, use an overlapping edge of at least 30 cm wide;
- Mark off the danger zones;

#### ***4.6. Manual handling of loads***

- Train and inform volunteers about appropriate way of field-work;
- Carry out a suitable shift of people working on a heavy duty site;
- Lift heavy loads in a coordinated maneuver with the help of other people;
- Take measures to avoid strains;
- Always use PPE in a correct way;
- Use PPE;

#### ***4.7. Dust***

- Avoid making dust when it's possible;
- When it's inevitable (not on archaeological layers, of course), use water on dirt to avoid dust spreading;
- Use your gloves, safety glasses or sunglasses, clothing made of water proof fabric, dust mask, and , in more critical cases, a dust cap;

## **5. MAIN ITALIAN LEGISLATION REGARDING SAFETY AND HEALTH IN THE WORKPLACE**

*Decreto Legislativo 19/9/1994, n. 626 (Salute e sicurezza durante il lavoro);*

*Decreto Legislativo 10/9/1996, n. 494 (Prescrizioni minime di sicurezza e di salute da attuare nei cantieri temporanei e mobili);*

*Decreto Legislativo 09/4/2008, n. 81 (Testo Unico in materia di tutela della salute e della sicurezza nei luoghi di lavoro).*

## OTHER POTENTIAL HAZARDS

RISKS	RISKS AND PREVENTION
<b>TRANSPORT</b>	As in any country, transport can be a risk. All vehicles are equipped with seat belts, all passengers are required to buckle up whenever the vehicle is in motion. Each vehicle also contains a first-aid kit.
<b>ON THE EXCAVATION</b>	The earth on excavation can be become very slippery when wet. Running is not allowed on an archaeological site, and it is important that the participants look carefully where they walk to avoid any damage to themselves and to the site. The walkways must not be obstructed by any instruments, devices, tools or personal belongings. It is also forbidden to sit on the protruding walls or walk or sit in a place which could destroy or damage the archaeological stratification. The excavation area is marked by stakes that could be dangerous if you do not pay due attention.
<b>ABRASIONS</b>	Archaeological sites are located in areas full of spontaneous vegetation. We suggest that you wear long sleeved shirts, long pants and gloves to avoid scrapes. Every participant must certify to have been fully vaccinated against tetanus.
<b>SUNBURNS AND DEHYDRATATION</b>	Often dig sites are subject to long sun exposure, so it is important to wear caps or bandanas to protect you from high UVs. It is also advisable to bring with you sufficient water supplies and sunscreen.
<b>ALLERGIES</b>	For those who suffer from allergies, such as parietaria allergies, you must ensure that you have the necessary drugs in advance and pay attention to avoid contact with plants that cause skin rashes and itching.
<b>BUGS</b>	Given the presence of many mosquitoes and horseflies, which can create discomfort, it is strongly recommended that you have bug repellent and a remedy for bug bites.
<b>WILD ANIMALS</b>	You should not go close to wildlife and immediately notify someone in-charge if you see dangerous animals such as scorpions, snakes, etc. It's important to be careful when lifting stones or boulders, when choosing a place to sit and when you put on your shoes: spiders, snakes, scorpions and other bugs may hide or be camouflaged nearby. Some hairy caterpillars can cause a skin rash: a particular type is called "processionaria" which is particularly dangerous and contact with some parts of its body can cause serious injury.
<b>BEACH</b>	In accordance with the Residence that hosts us, Etruria Nova invites its participants to read the rules recommended by the Residence. It is forbidden to use the beach after drinking alcohol.
<b>THEFT</b>	PolICASTRO is a peaceful place with a very low crime rate. The apartments, however, will be locked when we are out

## **INSURANCE**

Members are covered under an insurance policy with CAES Italy (No. 749/25/100222) Assimoco Group Insurance, against involuntary accidents during activities with the Association. It is advisable, however, to have additional personal insurance to cover other types of risk, especially for international members.

RISKS AND INSURED COSTS		
DEATH	PERMANENT DISABILITY	MEDICAL COSTS
€ 25.000,00	€ 50.000,00	€ 500,00

The insurance covers accidents that the member may suffer during activities for which he/she is insured, including the actual risk. It is considered an injury event when severe and external trauma occurs that produces objectively ascertainable injuries which consequently results in death, permanent disability or temporary disability.

Also included is:

- A) non SCN induced asphyxia, the policy also covers cases of accidental asphyxiadue due to the inhalation of gases and vapors;
- B) acute poisoning by ingestion or absorption of substances;
- C) poisoning without any traumatic origin;
- D) choking caused by swallowing solid food;
- E) drowning;
- F) frostbite and freezing;
- G) sunstroke;
- H) extreme effects of weather;
- I) shock;
- J) contact with corrosive materials;
- K) the physical consequences of surgery or other treatment necessitated by an accident;
- L) heart attack of a traumatic nature;
- M) injuries caused by physical exertion, with the exception of heart attacks, hernia, and broken subcutaneous tendon,
- N) any disease resulting from animal bites, insect or arachnids stings;
- O) injuries sustained in a state of illness or unconsciousness;

P) accidents resulting from:

- incompetence, recklessness or serious negligence;
- strikes, civil commotion, riots, acts of terrorism and sabotage, vandalism, assault, aggression and violence, acts of arson, robbery or attempted, robbery, kidnapping, hijacking and / or hijacking, in which a member was casually involved;
- earthquakes, volcanic eruptions, floods;
- lightning, hail, windstorm, lightning, and other natural phenomena;
- self-defense and human solidarity.

#### EXCLUDED RISKS

The following are excluded for injuries caused by:

- A) participation in races and competitions (and related training and testing) involving the use, even as a passenger, of vehicles or motor boats, except in the case of pure competition;
- B) from driving any vehicle or motor boat if the member lacks the required licenses; however, it must be pointed out that an injury sustained by a Member with a driver's license which has expired for no longer than 60 days;
- C) use, even as a passenger, of aircrafts (including gliders and ultra lights);
- D) drunkenness, abuse of drugs, use of drugs or hallucinogens;
- E) surgery, medical treatments or tests not caused by accident;
- F) malicious crimes committed or attempted by the insured;
- G) war and insurgencies.

## MEDICAL ASSISTANCE & INSURANCE

The Italian National Health System covers only Italian and European Union citizens, so visitors who are not covered should ensure they have a medical insurance policy. The policy should be one that applies and is recognized overseas and covers emergency expenses such as medical repatriation of the insured and his/her dependants. Many medical insurance plans do not cover health costs incurred outside the home nation unless special coverage is bought.

### MEDICAL TREATMENT

Emergency and urgent medical care is available at hospital Emergency rooms at hospitals that have an emergency telephone number, 118, for 24-hour access to emergency medical assistance throughout Italy. If transport to a hospital is required, an ambulance is sent - if emergency transport is not necessary the First Aid Service (**GUARDIA MEDICA**) is sent.

The emergency number is also in contact with the mobile units, hospitals and other services, which cover emergencies such as the Police and Fire Brigade.

#### GUARDIA MEDICA (THE FREE SERVICE EMERGENCY DOCTOR)

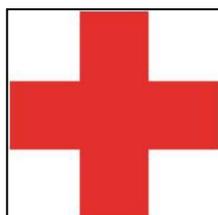


This is a free medical assistance one can ask for by phone in the event of emergency when it is not possible to contact one's family doctor or paediatrician; at night or on public holidays. By calling the local number (each town has a different one), one can talk to a doctor who will give you advice on what should be done. If necessary, the doctor will come and visit the patient at home. After the home visit and initial treatment, the doctor can prescribe medicine, issue a sick certificate or ask for the patient to be admitted.



#### 118: THE EMERGENCY NUMBER

For acute and emergency medical care, accidents or in peril of one's life, eg a heart attack, one can dial 118. This is a 24 hours a day service, throughout the year. In cases of emergency it guarantees the immediate sending of an ambulance to pick the patient up and rush him/her to the nearest hospital. There are no charges for dialing 118 whether one calls from a landline or mobile phone.



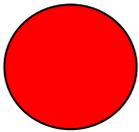
#### FIRST AID CENTRE (PRONTO SOCCORSO)

Anyone who is not feeling well can go to the First Aid Centre (Pronto Soccorso) at all hospitals throughout the country. The services at the First Aid Centre are

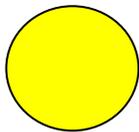
not offered on a first come first served basis but on the basis of the health condition of the patient. There are four codes and colours used to establish the access priority to the service. Those having acute dangerous health problems are attended to first. The colors correspond to the levels of urgency.

**YOUR PRIORITY CODE IS INDICATED ON THE FORM THAT YOU HAVE BEEN GIVEN**

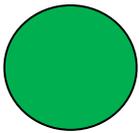
### EMERGENCY CODES



**EMERGENCY:** a patient requiring immediate action because his/her life is in danger.



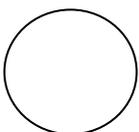
**URGENCY:** a patient whose condition may be at risk of getting worse thus putting his/her life in jeopardy.



**URGENCY THAT CAN BE DEFERRED:** a patient whose life is not in danger, but who needs medical treatment. While waiting for the doctor to examine him/her, he/she will receive attention, if needed, in order to reduce his/her distress.



**MINOR URGENCY:** a patient who is not in a serious condition and does not risk getting worse. Please be patient if you have to wait. **The payment of a fee may be requested.**



**NON URGENCY:** a patient that can be assisted by health units other than the First Aid Dept., such as his/her family doctor. The First Aid Dept can give the required assistance when the most urgent cases have been attended to. **The payment of a fee may be requested.**

**Inappropriate use of the First Aid Dept increases waiting time and reduces the time that doctors and nurses can devote to each patient.**



### HOSPITALISATION

If there is an urgent need for hospitalisation, the doctor at the First Aid Centre can handle the whole procedure. However, if there is no urgent need for hospitalisation, a family doctor or paediatrician can issue a form applying for

hospitalisation to be taken to the hospital of the patient's choice.

### **DO I HAVE TO PAY FOR HOSPITALISATION?**

Hospitalisation expenses are catered for under the National Health Service (Servizio Sanitario Nazionale - SSN). The medical staff must inform the patient of all the side-effects of surgical operations, anaesthesia, etc. The patient must also be informed of available alternative treatments. Before being operated on, the patient has to sign a consent form or he/she is entitled to refuse to be operated on.



### **PHARMACIES/CHEMISTS**

Prescription medicines can only be purchased at pharmacies/chemists, **FARMACIA**. In large cities they may be open throughout the day until 19.30, but elsewhere, in smaller towns and villages, they tend to keep shop times, 08.30 to 12.30 and 15.00 to 19.30, Monday to Saturday.

Most prescription drugs available internationally are also available in Italy, but if a medicine is not considered the norm, it is advisable to travel with a sufficient supply for the trip rather than trying to find it locally and avoiding the complications of taking out a prescription locally.

## **CONTACTS**

***ACTIVITIES AND PROJECTS INFORMATION ON:***

[HTTP://WWW.ETRURIANOVA.ORG](http://www.etrurianova.org)

***INFO AND SUBSCRIPTIONS:***

[ETRURIANOVA@GMAIL.COM](mailto:ETRURIANOVA@GMAIL.COM)

***YOU ALSO CAN FIND US ON:***



Etruria Nova Onlus

Progetto Policastro Archeologia

