Let’s work in co-operative

A GUIDE FOR WORKERS COOPERATION

Booklet created by members of the Observatory provincial cooperation

Head office: Work Territorial Management – Via Balicco 101/93, Lecco

With the collaboration and the contribution of: Under the patronage of:
On the cover: Fortunato Depero

Written by:

Zanetti Emilio
Ortelli Lorella Patrizia
Andrea Pasta
Antonio Capinera
Alberto Cicciu’
Pietro Luigi Manna
Giulio Paleari
Guerrino Donegà
Valerio Colleoni
Comi Celestino
Giovanni Quartarone

Direzione Territoriale del Lavoro - Lecco
Direzione Territoriale del Lavoro - Lecco
Inps - Lecco
Inps - Lecco
Inail - Lecco
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Confcooperative
CGIL - Lecco
CISL - Lecco
CISL - Lecco
UIL – Lecco
Introduction

The Observatory provincial cooperation was established as a result of the cooperation protocol signed on 10 \ 10 \ 2007 by the Ministry of Labour and Social Security with the Ministry of Economic Development, AGCI, Confcooperative, Legacoop, CGIL, CISL and UIL. (Creation date 12/30/2007).

The members of the Observatory, at its first meeting, agreed on the need to understand and address the issues related to the application of Law 142/01 (social worker position) and to formulate, with the synergistic contribution of bodies responsible for supervising and the social partners, practical proposals for the necessary control actions. 

The Observatory has produced a concise guide to introduce the world of cooperation, trying to give information that is not "generic", but to address in a direct way simple and functional managers of cooperatives and members employed with particular regard to workers foreigners.

THE COOPERATION

Does the Constitution of the Italian Republic recognize the cooperation?

The Italian Republic recognizes the social function of cooperation as mutualistic and non-speculative. The law promotes and encourages them through the most appropriate means and ensure, through appropriate controls, the character and purposes.

When did the cooperative movement come?

In 1844 in the middle of the Industrial Revolution, a group of weavers driven by the severe economic crisis decided to set up in the English town of Rochdale the first cooperative store in order to "improve the economic situation of the shareholders." As a matter of fact new co-operations were born and they inaugurated a pioneering period, fueled by first encouraging successes. Soon the cooperative structure became a model to imitate in every part of Europe. In 1854 in Turin it was the turn of the Society of Workers and two years later it touched artistic glassmaking Association of Altar. At the end of 1862 you could count into the Republic of Italy 443 well mutual aid societies which 209 of them were created between 1860 and 1862.
What does the word “Cooperation” mean?

Cooperate is a verb derived from the combination of “with” and “doing” and it means, in fact, work together and operate with others to achieve a common goal.

What then is a cooperative?

A cooperative is a company created by women and men united voluntarily to share their economic needs, social and cultural rights in a company through common ownership and democratic control.

In order to make clear the purpose and the audience, the cooperative is incorporated by a notarial act and was equipped with a statute.

What is the mutuality and how can be seen?

The word "mutuality" has the meaning of mutual, reciprocal and mutual aid as a form of mutual help, to guarantee equal rights to workers after fulfilling obligations. The "mutual cooperative" has, therefore, the meaning, unequivocally, of free collaboration of many people to achieve a common goal through mutual aid to ensure equal rights and duties.

As underlined in the art. 45 of the Constitution, the social value of cooperative mutuality is inextricably linked to the absence of "speculative nature" and to the prevalence of the common interests of the cooperative on the interests of individual members.

What are the characteristics of a cooperative prevalently mutual?

The company law reform of 2003 introduced two different types of cooperatives or cooperatives "prevalently mutual' and cooperatives’ different'. Only for the first one are granted tax benefits which have certain requirements:

Quality requirements
- activities mainly carried out in favor of the shareholders, consumers or users of goods and services;
- activities carried out mainly making use of the work performance of the members;
- activities mainly carried out by making use of contributions of goods and services of its members.

Quantitative requirements
- Revenues from sales and services to the shareholders 0.50 of total revenues from sales and services;
- cost of work performed by members 0.50 cost of labor;
- cost of the assets contributed by shareholders 0.50 cost of the assets transferred;
- Cost of services received by the shareholders 0.50 cost of services.

Statutory requirements
- a ban on distribution of dividends in excess of the maximum interest of postal savings, increased by 2.5 percentage points compared to the paid-up capital;
- prohibition to remunerate financial instruments held by the cooperative members in measurement
- more than 2 points higher than the maximum provided for the dividends;
- prohibition of the distribution of reserves among the members;
- relinquished, in case of dissolution (or processing or loss of the qualifications prevalent mutuality) of the company, the whole company's assets, minus only the capital stock and any dividends accrued to mutual funds for the promotion and development of cooperation.
The cooperative is a business owner?

Yes it is a company and is regulated by the Civil Code Article 2511 and other rules:
- it is enrolled in the cooperative societies and the Chamber of Commerce.
- it draws up the annual budget in accordance with the laws
- it complies with all the formalities of their commercial enterprises.

How is organized as a cooperative?

⇒ All members shall be the General Meeting and they shall meet at least once a year in order to approve the budget and to appoint the board of directors which can decide to liquidate the company.
⇒ the Board of Directors shall remain in office for three years and manage the company with the President.
⇒ the Board of Auditors monitors the work of the Board of Directors.
⇒ the Board of Directors may appoint a Director fixing tasks.

How do you define a social worker?

Social worker is the one who:
⇒ contributes to management;
⇒ participates in the decisions concerning the strategic choices;
⇒ contributes to the formation of social capital;
⇒ provides their professional skills.

What is the relationship between social worker and co-op?

The social worker is both employer and employee.
The statute and rules of procedure control the life of the cooperative.

What law has defined the role of social worker?

The law 03.04.2001, n. 142
Revision of the legislation on cooperatives, with particular reference to the position of the working member (Gazzetta. Journal, April 23, n. 94)

What types of contracts are applied to the working partners?

Law 142 provides that the cooperative indicates, in its rules, a national contract consistent with its primary activity. It should be applied, both for economic and for the law to all employees, both members and non-members. In the same Regulation, the cooperative may provide for other types of contract in accordance with the specific conditions of application.

Why a cooperation is a form of democracy enlarged?

The member is not the mere executor of an idea, but it is the protagonist as holder of a share capital
In the cooperative each member has one vote, regardless of how much capital versa, and this feature prevents the possibility of control of a minority of people and facilitates the management of the investee partners.

How many partners a cooperative can have?

- The capital is variable: there is a limit but only a lower limit (nine), further reduced for small cooperative (three).
- It is the Board of Directors of the cooperative that decides upon the acceptance of the accession.

Who controls the cooperative?

There are two types of control, internal and external:
- internal control is done by the statutory bodies: the Assembly and the Board of Statutory Auditors as well as the control of the auditor for cooperatives medium and large;
The outer is the responsibility of the Ministry of Economic Development biennial revisions (annual social cooperatives). For cooperatives the review shall be conducted by your organization representation.

How many types of cooperation exist?

We list only the types of cooperative programs involving the participation of **worker-members**:

<table>
<thead>
<tr>
<th>TYPOLOGY</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOPERATIVE PRODUCTION AND WORK</td>
<td>These cooperatives do business both in the direct production of goods in the provision of services.</td>
</tr>
<tr>
<td>COOPERATIVE AGRICULTURAL LABOUR</td>
<td>These cooperatives carry out their activities in the agricultural sector.</td>
</tr>
</tbody>
</table>
| COOPERATIVE SOCIAL              | Cooperatives are regulated by Law 381 of 1981 and have the aim of pursuing the general interest of the community to human promotion and human citizens. They are divided into two types:  
(type A) those who manage health and social services and education  
(type B) those which carry out different activities (agricultural, industrial, commercial or service) aimed at providing employment for disadvantaged people. In addition to being recognized in this section, social cooperatives, depending on the activity they perform, must be registered to one of the other sections. |
| COOPERATIVE OF FISHING           | They consist of members and fishermen are engaged with a direct involvement of partners or exercise of a service to its members, such as the purchase of consumables or durable goods, or the marketing of fish products, or their transformation. |
| COOPERATIVE CONSUMPTION         | They are formed with the aim of consumer-members to ensure the provision of goods, both consumer and durable at lower prices than current market rates. To achieve this goal they realized outlets that are accessible members and, with the release of such a license to sell, even non-members. |
| COOPERATIVE MEANS OF TRANSPORT  | Associated with individual carriers registered with and provide services such as logistics, administration, acquisition of contracts, or run their own transport services by means of worker-members. |
| OTHER COOPERATIVES              | Section reserved for cooperatives that are outside the areas before and recalled that perform various activities.                                                                                       |
What’s the DTL?

The Territorial Directorate of Labour (or DTL) is the territorial office of the Ministry of Labour and Social Policy.

What are the tasks?

It grants authorizations for abstention and premature resignation working mothers within a year of the child; it’s about also the validation transformations labor relations and resignation for reasons of marriage;

• has the task of conciliation of labor disputes and multiple individual;
• has supervisory tasks - inspection - on the performance of collective bargaining agreements and the application of all laws relating to employment and social security;
• has the task of technical inspection at construction sites;

When should I address to the DTL?

You can address to the DTL in the following cases:

• If you want to report your employer because you did work in “black” or hired you after a period of “black”;
• If you would like information on your employment relationship;
• If you want information on your contract of employment;
• If you want information about your contributions;
• If your employer didn’t pay you;
• If you have been paid overtime;
• If you want clarification about the safety on construction sites.
INSURANCE COMPANIES

INPS

NATIONAL INSTITUTE FOR SOCIAL SECURITY

What’s l’INPS?
The INPS is the largest Italian institution. Almost all employees in the private sector and most of the self-employed are insured by INPS.

What does INPS do?
The main activity is collecting social security contributions and the payment of pensions to employees, traders, artisans, agricultural workers, domestic workers, when they cease to work in the presence of requirements for different types of pension.

What types of pensions does INPS deliver?
Here you can find the main categories of pensions paid by INPS based on the contribution paid.

Retirement pension. Economic performance delivered, upon request, to employees and self-employed, who have reached the legal age; perfected the contribution period and required insurance; ceased employment period; employed by third parties to the effective date of retirement.
Retirement pension. Economic performance, on demand, delivered to employees, self-employed (craftsmen, traders, farmers, tenant farmers and sharecroppers), registered and supplementary pension funds to substitute the general compulsory.
Disability pension. Economic performance, delivered on demand, to the workers for whom is assessed the absolute and permanent inability to perform any work.
Ordinary disability. Economic performance, delivered on demand, in favor of those whose earning capacity is reduced to less than a third because of physical or mental illness.
Survivor's pension. Economic performance delivered, upon request, on behalf of the survivors of retired (pension) or employee (indirect pension).

What are the contributions?
The contributions are the percentage of the gross salary that the employer pays to the INPS in order to pay the pension to the employee when it stops working.
Part of the contribution (about 10% of the salary) is paid by the employee, the rest by the employer, the employer withholds the amount of the worker from his paycheck.
The payment of contributions is required.

The contributions are paid only to have a pension?
No, the contributions are paid to INPS in turn pay the workers the so called performance income support, for example sickness, maternity, family allowances, unemployment, redundancy payments etc...

That is why it is important to pay contributions!
And if someone tells me that working with him is not required to pay contributions, or tells me that I will pay him the contributions?

Warning! Pay contributions is required, so no one can decide not to pay or pay on behalf of others.

If you find someone who says something like that, or if you are not sure the regular assurance of your employment, you may have to check the documents in your possession (payroll, hiring) at the Provincial Department of Labor, the Social Security Office nearest you or at a trade union.

INAIL
NATIONAL INSTITUTE FOR OCCUPATIONAL ACCIDENT INSURANCE

What’s I’INAIL?

INAIL is the public organism that assures and protects you if you are injured or contract a disease because of work. The employer is required to pay the insurance premium INAIL. This insurance is compulsory and public:
As a matter of fact, the State obliges the employer (which is the company or the company you work) to make sure to assure yourself in case of gainful employment using machinery, equipment and hazardous facilities of any kind. INAIL, however, ensures your protection even if the employer has not paid the insurance.

What happens if you get hurt?

It can happen to have an accident at work, that you are injured while working, or during the usual journey or return home to work (accident on the way). Then there are some things that you absolutely must do, even if the damage is slight:
• warn or notify your employer;
• go to the emergency room or your doctor and says that you got hurt while working telling exactly how it happened and where.

You must know that these statements are fundamental for INAIL all services you need even if you have a regular employment contract!

This is not a complaint, a request for protection.

The emergency room or your doctor will need to issue a medical certificate in the first multiple copies indicating the diagnosis and days of absence from work provided (prognosis);

• as soon as you have a copy of the medical certificate gives it to your employer and you keep it a copy (copies of the certificate are not valid). If you recover to hospital, it will send a copy of the medical certificate to your employer and INAIL;

• if at the expiration of the certificate is not yet healed, you can go to the clinics of INAIL closest to your home or to your doctor to issue a further medical certificate.

• if you can not work for more than three days, your employer is obliged to submit the report of the accident and the medical certificate INAIL within two days from the date on which it has received.

Check that the face in your best interest. And if they did not do it, you do it.

What is an occupational disease?

Many diseases can be caused by work activity.
Even in these cases INAIL protects you.  
It is the general practitioner who must determine the disease giving you a certificate.  
If you are doing the same work as a result of which you are sick, you must send the certificate to your employer 
within 15 days and, in the case of continuation of care, you also have to submit the following certificates. 
If you do not do anymore that activity, you can apply directly to INAIL with the application for recognition of 
occupational disease.
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>What happens if you work but your employer does not put you in good standing and you get hurt? Or if you get sick because of work?</td>
<td>You have the same right to all INAIL benefits.</td>
</tr>
<tr>
<td>In case of an accident, what do you do?</td>
<td>Tell that to your employer and send the medical certificate. If your absence from work is more than three days, the employer shall, within 2 days upon receipt of the certificate, must send it to INAIL together with the report of the accident.</td>
</tr>
<tr>
<td>After the emergency room you must visit your doctor or INAIL?</td>
<td>Wherever you want. INAIL medical clinics at its headquarters where all workers who have suffered an injury are entitled to outpatient care. However, if you want, you can also talk to your doctor.</td>
</tr>
<tr>
<td>If you are hospitalized, how do you communicate the injury?</td>
<td>In this case, the hospital directly sends copies of medical certificates to INAIL and to the employer. Anyway, you have to tell your employer.</td>
</tr>
</tbody>
</table>
| What is the compensation for total temporary disability?               | ➤ It is a financial benefit that you are paid for compensated with the failure to pay.  
➤ you have the right to use it when you get hurt (for example: get injured) or you get sick because of your activities (illness) and are 'unable' to work for more than three days.  
➤ Start from the fourth day after the accident or the onset of illness.  
➤ You are paid for the entire period of 'temporary incapacity' work, including holidays, until healed. Healing is evaluated by doctors INAIL.                                                                                     |
| In the case of occupational disease, what do you do?                   | Within 15 days from the time your doctor has determined the occupational disease you must inform your employer. The employer shall, within 5 days upon receipt of the certificate, must send INAIL together with the reports of occupational disease.                                                                                                                              |
| Who is entitled to prosthesis and aids?                                | Any worker who becomes disabled as a result of serious accidents at work.                                                                                                                                                                                                                                                                  |
TYPES OF CONTRACT

Here below you can find, in a concise and simplified form, the main types of contract work, in order to better navigate the various "proposals" that can be brought to the attention of the potential employee before the onset of a working relationship.

THE CONDITIONAL WORK

What's that?

Here the definition: the employee is obliged to work in the company by salary, paying their own intellectual or manual work employed by and under the direction of the entrepreneur. Ex Worker Metalmeccanico production worker, Mason, Waiter, ASA, Porter, etc.

What guarantees does it provide for?

Fixed monthly salary as National Contract of belonging;
- Contribution full pension;
- holidays, leave, maternity, sickness and all other institutions provided.

SELF-EMPLOYED WORK

What's that?

It is said to be when the employee is obligated to perform a consideration work or service work mainly with their own and without a relationship of subordination to the purchaser.

In this type are included:
- The activities involving the opening of VAT either alone or in combination.
- Self-employment referred to in paragraph 1 may also be occasional where the provision is made for compensation up to €5,000.00 in a year: in this case there is no VAT and only the withholding tax equal to 20% is processed.
- The Association Contract in participation.

SUBORDINATE WORK

What's that?

The person is not subject to the corporate but strictly relates to the employer to achieve a particular result without any constraint of time and daily presence but simply need to "agree" with the company's premises. The performance should not be only occasional but develops over a period of time appreciable trend with repetition of the task.

In this type include:
1. Contract Project
2. Collaborations and coordinates continuing operations
3. "Mini CO.CO.CO"
4. Occasional accessory type
The Contract Project

This contract shall be attributable to one or more specific projects of work determined by the client owned and operated by the employee depending on the result, in coordination with the organization of the customer and regardless of the time taken for the execution of the work.

The fee should be proportionate to the result to be achieved and not to work. The contract provides for the inclusion of collaborating Separate INPS with the payment of social security contributions lower than employment.

Continued and Coordinated Partnership

This type of collaboration, possible in every field of work, was absorbed by the project contract and can now only be used in those benefits excluded from the contract and therefore to:
1. agents and sales representatives
2. intellectual professions for which there is registration in register
3. reports made to associations and amateur sports clubs
4. members of boards of directors and supervisory bodies of companies
5. participants to boards and commissions
6. those with retirement

Mini COCOCO

They are occasional service of not more than 30 days per calendar year with the same client and with total compensation not exceeding € 5,000.00. Given the small duration of the service is not necessary to refer to a project.

Optional work (voucher)

Occasional activities carried out regarding:
- housework;
- gardening, cleaning and maintenance of buildings, roads, parks and monuments, even if the client is a local authority;
- private supplementary education;
- sporting events, cultural fairs or charitable and emergency work or solidarity in the event of public client (Law 33/2009);
- many manufacturing sector, including local authorities, schools and universities; on Saturdays and Sundays and during holiday periods young people under twenty-five years if enrolled in a course of study at a school in any order and degree, consistent with school work, or at any time of year if enrolled in a course of study at the university “;
- seasonal nature of agricultural activities carried out by pensioners, housewives and young people referred to in point e) or agricultural activities conducted on behalf of the persons referred to in Article 34, paragraph 6 of the Decree of the President of the Republic October 26, 1972, n. 633;
- the family referred to in Article 230-bis of the Civil Code
- door-to-door and street vending of newspapers and magazines;
- any manufacturing sector, including local authorities, by retirees. (Law 33/2009)
- activities' work carried out in the stables and in the stables.

"Good" electronic or paper are awarded of the amount of 10 euro, of which 7.50 as net pay and the residue of social security contributions. However, there are economic constraints depending on the activity. (Reform Act Fornero)

THE CONTRACT

What's that?

It is the agreement by which a subject makes an effort to achieve a work or service on behalf of another person-that-buyer undertakes to pay the price.
Commitment of the contractor:

1. perform the work or service to the customer;
2. pay wages and pay contributions and premiums for workers involved in the contract;
3. provide information on the risks inherent in the business and work environment;
4. deliver the badge to the workers involved in the contract;

Duty of the customer: pay the price

In case the contractor does not pay the wages and contributions to workers engaged in the procurement, they may contact the client in the limit of two years from the termination of the contract.

ADMINISTRATION

What’s that?

It regards the provision of staff by a person authorized by the Ministry of Labour: for example AGENCIES OF ADMINISTRATION in favor of persons who require personal.

Primary duties of leasing:

- pay wages and contributions to workers,
- inform workers about the risks to health and safety,
- train workers, unless the user wishes to absolve and must be expressly mentioned in the contract of work delivered to the employee.
THE EMPLOYMENT RELATIONSHIP

How is the relationship?

- It is an agreement between the employee and the employer.
- The parties expect normally a trial period but that is part of the contract and that takes the form of the letter of appointment.
- The letter of appointment in fact indicates the duration of the trial period, the tasks and the framework, the duration of the employment relationship, the ordinary working hours, remuneration, the collective agreement applies, the notice for the end of the report.

What are the rights of workers?
The remuneration corresponding to his classification (worker, employee, framework etc.), vocational training, paid holidays, daily, weekly, preservation of jobs in the case of illness or accident for the period provided by the National Labour and remuneration, pause after six hours of labor.

What are the duties of the workers?
They have to: communicate to the employer the state of illness, absences for various reasons, any injury in the workplace or elsewhere to reach the place of performance of the work, documenting the state of illness, present their resignation notice and in the absence they will have to pay compensation in lieu, respect the orders and rules established by the employer, they shall be subjected to the disciplinary authority of the employer.

How you can conclude the employment relationship?

Dismissal: The employer shall notify the employee of the termination of employment with notice stipulated in the contract and in the absence will pay the compensation provided.

What is the state of unemployment?
Subject immediately available for work and looking for a job. The employee must notify the job center where he is domiciled, his state of unemployment and its willingness to work.

What is the salary?
The salary is determined by collective bargaining agreements establishing the contractual minimum. It is usually paid monthly. However, the worker and the employer may agree to a wage improvement on the minimum wage. In addition to basic pay, the employee is entitled to payment of more hours worked beyond the normal working hours. At the end of the employment relationship a worker, who has been paid for more than fifteen working days, has the INDEMNITY (TFR).
THE TRADE UNIONS

What is it and what does the Union do?
The union is a free association of women and men, ruled by a democratic charter, which works to improve the conditions of work and life of the class it represents, to defend the dignity, personal and professional, without discrimination based on sex, religion, political belief, color of the skin.

A worker, by itself, hardly manages to obtain wage increases and regulatory requirements. For this reason, since the last century, workers began to join, organizing trade unions, to try to improve their working conditions and, more generally, their living conditions. In recent decades, thanks to the growth and success achieved, the trade unions have expanded their functions including addressing general issues such as economic, fiscal and social policy.

The birth of labor unions has prompted the bosses to build up their own trade unions. The presence of both organizations representing the interests of workers and of employers’ organizations has led us to develop a comparison, called collective bargaining, with the aim of reaching an agreement, a contract of employment, able to define rules and procedures to be followed in an employment relationship. Once signed, the agreement becomes challenging for organizations that have signed and for all their members, often also assumed value for all concerned, that is valid for everyone. The employment contract is the instrument that regulates the relationship between employees and employers.

The subjects of bargaining at the enterprise level or regional are defined at national level by national collective agreements work (Negotiable).

What kind of relationship there is between the client and the worker?
The employment of the working member of a cooperative is governed by law, the National Collective Labour Agreement signed by the trade unions and associations of employers, and the Individual Contract signed by the employer and by the Cooperative.

The employment relationship can be temporary or permanent, full-time or part-time, or one of many other types of contracts provided for by Act No. 30 of 2003 and its amendments.

What is the guideline?
The law requires the Cooperative that the same Regulation provides for the application of the cooperative, at least of the economic part of a National Collective Labour market sector of the cooperative.

Che diritti ha il socio-lavoratore?
Il socio lavoratore ha con la Cooperativa anche un rapporto di tipo associativo che è definito dal Regolamento interno e dallo Statuto della Cooperativa medesima, in applicazione della normativa di legge. È diritto del socio-lavoratore ricevere dalla direzione della cooperativa, al momento dell’assunzione, una copia di entrambi i documenti.

What are the rights of the client-worker?
The client-worker has rights as other workers, such as freedom of opinion, freedom of association and trade union activities, the right to strike and other rights enshrined in Act No. 300 of 1970 "Workers’ Statute."

Therefore the "Statute of Workers' Collective Bargaining Agreements and the business sector of the cooperative, giving the opportunity to those who are dependent on the co-operative and social worker to join a union and to freely form the Corporate or Unitary Trade Union Representation (RSA or RSU). They have been entrusted with the cooperative bargaining to win better wages and regulations, to defend the rights and interests of workers.
WORKING IN SAFETY

Prevention is better than risk

💡 While you work is a duty not to get hurt

There are activities more dangerous than others, and therefore, require a great deal of attention on your part to prevent injuries and illnesses at work.

💡 What are the rights of every worker?

- be informed by the employer or directly responsible for specific risks as well as risks in the working environment;
- ask for training to the employer in order to know what are the risks and how to carry out security activities;
- have the tools to protect from danger;
- know the person in charge of prevention and protection;
- know and contact the Representative of Employee Safety collaborating with the Prevention Services;
- know the name of the first aid and workers to know who to contact in case of need;
- know who the Doctor in charge of health surveillance in the workplace;
- know evacuation procedures;

💡 What are the duties of each worker?

All workers must take care of their health and safety and that of other people in the workplace, on which may be affected by their acts or omissions.

Here some rules:

- observe the safety measures issued by the employer without changing devices or guards;
- undergoing health checks may be provided;
- take part in the appointment of the representatives of workers' safety;
- participate in the programs of training and Information on risks and preventive measures.

💡 Who are the people that deal with prevention?

The Employer: has the obligation to assess risks, to apply the general safety measures, to plan and have the resources, human and organizational measures necessary for the implementation of security measures;

- Head of Prevention and Protection (RSPP): person in possession of the skills and professional requirements designated by the employer to which it responds, to coordinate the Prevention and Protection of risks;
- The Doctor: is a professional doctor who works with the employer for the purposes of risk assessment and is appointed by it to carry out health surveillance;
- Employee representative for security (RLS): a person appointed or designated by the workers to represent them with regard to the aspects of safety and health of workers at work. The employee may contact the same RLS to report any problems encountered at the workplace.
What are the personal protective equipment (DPI)?

Organizing security should always be favored collective protection measures and procedures of work organization. When this is not technically possible, it is necessary to use protective equipment, direct the individual worker, the so-called Personal Protective Equipment (DPI).

What requirement must have a DPI?

A DPI should ensure suitability, efficiency and adequacy, but they must be also comfortable.

What they need?

- instructions for use (storage use, cleaning and maintenance)
- CE marking
- The instructions must be clear and easily understood.

SAFETY COLORS

The signals are very important in the workplace. The shape and colors of signs shall immediately inform a danger of a prohibition, obligation or give you important information. Always ask the meaning of a sign or symbol that you do not know. The shape and colors of signs vary depending on their message:

- the prohibition signs are always red;
- signals that indicate how to behave are blue;
- signals of warning or caution are yellow or yellow/orange;
- signals rescue or relief that indicate the outputs, materials, paths are green
- signals that indicate where the fire fighting equipment are white and red
- the hand signals indicate what the correct maneuvers to Do.
## CONTACTS AND INFORMATION

**Ministero del Lavoro**  
de le Politiche Sociali  
Direzione Territoriale del Lavoro  
Servizio Ispezione Lavoro

**HEAD OFFICE**: Lecco - Via Balicco, 101/93  
Tel: 0341 287737  Fax: 0341 288061  
e-mail: DPL-Lecco@lavoro.gov.it

<table>
<thead>
<tr>
<th>Open to the public:</th>
<th>Hours open to the public for services provided to the Inspector on duty for the whistleblowing of employment:</th>
</tr>
</thead>
</table>
| Monday, Tuesday, Thursday and Friday from 9.00 am to 12.00 pm  
Wednesday: from 8.30 to 3.30 pm | Monday and Thursday from 9.00 to 12 pm  
Wednesday from 8.30 am to 3.30 pm |
Open to the public:

**workers:**
Monday, Tuesday, Thursday and Friday mornings from 8.30 to 12 pm
Monday, Tuesday and Thursday afternoon from 2 to 3 pm
Wednesday from 8.30 am to 3 pm

**Surgery**
From Monday to Friday morning from 8 am to 12 pm
From Monday to Thursday afternoon from 2 to 3 pm

**enterprises:**
Monday, Tuesday, Thursday and Friday morning from 8 am to 12 pm
Monday, Tuesday and Thursday afternoon from 2 to 3 pm
Wednesday from 8.30 am to 3.30 pm

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Open to the public:

Monday, Tuesday, Wednesday, Thursday and Friday mornings from 8.30 am to 12.30 pm
Monday, Tuesday and Thursday afternoons, by appointment only, from 1.30 to 3.30 pm
On Wednesday, from 8.30 to 3 pm

For any further information:
Contact center: tel. 8003164
Hours: Monday to Friday from 8 am to 8 pm
Saturday: from 8 am to 2 pm
**CONSORZIO EUROCOOP**  
**LECCO SOCIETA’ COOPERATIVA**  
Cooperativa di servizi promossa da Confcooperative Lecco

**Accounting and tax assistance**  
**Assistance to personnel management, payroll service, contributions and employment advice**  
**Legal and corporate assistance**  
**Company training**

Via Belvedere, 15 - 23900 Lecco  
Tel 0341 286419 - Fax 0341 354960  
e-mail info@consorzioconsolida.it  
www.consoldicoop.it

**CONSOLIDA Consorzio Cooperative Sociali**  
Via Belvedere, 15 - 23900 Lecco  
Tel 0341 286419 - Fax 0341 354960  
e-mail info@consorzioconsolida.it  
www.consoldicoop.it

**Consorzio Provinciale ACLI CASA**  
Via S. Nicolò, 7 - 23900 Lecco  
Tel 0341 363719 Fax 0341 360354  
e-mail aclicasalc@libero.it

**CCL - Consorzio Cooperative Lavoratori**  
Via Besonda, 11 - 23900 Lecco  
Tel 0341 275690 - Fax 0341 275689  
e-mail ccl.lecco@cisl.it  
www.lecco.cisl.it

**OTHER SERVICES**

**Disputes Office:** It deals with individual and collective legal protection (debt collection work, assistance with the procedures of dismissal or disciplinary disputes, payroll and liquidations etc.).  
**CAAF:** fiscal assistance and social benefits (mod. 730, Unique, bonus energy, ISEE);  
**INCA:** patronage of protection for security issues (pensions, unemployment, sickness, accident, maternity, L. 104, etc.).  
**Immigration:** protection, support and promotion of the rights of immigrants (practices for permits, family reunification, citizenship, etc.).  
**Department of the Environment and Security:** advice and legislative drafting, documentation center on health and safety at work, training and updating RLS;  
**SUNIA:** trade unions in defense of the right to housing;  
**Federconsumatori:** advice and assistance on certain purchases, prices more transparent and more efficient service;  
**Also service Social Secretariat Auser for the support of those fragile people, and supports the professional development and retraining of workers through the bodies of reference.**  
**AUSER:** voluntary association with the elderly and the elderly.

Union of reference for workers in cooperatives:

- **FP CGIL** - Public Function – 0341 488215 - fplecco@cgil.lombardia.it
- **Filcams CGIL** - Trade, Hotels, Canteens, Services - 0341 488228 - filcamslecco@cgil.lombardia.it
- **Filt CGIL** – Means of Transport– 0341 488213 - flitlecco@cgil.lombardia.it
OTHER SERVICES

OFFICE DISPUTES: dealing with legal matters (debt collection business, service procedures for dismissal or disciplinary disputes, payroll and liquidations etc.).

CAF: fiscal assistance and social benefits (mod. 730, Unique, bonus energy, ISEE);

INAS: patronage of protection for security issues (pensions, unemployment, sickness, accident, maternity etc.).

ANOLF: protection, support and promotion of the rights of immigrants (practice for the stay, reunion, etc.)

SICET: trade unions in defense of the right to housing;

ADICONSUM: advice and assistance on certain purchases, prices more transparent and more efficient service;

CONSORZIO COOPERATIVE WORKERS: aid for the purchase of workers

Service Social Secretariat: to listen, inform, guide, help

ANTEAS: to support the frail persons, and support the professional development and retraining of workers through the bodies of reference.

IAL: training institute for professional development, retraining and training of workers

DOOR SAFETY: advice and legislative drafting, documentation center on health and safety at work.

Union of reference for workers in cooperatives:

- FISASCAT CISL - Trade, Tourism, Canteens, Services, Cooperative - 0341 275562 – fisascat.lecco@cisl.it
- FPS CISL - Federation of Public Service – 0341 275577 - fps.lecco@cisl.it
- FIT CISL – Italian Federation of Transport – 0341 275666 – fit.lecco@cisl.it
# Lecco

**Camera Sindacale Provinciale**

## OTHER SERVICES

- **Office Disputes**: It deals with legal matters relating to employment; debt collection work, assistance in dismissal procedures, control payroll and severance pay, assistance in bankruptcy: insolvency, composition quotes etc.;

- **CAAF**: Service tax and social benefits (mod.730, Unique, bonus energy, isee, inheritance, contracts and accounting nurses and games VAT;

- **ITAL**: patronage of protection for security issues (pensions, unemployment, sickness, accident, maternity etc.).

- **Phew. Foreign**: protection, assistance and rights of immigrants, (practical living, citizenship and reunification;

- **Uniat**: Services trade union to defend the right of the house and living;

- **ADA**: Protection and assistance to the fundamental rights of the elderly-home security and leisure;

- **ADOC**: Advice and assistance for consumer purchases;

- **Phew. H**: It deals with the care and protection of the disabled.

- **Phew. Prevention**: Health and safety at work

## UNION WORKERS COOPERATIVE:

- **UIL FPL**: Federation of Local Authorities
  - Tel: 0341 - 297514 e_mail: fpl@uillecce.org

- **UIL TuCS**: Trade, services and facilities
  - Tel.: 0341 - 297521 e_mail: uiltucs@uillecce.org

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**Head Office:**

*UIL Lecco*

**Head Office:**

*C.so Martiri della Liberazione, 54 - 23900 LECCO*

Tel.: 0341.297511 - Fax 0341.363633
e-mail: csplecco@uil.it

**Head Office:**

*MERATE*

Via Cerri n° 51
Tel. e fax : 039 9270189
Orari: 9.00 / 12.00  14.30 /17.30