



Lab Policy

Condensed version

Lab & pilot plant of CEET

2020

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Condensed version

- Access to the labs is prohibited to unauthorized personnel!
- Eating, drinking and smoking is strictly prohibited in the entire lab area.
- Food and beverages are not permitted in the laboratory!
- Working in the labs and the pilot plant hall is only permitted after a safety instruction and signing the lab policy.
- Working alone in the lab is prohibited!
- No unauthorized experiments are permitted. Students may try experiments of their own design only if those experiments have been discussed with a supervisor or approved by the head of the lab.
- Commissioning of equipment is allowed after instruction (head of lab or person in charge for the equipment). The instruction has to be documented in the equipment book.
- The instructions of the supervisors must be followed by all means.
- Long armed lab coats must be worn at all times while working in the lab. Neither gloves nor lab coats should ever be worn outside the laboratory – they are considered to be contaminated!
- Safety measurements (safety glasses, gloves, cold-resistant gloves, lab boots, etc.) must be applied when needed.

- Chemicals, samples, bottles etc. must be labeled and assignable to the responsible person (Name, date, content, safety warnings). Non-assignable containers will be disposed.
- Any damage must be immediately reported to the supervisor or to the head of the lab.
- Each workstation must be left clean and tidy.
- Labs and offices are generally locked in absence. Last person leaving closes windows, turns off the light and locks the door.
- Entrance of the lab area is prohibited for pregnant or breast-feeding women.
- Persons with long hair must tie them together.
- Cranes must only be operated by crane operators (Rene Fras) or from persons who were instructed by the crane operator. The instruction must be documented and signed.
- Personal responsibility applies for consequences resulting from disregarding the lab policy. Non-observance of the lab policy can result in a permanent ban.

Laboratories 2020/2021

Safety instructions

I confirm the attendance at a safety instruction for work safety, fire protection and dangerous substances in the winter/summer semester 2020/2021. In confirming that I understood the instruction.

Personen in charge for the safety instructions:

<u>Date</u>	<u>Name</u>	<u>Signature</u>

Die Unterweisung wurde nach § 14 ASchG und TRVB 119 durchgeführt.
Bestätigung für die Arbeitsinspektion und der AUVA