

## **Laboratory usage guidelines and safety instructions**

1. Access to the laboratory area (workshops and laboratories) of the institute is only permitted within the scope of courses, internships, bachelor's theses, master's theses or work as a research assistant, or by arrangement in the designated areas. Areas marked with increased safety requirements may not be entered.
2. Persons under the influence of alcohol or drugs are not permitted to enter the laboratory area. Alcohol is prohibited in the laboratory area!
3. Use of the laboratory area is only permitted during normal working hours **(Mon–Thu: 8 a.m.–5 p.m., Fri: 8 a.m.–12 p.m.)** or after consultation with the responsible supervisor.
4. All safety-related matters, such as accidents, even minor ones, the outbreak of a fire, even if it has already been extinguished, observations of latent dangers to persons or property in the institute area, must be reported to the responsible supervisor as soon as possible and, if necessary, the emergency services, police or fire brigade must be alerted.
5. Appropriate protective clothing must be worn (e.g. sturdy shoes; sandals or high heels are not permitted).
6. The use of open flames and light, as well as bringing fireworks or other explosive objects onto the premises, is strictly prohibited. Smoking is prohibited throughout the laboratory area.
7. Access to the institute and laboratory area and, in general, to the buildings of Graz University of Technology with weapons (handguns, etc.) is strictly prohibited.
8. In principle, all work requires approval. Equipment, machines and systems may only be operated after agreement and training by an institute employee.
9. All work on equipment and all experiments must be carried out with care to avoid damage (to persons, clothing, furnishings, etc.). In the event of damage, the supervisor must be informed immediately. It is expressly pointed out that the federal government and the university accept no liability for damage. It is therefore recommended that liability insurance be taken out (note: included in the ÖH contribution for students).

10. Equipment required for the construction or operation of an experimental or test stand (infrastructure, mechanical engineering, measurement technology, etc.) may only be used or removed from its respective storage location after consultation with the supervisor. This also includes parts used in other experimental facilities and, in particular, the institute's measurement technology infrastructure.
  
11. IT equipment may only be put into operation or used after consultation. The user undertakes to comply with the rules laid down in the statutes of Graz University of Technology (see <http://www.zid.tugraz.at/regeln/>).
  
12. Doors must be kept closed at all times. In particular, fire doors must not be wedged open, blocked or tied shut. Entrance doors to the laboratory area must be locked after working hours.
  
13. The locations of first aid kits and fire extinguishers as well as escape routes can be found on the laboratory plans displayed.
  
14. By signing, you confirm that you have understood the above guidelines and that you have been made aware of possible dangers and risks when working in the laboratory area of the institute during a tour and that you have been made aware of the posted safety instructions.

### Important telephone numbers:

Fire brigade *122 Police *133 Ambulance *144	Poison Control Centre *406 (or 01/4064343/0)  Concierge 6570	Responsible supervisor: .....  Extension: .....
--	---	---

Graz, on .....	..... Signature of the student	..... Signature of instructor
	..... Name in block letters	..... Name in block letters