

Safety instructions			Version 10_2013
Laboratory	Technology and Bionics	Thermodynamics	05 01 027
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Approved by	<u>Name</u> Prof. Joachim Gebel	<u>Date</u>	

1. Code of Conduct in Laboratories

- 1.1 Previous to entering the lab and beginning any experiment, students are required to obtain permission for entry from the supervising laboratory instructor.
- 1.2 Obey the instructions of the supervisors. This includes performing ***ONLY*** the approved tasks. Do not attempt unauthorized experiments, or use instruments not specifically authorized by the instructor.
- 1.3 Do not start working on any machine without reading the operating instructions and safety instructions for the instrument! Check the machine for damages before starting it! Damages must be reported to the laboratory supervisor.
- 1.4 Check the position of the emergency stop on the machine! In case of danger or accident, use it! Know and obey all safety signs!
- 1.5 Do not cause any dangers, damages or injuries to other people, machines or inventory! Students will be subject to immediate dismissal from the laboratory as well as any possible legal action for any willfully caused damages or vandalism to the laboratory or anything therein. This includes dismantling any of the instruments unless specifically authorized by the instructor.
- 1.6 Students will be held accountable for theft of any tools, parts or chemicals from the lab and are subject to immediate dismissal from the laboratory as well as any possible legal action.
- 1.7 Instruments in the laboratory have moving parts and hot surfaces. Wear suitable clothing, tight sleeves, long trousers, and suitable shoes (i.e. no open toes, heels, or clogs). Be careful of any jewelry worn (rings, necklaces, watches, etc.) If you have long hair, wear it pulled up and away from your face or wear a cap to hide your hair. If safety equipment is required for an experiment, you must wear it at all times. Be sure to check the equipment for defects!
- 1.8 Students are legally and financially accountable for any equipment issued to them, including transponders for entry into the lab. If a transponder is issued, the student must lock the door before leaving the lab at any time, for any reason.

- 1.9 Students are not allowed entry to adjoining laboratories. Only in case of emergency should the Emergency exit to the adjoining lab be used.

2. In Case of Emergency

- 2.1 Students should know the locations of the following:

- Emergency Electrical shut-off
- Fire Extinguisher
- First-Aid Kit
- Emergency Eyewash/Shower
- Emergency Exits
- Wash basin

- 2.2 Know where the Emergency Exits are located. Familiarize yourself with the evacuation and rescue plans posted in the hallways of the building. Be sure to contact the First responder in case of incident.

- 2.3 In case of Fire/Emergency use the Emergency exits and proceed directly, in a calm and orderly fashion, to the Emergency meeting point located outside Building 8. You must report to your supervising instructor in this area before leaving the campus.

- 2.4 All emergency exits and evacuation paths must remain free of any obstacles!

3. Hygiene & Housekeeping



- 3.1 Do not eat or drink inside the laboratory. Do not have open food or beverage containers inside the lab.







- 3.2 Within the laboratory smoking, consumption and/or possession of any alcohol and/or drugs are forbidden. People under influence of drugs or alcohol will be removed from the laboratory.

- 3.3 Wash your hands after the lab. Contamination by any possible chemicals, grease or oils should be kept to a minimum.

- 3.4 Leave the laboratory cleaned and tidy! All waste needs to be disposed of properly. Chemical waste needs to be disposed of as per the instructor's directions.

		
Eye protection must be worn	Safety boots must be worn	Helmet must be worn
		
Ear protection must be worn	Gloves must be worn	Safety clothes must be worn
		
Generally forbidden	No smoking	No open flame
		
No entry	No cardiac pacemaker	No mobile phones

		
Hot surface	Flammable	High voltage
		
Explosives	Poisons	Radioactive materials
		
Acids	Electromagnetic fields	Harmful substances
		
Lifted loads	Fork lift traffic	Crushing hazard

		
Automatic machine start	Entanglement hazard	Hand injury hazard
		
Tripping hazard	Falling hazard	Slipping hazard