

# Laboratory Regulations and Safety Instructions

Institute of Automation and Control 4430  
Graz University of Technology (TU Graz)  
Inffeldgasse 21B/1, 8010 Graz

In addition to the existing house rules, safety- and fire protection regulations of Graz University of Technology, the following regulations apply in the laboratory area:

1. The stay in the laboratory area of the institute is only allowed within the scope of courses, internships, scientific work or by appointment.
2. Persons under the influence of alcohol or drugs are not allowed to enter the laboratory area. Alcohol is prohibited in the laboratory area.
3. Pregnant women are not allowed to enter the laboratory.
4. Working in the laboratory area is only permitted during normal working hours (MO-FR: 08:00 to 18:00) or after consultation with the supervisor.
5. Safety regulations must be observed without exception. All aids and safety devices must always be used.
6. In the event of an accident, first aid must be given immediately and rescue workers must be notified. 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 that exist in the institute area for persons or property, must be reported to the supervisor, the institute contact person (see below) or the institute management as soon as possible.
7. It is assumed that appropriate protective clothing is worn (e.g. sturdy shoes; sandals or high heels are not permitted).
8. Handling open fire and light as well as bringing fireworks or other explosive objects is prohibited. Smoking is prohibited in the entire laboratory area.
9. Devices, machines and equipment may only be put into operation after agreement and training by an institute employee. Operating instructions and safety instructions must be read carefully and observed.
10. Every work on a device or every test must be carried out carefully so that no damage (body, clothing, equipment etc.) occurs. In case of damage, the supervisor, the institute contact person or the institute management must be informed immediately. It is expressly pointed out that the Federal Government or the University do not assume any liability for damages. Therefore, it is recommended to take out a liability insurance (note: for students at the ÖH, the fee is included).

11. Equipment required for the construction or operation of a test or trial stand (infrastructure, mechanical engineering, measuring technology, etc.) may only be used or removed from the respective places of storage after consultation with the supervisor. This also includes parts used in other test facilities as well as the measuring equipment of the institute.
12. Attention is drawn to electrical hazards. In case of danger of any kind or a disturbed operation, the electric circuit must be disconnected at all poles (EMERGENCY OFF switch). Touching bare live conductors is prohibited.
13. Attention is drawn to the danger of rotating and moving parts, bearing in mind that long hair or parts of clothing can be caught. In this case, overgarments must not be taken to the laboratory area, the checkroom is available for this purpose. No liability is assumed for clothing and valuables.
14. IT equipment may only be put into operation or operated after consultation. The user is obliged to follow the rules laid down in the statutes of Graz University of Technology.
15. Hazardous substances may only be used after agreement and instruction by an institute employee.
16. Doors must generally be kept closed. In particular, fire protection doors must not be wedged, adjusted or tied.
17. All employees and students must ensure that the workplace is left clean after completion of work. When leaving the room, it must be ensured that the lights and all electrical appliances are switched off and that doors and windows are locked.
18. With the signature it is confirmed that the above mentioned guidelines have been understood and that attention has been drawn to possible dangers and risks when handling in the laboratory area of the institute during a tour, the posted safety instructions have been pointed out and all necessary instructions have been carried out and understood.

### Important phone numbers

Fire brigade	*122	Head:	M. Horn	DW 7025
Police	*133	Administration:	A. Doczy/E. Paulitsch	DW 7021
Ambulance	*144	Fire safety:	M. Reichhartinger	DW 7027
Poisoning hotline	*406 oder		J. Pucher	DW 7033
	01/40643430	SVP:	J. Pucher	DW 7033
Porter Inffeldgasse	DW 6580	First Responder:	M. Tranninger	DW 7035
		First Responder:	M. Wetzlinger	DW 7012

Graz, on \_\_\_\_\_

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Name

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Signature

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Instructor