

# TU Vienna laboratory and workshop regulations

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## § 1 Purpose

- (1) The TU Vienna laboratory and workshop regulations serve the purpose of general safety and ensure proper procedures in work occurring in all laboratory and workshop areas.

## § 2 Definition of terms

- (1) The term "laboratory" or "laboratory room" includes all scientific and technical rooms in which experimental research and teaching takes place, all workshops and the corresponding adjoining rooms.
- (2) "Laboratory head" refers to the person appointed by the head of the organisational unit for the laboratory room concerned. If teaching takes place in the laboratory room concerned, the person leading the teaching assumes the responsibilities of a laboratory head for the area used, for the duration of the teaching.

## § 3 Scope

- (1) These laboratory and workshop regulations apply to all laboratory rooms in TU Vienna; they are to be observed by all TU Vienna members — scientific and general staff and students — and by visitors and external staff.
- (2) Owing to the different types of laboratory, supplementary guidelines to be approved by the rectorate also apply to these different types, e.g.:
  - (a) guidelines for work in chemical laboratories
  - (b) guidelines for work in biochemical laboratories
  - (c) guidelines for work in technological laboratories
  - (d) guidelines for work in metrological laboratories
  - (e) guidelines for work in workshops.
- (3) For persons who are authorised to enter the laboratory rooms in order to carry out certain work or activities and do not have corresponding skills, such as cleaning or security personnel, separate written instructions are provided by the TU Vienna office appointed with the task by the rectorate in consultation with the laboratory

head. These instructions are provided in the appropriate language for foreign staff.

- (4) If more detailed safety precautions are necessary owing to specific working means, substances or activities which are not included in the laboratory and workshop regulations, they are to be arranged in operating instructions by the laboratory head. They are to be approved by the head of the organisational unit.

#### § 4 Information, signs and instructions

- (1) All TU Vienna members active in laboratory rooms are to be made demonstrably aware of these laboratory and workshop regulations and the relevant guidelines as well as any additionally applicable operating instructions. The stated documents are also published on the TU Vienna website and available from the organisational units. A confirmation that these laboratory and workshop regulations have been noted is to be provided in writing.
- (2) All employees must be instructed accordingly by the head of the organisational unit or the person appointed by him/her; they are obliged to observe the laboratory and workshop regulations and to follow safety instructions.
- (3) TU Vienna members may only enter the laboratory rooms after being made aware of the laboratory and workshop regulations and the necessary guidelines and operating instructions.

#### § 5 Personal protection equipment (PPE)

- (1) The necessary PPE for the individual laboratory types is defined generally in the guidelines and in detail in operating instructions.
- (2) Employees are to be equipped with sufficient personal protection equipment by TU Vienna.
- (3) Employees who have received work clothing (laboratory coats, trousers, shoes, etc.) or PPE from TU Vienna are obliged to wear it.
- (4) Students and visitors and external personnel must provide their own basic PPE; specific PPE is to be provided by TU Vienna.
- (5) All persons in a laboratory room are obliged to use the stipulated PPE.

#### § 6 Checking safety-related devices

- (1) For structural safety devices, an inspection plan is to be drawn up and maintained by the TU Vienna office appointed to do so by the rectorate. This plan is meant to ensure completeness and functionality of the specific safety-related devices.
- (2) In order to monitor the functionality of the safety-related laboratory devices, the laboratory heads must draw up and maintain an inspection plan which is to be presented to the head of the organisational unit on request.

#### § 7 Hazards

- (1) Laboratories are to be classified according to their hazards. A non-exhaustive list of current symbols can be seen in Appendix 1.

#### § 8 Definition of hazardous substances

- (1) Hazardous substances are substances or preparations which have the properties indicated in

Appendix 2 or are carcinogenic, flammable, teratogenic, reproductively toxic or sensitising, as well as substances which have other chronically harmful properties or from which hazardous or explosive substances or preparations can arise or be released when made or used.

- (2) Substances which cannot be proved to be non-hazardous must be handled as hazardous.
- (3) Waste is to be collected separately according to regulations. Disposal must take place according to the guidelines of the rectorate or the person appointed with the task.

#### § 9 Conduct in the event of disruptions and accidents, duty to report

- (1) In the event of malfunction of technical equipment, it should be taken out of operation. It should only be started again once full functionality has been restored. It must be ensured that the fault is rectified by the relevant trained technical personnel. If it is building equipment, the TU Vienna office specified by the rectorate is to be notified immediately.
- (2) In emergencies such as fire or the escape of gases, the first priority is to rescue people. After exiting the location of the event, the emergency services are to be notified. If necessary, areas or parts of the building must be evacuated.
- (3) All unusual incidents must be reported. Deficiencies (such as missing safety devices and damage to structures and equipment as well as defective or damaged devices, machines or apparatus) are to be reported to the responsible person and the head of the organisational unit. Near-accidents, accidents and medical consultations are to be reported immediately to the laboratory management or to occupational health department.

#### § 10 Safety regulations

- (1) Fire doors must usually remain shut. Exceptions are automatically closing fire doors, which must never be obstructed using objects.
- (2) In the event of an alarm or emergency, work must be stopped. If possible, hazard-related equipment which is being used should be switched off. The laboratory should be exited via the escape routes provided.
- (3) Escape routes are to be kept clear at all times and must not be misused as storage space. The accessibility of safety devices (fire extinguishers, first aid boxes) must likewise be ensured at all times.
- (4) Hazardous substances must only be transported in the provided containers. The lift must never be used when carrying hazardous substances. In zones at risk of explosion, the provided electrically conductive transporting devices must be used.

#### § 11 Basic regulations for the use of TU Vienna laboratories

- (1) Order and cleanliness must be maintained in the laboratory rooms.
- (2) Persons who are not involved directly in everyday laboratory use and are authorised to request access to the laboratory room must apply to the laboratory head. They are to be instructed on the hazards present, must wear personal protection equipment and must be supervised for the entire time they are present.
- (3) Pregnant women must agree permitted areas of activity and access with the occupational health department; a corresponding duty to report should be observed. Female employees and students must be informed of possible hazards and activity restrictions for expectant mothers. Mutagenic and reproductively toxic hazardous substances are to be indicated explicitly to all persons. The findings of the maternity protection evaluation are to be taken into account when equipping and furnishing laboratory rooms.

- (4) Strangers should be asked why they are there. The instructions of the laboratory staff present should be followed. Non-authorised persons should be asked to leave the laboratory.
- (5) Devices and systems must only be used for their intended purpose.
- (6) The storage, consumption or use of food or cosmetics is prohibited unless they are being used as study material or are expressly allowed in the guidelines for specific laboratories.
- (7) The storage or installation locations of the first aid kits, fire blankets and fire extinguishers and other emergency devices (filter masks, eyewashes, etc.) present in the laboratory must be easily visible and clearly labelled, emergency telephone numbers must also be visible.
- (8) Persons who are obviously under the influence of alcohol, drugs or medication are to be excluded from further use of the laboratory by the laboratory head.
- (9) Before handling hazardous substances, the expected risks are to be determined and the possible protective measures are to be taken, taking proportionality into account.
- (10) Hazardous substances must not under any circumstances be stored in containers which could be confused with food containers.
- (11) All vessels must be labelled with their contents.
- (12) Gas bottles must be secured to stop them falling over. The appropriate transporting trolleys are to be used for transporting gas bottles; the bottles should be suitably secured in the process. They may only be transported with fully fitted caps; transporting gas bottles with the pressure regulator attached is strictly forbidden. Pressurised gas bottles must not be stored in work rooms, nor installed in corridors, stairwells or escape routes.

## § 12 Operating technical equipment

- (1) Knowledge of functioning and operation should be acquired before starting to use equipment (operating instructions). To this end, the operating instructions must be kept in the same location as the equipment, or a notice should be attached there indicating where these documents can be found.
- (2) A check should be made for any damage or defects before use.
- (3) All equipment, devices, machines and other working means may only be switched on, used, and switched off in a state according to regulations, according to the operating instructions and following appropriate training.
- (4) The legally stipulated test intervals should be observed, maintenance and function tests should be carried out regularly according to requirements. A testing schedule is to be maintained to this end. The head of the organisational unit must nominate a person responsible for introducing and maintaining the test schedule.
- (5) Technical equipment which comes into contact with special gases must be suitable for the latter's properties and regularly checked.
- (6) Shutoff valves should be opened slowly (in order to avoid sudden pressure increases); avoid unintended pressure increases in closed vessels. Only completely intact media lines must be used, their connections are to be secured.

## § 13 Operating times

- (1) Students, interns and trainees must not work in the laboratory room without supervision by the person leading the teaching or the persons appointed by the laboratory head.
- (2) The times at which a laboratory room is to be kept open on weekdays for carrying out laboratory activities by students, interns and trainees must be defined either generally in the guidelines for

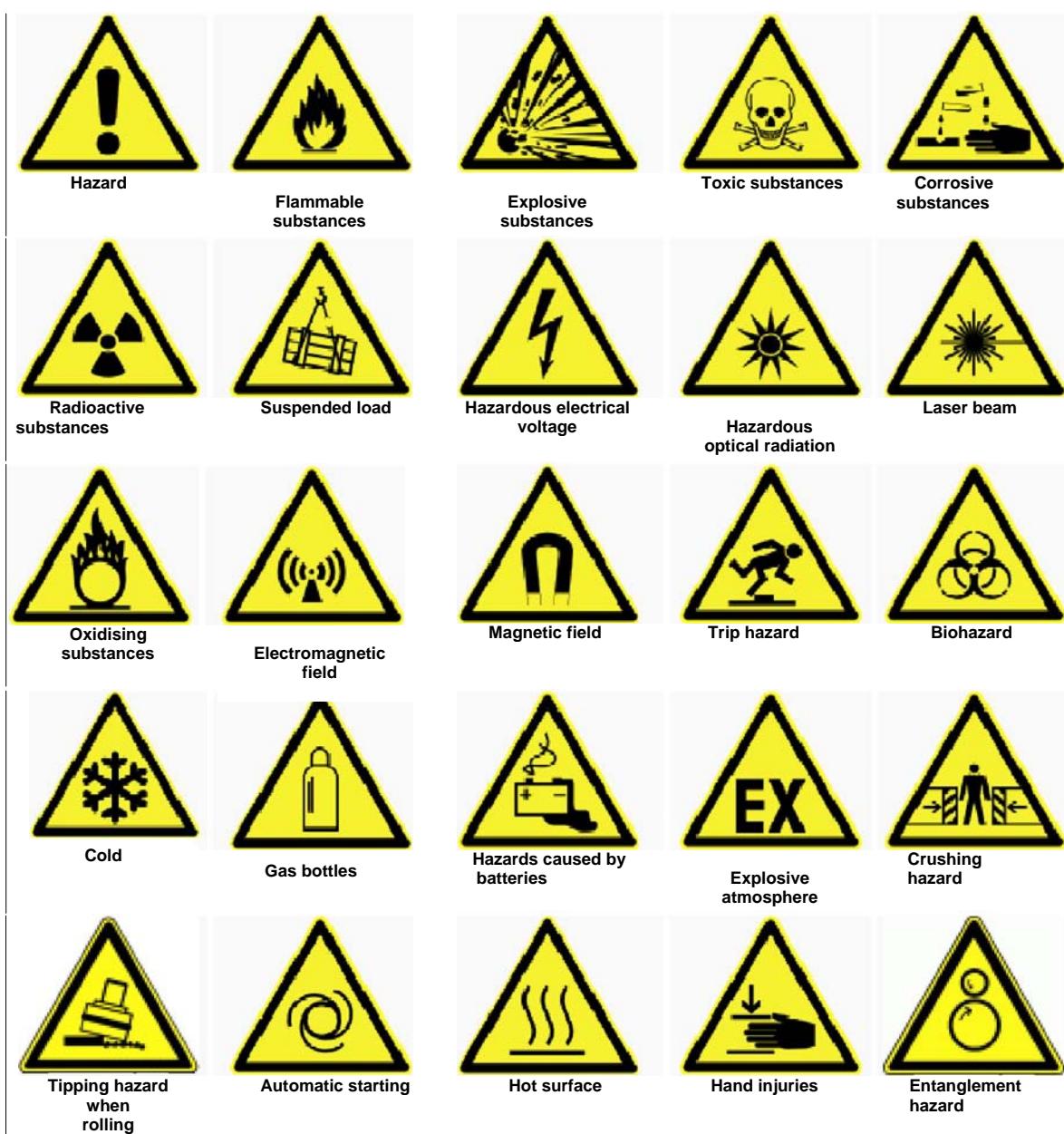
specific laboratories or, if not regulated there, by the laboratory head. Activities in laboratories outside these times need to be approved by the laboratory head.

- (3) In TU Vienna laboratory rooms there is a ban on working alone according to the Austrian Employee Protection Act. In the case of low hazard potential and the use of suitable technical or organisational countermeasures, this ban can be lifted by the head of the organisational unit in consultation with the respective laboratory head for the activity concerned.
- (4) For long-time experiments (operating devices overnight and at the weekend), corresponding provisions are to be set in the guidelines for specific laboratories.

#### § 14 Non-compliance with laboratory and workshop regulations

- (1) Any misconduct discovered by the head of the organisational unit, laboratory head or a safety representative (SR) must be reported (department book or similar). In the event of repeated non-compliance of the laboratory and workshop regulations, the head of the organisational unit decides how to proceed.
- (2) If necessary and with good grounds, the laboratory head is authorised to expel persons from the laboratory room in the event of non-compliance of the laboratory and workshop regulations.

## Appendix 1: Symbols for *Hazards*





## Appendix 2: Symbols for *Hazardous substances*



Rectorate decision of 4.3.2008

Senate decision of 10.3.2008

Announced in newsletter No 70-2008 of 19.03.2008

