

Record of the instruction concerning the operation of scientific equipment and associated special safety risks

Definitions:

Equipment: An instrument or an experimental setup, consisting of several instruments and specially manufactured components.

Special risk: A source of danger and risk of accidents exceeding the normal risks of daily life. In general, obligatory protective measures are provided against special risks.

Emergency exit: Marked route or routes, along which the building needs to be vacated in case of fire or other dangers.

Laboratory work: Work in laboratories, not restricted to a special setup, e.g. work with chemicals or work setting up an experimental setup.

Instructor: Staff member of the institute, responsible for particular equipment and performing the instruction. In general, this is a member of the scientific staff.

Instructed person: Person, who should work with particular equipment. This could be a student, a new staff member or a guest, intending to perform experiments, e.g. for a project work, masters or PhD thesis.

Instruction: The instructor explains and demonstrates the instructed the procedures of setting into operation and use of an equipment. If needed, also particular maintenance activities will be explained and demonstrated. Particularly, the special risks marked below and the required protective measures are explained and demonstrated.

Responsible person: Staff member of the institute, responsible for particular equipment. In general, this is a member of the scientific staff.

General remarks:

During an instruction it is mandatory to discuss and visit the relevant emergency exit(s) and the closest first aid box. For laboratory work with increased risk of fire also the closest fire extinguisher(s) need to be discussed.

Manipulation and operation of equipment is only permitted after the relevant instruction. The instruction is only valid for the equipment discussed and documented during the instruction. Working with a different piece of equipment requires a separate instruction.

The instruction qualifies the instructed to use and operate of the equipment and to perform maintenance work demonstrated during the instruction. Other maintenance and repair work may only be performed under supervision of with the consent of a responsible person.

In case of doubt, the responsible person needs to be consulted.

In general, any work in laboratories requires the presence of a second person. Personal safety equipment needs to be used as instructed. Personal safety equipment is available through Mrs. Manuela Marik (ext. 13405).

Instructions need to be documented using the present form. A copy of the form needs to be filed with Mrs. Manuela Marik.

If, incidents or accidents occur, these need to be reported to the group leader, the head of institute and a safety representative.

In case of severe incidents or accidents, fire department and ambulance need to alerted without delay via the concierge.

Instructed person:

Name: _____ Date of birth: ___/___/19___

Position: staff/PhD student/graduate student/student/_____*

Instructor:

Name: _____ Date of birth: ___/___/19___

Position: head of group/supervisor/_____*

Group: _____

Equipment: _____

A written safety instruction is available for this equipment: yes/no *

Maintenance work : _____

Laboratory work: _____

Special risks, discussed during the instruction:

High Voltage

Ionising Radiation

Laser ° Alignment laser >5mW/Other laser *: Type: _____

Compressed gases

Inert gases: _____

Flammable gases: _____

Oxidising gases: _____

Poisonous gases: _____

Cryogenic liquefied gases (Risk: asphyxiation, especially in elevators!, cold, spray)

Chemicals

Solvents materials: _____

other flammable materials: _____

Poison materials: _____

caustic/corrosive materials: _____

Biohazardous materials (i.e. cells in culture): _____

Lifting equipment

* Delete as applicable

° The Laser safety representative needs to be consulted

Important Contacts:

		Extension ¹	Mobile ²
First aid	BERINGER Friedrich, ARat	13404	3462
	MARIK Manuela	13405	3470
Safety representatives	MARIK Manuela	13405	
Fire Protection representatives	GÄRTNER Rainer	13423	
	MARIK Manuela	13405	3470
	SCHMIDT Herbert	13424	3468
Laser safety representative	HUSINSKY Wolfgang, Ao. Univ. Prof.	13441	3464
Radiation representative	AUMAYR Friedrich, Univ.Prof.	13430	3471
Poisons, Chemicals, Gases	LAIMER Johann, Ao. Univ. Prof.	13462	3463
	MARIK Manuela	13405	3470
TU Wien Medical service		41880	
Emergency telephone codes:	Concierge Freihaus	40004	4004
	Concierge Getreidemarkt	40002	4002
	Have a hart defibrillator		
	Issue evacuation alert if required		
	Alarm fire department and ambulance as needed		
		From a TU Desk phone	From any mobile phone
	Fire department	0-122	122
	Police	0-133	133
	Ambulance	0-144	144

Date: ___/___/20___

Time: ___:___

Signatures:

Instructed person

Instructor

Laser safety representative
(if required)¹ dial this number from any TU desk phone, call 01-58801-xxxxx from a cell phone² dial 90-yyyy from any TU desk phone, call 0664-60588-yyyy from a cell phone