Faculty of Computer Science and Mathematics - General Laboratory Regulations

Aims

These regulations are designed to ensure that the laboratories are used according to the principles of safety at work, environmental protection and cost-effectiveness as set out in the directive implementing occupational safety at the OTH Regensburg.

Scope

These regulations apply to all users of laboratories of the Faculty of Computer Science and Mathematics. Exceptions and additions are set out in the regulations of the specific laboratory and must also be complied with.

Duties of Laboratory Users

Laboratory users are all persons who spend time in a laboratory with the required permission.

- Users must be aware of and comply with these laboratory regulations and adhere to any other rules and regulations which may apply locally. This will be documented in writing. Users will be required to sign to confirm that they have read and understood the laboratory regulations.

- Persons offering a course, tuition in a laboratory etc. are responsible for the safe conduct of that event and for compliance with the existing safety regulations, especially as they relate to the participants.

- Laboratory users may be denied a workplace if found to be in serious breach of their duties under these regulations.
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Safety measures

- Laboratory users must familiarise themselves with the risks and safety measures involved before commencing work with items of equipment for which rules of use, operating instructions or operating manuals are available on site. Safety instructions contained in standard operating procedures must be observed.

- Equipment may only be used for the purpose for which it is intended. Equipment identified as damaged or faulty must not be used and must be reported to the laboratory managers.

- Users may only carry out work which conforms to the instructions issued to them. They must also comply with any directions issued by the laboratory managers or their representatives.

- Existing cables and wiring (e.g. power, LAN), appliances and laboratory setups must not be altered without permission. Users’ own laboratory setups must undergo a safety check before use. Setups must be approved by a tutor if necessary.

- Users must work so that no one is harmed or endangered or more than necessarily disturbed.

- The workplace must be left clean, safe and tidy; eating, drinking and smoking are not permitted.

- Laboratory managers regulate opening hours, access permits, the use of equipment and working alone.

- The person last to leave the laboratory is responsible for making sure it is locked. Before leaving the laboratory they should normally ensure that windows are shut and that lights and appliances are switched off.

- Any defects, hazards, accidents and health problems such as dizziness or similar must be reported immediately to the laboratory manager or to a member of the laboratory staff.

- Users must familiarise themselves with the type and use of the safety equipment (e.g. emergency call (notice board), first aid/action in case of fire (notice board), telephone and fire alarm systems, emergency stop switches and fire extinguishers). These must be used immediately in case of emergency!

- Emergency exits and escape routes must be kept clear of obstructions and possible hazards.
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Entry into force

These general laboratory regulations apply in the laboratories of the Faculty of Computer Science and Mathematics by virtue of a resolution of the Faculty Council dated 11.10.16

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Prof. Dr. Thomas Waas, Dean of the Faculty                     revised 11.10.2016