

Art. 1. Objectives

- (1) It is the objective of the general lab and workshop rules to define frame conditions for users that will ensure safety and protection.

Art. 2. Scope of application

- (1) The scope of application of the present lab and workshop rules shall cover all labs and workshops forming part of the organisational structure of the University.
- (2) The lab and workshop rules shall be prominently displayed in all labs and work-shops.

Art. 3. General

- (1) Technical responsibility shall lie with the head of the respective organisational unit who has spatial or organisational control of the lab or workshop. This person shall be in charge of communicating and observing the lab and workshop rules as well as of selecting the teaching staff charged with supervising persons in the workshop. The workshop manager commissioned with this task by the Rectorate in agreement with the organisational management shall be responsible for the equipment, condition, corresponding technical appointments and maintenance of the resources. He / she shall make sure that compliance with the lab and workshop rules in normal everyday operation is monitored and that any shortcomings will be reported to the organisational management and Rectorate. All groups of persons present in the lab or workshop shall follow the instructions.
- (2) Workshop managers and teaching staff instructing others regarding the workshop rules shall be responsible for providing correct and professional instructions. These instructions shall be suitably documented in writing and deposited in the workshop. Such instructions (workshop introductions) shall be held at the beginning of each semester, with several introductory events provided if necessary.
In any case, the instructions shall comprise:
Information about, and acknowledgment of, workshop rules
Drawing attention to on-site fire extinction equipment
Drawing attention to emergency call equipment and emergency stop devices
Rules of procedure to follow in the event of an accident
- (3) The safety regulations shall apply to all persons present in the labs and workshops.
- (4) During classes held in workshops or labs, course teachers shall be responsible for compliance with all regulations, in particular with the safety regulations of the workshop rules.
- (5) In the event of handling hazardous materials or agents or of particular risk to persons, the manager in charge may define additional regulations and implementing provisions specific to his / her field of competence in order to complement these lab and workshop rules.
- (6) Only persons who have been familiarised with the lab and workshop rules and confirmed this with their signature shall have access to labs and workshops.

Art. 4. Safety regulations

(1) General safety regulations:

- (a) Working alone in the workshop is expressly prohibited. At any time, there must be at least two persons present to ensure that aid can be provided if necessary. Only teaching staff and workshop managers shall be exempted from this rule.
Work at stationary machines in the wood and metal workshop shall be permitted only under supervision; therefore either the workshop manager or the course teacher must be present. When leaving the workshop, they shall disconnect particularly hazardous machines from power supply.
Spray and painting work as well as work involving polyester shall be exclusively permitted by appointment, agreed beforehand with the competent workshop manager.
Multi-day, extensive projects shall be agreed with the competent workshop manager in time before starting work. For safety reasons, the scope of such projects must be in line with the workshop conditions, so that the applicable work rules and safety regulations can be complied with. In particular, fire extinguishers as well as communication, escape and rescue routes shall be kept clear, safety distances shall be maintained, and the height and depth of the workshop shall be taken account of.
The workshop manager shall be exclusively authorised to use the electric forklift truck.
- (b) It is expressly prohibited to eat or drink in labs and workshops.
- (c) It is strictly prohibited to smoke in any lab or workshop area.
- (d) The workshop managers shall implement or organise regular functional tests of all work equipment that is subject to mandatory checks. Any defects or misuse of equipment identified shall be promptly reported to the respective organisational or workshop management. A visual check shall be additionally conducted every time before taking any machine into operation.
- (e) All persons working in the labs or workshops shall behave in a manner ensuring that hazards will be avoided as far as this is possible.
- (f) Users may not permit extraneous or unauthorised persons access to labs or work-shops and shall be liable for any infringements. They shall expressly acknowledge and agree that electronically registered access data may be checked at any time by the heads of the organisational units in order to e.g. clear up instances of theft, damage, vandalism or similar.
- (g) After finishing work in a lab or workshop or leaving a workplace, all such premises shall be locked. Keys to high-voltage circuits shall be removed.
- (h) Hazard points, such as moving parts, drives, shafts, fan belts and similar, shall be secured by means of protective covers or casings and shall not be removed under any circumstances.
- (i) The entire lab and workshop equipment shall be used as intended and handled with care. All devices, tools and machines shall principally remain inside the workshop unless express permission is granted to borrow, and hence take away, such items.
- (j) Inside the labs, users act at their own risk and shall comply with the general house rules of the University, which assumes liability only within the limits of the applicable statutory provisions. Users shall be liable within the limits of the applicable statutory provisions for any damage caused intentionally or through gross negligence.
- (k) In the event of wilful damage, theft, infringement of lab and workshop rules or negligent handling of equipment or machinery, the Rectorate or a person duly authorised by it shall be entitled to ban culprits from entering labs or workshops in case of clear and imminent danger or if there is a risk that such acts might be repeated.
- (l) Workshop accidents as well as medical treatment required due to a workshop accident shall be promptly and demonstrably reported to the head of the respective organisational unit, to the Personnel Department as well as to the Legal and Admission Department.
- (m) Safety instructions shall be complied with and safety symbols shall be observed.
- (n) When handling hazardous substances, the safety data sheet must be carefully read before starting work. The instructions contained therein shall be complied with. If hazardous substances are used in the context of classes or courses, teachers shall instruct their students accordingly.
- (o) For all working materials brought to the site from outside and destined for use on University premises for projects or any other work, printed safety data sheets shall be submitted to the respective workshop manager, who shall permit or prohibit the use of these materials. This shall also apply to machinery or equipment brought to the site from outside.

(2) Instruction:

- (a) Access to, and work in, the individual labs and workshops shall require prior instruction provided by the competent workshop manager regarding the general and specific lab and workshop rules. This instruction shall be adapted to the work conducted in the workshop and the related hazards. Provision of such instruction and its acknowledgment by the person thus instructed shall be confirmed in writing and kept at the organisational unit so as to permit inspection at any given moment.
- (b) It is expressly prohibited to work with equipment or machines without appropriate prior instruction.
- (c) A student's positively graded participation in a course or class whose teaching aims comprise the use of a workshop, its equipment and materials as well as the contents of these workshop rules shall be likewise considered as instruction.

(3) Safety at work (accident prevention):

- (a) Users must wear clothing suitable for the intended work (protective clothing) and protective footwear.
- (b) It is expressly prohibited to wear gloves when working with rotating machinery.
- (c) Loose, long hair must be pinned up or covered with a hairnet.
- (d) Jewellery, rings and necklaces must be removed before starting work.
- (e) For all work potentially hazardous for the eyes, the prescribed form of eye protection (e.g. goggles) must be used without exception.
- (f) Ear protection (no headphones!) must be worn when working with noisy machines.
- (g) Non-obvious restrictions of a physical, health-related or psychological kind that may impair the user's workshop activities in whatsoever manner shall be reported to the organisational management in advance in allow compliance with any special needs.
From the moment when a female worker or student reports her pregnancy, work zones and common areas considered safe for such workers or students shall be agreed with the competent occupational professional.

(4) Cleaning of workshops:

- (a) Workplaces as well as the equipment and tools used shall be left in a clean and orderly condition after termination of work.
- (b) Process wood dust shall be removed by means of a special vacuum cleaner (vacuum cleaners) available for this purpose.
- (c) All workpieces and materials shall be collected or removed from the workshop not later than two weeks after the end of the respective academic period (mid-February and mid-July, respectively). Items not collected shall be disposed of by the University.
- (d) Due to limited space and for safety reasons, personal effects of users cannot be stored in workshops.

Art. 5. Fire protection

- (1) Fire protection equipment must never be disabled under any circumstances.
- (2) Doors between fire compartments must never be blocked with wedges.
- (3) Fire-extinguishing devices must never be kept in a concealed or inaccessible site.
- (4) Rapid and safe usability of escape routes and emergency exits shall be safe-guarded at all times.
- (5) In rooms or work areas marked as easily flammable or explosive, it is expressly prohibited to use fire or naked light (e.g. matches, lighters, candles) or to operate electrical devices.
- (6) It is expressly prohibited to work with flammable liquids close to naked flames.
- (7) Spilled liquids shall be immediately and properly removed.
- (8) In all other cases, the provisions of the fire protection regulations of the University shall apply.

Art. 6. First aid

Key rules of behaviour:

Make sure that you are safe before helping others.

In the event of injury, call the ambulance if necessary and administer first aid.

Important emergency phone numbers:

Fire department 122

Police 133

Ambulance 144

European emergency number 112