

# Guidelines for *Staff and Students*

## For the use of laboratories and workshops at the Institute of Applied Physics E134

1. Staff members and students are obliged to read the "TU Vienna Laboratory and Workshop Regulations" and strictly comply with the regulations. The document is available in all laboratories in German. and the most recent version can also be found on the website of "TU Wien Rechtsabteilung" (a version in English is available there; title of the original German document: "Labor- und Werkstatt-Ordnung der TU Wien").
2. Without instruction staff members and students are *not* allowed to use laboratory equipment, tools, machinery and chemicals at the institute, particularly in laboratories and workshops of the institute or in other rooms of the Vienna University of technology.
3. Staff members are in general permitted to enter laboratories and workshops; they are however obliged to keep sufficient distance from instruments, machines and other sources of danger, if they are not instructed to use this equipment. Students are not permitted to enter laboratories without prior instruction. Exceptions are the passage through rooms DC04E10, DC04K12, DC05F10 and DC05K12 as well as the use of teaching laboratories DC03xxx during courses. If in front of a door a warning sign is posted or activated (e.g. Laser radiation, ionizing radiation, ...), access to the room is restricted to instructed staff members or students. The laboratory head is responsible for the installation of warning signs.
4. Instructions for the use of tools, equipment, machines and chemicals at the institute, particularly in the laboratories and workshops of the institute, may only be conducted by qualified personnel, appointed by the head of institute or a higher-ranking authority within the University. If no instructor has been nominated, the head of laboratory, posted at the entrance of the particular laboratory will perform the instruction. Instructions will only qualify a member of staff for the use of tools, equipment, machines and chemicals if the instructor and the instructed person confirm in writing that the instruction has taken place and if a copy of the instructor's confirmation is filed in the institute's office. In general, the instruction will be documented using the attached form.
5. If a user manual is available for a piece of laboratory equipment or a machine, in addition to the instruction the manual needs to be consulted before operating the machine or equipment.
6. Work with chemical is only permitted if the respective safety sheets are available and have been read by everyone involved. Procurement of chemicals and pressurized gas cylinders is exclusively performed via the person nominated by the head of insitute.
7. Prior to any activities in the workshops, laboratories or any other room of the institute, members of staff and students are obliged to inform themselves about any applicable safety regulations and to strictly follow them. In particular, members of staff and students must use protective equipment (such as goggles and ear protection, see also § 5 of the TU Vienna Laboratory and Workshop Regulations (Labor- und Werkstattordnung der TU Wien)) according to the safety regulations.
8. Members of staff and students may only use the laboratories and workshops of the institute if there is at least one other individual present in the room or help in case of emergency is quickly available otherwise. Exceptions from this rule are microscopy (optical and AFM in air) and work with low voltage in the electronics laboratory.
9. Work in the mechanical workshop of the institute E134 is only permitted with the explicit permission of the head of the workshop. In any situation, points 5-7 need to be strictly adhered to. Cleaning- and maintenance work conducted by external staff are not affected by this regulation.
10. Members of staff may use the laboratories and workshops of the institute for official business only, students for their study work with the agreement of their supervisor. Access to laboratories and workshops must not be granted to unauthorized persons.
11. Machines and equipment operated without supervision (e.g. vacuum systems,...) needs to be equipped with safety devices preventing damage due to the leakage of cooling water, gases and other media as well as due to malfunction of equipment. The responsibility for this rests with the head of laboratory.
12. The regulations in this guideline complement the "TU Vienna Laboratory and Workshop Regulations" (Labor- und Werkstattordnung der TU Wien). If any regulation within this guideline should be contradictory to the "TU Vienna Laboratory and Workshop Regulations" the latter take priority.
13. This document is a translation of the legally binding German version entitled "Richtlinie für Mitarbeiter/innen und Studierende zur Benutzung der Labors und der Werkstätte am Institut für Angewandte Physik E134". This translation is provided as a convenience for staff and students lacking a sufficient knowledge of German. In case of any doubt, the official German version takes priority over whatever is said in this translation.

The administrative responsibility for questions of safety and for the filing of instructions according to point 4 rests with Mrs. Manuela Marik

Vienna, August 23<sup>rd</sup>, 2010

Prof. Herbert Störi

Head of the Institute of Applied Physics, E134

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