



Montanuniversität
Leoben

Annual Instruction on Laboratory Regulations and Occupational Safety

at the Chair of Materials Science and Testing of Polymers

Move mountains

LABORATORY POLICY

at the Chair of Materials Science and Testing of Polymers



1. The instructions of the persons responsible for the laboratory must be followed.
2. Access to the laboratory is only permitted to authorized persons. Persons with access permission to the laboratory must not allow or enable unauthorized persons to enter the laboratories (exception: visitors on guided laboratory tours after appropriate registration).
3. Authorized persons are:
Employees of the Chair of Materials Science and Testing of Polymers with general laboratory access as well as external persons with access permission to those laboratory areas, where the external person in question has a current machine permission.

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4. It is forbidden to touch, modify or operate equipment, installations and test setups for which no permission for use exists. In areas with yellow barrier lines (floor markings), it is not allowed to leave the restricted areas without permission. Permission to cross the barrier lines can only be granted by persons with a right to use the respective testing machine in their presence.



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- Persons with access permission to the laboratory must announce their presence in the laboratory before work begins as follows:
For employees of the Chair of Materials Science and Testing of Polymers the registration of attendance takes place by means of a magnetic board in front of the secretariat of the chair.

All other persons with access permission to the laboratory (external persons) have to register with an entry in the laboratory registration book in the entrance area of the Center of Polymer Engineering at the announcement board for the Chair of Materials Science and Testing of Polymers, whereby the time of coming and going has to be confirmed with signature.



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- Working alone in the laboratory area is only permitted for work with low risk (the person remains capable of acting in the event of an accident). When working alone in these laboratories, the mobile phone must be kept within easy reach for making an emergency call.



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7. Working alone is categorically prohibited for conversion, service and maintenance work on the following testing machines: universal tensile/compression testing machines, servo-hydraulic testing machines including work on the hydraulic supply and electro-dynamic testing machines.
8. Laboratory work outside the opening hours of the Center for Polymer Engineering (Monday to Friday from 07:45 am to 5:00 pm) must be registered in advance with the head of the Chair of Materials Science and Testing of Polymers (by e-mail) and is only permitted after written approval by the head of the chair.
9. The personal protective equipment (PSA) required for the laboratory must be used (see pictograms on the respective laboratory doors and the room book with the safety regulations for the laboratory). For laboratories with yellow barrier lines (floor marking), the use of PSA is not necessary within the barrier lines.



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10. Emergency and/or off switches and fire extinguishing equipment must not be obstructed and must be freely accessible at all times. Escape and rescue routes and emergency exits must be kept clear.
11. In the event of a gas alarm (flash light and/or horn), the respective laboratory areas must be left immediately and no longer entered. If unconscious persons are in the affected area, the fire brigade must be called by emergency call 122. No rescue attempts shall be made. In the event of a gas alarm, information must be provided immediately to the nitrogen manager, the responsible laboratory manager and the chair management (secretariat), then go to the meeting point in front of the secretariat.

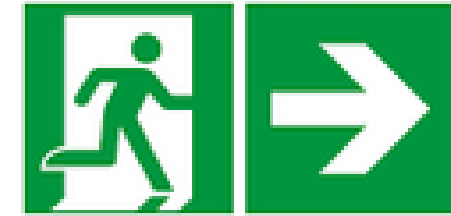
Gas sensors are placed in the following laboratories:
MTS Lab. (U203), Mech. Lab. I (U204), Mech. Lab. II (206),
Microscopy (U208), DMA Lab. (U209) and sample preparation (112).



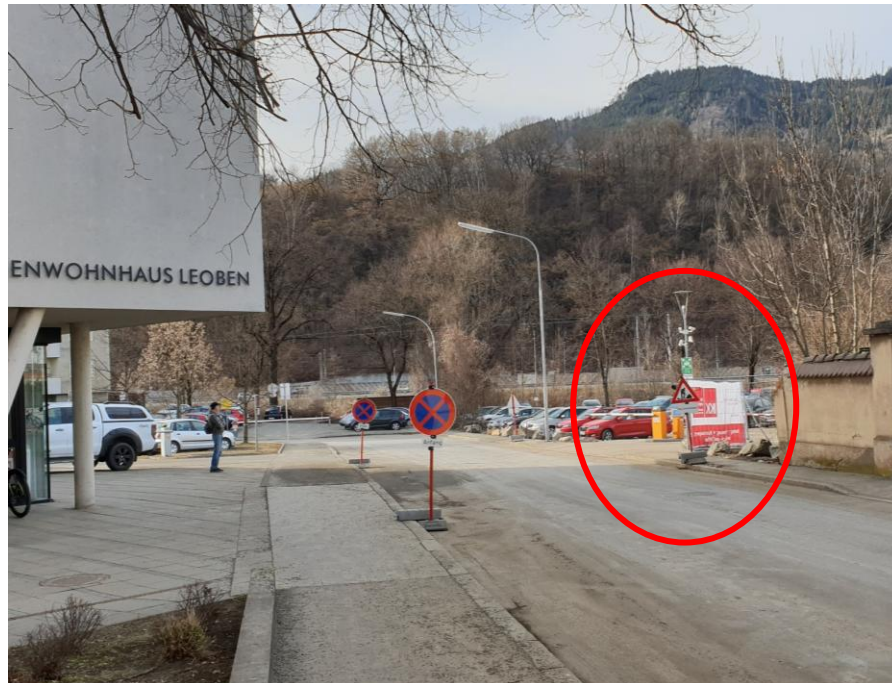
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12. When the evacuation alarm sounds (shrill continuous tone), leave the building immediately and go to the assembly point in Roseggerstraße opposite the IZW.



Assembly point in Roseggerstraße



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After evacuation of the individual rooms of each floor the empty rooms should be marked by means of signs provided at the "Safety Points", which can be done by any person.

**MUL Emergency
number:
0664 / 88989603**

**CONDUCT IN
CASE OF FIRE**

Keep cool!

- 1. Alarm**
*PUSH BUTTON ALARM and
EMERGENCY CALL 0-122 or
Doorman's office extension 7711
INFORM ABOUT:
YOUR name? LOCATION of fire?
OBJECTS of fire? People injured?*
- 2. Rescue**
- 3. Extinguish the fire**
*Guide fire brigade, name possible
dangers and entrance ways!*

EVACUATION ALARM
Short high and shrill signals



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13. All hazardous substances must be reported to the person responsible for chemicals prior to storage and use with registration in the list of chemicals including the corresponding safety data sheet.
14. No food and drink in the work area. The smoking ban at MU Leoben must be strictly followed.
15. The handling of testing machines is not permitted under the influence of alcohol or drugs or under the influence of medication that impairs the ability to act.
16. Equipment and systems may only be used in accordance with their intended purpose. The operation of the equipment and systems is - without exception - restricted to employees with appropriate operating instructions.
17. Before using the devices and systems, make sure that they are in perfect condition. Report any damage to the laboratory or test equipment representative immediately. Unauthorized repairs and interventions on the test equipment are expressly prohibited. Defective devices/systems must be taken out of operation immediately.

LABORATORY POLICY

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18. Used equipment and tools must be properly stowed away again after completion of work. Devices that are no longer used, in particular temperature control devices, must be switched off. In general, care must be taken to ensure a proper laboratory condition.
19. Laboratory inventory (machine equipment and tools) and laboratory documentation (machine books, room book, operating instructions, etc.) must not be removed from the laboratory area.
20. The causer is liable for damages caused intentionally or by gross negligence. In case of violation of these laboratory regulations, the permission to enter the laboratory may be withdrawn.
21. Admission to the laboratory area of the Chair of Materials Science and Testing of Polymers expires upon termination of employment at the University of Leoben or after expiry of the equipment and machinery license.
22. The signature confirms that the contents of the laboratory regulations (in the current version) have been fully understood and will be taken into account. After the signature the access permission to the laboratory area of the Chair is granted. The corresponding list of signatures is available in the secretariat of the Chair of Materials Science and Testing of Polymers.

Safety representatives at the chair MUL-WPK



Area	Contact Persons
Sicherheitsvertrauensperson (SVP)	Jürgen Grosser
First aid	Jürgen Föttinger (Reza Afsharnia)
Fire prevention	Jürgen Föttinger
Chemicals	Horst Schranger / Kamil Novotny
Technical Gases	Jürgen Föttinger

Order and cleanliness in the laboratory

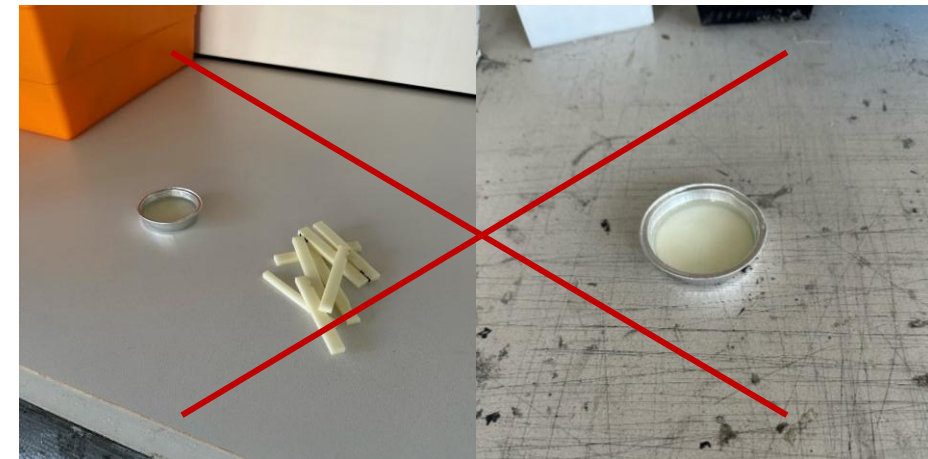
Dos and Don'ts: for example in the Sample preparation lab

Dos:

- Clearly label all your samples, unknown samples will be discarded
- Maintain cleanliness and ensure your samples take as little space as possible
- Leave the samples only for as long as necessary, the lab is not for sample storage

Don'ts:

- Don't leave undescribed samples lying around the lab
- Don't leave your samples in the fume hood unless necessary (volatile, bad smelling compounds,...)



Chemicals I: Handling of hazardous substances

Hazardous material classes

explosions- gefährlich	entzündbar, selbst- erhitzungs- fähig	entzündend wirkend	gasförmig oder flüssig unter Druck verdichtet	ätzend	toxisch oder akut toxisch	Achtung toxisch	gesundheits- gefährlich	umwelt- oder gewässer- gefährdend
GHS01	GHS02	GHS03	GHS04	GHS05	GHS06	GHS07	GHS08	GHS09

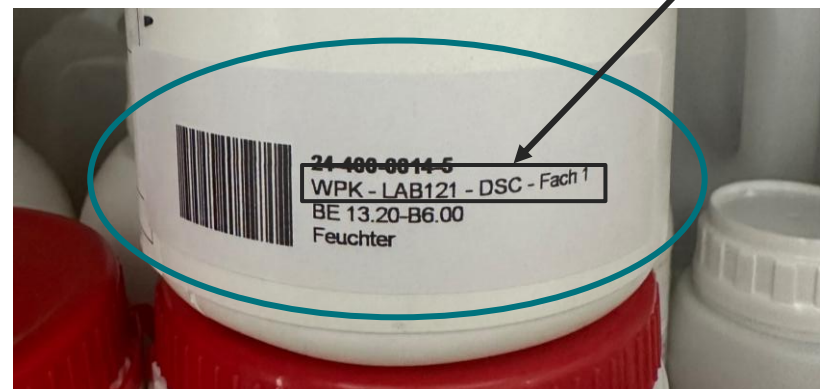
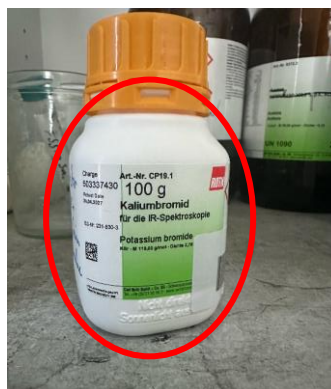
- All hazardous substances must be registered by the chemicals manager (**Horst Schranger** or **Kamil Novotny**) and agreed upon in advance before storage and use => Registration in the list of chemicals, provision of the safety data sheet, storage in the safety cabinet)
- Further details for the safe handling of chemicals are discussed with the chemicals manager when registering for storage and are to be observed accordingly.
- Chemicals that are no longer used must be reported immediately to the chemicals manager and disposed properly.

Chemicals II: Storage of chemicals

- At our institute, chemicals are stored in two cabinets: one in sample preparation lab, one in DSC lab
- All chemicals have two different labels:
 - Original GHS-compliant label** (contains all basic information including safety precautions)
 - Internal label** – contains information on storage location
- Always return the chemicals to their original place!
- If the labels are damaged or missing, contact the chemicals manager



Storage location



Handling of Waste

Handling or disposal of (hazardous) waste

- A distinction must be made between hazardous and non-hazardous waste. The former, which is to be disposed of with household waste or waste water, also includes chemicals that are not categorised as hazardous substances.
- The disposal of hazardous waste is described in individual cases in the operating instructions or in the safety data sheet (according to ADR: classification, UN no. etc.). However, the specialist or chemicals manager (or the university's hazardous waste officer) must be asked where the substances to be disposed of are to be sent! Hazardous waste must be collected in labelled hazardous waste containers as instructed. The user must arrange for containers that can no longer be used to be replaced. Highly reactive or very toxic substances must be chemically inactivated before being added to hazardous waste. The depositing of hazardous waste is generally prohibited in all areas not designated for this purpose. (e.g. corridors, inner courtyards, etc.)

Further Information



Arbeitssicherheit

- AKTUELL
- ANSPRECHPARTNER
- ARBEITSSCHUTZ
- GESUNDHEITSSCHUTZ
- BRANDSCHUTZ
- UMWELTSCHUTZ UND ENTSORGUNG
- FREMFIRMEN
- INFOS VON A BIS Z
- DOWNLOAD
- KONTAKT

WILLKOMMEN

Arbeitsschutz und Arbeitssicherheit - geht uns alle an.

WILLKOMMEN auf dem Portal für Arbeitssicherheit, der Plattform für Informationen zu Arbeits- und Gesundheitsschutz an der Montanuniversität Leoben.

Hier erfahren Sie neben der Organisation der Arbeitssicherheit an der Montanuniversität Leoben auch Neuigkeiten zu Arbeitssicherheit, Brandschutz, Gesundheit und Umwelt.

- > **Wir** möchten Sie mit unserem Beratungsangebot in der Vorbeugung und Vermeidung von Arbeitsunfällen wirksam unterstützen.
- > **Wir** beraten Sie in allen Belangen der Umsetzung von gesetzlichen Vorgaben und Auflagen um die Sicherheit an Ihrem Arbeitsplatz und Ihren individuellen Gesundheitsschutz zu gewährleisten.



<http://asi.unileoben.ac.at/>

