

## Safety regulations of the laboratory

### General laboratory regulations

- You are allowed to work in the laboratory only if you are aware of the safety regulations, you have participated on the **fire and labour safety course** and you have **signed the declaration** of obeying the policy.
- Any behavior that **compromises secure work** (indiscipline, playing etc.) is prohibited in the laboratory.
- You must take care of your own health and that of the people surrounding you in the laboratory.
- You are obliged to handle laboratory instruments and devices according to their purpose.
- You must immediately inform your supervisor of any injuries occurring in the laboratory, as well as if you or anybody around you seem to have airsickness.
- You are not allowed to eat or drink inside the laboratory, you can do it outside.

### Handling electrical circuits and means supply

- You have to be aware of the location of the mains switch that serves to interrupt the energy-supply of the laboratory. **In case of accident, you must switch off the mains switch.** In all other cases, only the supervisors are allowed to access it.
- In case of an electric shock, the device causing the shock must be switched off immediately, and you have to inform your supervisor. This applies even if there are no injuries. If there were injuries and if needed you have to **give a first-aid and call the ambulance (104).**
- You are only allowed to connect an undamaged mains power cable to the mains supply. It is strictly prohibited to use any other kind of cable (special care to single-pole cables) or a damaged cable for this purpose. If a **damaged cable** is detected you have to report it to your supervisor. You are **not allowed to repair** any cable in the laboratory.
- You should touch an electric plug or cable with a **single hand at the isolated regions.** Avoid using both hands. It is prohibited to remove an electric plug by pulling the cable it is attached to.
- When connecting a device and a generator or power supply you must **connect one end of the cable to the device first** and only than can the other end be connected to the generator or supply.
- Before connecting the power supply and input signals to a circuit, the connections within the circuit itself have to be checked. You can only perform **any modification on the mounted circuit only after disconnecting** the circuit from the generator(s) and the power supply.
- Before moving an instrument from one location to another, it has to be disconnected from the mains supply.
- When using a **soldering-iron**, you must avoid to touch anybody (including yourself) and any cable with the hot iron.
- You **are prohibited to place any obstacle (coat, bag etc.) in the way** of the laboratory entrance, the escape routes, the way to the mains switch and to the fire extinguisher. These routes must be left easy to access.
- Whenever an instrument or electronic device behaves in an unexpected way or if it is clearly damaged, you must report the event to your supervisor. It is strictly **prohibited to dismount, repair, or hit the failed device.**

### Fire safety regulations

- **No smoking** in the laboratory.
- The usage of **open fire** and the possession of **flammable material is strictly prohibited** inside the laboratory.
- **In case of fire**, you have to follow the instructions of your supervisor. If the supervisor is not present, you have to perform the following operations:
  1. Switch off the mains switch to de-energize the laboratory.
  2. Start extinguishing the fire with a fire extinguisher. It is prohibited to use the fire extinguisher on a burning person in general. A burning person can be extinguished by covering the person by a non-compound textile, blanket or carpet.
  3. Call the **city fire-brigade (105)** and/or the fire-brigade of the University (1105 or 2990). You have to report the exact address and location of the accident and furthermore what is burning, what is in danger and report whether life is in danger or not.
  4. The person responsible for fire cases in the corresponding department has to be informed.