

General Laboratory and Workshop Regulations of the University of Vienna

All function descriptions are to be understood as gender-neutral

The purpose of the General Laboratory and Workshop Regulations is to define general conditions and basic rules of conduct. It defines general conditions, prescribes conduct patterns with the existence of particular encumbrances and hazards and regulates handling of hazardous materials.

1. General

The scope of these General Laboratory and Workshop Regulations extend across all laboratories and workshops incorporated in the organisational structure of the University of Vienna. The regulation defined below for laboratories shall also apply analogously to the workshops.

At the University of Vienna, those areas are described as laboratories, in which experiments, tests, analyses or measurements are carried out.

Workshops are described as those areas, in which work is carried out with available tools or machinery, to produce, process or repair items.

The Laboratory Regulations must be posted in all laboratories, so that they are easily visible.

The responsibility lies with the head of the respective organisational unit/sub-unit, to whom the laboratory is spatially or organisationally allocated. He/she is responsible for notification and observance of the Laboratory Regulations and for the fittings, condition, the corresponding technical equipment and maintenance. He/she must ensure that in practical operation, monitoring the implementation of the Laboratory Regulations and the reporting of possible deficiencies takes place by appropriately qualified employees. All groups of persons present in the laboratory must observe the instructions.

The head of the respective organisational unit must notify the full allocation of responsibilities in the individual laboratories within his/her area of responsibility, as well as possible changes to the university management.

The safety regulations shall apply to all persons present in the laboratories, regardless whether they are employees, students, other members of the university, guests or employees of external companies.

If laboratories are used by several organisational units/sub-units, all measures for the protection of physical soundness of the persons working here, the protection of the environment and sparing of resources must be agreed and coordinated.

If hazardous materials are being handled or particular hazard to persons exists, the responsible sub-unit head can prepare specific, supplemental regulations and implementation provisions for his/her unit, for example, in the form of specific laboratory and workshop regulations. However, this must not contradict the General Laboratory and Workshop Regulations. The specific laboratory and workshop regulations must be issued by the Dean and immediately sent to the Rectorate for information. The Rectorate reserves the right to suspend the special laboratory and workshop regulations at any time, without providing reasons.

2. Laboratory and safety regulations

Entry to and working in the individual laboratories is prohibited without prior instruction in the general and specific laboratory regulations by the respective laboratory head. The extent and type of instruction shall be adapted to the work to be carried out and the associated hazards and encumbrances. The implementation of the instruction and its acknowledgement by the instructed person shall be confirmed in writing.

All persons working in the laboratories shall be instructed by the respective laboratory head prior to starting work and then at annual intervals. The instruction that has taken place and its content must be documented in writing. In addition to the location-specific hazards and encumbrances and the safety measures defined to prevent them, this instruction shall also include the obligation to wear appropriate personal protective equipment and clothing.

External persons, such as guests and employees of external companies may only enter the laboratory premises when accompanied or after appropriate instruction. The instructions of personnel must be observed.

The intervals for the regular function checks for the working materials requiring inspection must be complied with. Possible defects that are determined must be immediately rectified. The inspection books and inspection reports shall be kept in the office of the sub-unit head. Prior to any use, a visual inspection must additionally be carried out.

Cleaning the laboratory and workshop premises belongs to the tasks of the users. Exceptions from this are only those areas, where cleaning personnel that has not been trained accordingly does not come into contact with any hazardous materials while cleaning.

Individual workstations

Working alone or on one's own is regarded as activities that are carried out by one working person alone, without the presence of other persons.

A person is regarded as "working alone and not sufficiently safe", if after an accident (activities with increased accident risk) or after suddenly falling ill (activity without increased risk of accident = remote workstation), first aid cannot be administered within an "acceptable period of time". Such situations are always related to "restricted contact possibilities" with other persons.

Working alone is only permitted if:

- time-delayed assistance while working alone or during the shift is possible without consequential damage,
- timely assistance is ensured through suitable organisational and/or technical safety measures and
- persons working alone and providing assurance are sufficiently informed and instructed.

An employee may only work alone at a workstation with an increased risk of accidents or a remote workstation, if effective monitoring – within the meaning of ensuring timely assistance in case of injury or the occurrence of damage – is ensured (Article 61 Par. 6 Employee Protection Act).

For work involving increased risk of accidents (even with sources of danger, which are not specifically shown), if immediate assistance is required, another person **must** be within visual **and** calling range.

If this should not be the case, e.g. for work outside of operating hours/at weekends, measures must be taken, which ensure sufficient monitoring and **effective** safety measures, in order to be able to provide first aid after an accident or sudden illness, within an "acceptable period of time". **If this is not possible, working alone shall be prohibited.**

(According to the brochure of the Labour Inspectorate (BMWA), increased risk of accident means: Foreseeable accidents or hazardous incidents with foreseeable injuries or damage to

employees **and** threat to life, lasting damage or unacceptable pain phases due to non-timely assistance.)

It is therefore in principle prohibited to work alone in laboratories with hazards/sources of hazards, except if effective safety measures are taken. However, there are certain hazards, for which it is always prohibited to work alone in the laboratory, in any case, as the maximum time range until assistance is provided is very short, with zero to a few minutes (e.g. with risk of suffocation or loss of consciousness due to effects from chemical materials/gases, etc.).

Those activities for which working alone is always prohibited are to be defined in writing by the head of the respective sub-unit, for each individual case.

All persons working in the laboratories must conduct themselves, such that hazards are avoided as far as possible. For activities with a high hazard potential, the persons working in the direct vicinity must be informed.

Cleanliness and tidiness in all laboratory areas are for the purpose of safety and therefore have top priority.

Work materials that are no longer required, including all glass devices used, must be cleaned and put away, immediately after work is finished.

Possible deficiencies should be reported to the person responsible for the laboratory. Assistance with the rectification of such defects shall be provided by the safety representative or skilled safety worker. They shall also be informed regarding structural changes, the use of new work materials and substances.

All laboratory rooms must be kept locked after work is completed.

3. Noise and vibrations

In all laboratories incorporated into the organisational structure of the University of Vienna, in which noise and vibrations occur, Appendix I shall apply (see: <http://rrm.univie.ac.at/download/>) as a component of these laboratory regulations.

4. Handling hazardous materials

In all laboratories incorporated into the organisational structure of the University of Vienna in which

- experiments, tests, analyses or measurements are carried out and
- hazardous materials are handled

Appendix II shall apply (see: <http://rrm.univie.ac.at/download/>) as a component of these laboratory regulations.

Work materials are all materials, preparation and biological agents, which are used for the work. "Use" also includes extracting, producing, occurrence, creation, use, consumption, processing, handling, filling, refilling, mixing, removal, storage, keeping, stocking for use and internal transportation.

Hazardous work materials can occur in solid, liquid or gaseous form. Dust, regardless of type and origin, as well as aerosols, are also covered by these general laboratory regulations.

The safety regulations for handling radioactive materials are defined by legal regulations and official, individual notifications.

5. Work materials

General

Work materials may only be made available, which comply with the applicable legal regulations regarding safety and health requirements, in respect of construction, building and other protective measures. A symbol exists, which indicates that work materials comply with the requirements. This is generally the CE symbol.

The CE symbol is only an administrative symbol and shows compliance with the provisions of one or more EU directives. It is not a symbol of origin, quality symbol, certification mark or standard symbol.

If changes should occur to work materials or improper use should take place, the validity of the CE symbol shall lapse. In these cases, ascertaining the hazard potential originating from these work materials is indispensable.

This must take place in the form of a hazard analysis with subsequent documentation, among others, possible encumbrances, hazards, necessary measures, safety precautions and instruction content must be detailed. The person responsible for this is the employee who has carried out changes to a work material, through which the CE symbol has lost its validity, e.g. with test superstructures or improper use/combining of devices or work materials.

The hazard analysis can be carried out by the employee independently, or in cooperation with the skilled safety workers at the University of Vienna, internal and external experts.

For work materials without a CE symbol, the responsible sub-unit head shall initiate a hazard analysis and the appropriate measures shall be taken.

When work material is purchased, which is certified according to the applicable legal regulations, e.g. the Low-Voltage Electrical Equipment Regulations or the Machine Safety Regulations, it can be assumed that this work material complies with the regulation regarding safety and health requirements in respect of construction, building and protective measures.

Appendix A of the Work Materials Regulation (AM-VO) contains the relevant legal regulations regarding safety and health requirements for employee protection. Furthermore, this list can be found on the home page of the Labour Inspectorate: <http://www.arbeitsinspektion.gv.at/> in the section: Machinery/General/Legal regulations on safety and health requirements.

All work materials must always be used properly, as per the guidelines of the operating instructions and with the necessary care.

Only proper and verifiably maintained work materials may be operated. A visual inspection of the system, the machine or the device must be carried out, prior to each use. Faulty systems and machines must not be operated.

Hazardous areas, such as moving parts, drives, shafts, V-belts and similar must be secured with protective covers, cladding or other screening, so that work accidents become impossible.

Work materials for the purpose of creating high-energy radiation, which is harmful to the human body, shall be operated in accordance with the respective regulations for use.

Safety equipment must not be deactivated, bypassed or removed.

Information and instruction

When the use of a work material is associated with hazards to safety and health of persons, the head of the respective organisational unit/sub-unit, who is spatially or organisationally responsible for the laboratory, must ensure that all persons who use this work material are verifiably instructed regarding the hazards and encumbrances resulting from the use of this

work material, prior to initial use and at regular intervals. The intervals at which this instruction takes place shall be defined jointly with the responsible safety representative and skilled safety worker; however, it must take place at least once per year.

Furthermore, the head of the respective organisational unit/sub-unit must ensure that all persons who use this work material receive sufficient information.

This information is not necessary, if the persons to be informed have acquired sufficient knowledge regarding the mode of operation and use of the work material during the course of their training or previous professional activity.

Inspection duties

Federal laws and regulations, such as the General Employee Protection Regulation AAV, the Employee Protection Act ASchG and the associated regulations, as well as federal state regulations, form the legal bases and define which systems and machinery are subject to inspection duties.

The following applies:

- These inspections may only be carried out by suitable, competent and authorised employees of the University of Vienna, civil engineering firms and industrial companies, within the context of their authorisations.
- These inspections must take place according to the valid standards, regulations and best available technology. These must be specified.
- The legally prescribed inspection intervals must be complied with.
- Inspection documents and inspection reports must be kept in written form and a copy included with the safety and health protection documents.
- Defects that are determined within the context of one of these inspections must be rectified as soon as possible. Systems or machines, which show serious defects or deficiencies that have been determined in this manner, must not be operated.

6. Fire and explosion protection

The Fire Safety Regulations of the University of Vienna define basic conduct. Compliance with these is compulsory of all persons active within the University of Vienna.

Fire safety facilities must never be deactivated. It is prohibited to wedge open fire doors.

Work that is subject to fire hazards, e.g. work with open fires or hot work in laboratories may only be carried out with the prior consent of the responsible Fire Safety Officer, or his/her deputy. If necessary, a fireguard may need to be designated, also beyond the duration of the work.

After discovering a fire, the fire service must be alerted.

In the case of an alarm, the laboratory operation must be immediately discontinued and the university building evacuated, by using the signposted emergency exits.

For persons with disabilities relating to perception or mobility, rapid and unhindered evacuation of the university building must be facilitated through organisational and/or technical measures.

7. First aid

For basic first aid measures, please see Appendix III of these laboratory regulations (see: <http://rrm.univie.ac.at/download/>).

The following always applies:

- **observe self-protection!!!**
- **in case of injuries, immediately administer first aid and request further assistance and notify ambulance services as soon as possible**
- **in case of an accident with chemical materials, contact the Poison Information Centre (01/406 43 43)**

The work materials used in the laboratory also include materials with a high hazard potential. These are classified as irritant, corrosive, flammable, toxic and harmful (e.g. carcinogenic, mutagenic, toxic for reproduction and teratogenic) materials.

Depending on the type of work materials, different types of first aid measures are derived; more details can be found in the specific first aid instructions of the safety data sheets.

In the case of an accident occurring, the affected party, or if this is not possible, the emergency paramedic should be provided with the safety data sheet and - if available - the test/experiment records.

The most important emergency numbers

Emergency doctor/ambulance	141 / 144
Fire service	122
Poison Information Centre	01 / 406 43 43

8. Final provisions

The General Laboratory and Workshop Regulations are a guideline of the Rectorate.

Appendices

See <http://rrm.univie.ac.at/download/>

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