

# Appendix I to the General Laboratory and Workshop Regulations of the University of Vienna

## Stipulations for Laboratory and Workshop Managers

### Preamble

Depending on the complexity of a laboratory/workshop and the potential hazards associated with the tasks completed in them, the head of an organisational unit or (if responsibility has been delegated) the head of a subunit can delegate the responsibility for the activities enumerated in the following to suitably qualified employees (laboratory or workshop managers) pursuant to section 1 of the Laboratory Regulations: General Provisions, subsection Laboratory and Workshop Management. In any case, a qualified deputy must also be appointed.

The following applies to any delegation of responsibility to laboratory/workshop managers:

### 1. Qualifications (Relevant for all Delegations)

The following applies:

- Only employees of the University with the respective subject-specific qualifications can act as laboratory/workshop managers or their deputies.
- They must be familiar with all methods used in the respective laboratory/workshop.

### 2. Responsibility

The following applies:

- Laboratory/workshop managers may not transfer responsibilities to other employees.
- During a scheduled absence, responsibility must be handed over to the deputy in an orderly way.
- If a workshop/laboratory manager lays down or takes a leave from their function, the head of the organisational unit or subunit must appoint a new manager as required and ensure an orderly transfer of duties.

Outside the working hours of the laboratory managers and their deputies, the responsibility lies with the head of the organisational unit or subunit.

### **3. Responsibility for Third Parties**

The responsibility for supervising students of all levels and visiting scholars lies with their supervisors or hosts, respectively.

### **4. Responsibility for Ongoing Operations**

These are:

- responsibility for complying with the General Laboratory and Workshop Regulations of the University of Vienna and for reporting failure to do so in writing
- responsibility for complying with the General Fire Safety Regulations of the University of Vienna in the laboratories and for reporting failure to do so in writing
- running the laboratory
- coordinating use of facilities (benches, instruments, etc.) by researchers and students
- monitoring compliance with prohibitions to work alone
- reporting workplace accidents and near misses (documentation)
- checking prescribed records
- ensuring compliance with rules regarding maintenance, cleaning, cleanliness, hygiene and tidiness.

### **5. Training**

This includes:

- participation in respective trainings (e.g. first aid in the laboratory)
- participation in instructions/trainings provided by companies before the first use of a new machine.

Further activities that are required for the operation of laboratories/workshops must be carried out or organised by the respective laboratory/workshop manager to which responsibility was delegated.

### **1. Written Instructions**

This includes:

- drafting or supporting the drafting of general work instructions (if applicable, in German and English)

- supporting researchers in drafting specialised work instructions (if applicable, in German and English)
- drafting written hazard analysis reports or collecting them from principal investigators
- making all operation manuals and safety and health documentation available.

## **2. Informing Employees Pursuant to Section 12 of the Austrian Worker Protection Act (ASchG)**

Employees must be informed about hazards for safety and health and measures to prevent incidents (pursuant to, e.g., the Austrian Work Equipment Ordinance AM-VO, the Workplaces Ordinance AStV, the Biological Agents Ordinance VB-A, the Potentially Explosive Atmospheres Ordinance VEXAT, the Proof of Specialist Skills Ordinance KennV, the Screenwork Ordinance BS-V, the Health Monitoring at the Workplace Ordinance VGÜ, the Personal Protective Equipment Ordinance PSA-V and the Threshold Ordinance GKV):

- in plain language
- ensuring that the information was understood
- collecting documents and making them available (e.g. safety data sheets, package inserts, user manuals, instructions for use, SOPs, work instructions), where applicable also in a digital format.

## **3. Instruction Pursuant to Section 14 of the ASchG**

This includes:

- providing at least initial instruction on site
- repeating instructions on a regular basis (usually once a year) and renewed instruction after a change of methods, work equipment or substances or following a work accident or near miss
- providing instructions following an incident, e.g. violation of existing rules
- documenting instruction contents, if applicable also in English
- making available written documents (also in a digital format)
- cooperating and exchanging information with supervisors of students, principal investigators, etc.
- ensuring that instructions have been understood (confirmation through signature or electronic confirmation).

## **4. Personal Protective Equipment**

This includes:

- selecting and providing the necessary personal protective equipment
- providing instructions, where necessary in a written form (e.g. which glove to use with which chemical substance)
- organising the professional laundry of lab attire
- organising and checking maintenance work and its documentation, e.g. of eyewash and safety shower stations, first-aid equipment, respirators.

## 5. Laboratory Equipment

This includes:

- monitoring and commissioning legally required periodic tests/maintenance work, e.g. of safety cabinets and fume hoods
  - consulting on the acquisition of new instruments
  - drafting user manuals, data sheets, etc.; arranging for instructions to be provided
  - removing defect machines.

## 6. Labelling Duties

These include:

- labelling and checking labels, e.g. on a laboratory's doors, cabinets, containers, etc.

## 7. Substances Used at the Workplace and Work Equipment

This includes:

- drafting lists of substances used at the workplace (assessment, update, inspection obligations, reporting obligations, CMR, thresholds)
- supervising acquisitions and disposal
- supervising storage (adequate storage, joint/separate storage, checks, etc.)
- supervising toxins (authorisation to purchase confirmed by the Rectorate), compliance with all legally stipulated duties: e.g. records in toxin logbook, instruction obligations, duties with regard to storage
- instructing people who lack the respective expertise
- ensuring proper use of substances / work equipment in experiment setups

- appropriate labelling of all chemicals, preparations/mixtures and samples (instructions, availability of labels, etc.) that are stored or made available; also implementing safety measures for experiment setups; instructing users on proper conduct
- ensuring adequate disposal in accordance with waste coordinators (waste fractions); instructing employees, organising suitable containers, adequate labelling, etc.