

Regulations for staff and students regarding the use of mechanical workshops at the Institute of Atomic and Subatomic Physics (*Atominstitut*) (E141)

(online 15.09.2016)

1. The Federal Law on Occupational Health and Safety, the Austrian Employee Protection Act (ArbeitnehmerInnenschutzgesetz – ASchG), as amended, applies to all employees of Technische Universität Wien (TU Wien).
2. Staff and students are required to read and strictly comply with the laboratory and workshop regulations of TU Wien. The laboratory and workshop regulations of TU Wien are posted in the laboratory and workshop rooms of the *Atominstitut*. The current version can also be viewed on the homepage of the University Office of TU Wien:
https://www.tuwien.ac.at/fileadmin/t/ukanzlei/Labor- und Werkstatt-Ordnung_der_TU_Wien.pdf
3. Staff and students are permitted to enter the general workshop areas of the Institute. However, they should maintain a safe distance from all equipment, machinery and other hazards. If there is a danger or warning symbol affixed to the front of the door of a room, the space may only be accessed by appropriately trained persons. The relevant workshop management is responsible for ensuring that the danger or warning symbols are affixed to relevant machinery. Cleaning and maintenance by external employees shall remain unaffected by this provision.
4. Training on the use of tools in the workshop rooms of the Institute may only be carried out by qualified persons who are selected by the head of the organisational unit (Head of Institute) or a more senior position-holder of TU Wien. This is usually the relevant workshop manager. Each training is only valid if it has been confirmed with the signatures of both the person requiring training and the designated trainer and this confirmation has been handed in to the secretary's office of the *Atominstitut* and/or the workshop. The attached form should be used to document the training.
5. If there is an instruction manual for a device, machine or piece of equipment, this should be read in addition to the training, prior to operation.
6. In principle, the operation of all machine tools in the mechanical workshops of the *Atominstitut* is only permitted by the relevant qualified employees of the workshops of the Institute. With the approval of the workshop management, other employees of the *Atominstitut*, in particular technicians, may also use individual machines. With the individual approval of workshop management, other staff and students with professional experience (such as HTL engineering, mechanical apprenticeship etc.) are permitted to use only the drills. A list ("whitelist") is kept with the porter.
7. In principle, all staff and students may only use the workshop rooms of the Institute if at least one other person is present in the same room, if they can otherwise access emergency assistance quickly or if they can inform the porter.
8. Staff and students can access the equipment store of the workshop within operating hours. Outside of operating hours, staff and students can obtain the access key from the porter on provision of their name and work group, as well as a signature. The key must be returned immediately after use.
9. Only with explicit authorisation by employees of the workshop are other staff and students permitted to temporarily remove hand tools or electrical devices from the workshop.

10. Prior to any activity in the mechanical workshop rooms at the *Atominstitut*, staff and students must brief themselves on, and strictly comply with, the safety regulations. In particular, all staff and students are required to act in compliance with the safety regulations by using personal protective equipment (for example, goggles and ear protection, see also § 5 (4) Laboratory and Workshop Regulations of TU Wien).

Employees are obliged to use the personal protective equipment provided. In compliance with § 7 (1) Personal Protective Equipment Regulations (*Verordnung Persönliche Schutzausrüstung, PSA-V*), members of staff must demonstrate that they have briefed themselves and completed training on personal protective equipment at least once a year.

§ 7 (7) PSA-V: "For recurring information and training (...), and if employees use personal protective equipment regularly (e.g. weekly), it is possible to arrange intervals longer than those stated in para. 1, up to a maximum of three years, as part of the workplace evaluation. This is, however, only possible if the effective protection of employees is achieved by workplace measures set out in the workplace evaluation."

Employers must not tolerate any non-compliant behaviour by employees. When using personal protective equipment, the instructions of the manufacturer or the supplier must be observed (§§ 69 and 70 ASchG).

11. The provisions outlined in these regulations shall be read as additions to the laboratory and workshop regulations of TU Wien. If provisions within the scope of the regulations for staff and students regarding the use of mechanical workshops at the *Atominstitut* (E141) run counter to the Laboratory and Workshop Regulations of TU Wien, the latter shall prevail.

The employees with the administrative responsibility for dealing with questions regarding security can be contacted at the secretary's office of the Institute.

Vienna, 07.07.2016

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Attachment: Training protocol regarding the use of hand tools and the operation of machine tools as well as on the associated special risks