



TECHNISCHE
UNIVERSITÄT
WIEN



House Regulations

TU Wien House Regulations

Decision of the Rectorate of 03/04/2018 and 15/05/2018

Decision of the Senate of 07/05/2018

Published in the University Gazette No. 12/18 of 17th May 2018 (no. 141)

GZ: 30002.07/011/2017

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Note:

The German version is the only valid version. The English version provided is intended as a service for our international staff members and does not replace the German version.

Acronyms and definitions

AMD (Arbeitsmedizinischer Dienst) – Occupational Health Service

ASchG (ArbeitnehmerInnenschutzgesetz) – Employee Protection Act

Dean – Definition in accordance with the *Structure and Governance Organisational Handbook*

Exercise supervisor – The person conducting a lecture or a part of a lecture in laboratories and bearing responsibility for it. In the case of graduate and postgraduate students, the exercise supervisor is to be understood as the corresponding assistant.

External parties – Those persons or companies that are not members of TU Wien.

GO (Geschäftsordnung des Rektorats) – The Rules of Procedure of the Rectorate

Head of Institute – Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Research Group – Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Research Unit – Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Service Department – Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Service Group – Definition in accordance with the *Structure and Governance Organisational Handbook*

Head of Service Unit – Definition in accordance with the *Structure and Governance Organisational Handbook*

Immediate supervisor – definition in accordance with the *Structure and Governance Organisational Handbook*

Information – Information is meant to provide general knowledge about hazard prevention and relates to the entire workplace (e.g. location of the fire extinguishers). The employer

is obligated to provide adequate information for employees about hazards for safety and health as well as about hazard prevention measures.

Instruction – Instruction (training), in contrast to information, targets the proper conduct at a specific workplace or during a certain task, and has to be geared to the experience and education of the person(s) being instructed. Instruction includes behavioural and action-related directions. The instruction must demonstrably be given by a qualified person either verbally or in writing, whereby verbal instruction combined with written material is recommended. Records about the persons instructed, the dates and the specific instruction curricula are adequate.

Laboratories – Comprises all scientific and technical rooms at the TU Wien, in which experimental research and teaching takes place, all TU Wien workshops as well as the corresponding adjacent rooms together with their inventory and facilities.

Laboratory supervisor – An appropriately trained person designated by the Head of Institute for the corresponding laboratory room/s, to conduct instructions and ensure safe and hazard-free operations (e.g. availability of personal protective equipment (PPE)), the proper conduct in special incidents as well as the corresponding hazardous waste disposal. If a lecture takes place in the respective laboratory room, the particular exercise supervisors assume the responsibility of the laboratory supervisor for the duration of the lecture and for the room used.

Lecture supervisor – The person who conducts a lecture or part of a lecture on the university premises and is therefore responsible for this. The exercise supervisor is to be understood as being the lecture supervisor for exercises in laboratories.

Lecturer – The respective lecturer in a lecture corresponding to TISS or a (public) event.

Member – University members as per UG, which includes, inter alia, employees and students.

Room supervisor – Any person appointed by the Dean, or in the absence of appointment, the Dean himself/herself, in charge of the respective room and responsible to TU GUT with regard to maintenance, repairs, damages etc., who also notifies the TU GUT of the relevant necessity. The Dean has to inform the TU GUT about the person appointed.

PSA (Persönliche Schutzausrüstung) – Personal protective equipment (PEE), which must be provided by the TU Wien and must be worn.

Qualified person – A person with the necessary specialist knowledge and professional experience and who can also guarantee the conscientious performance of the work entrusted to him (according to ASchG).

Room users – Persons who use the university property

SFK (Sicherheitsfachkraft) – Safety expert who is appointed and qualified according to ASchG.

Special Laboratory and Workshop Directives – Those directives proposed by the Head of Institute by way of the Dean for the laboratories of the institutes or research centers, or proposed for research centers by the responsible member of the Rectorate with authority and approved by the Rectorate.

TU GUT (TU Gebäude und Technik) – Real Estate and Facility Management Department of TU Wien

TU GUT Safety and Occupational Health (Arbeitssicherheit und Arbeitsmedizin) – A service unit within the TU GUT

TU GUT Security and Fire Protection (Objektschutz und Brandschutz) – A service group within the TU GUT

TU.it – Information Technology Solutions of the TU Wien.

UG (Universitätsgesetz) – University Act of 2002

University properties – All buildings, rooms including inventory and facilities as well as grounds of the TU Wien.

Users – University members, visitors, and entitled bodies and non-entitled bodies under the Event Regulation.

§ 1 PURPOSE AND COMPONENTS OF THE HOUSE REGULATIONS

- (1) The TU Wien House Regulations regulate the use and administration of university premises by the users.
- (2) The TU Wien House Regulations serve to ensure safety and order, especially with regard to the conduct of research, teaching and administrative tasks. All university premises must be used without disturbing university operations while protecting the building structures and other inventory and other facilities as well as with economical use of resources and maintaining cleanliness.
- (3) Further regulations are contained, inter alia, in the Fire Safety Regulations, Parking Regulations, Event Regulations, Central Laboratory and Workshop Regulation and in the External Company Directives, as well as in the rules for the library and the archive and TU.it and must also be complied with. The special regulations contained in these House Regulations with regard to the university premises take precedence over those in other statutes.

§ 2 SCOPE

- (1) The House Regulations apply without exception to all university premises provided for use by the TU Wien.
- (2) All users of the university premises must comply with the provisions of this House Regulations.

§ 3 AUTHORITY

- (1) The application of the House Regulations, in particular supervision of maintenance of safety and order, is incumbent upon the Rector or the Vice-Rector with authority according to the rules of procedure of the Rectorate (GO).
- (2) The member of the Rectorate with authority may for specific tasks appoint a proxy. The appointments as well as the particular scope of functions are published in the Announcement Newsletter.

(3) Securing information: All users of university premises are obligated to take note of and comply with the House Regulations. The provisions of these House Regulations are to be made public on a bulletin board or by any other appropriate means. Responsibility is incumbent upon the Head of Institute or the Head of Service Unit and on the laboratory supervisors for laboratory rooms. Applicable to external companies are the corresponding provisions in the External Company Directives.

(4) Conduct of instruction: The immediate supervisor is responsible for conduct and proof of instruction of his / her employees in the present House Regulations. The immediate supervisor may engage qualified persons for implementation.

All employees working in the laboratories of TU Wien are to be instructed by the laboratory supervisors (cf. hereon the Central Laboratory and Workshop Regulation). Students are to be instructed by the exercise supervisors when working in places with heightened danger potential (e.g. laboratories). The Head of Institute must ensure that externals are instructed by a qualified person. To external companies The corresponding regulations in the External Company Directives are applicable for external companies.

The users are obligated to comply with the House Regulations.

(5) All documentation of instruction of employees must be kept by the immediate supervisor, in case of students, in accordance with § 3 (4) of this document, by the lecture supervisor and signed by the persons instructed.

§ 4 ACCESS AND OPENING HOURS

(1) Access to publicly accessible areas (e.g. auditoriums, corridors, stairwells) of the university premises is allowed for every user during all opening hours on the terms of these present House Regulations. Monitoring of these publicly accessible areas is incumbent upon TU GUT Security and Fire Protection. In the case of non-publicly accessible areas (e.g. institute and office rooms) monitoring is incumbent upon TU GUT Security and Fire Protection and the Head of Research Unit and Head of Rresearch Group, Head of Institute, Dean and Head of Service Unit, Head of Service Group and the member of the Rectorate responsible according to GO.

(2) Access to the university premises of TU Wien is, for non-publicly accessible areas and regardless of opening hours as well as for publicly accessible areas during outside of

- opening hours, regulated by locking systems or access lists. TU GUT is responsible for their administration.
- (3) To maintain safety and order, the responsible member of the Rectorate according to GO or TU GUT can order all university premises as well as parts of the same or of specific rooms to be locked. In that case, access is only allowed for authorised persons. If locking is no longer necessary, unlocking must immediately be initiated by the responsible member of the Rectorate with authority according to GO or by TU GUT.
 - (4) The university premises of TU Wien are, unless other arrangements are made in specific cases for the conduct of lectures, tests, academic events, academic celebrations as well as other events, publicly accessible as follows:
 - a. Monday to Saturday: 6:00 a.m. to 11:00 p.m.
 - b. On Sundays and public holidays all entrances to the university premises remain closed.
 - (5) Regulations of opening hours differing from those above are made known by postings in the entrance area of the particular university premises.
 - (6) Students who show by confirmation of the TU Wien lecturer in charge of the lecture a need to use the teaching rooms, laboratory rooms or similar work rooms outside of the opening hours listed in (4), or in the case of teaching rooms or similar rooms by confirmation from the Student Union, may by submitting the confirmation to TU GUT Security and Fire Protection use the rooms listed above outside of opening hours as well.
 - (7) Guest academics without employment by TU Wien who can show by confirmation of the Head of Institute a need to use study rooms, laboratory rooms or similar work rooms outside of the opening hours listed in (4) may for the duration of their guest stay and upon submission of the confirmation to TU GUT Security and Fire Protection use the above listed rooms outside of opening hours as well.
 - (8) Rooms or areas accessible from outside (i.e. not locked off from by doors or premises of institutes or central facilities), may also be cleared outside of opening hours for use as study rooms for students by the room supervisor. The rooms concerned are passed to the responsibility of the representative student organisation for such purposes after consultation with the former.

- (9) If access is required outside of the opening hours cited in (4) and if there is no access authorisation in the form of a key or access card or an access list, then TU GUT Security and Fire Protection must be given an access list of authorised students 24 hours beforehand or a corresponding individual approval must be given immediately prior to access.

§ 5 LOCKING THE ROOMS WHEN LEAVING

- (1) Upon each leaving of the rooms, without exception all doors must be locked unless additional persons are still in the corresponding room. In emergency cases (e.g. escape from a fire, etc.) this may be departed from. In cases of exception, the room supervisor must inform TU GUT Security and Fire Protection. If the user of the room is not present in the room, the room may only be entered by other persons (e.g. employees of other institutes, externals, professionals, external companies, etc.) with the knowledge of the room user and for urgent work reasons. The assignment of these rooms to externals in any case occurs on the responsibility of the room user.
- (2) Lecture halls remain during the TU Wien opening hours and up to the end of the final lecture on that particular day open and thereafter are locked by TU GUT Security and Fire Protection.

§ 6 CONDUCTING LECTURES AND TESTS

- (1) The conduct of classes and tests are governed by the academic legal regulations.
- (2) Responsibility for compliance with the regulations contained in these House Regulations during a lecture or test is incumbent upon the lecture supervisor and TU GUT Security and Fire Protection.
- (3) Students and participants in a lecture entering the rooms provided for teaching may not disturb the lecture. If any person constitutes a danger to themselves or a danger to other persons, then the person responsible for the lecture is obligated to temporarily bar that person from the lecture activity or to have that person removed from the university premises by TU GUT Security and Fire Protection. In case of simple disturbance of lecture activities, it is left to the discretion of the lecture supervisor to declare a warning and in case of continued infringement or if needed the measures cited may be taken immediately.

- (4) The lecturer is entitled to order participants in a lecture to leave the corresponding room or to have the TU GUT Security and Fire Protection all or some of the participants leave the room or to suspend the lecture if the escape routes are not free. The participants at a lecture are obligated to obey the order of the lecturer or the TU GUT Security and Fire Protection.
- (5) Video and audio recordings of lectures require the consent of the lecturer in any case. Video and audio recordings of tests are only allowed with the consent of the examiner and the candidate being tested.

§ 7 BULLETIN BOARDS

Postings are only allowed on information space intended for this purpose (this is space not allocated to institutes). Providing information space is incumbent upon the member of the Rectorate according to GO or the person authorised to do this. In regard to this matter, the needs of the university facilities and university bodies, the works council members and the university students must be taken into prioritised consideration.

§ 8 ACTIVITIES AT TU WIEN REQUIRING APPROVAL

At TU Wien, in particular the following activities require approval by the Rectorate member authorised according to GO or the person authorised to do this:

- a. Every intended architectural modification, every change of dedication and every change of technical furnishings must be applied for with TU GUT by way of the Dean or the member of the Rectorate authorised according to GO.
- b. Modifications of the lock systems are not allowed. Exceptions require prior written consent by TU GUT.
- c. Collecting money or signatures may only be carried out on university premises with the prior written consent of the member of the Rectorate authorised according to GO. Exempted from mandatory approval are activities in accordance with the University Student Act, the Labour Constitution Act and the Federal Personnel Representation Act.

- d. Posting or setting up advertising fixtures, setting up of automatic vending or returning machines and coined operated machines, the sale of goods for private or commercial purposes in the area of TU Wien is only allowed with the prior written consent of the Rectorate member authorised to do this according to GO or TU GUT and unless otherwise stipulated in the approval is subject to a fee.
- e. Bringing in and keeping animals, with the exception of seeing eye dogs or therapy dogs requires prior approval by the Rectorate member authorised to do this according to GO who can delegate this approval procedure to TU GUT. Where such approval has been given, dogs in the public area of the university premises must be muzzled and kept on a leash.

§ 9 SMOKING BAN

Smoking outside of marked off smoking zones is not allowed.

§ 10 LOST PROPERTY

Lost property is to be handed over to TU GUT Security and Fire Protection. It will be kept for the duration of two weeks and handed over to the person who can credibly prove ownership or lawful possession. At the end of this period of time, the lost property will be handed over to the Vienna Magistrate's Office for further safekeeping. There is no claim to a finder's fee on the part of TU Wien.

§ 11 LOCK SYSTEMS AND KEY MANAGEMENT

- (1) The administration and servicing of lock systems is incumbent upon TU GUT on the basis of prior consultation with the Head of Institute or Head of Service Unit.
- (2) Keys and access cards are exclusively issued by application of the Head of Institute or Head of Service Unit. In the case of institutes, configuration and issuance of access cards is done by the person in the institute authorised for clearance. Key management is done on the responsibility of the Head of Institute or the Head of Service Unit and must be documented.

- (3) Keys and access cards must be stored safely. Any eventual loss or theft of a key must be reported without delay to TU GUT Security and Fire Protection and to the police. In case of loss or theft of an access card, TU GUT Security and Fire Protection as well as the Head of Department or the person authorised for clearance of the institute must be notified. For lost keys, access cards and any eventual resulting costs (e.g. replacement of locks) the holder of the key or access card will be held liable (with employees in accordance with the Employee Liability Act).
- (4) As soon as the grounds for issuing a key or an access card lapses the key or access card must be returned immediately.

§ 12 STORAGE OF VALUABLES AND CONDUCT WITH ATTEMPTED AND ACTUAL BREAK-IN, THEFT AND DAMAGE TO PROPERTY

- (1) To avoid theft, valuables and cash amounts of the TU Wien must be kept under appropriate lock and key (in a safe).
- (2) For personal valuables and cash amounts lost as well as for damaged property, TU Wien does not assume any liability.
- (3) Break-ins, theft and damage to property as well as corresponding attempts must be reported without delay to TU GUT Security and Fire Protection and the police. Burglary thefts and damage to property must for liability reasons additionally be reported to the following email address: versicherung@gut.tuwien.ac.at.
- (4) TU Wien reserves the right, in case of damages due to theft, break-in or damage to property caused by grossly negligent or intentional acts by persons, to reclaim the same from those responsible (with employees in accordance with the Employee Liability Act).

§ 13 EMERGENCY CASES, FIRST AID, EQUIPMENT FOR ACCIDENT PREVENTION

- (1) At any danger to physical integrity or life and/or property, TU GUT Security and Fire Protection, as well as enforcement, must be notified immediately. TU GUT Security and

Fire Protection assumes command and has the right to issue instructions for action in relation to any person present at TU Wien.

- (2) When discovering damages and suspicious incidents to the university premises as well as potential danger to persons, buildings or university operations, the TU GUT Security and Fire Protection is to be notified immediately.
- (3) Escape routes as well as equipment for accident prevention and firefighting must be kept accessible and in usable condition at all times. The absence of protective devices, defects or irregularities likely to cause an accident must be reported without delay to the TU GUT Security and Fire Protection. The university operation affected by this must be suspended until the required condition is restored and any premature resumption of operations must be prevented.
- (4) Near-miss accidents, as well as accidents, regardless of their severity and provided that employees of TU Wien are concerned, must be reported without delay to the immediate supervisor or, if the near-accident happens to students in a laboratory, to the exercise supervisor or, if the near-miss accident happens to students or externals outside of a laboratory, to TU GUT. In any case, the TU GUT Security and Fire Protection must be notified and the incident also reported to the email address gut@gut.tuwien.ac.at. Incidents outside of laboratory rooms must be reported by students and externals to the TU GUT Security and Fire Protection and by employees to the immediate supervisors. The regulations of the House Regulations and the Safety Directives must be complied with.
- (5) Immediate supervisors must report work accidents of employees to the TU GUT Security and Fire Protection as well as to the Public Employees' Insurance Office (BVA). The reporting of work accidents of apprentices and interns is to be done to the General Accident Insurance Office (AUVA). Accidents of students are to be reported to the General Accident Insurance Office (AUVA).
- (6) In addition, the accident reports of the persons cited in (5) must be reported to the Prevention Service (SFK, AMD) for later evaluation and by email to: arbeitsunfall@tuwien.ac.at.

§ 14 BRINGING IN EQUIPMENT, MACHINERY AND PLANT

- (1) Bringing in and using private household appliances at TU Wien is not allowed. The approval of exceptions is incumbent upon the Head of Institute or the Head of Service Unit.
- (2) The use, setup and operation of equipment (with the exception of mini-equipment like mobile phones, laptops, tablets, etc.), machinery and plant requires the approval of the Head of Institute or the Head of Service Unit, in which case the costs for maintenance, repair, insurance, liability, etc. for injuries to persons or damages to premises lie with the institute or the department.
- (3) In all cases, the specifications of TU GUT regarding work safety must be complied with.

§ 15 VIDEO SURVEILLANCE AND VIDEO RECORDINGS

- (1) Real-time video surveillance is allowed in the publicly accessible areas and is incumbent exclusively on TU GUT.
- (2) Video records are only allowed in specific justified cases under the Works Agreement and in compliance with industrial safety and data protection regulations.

§ 16 WASTE MANAGEMENT AND HAZARDOUS MATERIALS

- (1) All work processes are to be conducted in a way that in performance of the work the quantity of waste is minimised as much as possible. It must be ensured that waste generated is properly sorted, temporarily stored and disposed of.
- (2) Hazardous waste materials must be made known to TU GUT. This is to be ensured by the Head of Institute or the Head of Sservice Unit.

- (3) TU GUT is responsible for waste management, as well as for organising temporary storage and disposal of hazardous materials.

§ 17 MEASURES IN CASE OF VIOLATIONS

- (1) In case of violation of the House Regulations, action is to be taken subject to the principle of proportionality.
- (2) In case of minor breaches of the House Regulations, a notation is made by the immediate supervisor if it concerns employees of TU Wien. All other users of university premises are to receive warnings from TU GUT Security and Fire Protection or, if required, by the police.
- (3) In case of repeated or severe violations of the House Regulations and where legally allowed, persons may be barred from further use and entry of university premises or parts thereof by the Head of Institute or the Head of Service Unit, by the lecturer concerned, by the TU GUT Security and Fire Protection, by the Rector or, where required, by the police temporarily or permanently only by the Rector.
- (4) If lectures or tests are disturbed to such an extent that their conduct becomes impossible or unreasonable for the lecturer, then the lecture or test must be interrupted. In case of need, the TU GUT Security and Fire Protection is to be notified.
- (5) In case of danger in delay, all users of the university premises are entitled and obligated to take all reasonable measures suitable to avert danger and damage.
- (6) In case of repeated or severe violations of these House Regulations, charges will be pressed.
- (7) In case of damages caused intentionally or through gross negligence, TU Wien reserves the right to assert recourse claims.