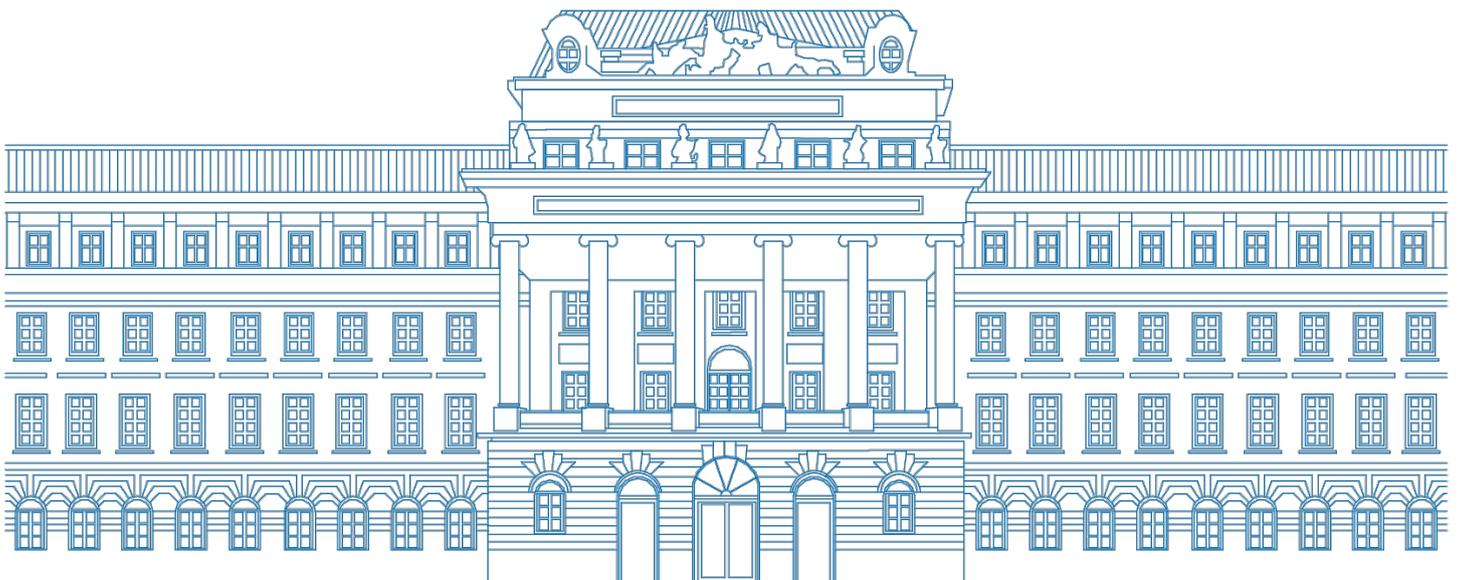




TECHNISCHE  
UNIVERSITÄT  
WIEN

# Central Laboratory and Workshop Regulation

TU Wien Central Laboratory and Workshop Regulation



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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.

## § 1 Purpose and components of the central laboratory and workshop regulation

- 1) The Central Laboratory and Workshop Regulation of TU Wien regulates the use and administration of laboratories by the users.
- 2) The Central Laboratory and Workshop Regulation of TU Wien ensures general safety and guarantees proper procedures of work occurring in all laboratories and workshop areas. All laboratory rooms must be used without disturbing university operation, with the maximum protection of buildings, other inventory and equipment as well as with economical use of resources and with maintenance of cleanliness.
- 3) Further regulations are contained, inter alia, in the House Regulations and Fire Safety Regulations as well as in the Security Directives and must likewise be complied with. The more special regulations on the laboratory contained in this Central Laboratory and Workshop Regulation take precedence over those in other statutes.

## § 2 Scope

- 1) Spatial scope of application: The Central Laboratory and Workshop Regulation is part of the House Regulations and applies without exception in all laboratory rooms available for the use of TU Wien.
- 2) Personal scope of application: The Central Laboratory and Workshop Regulation applies to all users working in laboratories.
- 3) All users must comply with the provisions of this Central Laboratory and Workshop Regulation

## § 3 Information / posting / instruction

- 1) Ensuring the availability of information: All users of laboratories are obligated to take note of and comply with this Central Laboratory and Workshop Regulation, the relevant special laboratory and workshop directives as well as possible additionally applicable operational instructions. The latter are published on the TU Wien homepage (with the exception of the operational instructions) and are available in the individual institutes. These regulations are to be made public on a bulletin board or by any other appropriate means. Responsibility rests with the Head of Institute, for laboratories with the laboratory supervisor. The corresponding regulations in the External Company Directives are applicable for external companies.
- 2) Conduct of instruction: The immediate supervisor is responsible for conduct and proof of instruction of the employees in the present Central Laboratory and Workshop Regulation, in all relevant special laboratory and workshop directives, in possible additionally applicable operational instructions as well as in relevant standards and directives of technical safety and of ASchG. The immediate supervisor may consult qualified persons for implementation.
- 3) The laboratory supervisors must instruct all employees working in the laboratories of TU Wien. Students working in rooms with heightened hazard potential (e.g. laboratories) must be instructed by the exercise supervisors. The Head of Institute must ensure that a qualified person instructs external parties. The corresponding regulations in the External Company Directives are applicable for external companies.
- 4) The users are obligated to comply with the Central Laboratory and Workshop Regulation, the relevant special laboratory and workshop directives, the operational instructions, the relevant standards and directives on technical safety and ASchG, as well as to abide by the safety technical instructions.
- 5) All documentation about instructions of employees must be kept by the immediate supervisor and, in the case of students in accordance with § 3 (2) of this document, by the lecture supervisor, and signed by those instructed.

## § 4 Personal protective equipment

- 1) For the specific types of laboratories according to § 14 (1) of this document, the required PPE is generally determined by special laboratory and workshop directives and additionally in operational instructions. The conduct and documentation of instruction must occur analogously to § 3 (2).
- 2) The TU Wien must provide appropriate and sufficient PPE for its employees. Procurement occurs via TU GUT Safety and Occupational Health.
- 3) The PPE made available by TU Wien must be used and worn by the employees in the way intended. The working clothes made available by TU Wien (laboratory coat, trousers, shoes, etc.) must be used by the employees in the manner intended.
- 4) Students as well as external parties, must provide their own basic PSA items (e.g. work smocks). Special PSA (e.g. breathing mask) must be provided by the TU Wien. They have to be informed about this in due time by support staff (exercise supervisors, Heads of Institute).
- 5) All users of laboratories are obligated to use the required PSA.

## § 5 Checking of safety relevant facilities

- 1) For the structural safety-relevant facilities, a monitoring plan is to be drawn up and executed by TU GUT in agreement with the building owner. This plan serves for safekeeping the completeness and functional capability of the concrete safety relevant facilities.
- 2) For monitoring of functional capability of safety relevant laboratory facilities (e.g. emergency showers) the Heads of Institutes must draw up and execute a monitoring plan, which must be presented to the Head of Institute and TU GUT on request. The Heads of Institutes may consult qualified persons for implementation.
- 3) All employees of TU Wien must, in accordance with the state of their information, cooperate in drawing up these monitoring plans and keep the relevant available documents up to date.

## § 6 Sources of danger

- 1) Laboratory areas, work materials and work equipment must be labelled according to their sources of danger.
  - a) The symbols for the labelling must according to their relevance (in descending order) meet the following regulations, which can be found in their current version on the homepage of TU GUT:
    - i) CLP Regulation
    - ii) ISO 7010
    - iii) Labelling ordinance
    - iv) Other appropriate sets of regulations
  - b) Different regulations according to regulatory as well as transport law specifications (ADR, RID, IMDG, IATA, etc.) are not affected by this, where applicable.
- 2) Restricted labelling of containers: on containers too small to fit in all information, at least one unambiguous designation, a hazard pictogram and a reference to necessary safety measures (colour symbols) must be attached. All other necessary information can be added extra (e.g. on outer packaging).

- 3) Where labelling is not required: The container labelling can be left out if the nature of the work substance or the nature of the work process prevents it, e.g. containers that are only used for a short period of time in the work or whose contents frequently change, short-term filling procedures, measuring cups in the laboratory to measure different substances, closed containers as parts of systems, with frequently changing contents. In these cases, either an annual instruction, based on written operational instructions or an equivalent substitute measure, must be conducted.
- 4) All sources of danger must be minimised in accordance with ASchG (STOP principle).

## § 7 Hazardous materials definition

- 1) Prior to starting work with hazardous materials, the exposed employees must be instructed in accordance with § 3 (2) of this document. An up-to-date SDB must be laid out in the workplace or must be (electronically) available.
- 2) Waste products must be sorted and collected according to regulations.
- 3) Substances, whose composition, dangerous properties or classification is not clear, must be assessed according to the state of scientific knowledge and, if required, treated as hazardous material.

## § 8 Conduct in case of disturbances and accidents, reporting obligations

- 1) In case of malfunctioning of technical facilities, they are to be taken out of operation. Only after complete functional capability has been restored may they be turned on again. The repair of the faulty technical facilities must be accomplished by authorised and specially trained qualified personnel. If the malfunctioning technical facilities belong to the (TU) building services, a report must be made immediately to the relevant property management at TU GUT.
- 2) In emergency cases, such as fire or gas leaks, affected people as well as property are to be rescued first. The TU GUT Property Protection and Fire Protection and emergency crews must be notified as soon as possible. When required, evacuation of the areas or building sections must be arranged by TU GUT Property Protection and Fire Protection. The instructions of TU GUT Property Protection and Fire Protection must be obeyed.
- 3) All special incidents must be reported. Improper conditions (such as missing safety equipment or damages to the building and facilities or defective as well as damaged equipment, machinery and apparatus) must be reported to the laboratory supervisors as well as to the equipment supervisor in charge.
- 4) If TU Wien employees are involved, near-miss accidents as well as accidents, regardless of their severity, must be reported immediately to the immediate supervisor or, if the (near miss) accident happens to students in a laboratory, to the exercise supervisor or, if the (near miss) accident happens to students or external parties outside of a laboratory, to TU GUT. In any case, TU GUT Property Protection and Fire Protection must be informed, and the incident reported to the email address [gut@gut.tuwien.ac.at](mailto:gut@gut.tuwien.ac.at). Students and external parties must report incidents outside of laboratories to TU GUT Property Protection and Fire Protection and employees must report them to their immediate supervisor. The provisions of the House Regulations and the Safety Directives must be complied with.
- 5) Immediate supervisors must report work accidents by employees to TU GUT Property Protection and Fire Protection as well as to the Public Employees Insurance Office (BVA). Reporting of accidents of apprentices and interns must be made to AUVA. Accidents of students must be reported by the respective lecture supervisor to AUVA.
- 6) In addition, the accident reports of the persons cited in paragraph 4 are to be reported for subsequent evaluation to the prevention services (SFK, AMD) by email at [arbeitsunfall@tuwien.ac.at](mailto:arbeitsunfall@tuwien.ac.at).

## § 9 Safety regulations

- 1) Fire doors must be kept closed at all times, except those fire doors with a fire alarm-controlled, automatic locking mechanism (holding magnets). Should fire doors have to be kept open (transport tasks, emergency ventilation, etc.), this must be cleared with TU GUT Property Protection and Fire Protection and the substitution measures imposed by TU GUT must be complied with.
- 2) In case of alarm or of an emergency, all work must cease immediately. Within the constraints of possibilities, hazard-relevant equipment in use must be turned off and hazardous substances must be secured. The laboratory room must be evacuated by the escape route provided for.
- 3) Escape routes, as well as accident prevention and fire-fighting devices must be kept accessible and deployable at all times. The absence of protective devices, defects or other irregularities likely to cause an accident must be reported to TU GUT Property Protection and Fire Protection immediately. The university operation concerned by this must be suspended until restoration of the prescribed condition and any premature resumption must be prevented.
- 4) Transport of hazardous materials may only be done in prescribed containers. Under no circumstances, the lift is to be used while transporting hazardous material. In potentially explosive areas, the prescribed electrically conductive transport equipment must be used.

## § 10 Basic rules for use of laboratory rooms at TU Wien

- 1) In the laboratories order and cleanliness must be maintained.
- 2) Persons not directly involved in daily laboratory operation and entitled to demand access to the laboratory room (e.g. SVP) must register with the particular laboratory supervisor. They are to be instructed about the existing hazards by the laboratory supervisor, must wear PSA and are to be supervised for the remainder of their stay.
- 3) For pregnant and nursing women, the work and presence area allowed must be coordinated with TU GUT Safety and Occupational Health, as well as with AMD. Pregnancies must be immediately reported to AMD (according to MSchG). Female employees and students are to be instructed about possible dangers and work restrictions for pregnant women by AMD. Findings from the maternity leave evaluation must be taken into account in laboratory room furnishings and equipment.
- 4) Female laboratory users are expressly warned about mutagenic and reprotoxic hazardous materials.
- 5) External parties are to be queried about the purpose of their visit. The instructions of laboratory personnel present must be obeyed. Unauthorised persons are to be ordered out of the laboratory immediately.
- 6) Plant and equipment may only be used for their intended purpose.
- 7) Storage, consumption or use of food and food containers or cosmetics (except for the skin protection plan) is prohibited unless they are being used as examination materials or are explicitly allowed in the special laboratory and workshop directives.
- 8) The storage and setup locations of the First Aid boxes, fire blankets and fire extinguishers, as well as other rescue equipment in the laboratories (e.g. escape masks, eye washes, etc.) must be clearly visible and labelled. Relevant emergency telephone numbers and instructions must likewise be clearly visible.
- 9) Persons obviously under the influence of alcohol, drugs or medication, which can impact one's perception and/or the level of consciousness and which may cause danger, must be excluded from further use of the laboratories by the particular exercise supervisors.
- 10) Prior to handling hazardous materials, the danger potentials expected are to be investigated and, with due consideration to proportionality possible protective measures, are to be taken and coordinated with the particular laboratory supervisors.
- 11) The storage of hazardous materials may under no circumstances occur in containers which can lead to confusion with food.

- 12) All vessels are to be lettered or labelled according to their contents in accordance with § 6 (1), (2) and (3) of this document.
- 13) To prevent gas bottles from falling over, they must be stored safely. For the transport of gas bottles, the corresponding transport trolleys are to be used. The bottles are to be protected appropriately. Transport may only occur when the locking caps are completely screwed on; the transport of gas bottles with screwed-on pressure reducer valves is strictly forbidden. § 9 (4) of this document is to be applied, House Regulations, Fire Safety Regulations and the Safety Directives of TU Wien must be observed.
- 14) Work in laboratory rooms may only be started after demonstrable workplace related instruction (including instruction in the use of PSA).

## § 11 Operation of technical facilities and equipment

- 1) Prior to commissioning, knowledge of the functioning, operation and technical safety aspects must be achieved. For this purpose, operating instructions must be drawn up by the laboratory supervisor and instruction demonstrably conducted in accordance with § 3 (2) of this document.
- 2) Operating instructions and operation manuals must be kept at location of the equipment. Unless this appears inadvisable (dirt, space, etc.) the location point must be stated on the equipment. In any case, the equipment manufacturer's documents must always be kept available for inspection by the equipment supervisor.
- 3) Prior to commissioning of technical facilities and equipment, they must be checked for any eventual damages or defects.
- 4) The employee in charge must lock defective equipment immediately. The particular equipment supervisors as well as the particular laboratory supervisors must be informed as soon as possible.
- 5) All facilities, equipment, machinery and other work tools may only be operated in the condition required by regulations and in accordance with instruction.
- 6) The statutorily mandated testing intervals must be observed, maintenance and functional tests must be regularly conducted as required. For this, a test plan must be kept. It is incumbent upon the Heads of Institutes to appoint a person responsible for introduction and maintenance of the test plan.
- 7) Technical facilities that come into contact with special gases must be appropriate for those gases in regard to their material properties and must be regularly tested.
- 8) Cut-off valves are to be opened slowly to avoid inadvertent pressure rises in closed vessels and pressure surges. Only completely intact media lines may be used, their connections must be protected.

## § 12 Operating hours

- 1) Interns and apprentices may not work in the laboratory room without supervision by the particular laboratory supervisor.
- 2) The times, when a laboratory is to be kept open for conduct of laboratory work by students, interns and apprentices, must be set forth in the special laboratory and workshop directives. Work in laboratories outside of these times or in the absence of any such regulations require consultation with the particular laboratory supervisors.
- 3) Prior to operating breaks (overnight, weekends) all equipment must be turned off or put in safe operating mode (e.g. standby) and checked visually unless they are used for long term experiments (operation of equipment overnight or on weekends) or for experiments which must of necessity be carried out outside of operating hours. For media deployed in the laboratory, the same applies analogously. Detailed regulations are to be issued in the special laboratory and workshop directives or by instruction by the laboratory supervisor.

- 4) In laboratories of TU Wien, working alone is prohibited as per § 61 (6) ASchG. In case of minor hazard potential and after evaluation of such workstations and adoption of appropriate measures, exceptions can be made by the immediate supervisor in consultation with the laboratory supervisor and TU GUT. The “Working Alone” procedure published on the TU GUT homepage must be complied with.
- 5) In laboratories of TU Wien, students may not work in the laboratory room without supervision by the persons designated by the particular laboratory supervisor; the prohibition of working alone also applies to students. In case of minor hazard potential and after evaluation of the work of the particular student and the adoption of appropriate measures, exceptions can be made by the Head of Institute in consultation with the particular exercise supervisor, the laboratory supervisor and TU GUT.
- 6) For long-term experiments or for experiments necessary outside of operating hours
  - a) corresponding regulations are to be issued in the special laboratory and workshop directives;
  - b) additional measures to prevent hazards are to be coordinated with TU GUT Safety and Occupational Health;
  - c) the experimental setup as well as the relevant emergency infrastructure need to be indicated;
  - d) the long-term experiment reports signed by the particular laboratory supervisors prior to each such experiment start must be filed with TU GUT Property Protection and Fire Protection.
- 7) Long-term experiments or experiments necessary outside of operating hours must in any case (and regardless of the presence of employees) be reported to TU GUT Property Protection and Fire Protection.

## § 13 Non-compliance with the central laboratory and workshop regulation

- 1) Any misconduct discovered must be reported to the immediate supervisor and the particular laboratory supervisors, as well as the exercise supervisor.
- 2) Immediate supervisors and laboratory supervisors are entitled to take appropriate measures against any misconduct discovered.
- 3) SVPs must provide support to the immediate supervisor and the laboratory supervisors, in particular with instruction and information.
- 4) With occurrences relevant to employment law, the immediate supervisor and the Head of Institute must be involved.
- 5) In case of persistent non-compliance with the Central Laboratory and Workshop Regulation, persons may be banned by the immediate supervisor, the laboratory supervisors and the Head of Institute as well as TU GUT Property Protection and Fire Protection from the laboratory room.
- 6) In addition, the relevant parts of the House Regulations also apply.

## § 14 Bringing in equipment, machinery and plant

- 1) Due to different types of laboratories, where applicable for the laboratory rooms and workshops, additional directives, to be proposed by the Head of Institute via the Dean or the Rectorate member with authority according to GO and approved by the Rectorate, may be issued, such as:
  - a) Directives for work in chemical laboratories;
  - b) Directives for work in biochemical laboratories;
  - c) Directives for work in technology laboratories;

- d) Directives for work in metrological laboratories;
  - e) Directives for work in workshops.
- 2) These directives are particularly to be drawn up if this appears appropriate to protect persons and property of TU Wien.
  - 3) When these special directives are drawn up, TU GUT Safety and Occupational Health is to be involved by the respective Head of Institute.
  - 4) For persons who have access to laboratories to perform specific work or activities and who are without the corresponding specialist knowledge, such as cleaning or security personnel, other appropriate written instructions may be generated by TU GUT in consultation with the particular laboratory supervisor. For foreign language personnel, these instructions must be prepared in the corresponding languages wherever this appears to be appropriate and possible.
  - 5) If due to specific work tools, work substances or activities not included in the Central Laboratory and Workshop Regulation and the special laboratory and workshop directives additional or more detailed safety precautions may be required, then the laboratory supervisor will arrange for this in the operational instructions. The latter are to be approved by the Head of Institute and transmitted to TU GUT Property Protection and Fire Protection.

Figure 1 – Procedural sequence for drawing up special laboratory and workshop directives

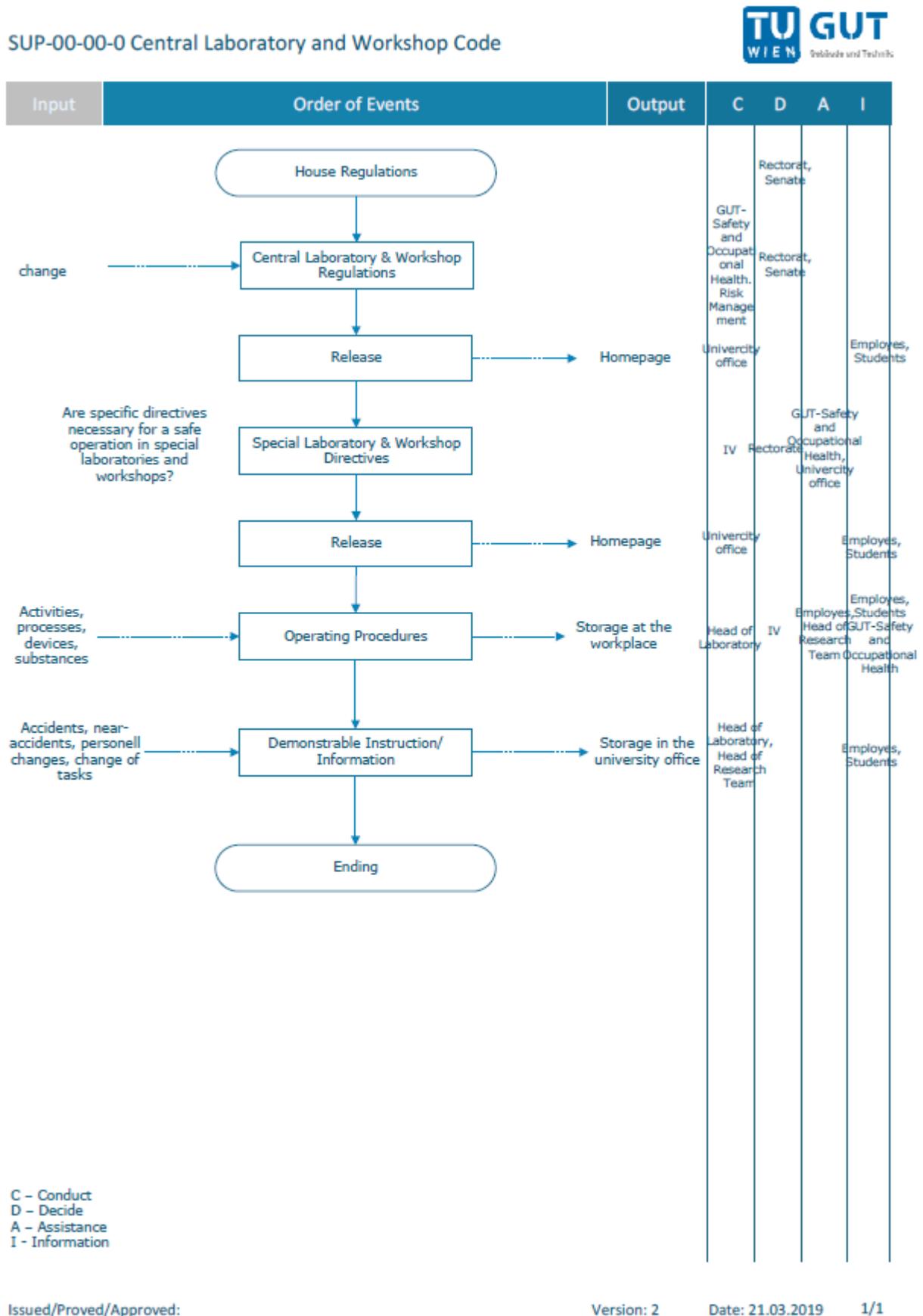


Table 1: Hazardous work materials as per § 40 ASchG

Pictogram GHS/KennV	Hazard class - R 1272/2008	ASchG § 40 paras 1-7	Category, condition, type	H- Statement
 <b>GHS01:</b> Exploding bomb	2.1 - Explosive	Explosion hazardous	1.1	201
			1.2	202
			1.3	203
			1.4	204
			unstable	200
			A	240
	2.8 - Self-decomposing		B	241
	2.15 - Organic peroxides		A	240
			B	241
 <b>GHS02:</b> Flame	2.2 - Flammable gases	Fire hazardous	1	220
	2.3 - Flammable aerosols		2	223
			1	222
	2.6 - Flammable fluids		3	226
			1	224
			2	225
	2.7 - Flammable solids		2	228
			1	228
	2.8 - Self-decomposing		B	241
			C	242
			D	242
			E	242
			F	242
	2.9 - Pyrophoric fluids		1	250
	2.10 - Pyrophoric solids		1	250
	2.11 – Self-heating		2	252
			1	251
	2.12 - Flammable gases with water		3	261
	1	260		
	2	261		
2.15 - Organic peroxides	B	241		
	C	242		
	D	242		
	E	242		
	F	242		
 <b>GHS03:</b> Flame above circle	2.4 - Oxidising gases	Fire- hazardous	1	270
	2.13 - Oxidising fluids			
			1	271
			2	272
			3	272
	2.14 - Oxidising solids		1	271
			2	272
			3	272

Pictogram GHS/KennV	Hazard class - R 1272/2008	ASchG § 40 Paras 1-7	Category, condition, type	H- Statement
 GHS04: Gas bottle	2.5 - Dissolved gas 2.5 - Cryogenic liquefied gas 2.5 - Compressed gas 2.5 - Liquefied gas	Gases under pressure		280 281 280 280
 GHS05: Caustic effect	2.16 - Corrosive to metal	Corrosive effect on metals	1	290
	3.2 - Caustic to skin 3.3 - Damaging to eyes	Hazardous to health	1A 1B 1C 1	314 314 314 318
 GHS06: Skull with cross bones	3.1 - Acute toxicity		1, Dermal 1, <u>Inhalative</u> 1, Oral	310 330 300
			2, Dermal 2, <u>Inhalative</u> 2, Oral	310 330 300
			3, Dermal 3, <u>Inhalative</u> 3, Oral	311 331 301
			4, Dermal 4, <u>Inhalative</u> 4, Oral	312 332 302
 GHS07: Exclamation point	3.1 - Acute toxicity 3.2 - Irritation of skin 3.3 - Irritation of eyes 3.4 - Sensitising to skin		2 2 1	315 319 317
	3.8 - STOT SE		3, Irritating to respiratory tract	335
			3, Narcotic effect	336
 GHS08: Hazard to health	3.4 - Sensitising to respiratory tract	1	334	
	3.5 - Germ cell mutagenicity	1A 1B 2	340 340 341	
	3.6 - Carcinogenicity	1A 1B 2	350 350 351	
	3.7 - Reproduction toxicity	1A 1B 2	360 360 361	
	3.8 - STOT SE	1	370	

	3.9 - STOT RE 3.10 - Aspiration danger		2 1 2 1	371 372 373 304
Pictogram ISO 7010	Hazard class - R 1272/2008	ASchG § 40 Paras 1 - 7	Category, condition, type	H- Statement
--	2.1 - Explosive	Explosion hazardous	1.5 1.6	205 --
	2.2 - Flammable gases 2.8 - Self-decomposing 2.15 - Organic peroxides	Fire- hazardous	2 G G	221 -- --
	3.7 - Effect on / via lactation --	Hazardous to health	<u>Fibrogenic</u>	362 --
	- - - -	Biological	Group 1 Group 2 Group 3 Group 4	-- -- -- --
--	-	Hazardous to health	Biologically inert dusts	--
 W003: Radioactive materials / ionising radiation	-		Radioactive	--
 GHS09: Environment	4.1 Hazardous to water	-	1, Acute 1, Chronic 2, Chronic	H400 H410 H411

Table 2: Selected rescue and fire safety symbols as per ISO 7010:2012

					
<p><b>E003</b></p>	<p><b>F001</b></p>	<p><b>E007</b></p>	<p><b>F002</b></p>	<p><b>E009</b></p>	<p><b>F003</b></p>
<p>First Aid</p>	<p>Fire extinguisher</p>	<p>Evacuation assembly point</p>	<p>Fire hose reel</p>	<p>Doctor</p>	<p>Fire ladder</p>

Table 3: Selected warning symbols as per ISO 7010:2012

 <p><b>W003</b> Warning! Radioactive materials or ionising radiation</p>	 <p><b>W004</b> Warning! Laser beam</p>	 <p><b>W005</b> Warning! Non-ionising radiation</p>	 <p><b>W006</b> Warning! Magnetic field</p>	 <p><b>W007</b> Warning! Floor-level obstacle</p>	 <p><b>W008</b> Warning! Drop (fall)</p>
 <p><b>W009</b> Warning! Biological hazard</p>	 <p><b>W010</b> Warning! Low temperature /Freezing condition</p>	 <p><b>W011</b> Warning! Slippery surface</p>	 <p><b>W012</b> Warning! Electricity</p>	 <p><b>W014</b> Warning! Forklift trucks and other industrial vehicles</p>	 <p><b>W015</b> Warning! Overhead load</p>
 <p><b>W017</b> Warning! Hot surface!</p>	 <p><b>W018</b> Warning! Automatic start-up</p>	 <p><b>W019</b> Warning! Crushing</p>	 <p><b>W020</b> Warning! Overhead obstacle</p>	 <p><b>W022</b> Warning! Sharp element</p>	 <p><b>W024</b> Warning! Crushing of hands</p>
 <p><b>W025</b> Warning! Counter-rotating rollers</p>	 <p><b>W026</b> Warning! Battery charging</p>	 <p><b>W027</b> Warning! Optical radiation</p>			

Table 4: Selected mandatory signs as per ISO 7010:2012

 <p><b>vM004</b> Wear eye protection</p>	 <p><b>M003</b> Wear ear protection</p>	 <p><b>M005</b> Connect an earth terminal to the ground</p>	 <p><b>M006</b> Disconnect mains plug from electrical outlet</p>	 <p><b>M007</b> Opaque eye protection must be worn</p>	 <p><b>M008</b> Wear foot protection</p>
 <p><b>M009</b> Wear hand protection</p>	 <p><b>M010</b> Wear protective clothing</p>	 <p><b>M011</b> Wash your hands</p>	 <p><b>M013</b> Wear a face shield</p>	 <p><b>M014</b> Wear head protection</p>	 <p><b>M016</b> Wear a mask</p>
 <p><b>M017</b> Wear respiratory protection</p>	 <p><b>M021</b> Disconnect before carrying out maintenance or repair</p>	 <p><b>M022</b> Use barrier cream</p>	 <p><b>M026</b> Use protective apron</p>	 <p><b>M018</b> Wear a safety harness</p>	 <p><b>M019</b> Wear a welding mask</p>

Table 5: Selected prohibition symbols as per ISO 7010:2012

 <p><b>P002</b> No smoking</p>	 <p><b>P003</b> No open flame; Fire, open ignition source and smoking prohibited</p>	 <p><b>P005</b> Not drinking water</p>	 <p><b>P006</b> No access for forklift trucks and other industrial vehicles</p>	 <p><b>P007</b> No access for people with active implanted cardiac devices</p>	 <p><b>P008</b> No metallic articles or watches</p>
 <p><b>P010</b> Do not touch</p>	 <p><b>P011</b> Do not extinguish with water</p>	 <p><b>P012</b> No heavy load</p>	 <p><b>P013</b> No activated mobile phone</p>	 <p><b>P014</b> No access for people with metallic implants</p>	 <p><b>P015</b> No reaching in</p>
 <p><b>P017</b> No pushing</p>	 <p><b>P019</b> No stepping on surface</p>	 <p><b>P027</b> Do not use this lift for people</p>	 <p><b>P028</b> Do not wear gloves</p>	 <p><b>P029</b> No photography</p>	 <p><b>P030</b> Do not tie knots in rope</p>
 <p><b>P031</b> Do not alter the state of the switch</p>	 <p><b>P024</b> Do not walk or stand here</p>	 <p><b>P023</b> Do not obstruct</p>	 <p><b>P020</b> Do not use lift in the event of fire</p>		

## Abbreviations and definition

**AMD** (Arbeitsmedizinischer Dienst) – Occupational Health Service

**ADR** – Accord européen relatif au transport international des marchandises dangereuses par route (European Convention on the International Transport of Hazardous Materials by Road).

**ASchG** - (ArbeitnehmerInnenschutzgesetz) – Employee Protection Act

**AUVA** – (Allgemeine Unfallversicherungsanstalt) General Accident Insurance Office

**CLP Regulation** – Classification, Labelling and Packaging Regulation (regulation on classification, labelling and packaging of substances and mixtures)

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

**Equipment supervisor** – Any appropriately trained person appointed by the immediate supervisor at the proposal of the laboratory supervisor for the relevant piece of equipment who ensures corresponding instructions for safe and non-dangerous operations in the respective laboratory or laboratories (e.g. the presence of personal protective equipment [PSA]) as well as conduct in unscheduled events (with the exception of special waste disposal). If a lecture takes place in the respective laboratory, the particular exercise supervisors assume the responsibility of the equipment supervisor for the duration of the lecture and for the room used.

**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

**Hazardous materials** – Materials or compounds considered to be hazardous working materials according to ASchG. This in particular refers to explosive, inflammable, corrosive, toxic, carcinogenic, teratogenic, reprotoxic or sensitising substances. A detailed listing is attached to this document. Materials generated or released deliberately or as by-products must be taken into account in this context.

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

**IATA** – International Air Transport Association

**IMDG** – International Maritime Code for Dangerous Goods (hazard labelling for hazardous goods in maritime transport)

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

**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.

**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.

**ISO 7010** – Standard for graphical symbols - Safety colours and safety signs

**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 (PSA)), 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.

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

**MSchG** (Mutterschutzgesetz) – Maternity Leave Act

**Operating hours** – Those hours during which equipment may be operated and experiments conducted; this is unrelated to the opening hours of TU Wien.

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

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

**RID** – Regulations Concerning the International Carriage of Dangerous Goods by Rail (apply on the European continent)

**SDB** – (Sicherheitsdatenblatt) Safety data sheet

**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.

**STOP Principle** – Sequence of measures for hazard prevention derived from the principles set forth in § 7 ASchG. The STOP Principle deals with not only the avoidance of risks but also hazard prevention at the source and with the demand that measures of collective hazard protection are to take precedence over measures of individual hazard protection.

**SVP** – (Sicherheitsvertrauensperson) Safety steward, a person with relevant training who is appointed.

**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.

**Work clothes** – Such clothes are provided by TU Wien and must be worn.

**TU GUT** – 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 Property Protection and Fire Protection** (Objektschutz und Brandschutz) – A service unit within the TU GUT