



TECHNISCHE
UNIVERSITÄT
WIEN



Safety Directives

TU Wien Safety Directives

Decision of the Rectorate of 26/06/2018

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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

AStVO (Arbeitsstättenverordnung) – Workplace regulations

AWG (Abfallwirtschaftsgesetz) – Waste Management Act

BSW (Brandschutzwart_in) – Fire warden, an appropriately trained and appointed person who assists the fire prevention officer and monitors fire safety within specific locations and functional areas (according to AStVO and TRVB).

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

DSGVO (Datenschutzgrundverordnung) – EU General Data Protection Regulation (GDPR)

EMF (Verordnung elektromagnetischer Felder) – Electro-magnetic regulation

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 individuals or firms that are not members of TU Wien.

First-aidler – A relevantly qualified and appointed person

FSS (Fachkraft Sicherheitsservice) – Security service officers

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

Hazardous materials representative – A relevantly qualified person appointed by the TU Wien

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 concrete 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 its 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.

Laser safety representative – An appropriately qualified person who is responsible for all laser safety tasks.

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.

Lift maintenance warden – An appropriately qualified and appointed person

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

Poisons representative – An appropriately qualified person with the safety-critical tasks assigned and appointed

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

PSAV – Regulation PSA

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).

Radiation protection representative – An appropriately qualified person who is tasked with the relevant radiation protection.

Representative – Includes environmental and disaster control representative, fire protection representative, security with regard to the buildings, property and personal protection as well as workplace safety representative, waste and hazardous goods representative and designates the following representatives: safety representative, first-aiders, occupational safety specialist, hazardous goods representative, poisons representative, fire protection representative, fire warden.

Security lodge – Rooms in which security service officers reside and in which security and fire protection facilities can be controlled. On these premises first-aid replacement materials are stored and handed out by a security representative.

SFK (Sicherheitsfachkraft) – Health and Safety Specialists who is appointed and qualified as per 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.

SVP (Sicherheitsvertrauensperson) – safety representative, a relevantly qualified and appointed person

TU GUT (TU Gebäude und Technik) – the service department of Real Estate and Facility Management at the 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 premises of the TU Wien

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

VEXAT (Verordnung explosionsfähige Atmosphären) – European Explosive Atmospheres Directive

VGÜ (Verordnung über die Gesundheitsüberwachung am Arbeitsplatz) – Health Surveillance in the Workplace Regulations

VOLV (Verordnung Lärm und Vibrationen) – Noise and Vibrations Regulations

VOPST (Verordnung optische Strahlung) – Optical Radiation Regulation

Waste management representative – A relevantly qualified and appointed person (in accordance with the waste management act)

§ 1 PURPOSE AND COMPONENTS OF THE SAFETY DIRECTIVES

- (1) The Safety Directives of the TU Wien regulate the use and management of university premises by the users.
- (2) The Safety Directives 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 while maintaining cleanliness.
- (3) Further regulations are contained, inter alia, in the House Regulations, Fire Safety Regulations, Parking Regulations, Event Regulations, Central Laboratory and Workshop Regulations and in the External Company Directives, as well as in the rules for the library, the archive and TU.it and the GDPR and must also be complied with. The special regulations contained in these Security Directives with regard to the university premises take precedence over those in other statutes.

§ 2 SCOPE

- (1) The Safety Directives apply 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 Safety Directives.

§ 3 AUTHORITY

- (1) The application of the Safety Directives, in particular supervision of the maintenance of safety and order, is incumbent upon the Rector or the member of the Rectorate responsible according to GO as well as TU GUT.
- (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 rules 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.

The users are obligated to comply with the Safety Directives.

- (4) The Rectorate or the member of the Rectorate responsible according to GO has to carry out or have them carried out, a review of the compliance with the safety-related rules at appropriate intervals in all areas of the TU Wien.

§ 4 RESPONSE TO ATTEMPTED AND ACTUAL BURGLARIES, THEFTS AND DAMAGE TO PROPERTY

Burglaries, thefts and damage to property as well as all respective attempts are to be reported immediately by the affected to the TU GUT Security and Fire Protection and the police. Due to liability reasons burglaries and damage to property must be reported to the following e-mail address as well: versicherung@gut.tuwien.ac.at.

§ 5 ACCESS FOR EMERGENCY SERVICES

Access routes must be kept free for any eventual deployment of emergency vehicles. The setup spaces of the emergency vehicles must likewise be kept free. Parking of vehicles may only occur in spaces provided for that purpose. Incorrectly parked cars and other movables will be removed at the expense of the owner.

§ 6 SAFETY REGULATIONS

- (1) With regard to the safety of individuals, buildings and property the relevant regulations must be taken into account:
- a. Workers Protection Act (ASchG) and its regulations
 - b. Workplace regulations
 - c. Building Code
 - d. Industrial Code
 - e. Fire Safety Regulations of the TU Wien

- f. Central Laboratory and Workshop Regulations of the TU Wien
 - g. Parking Regulations of the TU Wien
 - h. External Company Directive of the TU Wien
 - i. Event Regulations of the TU Wien
 - j. House Regulations of the TU Wien
 - k. Directives on Regulations of the TU Wien (e.g. special laboratories and workshop directives)
- (2) Regulations according to § 6 (1) and other Regulations issued by the TU Wien need to be announced on the TU Wien website. They may also be available in hard copy or on a bulletin board.

§ 7 APPOINTED REPRESENTATIVES

- (1) Representatives are appointed for the following legal designated areas:
- (i) Environmental and disaster control
 - (ii) Fire protection
 - (iii) Safety according to building, property and personal protection
 - (iv) Safety and Occupational Health
 - (v) Waste management
 - (vi) Hazardous goods
- (2) For all fields of competence of the representatives appropriately qualified and trained representatives are appointed on proposal of TU GUT by the Rectorate or in case of transferred responsibility by the member of the Rectorate responsible according to GO (fire safety, Safety and Occupational Health et al.).
- (3) All tasks within the range of competence of TU GUT should be supported and implemented on-site by both the responsible employees of the Rectorate and the vice-rectorates, their services, the faculties, institutes, research units and research groups, as well as the service departments, service units and service groups. Such are, if necessary, appropriately qualified and appointed as follows:
- a. BSW: The appointment of the BSW is regulated in §2 of the Fire Safety Regulations
 - b. SVP: The appointment of the SVP is made at the initiative of the TU GUT. At the suggestion of the Head of Institute with the prior given agreement by the respective employee or due to an order by the member of the Rectorate responsible according

- to GO. After suitable consent by the works council and the Dean, the SVP is appointed by the responsible member of the Rectorate in accordance with the GO.
- c. The Heads of Institutes/Heads of Service Departments use the form provided by TU GUT, obtain approval and inform TU GUT after the appointment. In accordance with the size or room arrangement of the institutes/departments, as well as research units and research groups/service units and service groups, more than one SVP can be appointed.
 - d. In the absence of an approval, the Head of Institute/Head of Service Department is responsible for their agendas and carries out their tasks.
 - e. The appointment is made for a maximum of four years. Re-appointment is allowed. The name of the SVP and the respective fields of action are to be disclosed by the relevant inspectorate (Health and Safety Executive) via TU GUT. The appointment of the SVP is made on behalf of TU GUT in the announcement newsletter and on the website of the TU Wien at: <https://www.tuwien.at/files>
 - f. First-aiders at Institutes are appointed by the Dean at the proposal of the Head of Institute. On the departmental levels the First-Aiders are appointed by the responsible member of the Rectorate in accordance with the GO, on the proposal of the Head of Service Department. The appointment takes effect as soon as the relevant employee has completed a first aider course/refresher course.
 - g. Poisons representatives are appointed by the Dean by suggestion of the Head of Institute. The Head of Institute must inform TU GUT about the appointment.
 - h. Radiation protection representatives are appointed by the Dean by suggestion of the Head of Institute. The Head of Institute must inform TU GUT and the municipal authority MA 64 about all appointments.
 - i. Laser protection representatives are appointed by the Dean by suggestion of the Head of Institute. The Head of Institute must inform TU GUT about all appointments.
 - j. For Laboratory supervisors the procedure of appointment can be found in the 'Abbreviations and Definitions'.

If no employee is available to fulfill the tasks according to § 7 (3) lit. a and lit.c to lit. g, the responsibility for these tasks lies with the respective Head of Institute or Head of Service Department.

(4) External representatives must fulfill the same qualification as internal representatives.

§ 8 TASKS OF THE REPRESENTATIVES

- (1) The responsible member of the Rectorate in accordance with the GO has to ensure establishment and appointment of representatives within TU GUT, as well as to carry out by themselves or by others compliance checks of the safety-related regulations in appropriate intervals in all areas of the TU Wien.
- (2) The following list provides a comprehensive overview of the area of responsibilities of the representatives, however they are by no means exclusive.
- (3) The representatives fulfil the general crossthematik tasks in the respective field of work:
 - a. Immediate notification of the responsible Dean or of the responsible member of the Rectorate in accordance with the GO about all significant questions of security, operational hazards, disruptions and impairments.
 - b. Inspection of all legal norms on factual relevance for the university
 - c. Record-keeping of all security-related standards, regulations and information sheets and the building of a database
 - d. Coordination and monitoring of all tasks to be performed with representatives or involved individuals.
 - e. Representation of the TU Wien to the outside in above-mentioned areas (e.g. contact to the responsible state, country, community and other authorities e.g. TÜV etc).
 - f. Training of appointed employees (e.g. SVP etc) with regard to the progression of technical safety facilities.
 - g. Organisation and instigation of advanced training courses for TU Wien employees within the scope of functions of the representatives (like first-aid courses, handling of fire extinguishers etc.)
 - h. Transfer of information to commissioned external companies about existing risk potential and monitoring of the latter with regard to the compliance of the existing safety and disposal regulations
 - i. Evaluation of reports in the event of damage, which are part of the in § 8 (3) lit. h mentioned area as well as planning of countermeasures
 - j. Preparation of rules of conduct in case of fire or malfunction, based on the safety standards corresponding to each specific building
- (4) The interdisciplinary tasks of the representatives are as follow:
 - (i) **Environmental and disaster control**

- a. Monitoring of the implementation of all tasks required by relevant standards and regulations with regard to environmental and disaster control, indicating identified defects, contacting the person responsible for the elimination of the defect,
- b. Consultation and training of the representatives and university members as well as coordination and organisation of safety trainings,
- c. Issuing of instructions in case of imminent danger as well as in environmental and disaster control matters aimed at preventing risks,
- d. Point of contact for all reports on environmental and disaster control and responsibility for any subsequent instigation,
- e. Statement in case of construction, submission and adjustment of rooms, in which activities are carried out which are regulated by the environmental and damage protection standards, as well as giving opinion in case of the acquisition of safety-related facilities,
- f. Creation and update of the Waste Management Concept (according to AWG),
- g. Elaboration of the disposable concept for packaging waste, like waste paper, waste glass, plastics, waste metal and polystyrene as well as organizing the disposal for the whole area of the TU Wien,
- h. Keeping a database for all hazardous materials existing in organisational units in accordance with UG on the basis of EDP-based reports by the organisational units (also with respect to possible emergencies),
- i. Regular monitoring and instigation of measurements of exhaust air, waste water, noise emissions and drinking water quality.

(ii) Fire protection:

Issuing of instructions in case of danger in environmental and disaster control matters aimed at preventing risks. All issues of fire protection are regulated in the Fire Protection Regulations.

(iii) Safety in accordance with buildings, property and personal protection:

- a. Participation in the process of defining the tasks of the representatives,
- b. Responsibility for the development of closure plans, access systems as well as video surveillance,
- c. Planning and organizing of special measurements in case of extraordinary conditions and incidents,

- d. Issuing of instructions in case of danger in buildings, property and personal protection aiming at risk prevention,
- e. Keeping a register of all existing alarm systems,
- f. Monitoring of the management of inspection and maintenance logs for alarm systems and instigation of testing and servicing of the latter,
- g. Involvement in the planning and installation of alarm systems as well as in the process of construction and reconstruction of buildings and rooms,
- h. Development of directives and behavioural rules in case of alarm triggering,
- i. Keeping a register of all data on protected buildings, monuments, ensembles, collections and individual moveable cultural assets (e.g. paintings),
- j. Planning of protection measurements to minimise the destruction as well as the theft of movable cultural assets (e.g. alarm systems, in accordance with the rules of the GDPR),
- k. Reporting of foreseeable danger of the destruction or alteration of landmarked buildings, monuments, ensembles or collections or their intended disposal at corresponding sites (national heritage site, state conservatory, historical monument advisory council).

(iv) Safety and Occupational Health

- a. Development of guidelines for the workplace design and involvement in the process of workplace design as well as reviewing compliance with the directives in the respective valid versions,
- b. Monitoring of compliance with all valid regulations ensuring technical device safety (maintenance, verification, etc.),
- c. Consultation and training of the SVP and members of the university,
- d. In case of imminent danger instructions to all employees in issues of safety and occupational health,
- e. Instigation of the obligatory health monitoring in cooperation with the personnel administration and the immediate supervisors,
- f. Evidence control of all training and reportable activities (e.g. lift maintenance warden, BSW etc) as well as the instigation of education and training,
- g. Instigation of establishment, review and addition of the first-aid facilities,
- h. Organisation and maintenance of all health and safety protection documents (inspection log book, maintenance log, safety protocol, Vexat, VOLV, VOPST, EMF, VGÜ, PSAV, machine safety documents, etc).

§ 9 DEALING WITH EXTERNAL PARTIES

- (1) Basically all university properties and equipment at the TU Wien customized to the terms of use are made publicly available on the condition of the House Regulations. The supervision lies upon TU GUT Security and Fire Protection, and object-related upon the respective local security service.
- (2) Dealing with external people is:
 - a. regulated within the instructions of safety specialists and in the External Companies Directive;
 - b. described in the House Regulations and suitable operative instructions, especially the action required when dealing with activities causing disruption, object damage or personal injury.
- (3) All occurrences are to be cited in the respective log books and reported to TU GUT. At large events this has to be done immediately.

§ 10 FIRST AID EQUIPMENT

The TU Wien provides the necessary first-aid resources in each place of work in accordance with § 39 AStVO. The nature and extent of this equipment has to be adapted to the amount of employees working in the work stations and must be adjusted with regard to possible risks of injury to the type of work processes as well as the resources or work material being used. The equipment at the institutes is to be checked regularly and if necessary amended or renewed in the security lodges.

§ 11 EMERGENCIES, IMMINENT DANGER, FIRST-AID, ACCIDENT PREVENTION DEVICES

- (1) In case of danger of physical integrity/life and/or assets the TU GUT Security and Fire Protection as well as the emergency service must be alerted immediately. The TU GUT Security and Fire Protection assumes operational leadership and has the right to issue instructions for all people present at the TU Wien.
- (2) In case of any detection of damage or improper handling on university premises as well as in case of potential danger for people, buildings or university operations TU GUT Security and Fire Protection must be notified immediately.

- (3) In case of imminent danger the TU GUT as well as the emergency services must be informed immediately either in the nearest security-lodge or by telephone (emergency numbers can be found at <https://www.tuwien.at/en/tu-wien/organisation/central-divisions/real-estate-and-facility-management>) at any time, day or night.
- (4) Escape routes and equipment for risk prevention and firefighting are always accessible and ready to use. It is neither allowed to remove nor to make any equipment for risk prevention unusable. The absence of protection equipment, defects or other irregularities which could cause accidents must be reported immediately to TU GUT Security and Fire Protection. The affected university operation must be suspended until reconstruction of the former condition. Any earlier re-start is not allowed.
- (5) Accidents as well as near-accidents, regardless of their severity, must be reported immediately to the immediate supervisor if employees of the TU Wien are affected, if the accident happened to a student in a laboratory the exercise supervisor must be informed, and if the nearaccident happened to a student or external person outside a laboratory TU GUT must be informed. In any case, TU GUT Safety and Occupational Health must be informed and the incident reported to gut@gut.tuwien.ac.at. Students and external parties must report all incidents outside laboratory rooms to TU GUT Safety and Occupational Health. The provisions of the House Regulations must be observed.
- (6) Immediate supervisors must report work accidents of employees to TU GUT Safety and Occupational Health as well as the to the Public Servant Insurance (BVA). The reporting of work accidents of trainees and apprentices must be reported to the Austrian Workers' Compensation Board (AUVA). Students' accidents must be reported to the Austrian Workers' Compensation Board (AUVA) by the individuals responsible for the events.
- (7) In addition accident reports have to be provided by the individuals mentioned in (6) for the purpose of the preventative services (SFK, AMD) carrying out an ex-post evaluation. The email address is arbeitsunfall@tuwien.ac.at.

§ 12 PROHIBITED ACTIVITIES

- (1) Basically any behaviour affecting safety, peace and order on the university premises, especially with regard to interference with the execution of research and teaching tasks, are prohibited. All university premises 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 maintaining cleanliness.

(2) The following activities should be refrained from:

- a. the spreading of noise e.g making or playing music except at approved events,
- b. the consumption of alcohol except at approved events or within internal festivities of various institutions of the TU Wien like the Rectorate, Faculties, Institutes, Research Units, Research Groups as well as Service Departments, Service Units and Service Groups,
- c. the consumption of addictive substances,
- d. the carrying of firearms or other weapons (like swords, daggers and knives); not included are the public security forces or people and companies empowered to do so by the Rectorate,
- e. the pollution of rooms,
- f. the usage of sports equipment in the inner area of the university premises,
- g. the processing of sales business without the approval of the Rectorate,
- h. any political activity, insofar as one hasn't been explicitly allowed (e.g. by the Student Union Act),
- i. the production of images and audio recordings of university properties as well as of lectures or exams, except within the TU Wien approved practice (§ 6 (5) the House Regulations are likewise to be complied with),
- j. begging,
- k. staying overnight,
- l. any type of harassment of people,

(3) Sanitary facilities can only be used for customary use.

(4) In case of an interference with operations, danger or threats TU GUT Security and Fire Protection is entitled to inform the police and/or arrange for the person to leave the campus.

§ 13 MEASURES IN CASE OF VIOLATION

In case of violation of the safety directives the same rules apply as in § 17 of the House Regulations of the TU Wien.

§ 14 OVERBOOKING OF TEACHING ROOMS

When creating a booking for a lecture in teaching rooms, the changeover time (the time needed to leave the room by the previous lecture's students and all students of the current

lecture entering the room and taking their seats) has to be considered. The usual assumed duration of the changeover time is 15 minutes.

Should, in case of foreseeable overbookings of rooms and after having reached consent with the Vice-Rectorate for Studying and Teaching, digital transmission of lectures into other rooms be necessary, TU GUT Event Services is to be informed in good time. The latter will notify TU GUT Security and Fire Protection as well as the lecture tube supervisor and necessary steps will be taken. The required information is:

- the exact date (net start-end time and planned changeover time),
- expected amount of people,
- indication of the booked rooms,
- lecture title and number,
- person responsible for meetings and contact person.

In accordance with TU GUT Security and Fire Protection, a checklist stating the occupancy of the rooms, the actual demand of the services of TU GUT Security and Fire Protection as well as the transfer options and additional room resources must be completed.