

***Staff* guidelines for the use of the technological laboratories and the workshops at the Institute E 325**

1. The "TU Vienna Laboratory and Workshop Regulations" are available at the institute's office and the most recent version can also be found on the website of "TU Wien Rechtsabteilung" (a version in English is available there; title of the original German document: "Labor- und Werkstatt-Ordnung der TU Wien").
2. Members of staff are obliged to read the "TU Vienna Laboratory and Workshop Regulations" and to strictly comply with them.
3. Instructions for the use of tools, equipment, machines and chemicals at the institute, particularly in the technological laboratories and the workshops of the institute, may only be conducted by qualified personnel; instructors can only be appointed by the head of institute or a higher-ranking authority within the University. Instructions will only qualify a member of staff for the use of tools, equipment, machines and chemicals (i) if the instructor confirms in writing that the instruction has taken place and (ii) if a copy of the instructor's confirmation is filed in the institute's office.
4. Without valid instructions (see item 3.) members of staff are *not* allowed to use electrically driven machines in the workshops or any potentially dangerous tools or equipment in the mechanical workshops (rooms DAEGF05, DAEGD11, HCEG01) and/or any other room of TU Vienna.
5. Irrespective of any instructions, members of staff are *not* allowed to use any permanently installed machines and equipment in the laboratories and workshops of the institute if the user manual for some machine or equipment to be used is not available.
6. Members of staff are only allowed to work with any potentially dangerous chemicals if they can present a valid confirmation (see item 3.) that they have been instructed about handling those chemicals *and* when the safety sheets for those chemicals are available and they have read and understood them.
7. As a matter of principle, *only* members of staff are allowed to do any kind of work in the mechanical workshops of the Institute of Mechanics and Mechatronics; students are *not* allowed to do any work there. Cleaning- and maintenance work conducted by external staff are not affected by this regulation.
8. Members of staff are not allowed to give unauthorized individuals access to the laboratories and workshops of the institute.
9. Members of staff may use the laboratories and workshops of the institute for official business only.
10. Members of staff may only use the laboratories and workshops of the institute if there is at least one other individual present in the room or help in case of emergency is quickly available otherwise.
11. Prior to any activities in the workshops, laboratories or any other room of the institute, members of staff are obliged to inform themselves about any safety regulations that apply and they are obliged to strictly follow them. In particular, members of staff must use protective equipment (such as goggles and ear protection, see also § 5 of the TU Vienna Laboratory and Workshop Regulations (Labor- und Werkstattordnung der TU Wien)) according to the safety regulations.
12. The regulations in this guideline complement the "TU Vienna Laboratory and Workshop Regulations" (Labor- und Werkstattordnung der TU Wien). If any regulation within this guideline should be contradictory to the "TU Vienna Laboratory and Workshop Regulations" the latter take priority.
13. This document is a translation of the legally binding German version entitled "Richtlinie für Mitarbeiter/innen zur Benutzung der messtechnischen Labors und der Werkstätten am Institut für Mechanik und Mechatronik". This translation is provided as a convenience for staff who do not have sufficient knowledge of German. In case of any doubt, the official German version takes priority over whatever is said in this translation.

Approved by the Rectorate on September 21, 2010

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