

***Student* 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. Students 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.) students 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) or any other room of TU Vienna.
5. Irrespective of any instructions, students 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. Without valid instructions (see item 3.) students are neither allowed to enter the laser-measurement laboratory in room DAU4A09 nor are they allowed to use any equipment or chemicals inside or outside the laser-measurement laboratory (e.g. for etching purposes or any other work performed at the institute)
7. Students 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.
8. As a matter of principle, *only* members of staff are allowed to do any kind of work in the mechanical workshop 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. The use of the mechanical workshop for work therein by students is strictly forbidden.
9. Students are not allowed to give unauthorized individuals access to the laboratories and workshops of the institute.
10. Students may use the laboratories of the institute only with regard to their student tasks at the institute and only with prior consent of the respective student's tutor.
11. Students may only use the laboratories 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.
12. Prior to any activities in the workshops, laboratories or any other room of the institute, students are obliged to inform themselves about any safety regulations that apply and they are obliged to strictly follow them. In particular, students 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.
13. 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.
14. This document is a translation of the legally binding German version entitled "Richtlinie für Studierende zur

Benutzung der messtechnischen Labors und der Werkstätten am Institut für Mechanik und Mechatronik". This translation is provided as a convenience for students 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