

Laboratory and workshop regulations

General organization of the laboratory, information and requirements

A-1) For every laboratory, a documentation is to be produced describing the type of laboratory, the people in charge, its operation and safety needs.

The documents and information required for a regular and safe operation need to be stated clearly. [VUVJ]

A-2) A responsible person needs to be appointed for every laboratory. This person is responsible for ensuring the compliance with technical and operational safety standards.

[VUVJ]

A-3) The laboratory staff needs to be trained in regular intervals on matters concerning the safety and operation of the laboratory. Every member of the laboratory staff needs to be familiar with any risk potentials and serious hazards. The responsibility for this is held by the **research group leader/senior researcher** **Forschungsgruppenleiter**. [VUVJ]

A-4) A room information sheet needs to be posted on every laboratory door. The information given will detail the type of laboratory and the work that is carried out there. The most important noxious substances and safety data must also be stated in a clear and unmistakable manner. [VUVJ]

A-5) All apparatuses and experiments etc. must be labeled and described. The risk potential must be clearly evident. Person as well as health and safety regulations must be stated and made known. [VUVJ]

A-6) For reasons of occupational health and safety as well as for reasons of insurance coverage, students are only permitted to work in the laboratory outside the official working hours (8 am – 6 pm) after explicit consent of the **group leader** **Gruppenleiters** (professor) and in the presence of competent technical personnel. [VUVJ]

A-7) Working alone on experiments and apparatuses involving particular risks is not permitted. Details as per the regulations of the University and the research group.

A-8) New employees must be informed on the laboratory and workshop regulations and must confirm this procedure by acknowledging the form for new hires. [SUVA Brochure & Checklist]

Technical laboratory regulations and requirements

T-1) A strict smoking ban applies in the entire building.

T-2) It is not permitted to eat in the laboratories, drinks are only permitted in closed drinking bottles. [EKAS RL 1871]

T-3) Medicinal and hygienic protection measures and precautions must be respected and complied with as per requirements by the University.

T-4) The technical and personal protection systems must be used and cannot be modified without permission. [UVG Art. 82]

T-5) Personal protective clothing and goggles must be worn according to the regulations. [UVG Art. 82]

T-6) The equipment must be properly stored and handled safely. Operating instructions must be kept in the laboratories in places easily accessible to everyone. [EKAS RL 6512]

T-7) Gas bottles are only permitted to be stored in the laboratories for everyday usage. They must be secured against falling over. If not in usage, gas bottles are to be stored in the gas storage cupboards on each floor. [EKAS RL 1871]

T-8) Chemicals must be properly handled and stored. [EKAS RL 1871]

T-9) Electric equipment and apparatuses must be protected against electric shock **Fl-.** [NIVJ]

T-10) Only technical personnel is permitted to carry out manipulations and installations on electric apparatuses. [NIVJ]

T-11) Modifications of the infrastructure and building are subject to authorisation and cannot be carried out on one's own. They must be agreed by the building authority and the **Ressort BHTS department.**

T-12) Waste must be disposed of in accordance with in-house guidelines.

Legend:

VUV: Verordnung über die Unfallverhütung

NIV: Niederspannungs-Installations Vorschriften

SUVA: Schweizerische Unfallversicherungsanstalt

EKAS: Eidgenössische Koordinationskommission für Arbeitssicherheit

These regulations were written due to legal and University requirements.

Particular consideration was given to the requirements and special conditions applying to the area of scientific and technical laboratories for physics, chemistry and nanosciences.

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Basel, 04 November 2013