

General instructions for safety, order and traffic ¹



General hints for safety and order

Smoking, fire and open flames are forbidden!
Smoking is allowed only in designated areas!
Ban from the institute in case of violation!

Reporting when entering or leaving

External persons must report when entering or leaving the institute.
For safety reasons, employees must report to the security when working outside normal working times.

For working in the laboratories or workshops during the night (20-6 h), at the weekends or on holidays observe the regulation „working alone“ according to the Laboratory safety regulations (note also specific regulations valid for your group) and use the personal safety device.



Important phone numbers

security: **11150**
technical staff: **11118**
fire brigade/ ambulance: **0-112**



Conduct in explosion protected rooms

- Lighters and non-explosion protected, electronic equipment, for example, mobile phones or laptops, must neither be brought inside nor used inside explosion protected areas.
- Carrying or using non-explosion protected equipment in explosion protected areas is only allowed with special agreement of the responsible persons (institute engineer, master or head of the technical research lab).

Links:

http://www.fvst.ovgu.de/vst_media/Dokumente/Fakultät/Fakultäts+_+Marginalbereich/General+instructions+for+safety.pdf
(General Instructions)

http://www.fvst.ovgu.de/vst_media/Bilder/Institute//IVT/Sicherheitskonzeption.pdf
(German Safety Guideline)

http://www.fvst.ovgu.de/vst_media/Dokumente/Fakultät/Fakultäts+_+Marginalbereich/Safety+Instructions.pdf
(English Safety Guideline)

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¹ based on „Safety Instructions of MPI Magdeburg“

Instructions for safety and fire protection

First aid measures

First aid kits: Laboratories and kitchen rooms



First aid assistants: A list can be found on the boards in the corridors or the vestibule in the laboratories (or the desk).

Conduct in case of work-related accidents

Please observe in your own interest:

- All injuries (even small ones which seem to be without complications) must be documented in the "Verbandbuch". This ensures recording as a work-related accident if the injury provokes any complications later.
- „Verbandsbücher“ are located inside the first aid kits.
- Work-related accidents, including accidents on the daily way to work and back, please inform the head of your research group first. In addition, these accidents must also be reported to Mr. U. Stresow (K43).
- If medical treatment is necessary consult a "Durchgangsarzt" (physician specially trained for work-related accidents).
- Lists of „Durchgangsärzte“ can be found on the white boards in the corridors and on the local homepage.

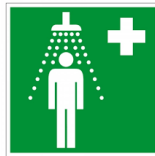
Excerpt of the laboratory safety regulations

- Participation in a safety instruction lesson, which has to be confirmed by signature, is required before the start of work in the laboratories. The safety instructions must be repeated every year.

- Every laboratory user must be aware about the safety installations: fire extinguisher, fire alarm button, first aid kits, fire blankets, emergency exits, eye wash and emergency showers.
- Unrestricted access to all these installations must be possible at all times.



eye wash



emergency shower

- It is obligatory to gather information about all used dangerous chemicals before working with them, Especially information about the dangers involved (H- Sätze, hazard-statements) and about necessary safety measures (P- Sätze, precautionary - statements).

Wear eye protection and ear protection in rooms



marked with this sign!

Working in laboratories for genetics, (S1 or S2 areas), or with hazardous laser radiation or explosion protected areas

Additional instruction in the rules for these laboratories is required before starting work.



biohazard warning



explosive atmosphere warning



laser radiation warning

poison information: Tel: 0-0361/ 730730

Instructions for safety and fire protection

Prevent fire



Fire, open flames and smoking are forbidden.

Conduct in case of fire

keep calm

announce fire



push fire alarm button



call fire brigade
0-112

Place yourself in safety

warn endangered persons, take helpless persons with you

close doors and windows



follow indicated escape ways

do not use elevators



follow instructions

go to the assembly point

try to extinguish the fire, if possible without danger for yourself



use fire extinguisher



use installations for fire fighting (for Example, fire blankets in the laboratories)

Important information:

- **Where** is the fire? (information about the place of fire)
- **What** is on fire? (information about the building or part of the building)
- **How many** people are injured or are in danger? (information if possible)
- **Who** is reporting the fire? (name and phone number)
- **Wait** for questions from the fire brigade.

Escape and emergency exits



The escape and emergency exits in the building (corridors, staircases, exit doors, for example) are indicated by pictograms and are shown in the escape and alarm plans. Follow these routes in case of fire. The escape and emergency routes must always be kept open and any must not be blocked by storage or Equipment.



Highly flammable or combustible substances and gas bottles must not be placed in escape and emergency routes.

The areas indicated for the fire brigade, especially the access, must always be kept open.

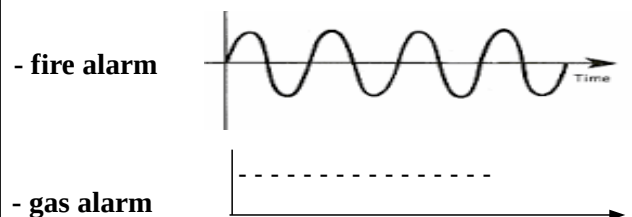


The assembly point is marked on the escape and alarm plans of each building.

Fire alarm buttons

Fire alarm buttons and smoke detectors are installed throughout the building. Therefore, it is necessary to switch them off in the case of work producing flames or sparks. This also holds for usage of Bunsen burners and work with strong vapor development.

Types of alarm in the institute



Handling of electronic set-ups and equipment

- Electronic set-ups and equipment must be visually examined before use.
- Equipment must not be used if damaged (damaged insulation, frayed cords, etc).
- Damaged equipment must be labeled and segregated to prevent accidental further use.
- The electronic workshop must be informed about damaged equipment.
- In general, repairs and modifications on electronic equipment may only be performed by trained Personnel of the electronic workshop.
- Electronic equipment with pronounced fire hazards, for example, electronic or microwave ovens, coffee makers, water heaters ..., must not be used unattended.