

Supplementary sheet to the *safety manual* for the LTR group at the Institute of Process Engineering, ETH Zurich

Laboratory Regulations:

It is the **personal responsibility** of every employee to act safety-conscious and environmentally conscious! All new employees have to be instructed about the safety regulations. The use of **personal appropriate protection equipment** (safety glasses, lab coat, gloves, etc.) is **mandatory!**

Please read in the enclosed '**Safety & Waste Disposal Manual**' the following chapters:

1. Precautionary Measures
2. First Aid
3. Working With Chemicals
4. Working With Electricity

If you work with Plasma Processes, High Pressure setups or Lasers also read chapters:

6. Working With Strong Magnetic Fields
7. Handling Of Compressed Gas Bottles And Gas
9. Working With Lasers

MSDS of chemicals are available in each lab and have to be read.

Working hours:




- *Trainees and students: between 08:00 and 19:00.* For exceptions ⇒ authorization of Professor Rudolf von Rohr is needed. Trainees and students are not entitled to have a key for the labs/offices.
- *All others: no requirements.* EXCEPT: between 22:00 and 06:00 another person must be present who is instructed for emergency.

Stimulants and eatables

of all sort, including cosmetics and medicine are forbidden at all times in the laboratory or close to chemicals and biological active substances.

Alarm in Case of Emergency:

Feuer – was tun? Fire – how to react?	
1. Alarmieren Call 'S.O.S.'	 888 und 0-118
2. Personen retten Rescue all people	
3. Türen schliessen Close all doors	
4. Brand bekämpfen Fight the fire	
Alle Notfälle / All emergencies: 888	
<small>ETH Zürich, Abt. Sicherheit / safety@su.ethz.ch / www.sicherheit.ethz.ch</small>	

Unfall – was tun? Accident – how to react?	
1. Verletzungsart > Alarmieren Kind of injury > Call 'S.O.S.'	immer 888 always 
Schwerer Unfall Severe accident	0-144 
Vergiftung Poisoning	0-145 
2. Nothilfe leisten (GABI,...) First Aid (ABC,...)	
Alle Notfälle / All emergencies: 888	
<small>ETH Zürich, Abt. Sicherheit / safety@su.ethz.ch / www.sicherheit.ethz.ch</small>	

First-Aid Equipment in the ML H-Floor:

- **2 complete emergency stations:** fire extinguishers, fire blankets, fire sand, first-aid kits, emergency/eye showers
in the corridor between H13/14 and H23/24 (red painted walls)
- **Additional fire extinguishers:**
in all laboratories EXCEPT H17, 20 and 25
- **2 emergency exits:**
over both staircases

By signing below, I confirm that I:

- have been instructed in all the safety devices above
- have walked through the laboratories and have been shown all safety facilities
- have been given the opportunity to ask questions if anything is not clear
- have read, understood and will commit to follow the 'Safety & Waste Disposal Manual' and the regulations stated on this supplementary sheet
- acknowledge that these documents cannot cover every possible risk scenario and that common sense and judgment are necessary at all times in the laboratory.

Zürich, _____

Coworker

Name : _____

Signature : _____

Responsible

Name : _____

Signature : _____