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Work regulations and safety rules in MINAKO Research Baselab: Metallization Technologies U02B-204

1. Every person who will take part in works or activities of the laboratory must get acquainted with the general safety regulations, and certify this with his/her signature before starting the work. The signature must be given in written form in the safety instruction journal of the laboratory or the corresponding check and registration list.
2. In addition, the person must also get familiar with the instructions and manuals which are required for current work and specific safety requirements before starting it.
3. It is strongly prohibited to touch non-isolated wires, connectors, wire endings, or cables which are possibly connected to voltages exceeding 36 V (including the 230 V mains power).
4. Modifying the connections of devices and equipment (including connections of power, signal, measurement, and communication cables) must be done in non-powered mode. Exceptions may apply to some devices, the user manual of which allows "hot swapping", e.g. USB memory sticks.
5. Only the connectors which are prescribed in the corresponding manuals must be used for the connections with the inputs and outputs of measurement devices and other equipment. Wires and cables must be clearly and safely arranged by selecting their appropriate electrical properties, suitable colors and positioning. Make sure that all electrical cords are in good condition and all electrical outlets are earthed.
6. It is prohibited to open the cases of laboratory equipment without the order and presence of the supervising person. It is also prohibited to open the cases of any device or to change the fuses in power-on mode or when the power cord is connected to the mains power outlet. All equipment should be inspected before use.
7. If laboratory equipment is provided with a manual that includes safety warnings, the manual (or at least the safety warnings) must be clearly visible and accessible to the laboratory users.
8. In the case of safety threats or risks, malfunctioning of the equipment, installations or tools, it is mandatory to inform immediately people nearby, the supervising person and the person,- responsible of the work safety in Thomas Johann Seebeck Department of Electronics (room U02-203).
9. All the equipment of the working place must be switched off when leaving. The last person must check the room and take care of any problem.
10. These rules are mandatory for all persons who will take part in works or activities in the MINAKO Research Baselab: Metallization Technologies U02B-204.
11. All compressed gas cylinders should be securely chained or clamped to a rack. They should not be subjected to shocks, falls, or undue heating. Cylinders should always be stored upright. Grease and oil must not be allowed to come in contact with the cylinders. Cylinder valves should be opened slowly.
12. Familiarize yourself with the operations of the vacuum system in use (the functions of Rotary, Diaphragm, Diffusion Pumps).
13. Water hose connections to the taps and the equipment must be secured with hose clips which can withstand fluctuation of water pressure. Electrical equipment which uses water presents a special hazard. Water taps should not be left open and unattended because of the potential for flooding. This includes running tap water for cooling, or filling tanks or other containers with water.

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