



24.03.2015 nr 13-4/6

Work regulations and safety rules in SIE Research Baselab Test and Signal Processing U02-212

1. Common safety requirements:
 - any person established within the research lab work is required to undergo an initial instruction to the workplace. The instruction is carried out by the immediate supervisor;
 - the organizer of the work introduces new employees to the basic safety requirements of the laboratory and the basic electrical and fire safety rules;
 - the employee can only perform the work by the organizer of work on the conditions that he/she is well informed about safe work techniques. In case of doubt, the employee must contact the supervisor for clarifications;
 - new (unknown) employing workers must organize the work of staff so as to supervise the implementation of safe work methods and techniques;
 - accidents involving employees or co-workers should be immediately notified to the organizer, head of the structural and the person who is responsible of the work safety in Thomas Johann Seebeck Department of Electronics (room U02-203). The victim is to provide emergency medical assistance. Where necessary, call an ambulance (112) or seek medical advice.
2. Safety before the work begins:
 - work may start if the worker has extensively consulted his/her immediate supervisor and if he/she is allowed to carry it independently. It is not allowed to work with non-functional devices.
3. Safety at work:
 - do not allow unauthorized persons to use the equipment;
 - at the time when devices operate automatically, ensure that they do not leave or exit from the modes specified in the technical documentation;
 - when testing items, use personal protective equipment.
4. Safety after work:
 - switch off the power of the equipments;
 - tidy up the workplace;
 - notify the supervisor of all noted failures.
5. Safety in emergencies:
 - switch off the equipment and test objects from the power outlet;
 - in case of equipment and / or objects ignite (i.e. a fire starts) then one needs to act in accordance with the fire safety regulations.
6. Employee responsibility for ignoring safety rules:
 - ignoring the occupational Health & Safety Guide is a violation of technological and work discipline. Workers violating the guide disciplinary or judicial responsibility according to their nature and the consequences.

Prepared: E.Haldre
TJS Dep. Of Electronics
Senior Engineer

Confirmed: L. Pallon
Tallinn University of Technology
Chief Work Environment Officer

Confirmed: T. Rang
TJS Dep. Of Electronics
Director