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**Work regulations and safety rules in SIE Research
Prototyping Room U02B-207**

1. General safety requirements.

- 1.1. Before starting the work in the laboratory, the person (staff, students etc.) must get acquainted with the safety regulations of the laboratory, and certify this with his/her signature in the safety instruction journal of the laboratory or on the corresponding check and registration list. The instruction is carried out by the immediate supervisor.
- 1.2. The organizer of the work introduces new employees to the basic safety requirements of the laboratory and the basic electrical and fire safety rules.
- 1.3. The employee can only perform the work assigned 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.
- 1.4. Accidents involving employees or co-workers should be immediately reported to the organizer, head of the structural unit and to the person who is responsible for work safety. The victim is to be provided with emergency medical assistance. Where necessary, call and ambulance (112) or seek medical advice.

2. Safety before the work begins.

- 2.1. Work may start if the worker has extensively consulted his/her immediate supervisor and if he/she is allowed to carry it out independently. It is not allowed to work with non-functional devices.

3. Safety at work.

- 3.1. The devices used in the work must be operated in accordance with the instruction manuals and any specific operating instructions displayed on or near them.
- 3.2. Do not allow unauthorized persons to use the equipment.
- 3.3. At the time when devices operate automatically, ensure that they do not leave or exit the modes specified in the technical documentation.
- 3.4. Safety instructions displayed on or near the devices must be followed.
- 3.5. When handling chemicals, protective clothing and/or gloves must be worn. Skin and eye contact with chemicals must be avoided.
- 3.6. It is prohibited to open the cases of electronic 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.

4. Safety after work.

- 4.1. After work, switch off the power of the equipment unless it must continue operating automatically. In case the device must operate automatically (e.g. 3D printer), ensure it does not leave or exit from the modes specified in the technical documentation.
- 4.2. Tidy up the workplace.
- 4.3. Notify the supervisor of all noted failures.

5. Safety in emergencies.

- 5.1. Switch off the equipment and test objects and/or disconnect from the power outlet.
- 5.2. In case equipment and/or objects ignite (i.e. a fire starts) then one needs to act in accordance with the fire safety regulations.
- 5.3. In case of eye/skin contact with a chemical substance, safety instructions provided for that particular substance must be followed.

6. Employee responsibility for ignoring safety rules.

- 6.1. Ignoring the occupational Health & Safety Guide is a violation of technological and work discipline. Workers violating the guide may face disciplinary and/or judicial responsibility according to their nature and the consequences.

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