

HEALTH AND SAFETY REGULATIONS

FOR WORK IN THE LABORATORY

GENERAL PROVISIONS

1. These rules governing health and safety at work, define the basic formalities, rules of conduct and health and safety requirements when using laboratory resources and equipment. All persons in the laboratory are obliged to observe the provisions of this Regulation.
2. Operation of the Laboratory is based on the principles established by the Laboratory Supervisor.
3. All persons in the Laboratory are obliged to observe the provisions of these Regulations.
4. It is forbidden to enter the laboratory in outdoor clothing, carrying large bags, briefcases, backpacks, suitcases. Outerwear (especially wet), large luggage, umbrellas, etc. should be left in the locker room.
5. It is forbidden for students to bring valuable electronic equipment (e.g. laptops, unless previously agreed upon with the instructor) and objects and things that could jeopardize the equipment of the laboratory and the health or life of other participants. In the event of a challenge to the submitted items. It can be distrained and transferred to the deposit of instructor / lecturer.
6. It is forbidden to bring in and eat in the laboratory food and drink (under any form).
7. The student is obliged to attend laboratory classes in a psychophysical condition ensuring a safe and trouble-free work. Otherwise, one is obliged to refrain from participation in the Laboratory classes. The possibility of retraining students from performing the exercises in the aforementioned circumstances is also provided by the instructor / lecturer.
8. The instructor / lecturer may also exclude a student from participation in a given activity when he / she finds a lack of interest in the exercise, demonstrates behavior that poses a threat to his or her health and life, or other participants in the class, or other legitimate circumstances.

SPECIFIC GUIDELINES

9. Before commencing the classes, students are obliged to listen to the instructions given by the instructor and check the performance of the equipment with which they will work. Any defect must be reported promptly to the instructor / lecturer.
10. Students carrying out exercises in the Laboratory have the right to operate only with the equipment and bench entrusted to them.
11. All work related to the preparation of the exercise should be done in accordance with the instructions provided by the instructor / lecturer and as described in the exercise instruction.
12. The ready-to-run exercise system should be reported to the instructor / lecturer for verification and permission to run it.

WILFULLY STARTING OF THE PREPARED TRAINING SYSTEMS WITHOUT PREVIOUS CHECKING BY THE INSTRUCTOR / LECTURER IS PROHIBITED!

13. Directly prior to commencement of the exercise, all unnecessary items, components, tools and other non-exercise equipment should be removed.
14. Supply of laboratory sets (from autotransformers or laboratory power supplies) at the time of switching on has to be applied starting with the lowest output voltage stage.
15. Do not alter the electrical connections of the exercise circuit when the power is on. Reconfiguring the exercise system, modifying connections during measurements is only possible after prior approval by the instructor / lecturer .

16. Do not touch conductive parts or non-insulated components of the measuring system after powering up.
17. During classes it is not allowed to:
 - a) move between neighboring exercise workplaces,
 - b) transfer of equipment, instruments, tools, etc.
 - c) distract other participants of the exercise.
18. Do not leave running laboratory sets unattended.
19. During exercise, the usage of measuring instruments and the operation of laboratory kits should be in accordance with the instructions for their operation and / or the instructor / lecturer. Exceeding limit values of measuring instruments and supported laboratory sets is forbidden!
20. Exercise circuits has to be connected so that they can be immediately switched off at any time.
21. When using the rotating machine during exercise, it is important to remember to tuck loose or dangling clothes and to tie the hair.
22. When using rotating machines, do not touch their rotating components or brake with your hand or foot for faster stopping.
23. In the case of pneumatic drive operated training kits, do not exceed the supply pressure higher than required.
24. For material damage done to the Laboratory property, the student may be held financially responsible.
25. In the event of an accident or other unforeseen circumstances, stop exercising and notify the attendant of the caretaker.

ELECTRICAL EMERGENCY RESPONSE

26. The following instructions provide guidelines for handling two types of electrical emergencies: electric shock and electrical fire.
27. Electric Shock.
 - a. When someone suffers serious electrical shock, he or she may be knocked unconscious. If the victim is still in contact with the electrical current, immediately turn off the electrical power source.
 - b. If you cannot disconnect the power source, push in the Emergency Power Off button.
 - c. Have someone call for emergency medical assistance immediately.
 - d. Administer first aid, as appropriate.

IMPORTANT: Do not touch a victim that is still in contact with a power source; you could electrocute yourself.

28. Electrical Fire.
 - a. If an electrical fire occurs, try to disconnect the electrical power source, if possible.
 - b. If the fire is small, you are not in immediate danger, and you have been trained in fighting fires, use any type of fire extinguisher except water to extinguish the fire.
 - c. When in doubt, push in the Emergency Power Off button.
 - d. Fire extinguishers must be available in the laboratory, accessible and visible. Know where and how to use the fire extinguishers.
 - e. There should be one in every room/lab in the building also, in the hallway near all labs.

IMPORTANT: Do not use water on an electrical fire.