

Lab RULES

Rules for your safety at Laboratories in FIB14
Department of Materials and Production



AALBORG UNIVERSITY
DENMARK

IN CASE OF AN EMERGENCY– CALL 112

1. REPORT ADDRESS: FIBIGERSTRÆDE 14
2. REPORT INJURY

Respect Lab signs as these are here for your own protection and the protection of your fellow students and colleagues.



Emergency showers are indicated by signs



Eye rinsing fluids and or eye rinsing fluid bottles are placed by the sinks in the labs



Steel tipped safety shoes must be worn in areas indicated with safety shoe sign.
Contact the Lab if you need to borrow our steel tipped shoe covers – return after use in order for others to use



Safety glasses must be worn in areas indicated with this safety sign



No Food or drink is allowed in Lab areas

ACCESS

Students, who want to work in the laboratories at FIB14, are obliged to attend a [Course in Laboratory Safety](#), before they are allowed to work in the laboratories. These courses are held at semester start – contact [Henrik Wiberg](#)

Everyone working in the laboratories must fill out a [Work Place Permit](#). The Work Place Permit must be signed by the student's supervisor and the student must bring a hard copy version to the lab in order to commence working in the labs. Course organizers and supervisors must ensure that workplace safety instructions (www.kemibrug.dk) and Work Place Permits are in place for the students.

For students AAU has drawn a [collective accident insurance](#) but encourages all students to draw their own personal insurance as the *AAU accident insurance* does not cover the student's liability of damages.

OPENING HOURS

Normal opening hours are Monday to Thursday 8AM- 3.30PM and Fridays 8AM to 3PM.

Students are not allowed in the laboratories outside normal opening hours unless they have a signed dispensation from their supervisor.

For your own safety we recommend that you never work by yourself in the labs. As an absolute minimum we recommend that there are always two persons present when working in the labs.

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If you observe any problems with building installations outside opening hours you can contact building support officers (*Håndværkervagten*) Mondays-Thursdays 3.30PM-8AM and Fridays at 3PM to Mondays at 8AM at: **2045 8824**

If you observe any problems with equipment installations please report to Lab personnel. If you observe problems with equipment installations outside opening hours of the Laboratories, do not attempt to fix it yourselves. Leave a visible note by the equipment and contact Lab personnel.

GENERAL SAFETY PRECAUTIONS FOR WORKING IN FIB14 (for individual Labs see table below)

- Food and drink is not allowed in the laboratories or workshops
- Jackets/coats, bags and personal belongings are not to be placed in the labs or workshops but can be stored in Lab lockers (contact Lab for padlock)
- Safety shoes, safety glasses and additional personal protective equipment (PPE) must be worn in areas where enforcement notice is issued. If you do not have your own safety shoes you can borrow MP Lab safety shoe covers. Please be sure to return them to the hanger for others to use.
- Course organizers and supervisors must ensure that workplace safety instructions (www.kemibrug.dk) and Work Place Permits are in place for the students
- For students AAU has drawn a [collective accident insurance](#) but encourages all students to draw their own personal insurance as the *AAU accident insurance* does not cover liability of damages.
- Hand tools and other equipment in lab and workshops must stay in labs/workshops. You are not allowed to take them out of the labs nor move them to group rooms.
- Bringing your own private hand tools or other equipment to the lab requires approval from lab personnel.

EQUIPMENT BOOKING – EQUIPMENT TRAINING

- In order to book equipment you will need to contact lab for **Equipment Training**. Following equipment training, equipment can be booked