

Our hallmark: CTW/A-16.8309
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General safety instructions/protocols for the benefit of access authorisation for the laboratories at the CTW Faculty

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1. **Introduction**

This document serves to inform anyone who is to be authorised for access to a laboratory of the CTW Faculty of the general regulations in force within this laboratory area.

You must be aware of the contents of this document and comply with the applicable rules for the laboratories. For questions you can always contact the Safety and Environmental Technician (SET) of the respective department.

To carry out experiments in this laboratory area, you must always make an appointment with the SET of the relevant department.

2. **General regulations**

First of all we would like to refer you to the general regulations of the University. These can be found at: <https://www.utwente.nl/hr/en/health-safety-environment/safety/>.

In addition, there are a number of regulations on the CTW Faculty level. This information can be found at https://www.utwente.nl/ctw/intranet/arbo_milieu_huisvesting/.

It is assumed that you will read these documents and abide by the established rules.

3. **Hours of operation of the laboratories**

The laboratories are open on weekdays from 8:00 AM to 6:00 PM. Conducting experiments outside of these times is only possible after consultation with the SET of the respective department.

When performing work, you must observe any additional guidelines of the respective department. In the event of frequent and long-lasting deviation from the above, approval must be sought from the Safety, Health and Environmental Coordinator (SHEC) of the CTW Faculty. If there are experiments that are to be conducted outside of working hours (after 6:00 PM), security must be informed.

4. **Access to laboratories**

To be able to enter the laboratory you must have an authorised access pass. This authorisation can be requested from the SET of the relevant department. Visitors must always enter the area under the supervision of an authorised person.

5. **General instructions**

You may only conduct experiments if you meet the following conditions:

- You are an authorised person for the area.
- You have learned the location of fire alarms, extinguishing agents and escape routes.
- You have been given an on-site safety and work instruction by the SET of the respective department.
- You are an authorised person for the equipment you want to use. This authorisation is issued by the SET of the respective department.
- There is a current and approved RI&E of the present arrangement. For information, please contact the SET of the respective department.
- The other laboratory users on site are aware that you are going to conduct experiments.

- You are wearing the correct personal protective equipment. These can be made available by the SET of the group. You must then have the following equipment:
 - Safety glasses
 - Face screen
 - Smock
 - Earmuffs
 - Dust mask
 - Gloves
 - Safety shoes
 - Safety helmet

For information on how to work with personal protective equipment and why, visit the above-mentioned central UT site.

6. What to do in an emergency

Always call the central emergency phone.

Call: 2222



Always stay calm and think of your own safety!!

Call the alarm number **2222**, speak clearly and slowly. Mention the following in the phone call, if possible:

- Your name
- The area/place where you are located.
- The location of the emergency.
- Give your assessment of the calamity.
- The number of injured and the nature of the injuries.

In case of fire, push the nearest manual fire alarm.

After or while sounding the alarm, you must warn the other users of the laboratory.

How to proceed during an evacuation:

- You will be warned by an evacuation alarm (slow-whoop) to leave the area as quickly as possible.
- Press the emergency stop of the area or set-up (emergency stop procedure).
- If possible, check whether everything is in safe condition.
- Make sure that your fellow laboratory users have also been warned.
- Leave everything else behind and do not take anything with you.
- As quickly as possible, use the nearest (emergency) exit to get to the meeting point at the front of the building and wait there for further instructions.
- If you have relevant information about the disaster, please tell the in-house emergency response team (ERT).
- Follow the instructions of the ERT.

7. Standard processes and procedures

In addition to all standard work instructions that are listed on the above-mentioned central UT site, there are a number of processes and procedures specific to the CTW Faculty. Below are the highlights of these processes. The processes are further elaborated via the following link: https://www.utwente.nl/ctw/intranet/arbo_milieu_huisvesting/.

For questions about these processes, you can always turn to the SET.

This concerns the following processes:

Chemicals.

For working with chemicals, you must comply with the guidelines described on the following link on the UT site:

<https://www.utwente.nl/hr/en/health-safety-environment/safety/hazardous-substances/>

If you use chemicals, you have to inform yourself of the applicable safety rules in this respect. These you can find, among other things, on the MSDS map of the chemicals to be used. Use of personal protective equipment (safety glasses, lab coat, suitable gloves, etc.) is mandatory.

If you want to conduct experiments, you need to have the required forms (experiment card, etc.) signed by the authorised persons prior to the experiment.

Ordering of chemicals is personalized. This means that only those who have the proper permission can/may order these chemicals.

The chemicals are stored in a suitable chemicals cabinet. All chemicals in this chemicals cabinet must be equipped with a standardised label.

The SET of the respective department is the point of contact for removing chemicals and empty packaging from the premises.

Working with gas cylinders.

For working with gas cylinders you must comply with the guidelines that are described on the following link on the UT site:

<https://www.utwente.nl/hr/en/health-safety-environment/safety/working-gas-cylinders/>

You must also first follow a course before you are allowed to connect and disconnect gas cylinders yourself. For this course you must register with the SET of the respective department.

Ordering the gas cylinders is personalized. This means that only those who have the proper permission can/may order these cylinders.

Working with lasers.

For working with lasers you must comply with the guidelines described on the following link on the UT site:

<https://www.utwente.nl/hr/en/health-safety-environment/safety/radiation/>

You must also first follow a basic course before you are allowed to work with a laser. For this course you must register with the SET of your department. In addition to this basic course, you must have the permission of the SET of the respective department.

Lifting loads

For lifting loads, with or without a fixed hoist, it is necessary to follow a course before you can perform this work. For this course you must register with the SET of your department.

Working with cryogenic liquids

For working with cryogenic liquids you must comply with the guidelines described at the following link on the UT site:

<https://www.utwente.nl/hr/en/health-safety-environment/safety/hazardous-substances/>

Ordering of cryogenic liquids is personalised. This means that only those who have the proper permission can/may order these liquids.

8. Laboratory access authorisation form

Applicant's details:

Surname	
Surname prefix	
First name	
Address	
Postal code/city	
Phone (fixed/mobile)	
M or S number	

Emergency contact *:

Surname	
Surname prefix	
First name	
Address	
Postal code/city	
Phone (fixed/mobile)	
Relationship (parents, girlfriend, etc.)	

Regarding work activities:

<input type="checkbox"/>	Permanent employment	<input type="checkbox"/>	Research promotion	<input type="checkbox"/>	Graduation
<input type="checkbox"/>	Temporary employment	<input type="checkbox"/>	Affiliated institution	<input type="checkbox"/>	

Laboratory request:

Laboratory description *	Location	Period (from/to)	SET par.

The above applicant has met the following conditions:

- Has the appropriate knowledge of safety regulations and protocols in this protocol.
- Is aware of the central guidelines for working in the respective area.
- Has signed this form and submitted it to the relevant SET. By signing this document indicates that he/she will comply with and act according to the specified regulations.

Completed truthfully on: -.....-201 ...

Applicant:.....
Signature:

SET:.....
Signature:

* = not required