

# Safety Regulations

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Department of Biomechanical Engineering

UNIVERSITY OF TWENTE.

## Document creation and change timeline

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## Table of Contents

General .....	2
Global regulation .....	2
Registration form to gain access to laboratories .....	3

## General

This usage policy is meant to guarantee that the lab remains a safe and pleasant working environment. Safety and environmental agent (VMM) is responsible for the lab. Before you can work in the lab you have to make an appointment with VMM for a kind of intake meeting in which he/she will explain how the lab works, where you can find the equipment, manuals and other documentation. He will also ask you to sign this usage policy. We want you to sign this policy to make clear that you have read the usage policy and agreed with the conditions listed below.

Only authorized personnel/students may use the computer and hardware facilities in our labs. You are authorized only if you have been given an account on the lab computers. Please keep your password in a safe place and do not disclose it to anybody, and please remember to log off before leaving the lab.

It is required to have knowledge of or to act according to the safety regulations of the Faculty of Engineering Technology (CTW).

The most recent version of these regulations can be found [here](#) (UT-VPN is needed)

## Global regulation

1. In case of accidents or calamities phone the alarm number (053) 489 22 22.
2. When you leave the lab put all the equipment at the indicated locations. Keep the lab tidy and neat.
3. It is not allowed to disconnect or connect hardware to the computers. Please contact the system administrator or VMM if you want to do so.
4. Safety harness is mandatory during an experiment with subject / patients on the platform.
5. If you do experiments with subjects always keep one of the safety buttons within arm reach and the other within arm reach of the subject or your colleague that watches the subject.
6. Each time you are working in the lab you write your name, datum in the LOGBOOK. The LOGBOOK you can find in the cupboard (see Appendix B) and when you leave the lab you return the LOGBOOK to the cupboard.
7. If you want to make changes in the software settings or in the hardware connections contact the system administrator or VMM. He has to make changes to your user profile.
8. If you encounter any problems with software or hardware and possible solutions please write it down in the LOGBOOK. Inform it the system administrator or VMM.
9. Your use of the facilities must be limited to activities related to your official University of Twente study or work.
10. No smoking, eating or drinking is permitted in the lab unless it is really necessary. Please leave food and drinks in your bag, not on the computer benches. Keep the lab neat and tidy.
11. Do not allow others to access or log on using your account details. You are responsible for any actions performed under your user name.
12. Do not allow unauthorized students, friends or family to access the lab without accompaniment.
13. The facilities may not be used for commercial purposes.
14. Do not attempt to install or upgrade any software, or modify computer systems without specific approval of the system administrator or VMM. If you have particular software/hardware requirements not currently available, discuss the issue with your supervisor and the system administrator or VMM.
15. Do not use lab issued software in any unauthorized manner, e.g. producing illegal copies.

## Registration form to gain access to laboratories of Department of Biomedical Engineering group

Applicant information:

Surname	
Insertion	
First name	
Address	
Postcode / City	
Phone	

In case of emergency contact with:

Surname	
Insertion	
First name	
Address	
Postcode / City	
Phone	

Subject activities:

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

Access during the period of : ....- .... - 20.. to .... - .... - 20..

The above applicant has met the following conditions:

- The Safety Regulations of Department of Biomedical Engineering received and undertakes to comply.
- Received instruction at the location of the supervisor or the reading and the relevant risk assessment and evaluation..
- Noted the guidelines for working in the relevant space.
- A safety- and work instruction received at the location by safety and environmental agent (VMM).

Above form truthfully filled in on: ..... - .....- 20...

Supervisor: ..... Applicant: .....  
Signature Signature

Vmm: .....  
Signature

\* Indicate as applicable