

# Laboratory Rules CATRIN

In the laboratories of CATRIN, general rules for safe work in chemical laboratories, the provisions of the CATRIN Operating Rules, and the following points apply.

## General Safety Rules

1. Eating, drinking, and smoking are prohibited in the laboratories.
2. Due to the substances used in the laboratory, pregnant women are not allowed to work there. Any pregnancy must be reported to the supervisor.
3. Work with organic solvents, corrosive and toxic substances may only be carried out in properly functioning fume hoods.
4. Chemicals are to be stored only in designated places in accordance with the CATRIN Operating Rules.
5. When working in the laboratory, workers must use appropriate protective equipment depending on the nature of the work performed. The minimum is work clothing and footwear; if required by the nature of the work, safety glasses, gloves, and, where necessary, protection against ionizing radiation must be used. Each laboratory must also be equipped with a protective shield.
6. If required by the nature of the laboratory work, all workers must protect their eyes with glasses (special or prescription). When working with vacuum and cryogenic liquids, protective gloves and goggles or a shield must be used.
7. Contamination with acids or bases is removed by rinsing with large amounts of water. If working in a laboratory with bromine, a 2 % sodium thiosulfate solution must be prepared in advance, with which the affected area is first rinsed, followed by rinsing with water. Depending on the nature of the work in the given laboratory, the laboratory head is obliged to ensure that other detoxifying or decontaminating solutions are also prepared before starting work.
8. The laboratory head is responsible for overall compliance with occupational health and safety, fire, and hygiene regulations, as well as for the proper storage of chemicals in the laboratory. In his/her absence, the deputy is responsible. Other workers and visitors must follow their instructions.
9. The laboratory head is responsible for all laboratory equipment, as well as for safe operation and regular inspections of electrical appliances.
10. In case a worker violates safety regulations, and if an agreement does not help, the laboratory head is obliged to report this to the supervisor.
11. All workers are obliged to report immediately to the laboratory head any equipment failures and, in particular, all minor injuries, burns, or indispositions, as well as any other extraordinary events occurring during laboratory work. The laboratory head is obliged to record these accidents or injuries in the registered logbook (kept at the CATRIN Secretariat). In the event of an accident, a special form must be filled in and the accident reported to the supervisor or deputy.
12. Upon leaving the laboratory, it must be left in such a state that no damage can occur during the absence of workers. This means that each worker is obliged to complete or interrupt their

experiments so that they remain in a safe condition, and to switch off all equipment whose operating conditions permit, and the energy sources used. The last worker leaving must check that all electrical devices and appliances are switched off (if permitted by their operating conditions), all energy and water supplies are shut off, windows closed if necessary, and the room locked.

#### **Other**

13. Laboratory heads are listed in the appendix to the CATRIN Operating Rules.

14. The storage of basic chemicals, glassware, and plastics is the responsibility of the employee designated in the appendix to the CATRIN Operating Rules.

15. Each device is under the responsibility of a person designated by the supervisor in whose area the device is located. Operating instructions for the device(s) are available at the designated location.

#### **Instructions in Case of Fire, Accident, or Failure**

16. In the event of fire, follow the fire safety regulations.

17. Any accident or chemical spill must be reported immediately to the laboratory head.

18. Equipment that is defective must not be used and must be visibly marked with the sign "Out of Order".

#### **Emergency Phone Numbers**

**150** ... Fire Brigade

**155** ... Doctor (Ambulance)

**158** ... Police

**112** ... Integrated Rescue Service (free also from mobile phones)

**In case of ingestion of a toxic substance, call the Toxicological Information Center!!!**

Phone: 224 919 293, 224 915 402