

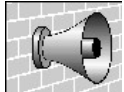
SAFETY INSTRUCTIONS FOR WORKS DONE BY CONTRACTORS IN LABS

Prior to any works, the safety briefing must be conducted by trained personnel.

- Only qualified personnel or persons trained by qualified personnel are allowed to stay in the labs. Unauthorized persons are not allowed to enter the laboratories.
- Before entering a laboratory, everyone must make themselves familiar with the location and function of disinfectants, body and eye showers, first aid facilities, fire extinguishing systems and escape and rescue routes.
- Expectant and nursing mothers are not allowed to stay in laboratories.
- Young people under 18 years are only allowed to stay in laboratories under the supervision of qualified personnel. Access to areas where ionizing radiation is present is strictly forbidden for people under the age of 18.
- Eating, drinking, applying make-up, smoking and taking medication is strictly prohibited in all laboratories.
- Food and drinks must not be stored in laboratories.
- The instructions of the qualified staff must always be followed.
- Surfaces, devices or other objects must not be touched without the supervision of qualified personnel.
- Areas marked by specific warning signs (e.g. biohazard, laser radiation, radioactive radiation) may only be entered under the supervision of qualified personnel.
- Traffic routes and corridors in the laboratory area are to be kept free of any, even temporary, storage.
- Dangerous situations must be reported to qualified personnel immediately.
- In an emergency, keep calm and assess the dangerous situation. Do not take any measures that could endanger yourself. Inform qualified staff immediately. If possible, injured people should be removed from the danger zone.

FIRE PROTECTION

Evacuation signals



If an alarm starts, a continuous acoustic siren can be heard. Always observe the evacuation signal, even if the reason for the alarm is not apparent.

Evacuation routes



Evacuation routes are marked with green and white illuminated signs. The evacuation route signs direct people in the building to the outside via corridors, safety staircases and emergency exits on short and safe routes.

Bear in mind that corridors and staircases are essential safety zones in the house and therefore storage of things that restricts or obstructs the escape route cannot be tolerated.

Fire section

Fire protection doors are part of the fire compartments. However, they can only fulfill their effect when they are closed. Fire protection doors therefore have a locking device. The top priority must therefore be not to disable the locking devices of the fire protection doors, e.g. by wedging the doors etc.

Remember that open fire protection doors offer no resistance to fire and smoke, and encourage large areas of smoke to spread and the fire to spread. In heavily frequented areas, the fire doors are connected directly to the fire alarm system. These doors can be kept open because they close automatically in the event of a fire. These doors must never be blocked or overridden.




First and advanced fire extinguisher



Handheld fire extinguishers

There is no universal fire extinguisher. The following overview shows the different fire classes:

Fire classes

 <p>Fire of solid goods, mainly of organic nature; usually including embers</p>	 <p>Fire of liquid material</p>
 <p>Fire of gases</p>	 <p>Fire of metals</p>

The hand-held fire extinguishers contain information on the respective fire classes (symbols with letters) for which fires the extinguisher is primarily suitable. Whenever possible, the extinguishers were placed in such a way that the correct extinguishing agent is largely available to you.

Wall-hydrant



Wall hydrants are equipped with a hose and a jet pipe on a hose reel. The hose is intended to help people who are present to extinguish the fire in the event of danger.

Operation manual:

1. Pull the hose off the reel
2. If necessary, lay out the extension hose from the bottom compartment without kinks and connect it
3. Open the hand wheel completely
4. Activate the lever on the spray lance (spray or full jet)

Emergency shower



In laboratories where employees can be endangered by working with flammable liquids, safety showers are installed near the door. The release device for opening the valve is attached and marked in the immediate vicinity of the shower. The extinguishing showers and the triggering device must be kept freely accessible at all times.

BEHAVIOR IN CASE OF FIRE

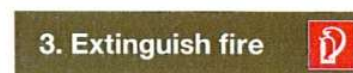


PHONE "0-122"

- WHO reports?
- WHAT happens?
- WHERE happens?
- STAY for questions!



- Warn endangered persons!
- Take along helpless persons!
- Close doors!
- Follow indicated escape routes!
- If the rescue exit is obstructed by smoke, close the door and stay in the room, attract attention to oneself at the window!
- Don't use elevator in case of emergency!



- Try to extinguish fire with the fire extinguishers.

Caution: most of the accidents happen during trouble shooting, maintenance or repair.

This document indicates binding rules acc. to **Austrian health and safety act (§8)**, which must be followed during works on ISTA campus and help your staff on site to recognize specific hazardous and act accordingly.

The instruction of contractor staff is the duty of the contractor company. When using subcontractors, it is again the contractor company who is responsible to hand over the relevant documents and to ensure their adherence.

Special rooms:



Bio safety level 2 labs

In a labs marked with the biohazard symbol, a red lab coat and gloves must to be always worn. Be aware that in this room people work with materials that may cause disease in humans.

Before you leave the Bio Safety Level 2 area, take off the red lab coat and discard the gloves, wash your hands with soap, dry them and additionally use hand disinfectant.



Liquid nitrogen

Rooms, which are labeled with the low temperature warning sign, are rooms where liquid nitrogen is stored in large quantities. Avoid any contact with liquid nitrogen as the extreme cold could cause severe injury.

All liquid nitrogen storage facilities are equipped with oxygen sensors as nitrogen gas replaces oxygen and may thus lead to suffocation. An orange warning light and an acoustic signal indicate low oxygen levels in the room and the danger of suffocation. If this is the case, leave this room immediately.



Laser safety

Rooms which are labeled with the laser radiation-warning symbol must not be entered if the occupied light is on unless authorization is given by qualified staff. Laser can cause severe eye damage.



UV radiation

Rooms which are labeled with the UV radiation-warning symbol must not be entered if the occupied light is on unless authorization is given by qualified staff. UV radiation can cause severe damage to eyes and skin.



Radioactive radiation

Rooms which are labeled with the radiation hazard warning symbol must not be entered unless authorized by a qualified person. Radiation cannot be detected because it is inodorous, not visible and not immediately tangible.



Magnetic Fields

Rooms which are labeled with the magnetic field hazard-warning symbol must not be entered unless authorized by a qualified person.

5 Gauss (0.5mTesla): highest allowed field for implanted pacemakers; 10 G (1mT): damage to watches, credit cards, computer disks; 30 G (3mT): kinetic energy hazard from ferrous objects.