

SAFETY INSTRUCTIONS



NO SMOKING

In all buildings, premises and open spaces of the Medical University of Vienna

Smoking is absolutely forbidden

AREA LABELING

An absolute access ban applies for unauthorized personnel to areas marked with warning signs!



Attention high voltage



Attention biological agents



Attention laser



Attention explosive atmosphere



Attention radioactivity



Attention explosive substances



BEHAVIOR IN AN EMERGENCY



In the event of damage to or destruction of laboratory objects or equipment, the laboratory personnel must be notified immediately. This also applies to accidents during working hours.

1. Keep calm
2. Provide first aid
3. Alert ambulance on 144



Where did the accident happen?
What has happened?
How many people are involved?
Who is calling?



BEHAVIOR IN CASE OF FIRE

KEEP CALM!

1. REPORT FIRE



Operate fire detector

FIRE DEPARTMENT EMERGENCY CALL 122



- Where is the fire? (MedUni Vienna, address)
- What has happened, what is on fire?
- How many people are affected?
- Wait for queries

2. RESCUE



Take endangered persons with you

Close doors and windows

Follow marked escape routes

Do not use elevators



Follow instructions

Go to assembly point (see escape route plan)

3. EXTINGUISH



Use hand fire extinguisher



Use substances and equipment for fire fighting

PERSONAL EQUIPMENT

PROTECTIVE



Equipment and computers must not be touched unless a specific request is made.

Gloves must be worn when working on the laboratory premises; these will be provided if required.

When leaving, the gloves must be disposed of in the waste containers with the orange bags (medical waste cat. 2).

Depending on the hazards involved, further personal protective equipment (e.g. work shoes, helmet) must be worn.

CHEMICALS

No reagents (bottles, tubes, cans, etc.) must be touched in the laboratories!

Labeling of hazardous substances:



Explosion hazard



Combustible



Inciendiary



Gases under pressure



Corrosive



Toxic



Environmentally harmful



Harmful to health



Dangerous

When handling hazardous substances, use appropriate personal protective equipment, such as gloves and safety goggles.!

HYGIENE REGULATIONS



1. Eating, drinking and the use of cosmetics is prohibited in the laboratory.
2. Hands must be washed carefully before and after work.

WASTE DISPOSAL

Waste may only be disposed of in accordance with MedUni Vienna separation guidelines.

All waste containers are color-coded and labeled accordingly.

Medical waste and laboratory chemicals must NOT be disposed of by cleaning staff.



Only waste containers with the designation listed below may be emptied by cleaning personnel.



As waste producers, external companies must dispose of all waste and residual materials on their own responsibility. If necessary, the disposal is to be coordinated with the employees of the Building Safety and Infrastructure Management.

WORKING AT HEIGHTS

Suitable ladders and lifting platforms must be used for the respective work. The stability must be ensured and the permissible load capacity must be observed! For fall heights above 2m, suitable personal protective equipment against falls from a height (PPE) must be used; the respective design of the PPE must be adapted to the conditions on site and provided by the person performing the job.

BIOLOGICAL AGENTS

Biological agents are:



Bacteria, viruses, fungi, cell cultures, parasites, genetically modified organisms

How can biological agents be absorbed?

- via the respiratory tract
- via the skin and mucous membranes
- via the digestive tract

In order to prevent exposure to biological agents as far as possible, the work and safety instructions must be followed precisely.

RADIOACTIVE WORKPLACE



1. External personnel are only allowed to enter the radioactive laboratory after the scientist has established that sufficient decontamination has taken place; work surfaces must not be touched.
2. Work equipment (e.g. cleaning agents, equipment and materials) must be labeled, may only be used in this area and must be cleaned and stored separately.

REPORTING DUTY

The employer(s) must report pregnancies to MedUni Vienna without delay, as there are employment restrictions or bans for certain areas!

ANIMAL HANDLING

External personnel are only allowed to enter and stay in the facility if accompanied by animal husbandry staff or trained users.

SAFETY

Staircases, escape routes, emergency exits, etc. are to be kept free of storage facilities.

IMPORTANT EMERGENCY NUMBER

| | |
|---------------------------|---------------------|
| Fire department | 122 |
| Police | 133 |
| Ambulance | 144 |
| Emergency medical service | 141 |
| Gas emergency call | 128 |
| Poisoning Center AKH | 01/406 43 43 |

ACCESS REGULATION

MedUni Vienna premises must only be entered with access permits. Please register with your contact person of the building, security and infrastructure management. All persons involved in work receive an **access authorization**.

BUILDING, SECURITY AND INFRASTRUCTURE MANAGEMENT

If you have any questions, please contact the building, security and infrastructure management immediately on the **24h emergency number! Tel.: 01/40160-20400**

PROOF OF INSTRUCTION

The instructed person confirms by his/her signature that he/she has understood the contents of the general and workplace-related instruction both in terms of language and content. He/she assures that he/she is aware of the safety regulations before starting the activity and that he/she will check or ask in case of doubt or ambiguity.

COMPANY:
NAME:
DATE:
SIGNATURE: