



Leaflet for Guest Scientists at the University of Regensburg -Safety Indications as of March 2001-

Dear Colleagues,

we are happy to be able to welcome you as a guest at the University of Regensburg.

Within the scope of your scientific work, you will utilize rooms and technical facilities of our University. Generally, the state regulations concerning occupational safety and health, and the regulations of our insurance carrier (Bayerische Landesunfallkasse) apply to your scientific activity as well as to your colleagues; our internal rules are effective specifically.

For your own safety and for the protection of other people, buildings and possessions of the University, we would like to ask you to act according to the following instructions.

In order to make the matters of occupational safety easier for you, we have listed some directions as well as regulations which are of special interest to you. Due to the fact that this list cannot contain all items, we would ask you to inform yourself about specific cases.

1. Responsibility / Competence

Responsible for the fulfillment of the occupational safety regulations is the respective superior (director of the institute, leader of the work group, leader of practical training, leader of central facilities etc.). You are to follow his instructions. He is also the person to turn to with questions about occupational safety on site.

Should he have transferred his responsibility to someone else, then their instructions are of the same significance as those of the superior.

You must adhere to all safety measures at your work place.

2. General duty of information / determination of danger

Before beginning with your practical work you must be instructed by the superior of your department about all the regulations, necessary safety precautions, working methods etc. that apply to you. He will also explain to you possible activity restrictions (e.g. as a youth, an expectant or nursing mother) and necessary medical checkups your work might require. Should uncertainties arise during your activity, please clarify these with your superior. Before you continue with your work you should gather additional information concerning the required working methods, instruments, substances etc.

3. Lab rules of the faculty

Lab rules were established for the three scientific faculties physics, biology and preclinical medicine, as well as for chemistry and pharmacy.

Specifically adjusted to each faculty, these notably contain the following subjects:

- area of validity and legal foundations
- duties of the lab users
- dangers for people and environment
- protective measures (general information, safety installations and protective equipment, conduction of experiments, disposal of waste, hygiene)
- behaviour in case of accidents and fires (general information, first aid, fires and accidents with dangerous substances)

Please observe the specified safety information concerning the use of diverse technical devices, lasers, pressure gas bottles, cryoliquids as well as chemicals and dangerous substances. Autoclaves, pressure- and vacuum bottles, centrifuges etc. might require additional briefing and special precautions before utilisation.

Working with radioactive substances or X-rays and activities in genetechnical areas are specifically regulated by operating instructions.

4. Use of personal protective equipment

Should your activity require you to wear personal protective equipment (ear protection, gloves, special shoes, clothes to protect you from heat or cold, breathing apparatus etc.) you must do so at all times.

5. Fire protection

At the University of Regensburg, fire protection is very important.

Please take note of where the fire extinguishers and fire alarms in your area are, so that you will be able to trigger the alarm and extinguish fires immediately.

Detailed information regarding fire protection, how to behave in order to prevent a fire from spreading or how to report a fire can be taken from the fire protection rules (for the main building) of the University of Regensburg.

Please note the numerous signs "Verhalten im Brandfall" ("Behaviour in case of a fire") and "Verhalten bei einem Unfall" ("Behaviour in case of an accident") should this situation occur.

6. First aid

Please make yourself familiar with the safety installations in your area. Among these are first-aid kits or dressing material, body and eye showers, medical rooms and stretchers (if present). Inform yourself at which rescue meeting place in the sublevel you will be able to meet the ambulance or paramedic.

Once again, please note the numerous signs "Verhalten im Brandfall" ("Behaviour in case of a fire") and "Verhalten bei einem Unfall" ("Behaviour in case of an accident") should this situation occur.

7. Your insurance protection

Insofar as your work at the University of Regensburg is concerned, you are insured by the Bayerische Landesunfallkasse in the scope of your activity, on the way to your job and back. Should you sustain an injury at work, send an accident notice form to the Bayerische Landesunfallkasse as soon as possible. Your professor's secretary will help you in this regard. Please enter small injuries into the first aid book („Verbandbuch“) in your area.

For additional information concerning the subject of work protection, please turn to the superior who is in charge of your area, the safety representative, your colleagues or directly to the safety engineers in the department of safety (tel. 2579, 3311 or 4002).

On their homepage you will find detailed information regarding work protection:

<http://www.uni-regensburg.de/Einrichtungen/Verwaltung/Abteilung-V/Referat-V-3/index.htm>