

General Laboratory Policies

General Regulations

1. The General Laboratory Policies are valid for all laboratories at Jacobs University Bremen.
Anyone working in the laboratory is obliged to acknowledge these General Laboratory Policies and all thereafter described terms before commencing their work or studies, respectively.
During all operations in the laboratory it is compulsory to observe all relevant regulations (e.g. laws, regulations, rules for accident prevention, etc).
2. Each laboratory is to label with the name of the workgroup and the person bearing responsibility.
3. Substances that cannot be immediately identified as safe need to be treated like hazardous substances.
4. Storage of hazardous substances beyond the necessary levels for normal usage is not permitted.
5. All chemicals used in the laboratory are to be labeled appropriately.
6. Smoking, eating, or drinking is not permitted in the laboratories. The storage of food, tobacco, or cosmetic products in the laboratories is forbidden.
7. Anyone working in the laboratory is responsible to keep it clean and in order.
8. Users should familiarize themselves with safety equipment and their usage in the laboratory.
9. Users should familiarize themselves with the proper usage of devices before using them.
10. The prescribed protective clothing (e.g. lab coat, safety goggles, respirator, etc) is to be worn at all times.
11. Damaged or malfunctioning devices or machinery is to be turned off immediately. The respective person responsible for the laboratory is to be informed.
12. During a general blackout the only exhaust hoods to be used are those connected to the emergency power grid.
13. Compressed gas cylinders may neither be stored, nor kept in the laboratory.
14. After finishing laboratory work, gas, water, and compressed-air pipelines that are no longer needed should be closed. All transportable containers carrying hazardous materials need to be brought into the respective storage sites.
15. The disposal of hazardous waste is regulated by the „Richtlinie zur Handhabung, Sammlung und Abgabe von Abfällen an der Universität Bremen“. Further information is available from the waste management officer at Jacobs University Bremen.
16. In case of independent studies in the fields of critical and dangerous work in teaching and research, it is the responsibility of the person in charge to ensure that visual or audible control is possible.
17. Expectant mothers should inform their superior as well as the personnel department as early as possible.
18. Transport and escape routes are to be kept clear.
19. These General Laboratory Policies should be made visible together with the emergency plan in all laboratories.

Accident and Alarm Guidelines

Independent from the fire safety regulations:

1. In case of an accident started by electricity faults or fire, the emergency switch should be hit immediately (to stop electricity as well as gas transport).
2. Any accident is to be reported immediately to the next superior or the responsible laboratory staff, respectively.

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Person in charge