

Safety regulations

Department of Electromechanical, Systems and Metal Engineering

Research group DySC

Campus Tech Lane Ghent Science Park – Campus A, Technologiepark, 9052 Zwijnaarde, Belgium

Building Industrial Chemistry, 125. Floor D2.

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This document is complementary to the environmental, health and safety guidelines, ugent (see EN2015_W-Mgids_web.pdf (ugent.be))

https://www.irc.ugent.be/fileadmin/hosting/eip/public/EN2015_W-Mgids_web.pdf

1. General.

1.1. Each supervisor is responsible for informing his/her employees of the safety guidelines below, encouraging them to participate in safety-related information sessions and ensuring that the safety guidelines are strictly followed. Each lecturer (in charge or co-lecturer) is responsible for informing his/her students of the applicable safety guidelines.

1.2. Safety contact point is Vincent Gevaert.

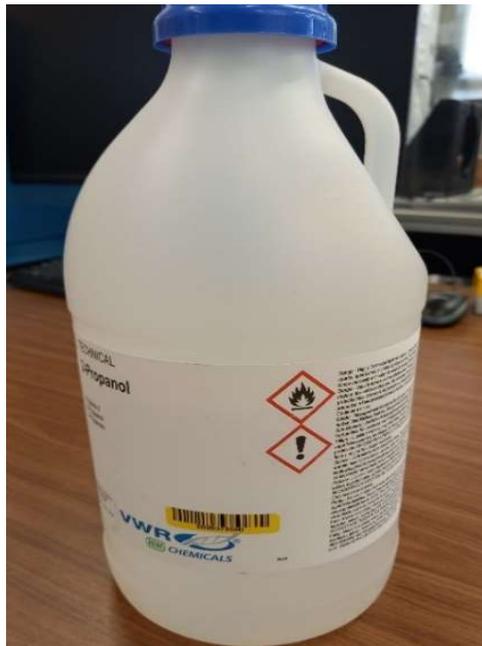
1.3. Employees and students should alert each other to potential hazards and risks without being perceived as reprimand. This peer pressure leads to increased safety awareness and a greater sense of responsibility in this regard. In addition, when observing safety hazards, especially defective infrastructure, everyone has the task of reporting this to the safety contact point.

1.4. Each researcher is responsible for preparing safety instructions for the non-generic infrastructure he/she designs and/or uses. Thus, consideration is given to the safety of the tasks to be performed and the proprietary infrastructure used for that purpose. This is done in collaboration with the supervisor/promotor who is given the authority to make decisions. This is reported in writing by the researcher to the safety contact point and supervisor/promotor on a six-monthly basis.

2. Use of chemicals.

2.1. Products with hazardous properties are handled in UGent according to the M-CHEM system (Management System Chemicals).

2.2. All packages of M-CHEM products are labeled with yellow and orange bar codes. The yellow label is the standard label. The consumption of the products with an orange label must be reported to Vincent Gevaert. This consumption is stored in a M-CHEM database.



- 2.3. If chemicals are used in building 131, it must be done according to the lab rules of building 131.
- 2.4. Chemicals from building 131 can be used in building 125, but this must be reported to Tony Boone or Vincent Gevaert. After use, these products must be returned.
- 2.5. If chemicals from building 131 are used in building 125, it is at own risk of the user.
- 2.6. Empty containers of hazardous waste and hazardous waste must be delivered to Tony Boone or Vincent Gevaert. The barcodes of these containers have to be deregistered from the M-CHEM database.

3. Working safely with machinery, tools and infrastructure.

- 3.1. Order and cleanliness are visible signs that care is being taken of the work environment and equipment. A messy environment is usually not very safe either. In the labs and workshop, the users of these areas have the duty to ensure order and cleanliness, in particular to keep their own work spaces neat and orderly as well as not to create disorder at the work spaces of other employees.
- 3.2. The workshop of building 131 can be used. This according to the lab rules of building 131.

3.3. Equipment from building 131 can be used in building 125, but this must be reported to Tony Boone or Vincent Gevaert. After use, the equipment must be returned.

3.4. If equipment from building 131 is used in building 125, it is at own risk of the user.

3.5. Large quantities of residual waste, paper and cardboard (which cannot be put in the waste garbage cans) must be placed in the containers of building 131 by the members of DySC themselves. There is a residual waste container, a paper container and a PMD container (Plastic, Metal and Beverage Cartons container). Empty cardboard boxes must not be left in the corridors. For styrofoam waste, metal waste and in case of doubt : contact Tony Boone or Vincent Gevaert.



3.6. Batteries (small) must be deposited in the battery box of building 131 (room 60.13.100.011). Batteries that are too large for the box must be handed over to Tony Boone or Vincent Gevaert.



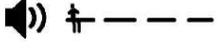
3.7. Lights must be turned off when you last leave a work zone.

3.8. Windows shall be closed when a thunderstorm is coming.

4. Emergency situations.

4.1. Follow the emergency instruction below.

EMERGENCY PROCEDURES

| Incident | Medical emergency | Warning signal | Evacuation signal |
|--|---|---|---|
|  <ul style="list-style-type: none"> • Fire • Aggression • Leakage • Odour nuisance • Power failure • Theft • ... |  |  <p>Local signal, audible on your floor (red warning button pushed or smokedetector activated)</p>  |  <p>Audible in the whole building (yellow button pushed)</p>  |
| <p>Push a red warning button</p>  |  112 | <p>Find the cause of the alarm</p> | <p>Evacuate</p> |
|  Emergency Centre UGhent:  <p>09 264 88 88</p> | <p>Provide first aid</p>  |  Emergency Centre UGhent:  <p>09 264 88 88</p> | <ul style="list-style-type: none"> - Address other users of the building, explain the meaning of the alarm. - Leave the building via the nearest (emergency) exit (don't use the lift).  |
| <p>Provide more information about the incident.</p> |  Emergency Centre UGhent:  <p>09 264 88 88</p> | <p>Provide more information about the incident or Ask for the cause of the alarm.</p> | <ul style="list-style-type: none"> - Leave your environment safely: <ul style="list-style-type: none"> - close the doors (don't lock them!) - if required: switch off devices - go to the assembly point (see evacuation plan)  |
| <p>Follow the instructions of the Emergency Centre.</p> | <p>Provide more information about the incident.</p> | <p>Follow the instructions of the Emergency Centre.</p> | <ul style="list-style-type: none"> - Pass on relevant information towards the incident to the First Intervention Team (yellow or orange jacket) or emergency services.  |
| <p>Activate the evacuation signal if required. (yellow button at the main entrance of the building)</p> | <p>Provide more information about the incident.</p> | <p>Activate the evacuation signal if required. (yellow button at the main entrance of the building)</p> | <p>Provide more information about the incident.</p> |

4.2. To facilitate an evacuation and investigate warning alarms, building 125 has a first intervention squad (EIP). They also provide first aid. During an intervention, the intervention leaders wear an orange fluorescent jacket, the intervention members wear a yellow fluorescent jacket. The first intervention team also wear a red helmet.

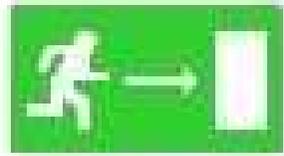
4.3. **Warning alarm** : a monotonous uninterrupted sound signal. Follow the instructions of the first intervention team (EIP).

4.3.1. If there is an incident, but no warning signal audible yet : press the manual detector. This will notify the first intervention team (EIP) and the other colleagues. This manual alarm is not only for a fire incident but also for e.g. water damage, odor nuisance, aggression....



4.4. **Evacuation alarm** : a two-tone continuous siren. Evacuate according to the evacuation escape route and proceed to the assembly point. When doing so, follow the instructions of the first intervention team (EIP) and also pass on relevant information to EIP. Also warn colleague(s) who have not heard or understood the evacuation signal. An incident must first be reported via the emergency number 092648888 (permanence center).

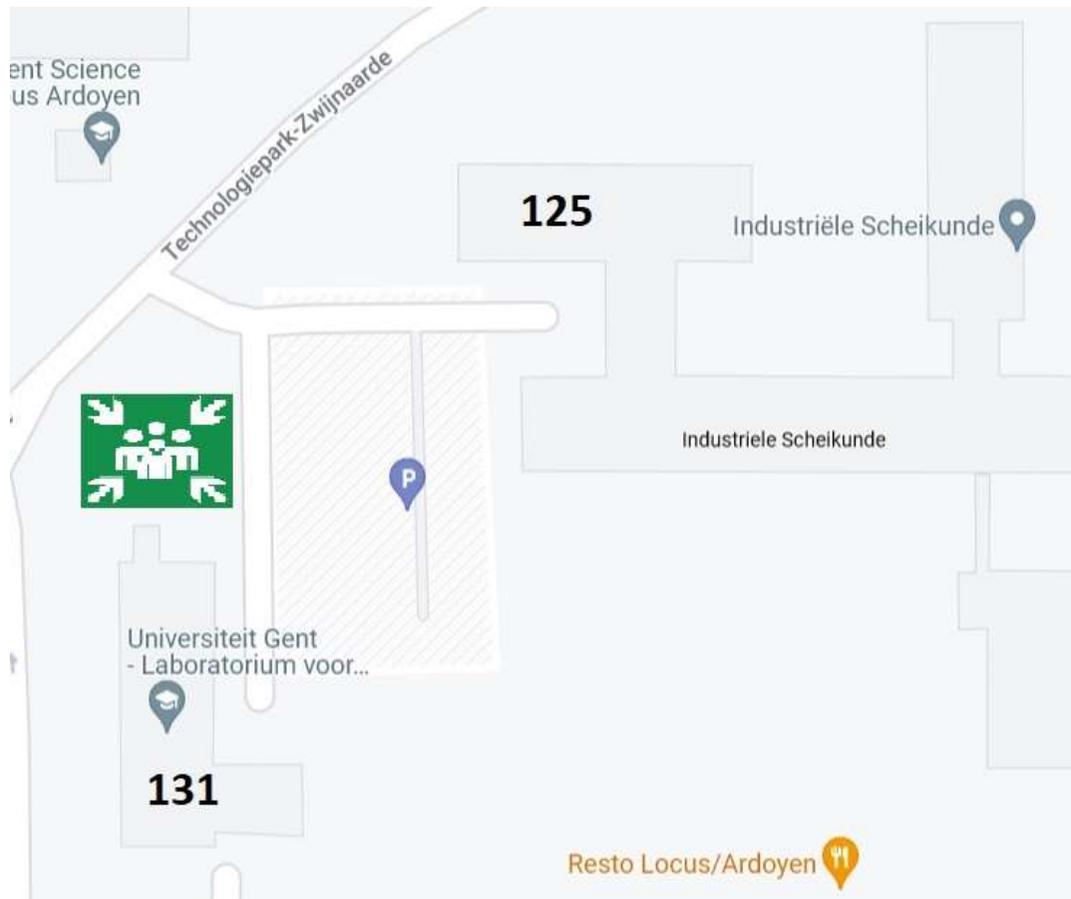
4.4.1. To find the emergency exit : follow this symbol.



4.4.2. There are emergency lights in building 125 to make it easier to follow the evacuation escape route. If the electricity is out, the emergency lights will be on for +- 30 minutes.



- 4.4.3. In the event of an evacuation of building 125, people present in building 125 should proceed to the assembly area. This is located at the rear of building 131.



- 4.4.4. The evacuation escape route for floor D2

EVACUATIEPLAN - EVACUATION MAP-

tweede verdieping+2

NOODINSTRUCTIES

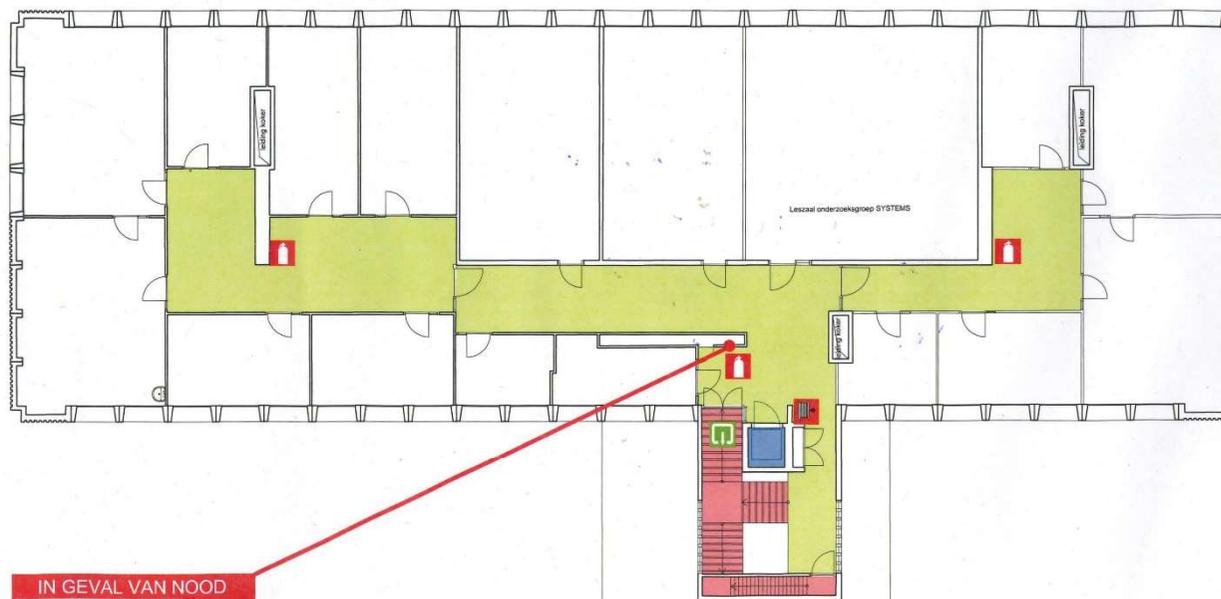
-  blijf kalm
-  activeer de waarschuwingstoon (- - -) door de rode alarmknop in te drukken
-  bel 88 (vast) of 09 264 8888 (mobiel)
-  volg instructies van de Eerste Interventie Ploeg (EIP)
-  ga bij evacuatiealarm (~~~~) langs een aangegeven vluchtweg naar de verzamelplaats

EMERGENCY INSTRUCTIONS

-  remain calm
-  raise the warning alarm (- - -) by pushing the red alarmbutton
-  dial 88 (fixed) or dial 09 264 8888 (mobile)
-  follow instructions of First Intervention Team (EIP)
-  in case of an evacuation alarm (~~~~) take the indicated escape route to the assembly point



BLOK D



IN GEVAL VAN NOOD
U BENT HIER
YOU ARE HERE **88**
IN CASE OF EMERGENCY

LEGENDE

-  verzamelplaats na evacuatie
assembly point after evacuation
-  uitgang
exit
-  evacuatieweg
evacuation route

-  horizontale vluchtrichting
horizontal escape direction
-  verticale vluchtrichting - trap
vertical escape direction - stairs
-  lift - niet gebruiken
elevator - do not use

-  brandslang
firehose
-  manuele snelblusser
fire extinguisher
-  alarmknop
alarm button

-  noodtelefoon
emergency phone
-  brandweerlift
elevator firemen

-  EHBO
first aid post
-  nooduitgang
emergency exit