

General

This document only serves as clarification of the Ugent “Laboratory and workplace regulation” (see www.ugent.be/laboreglement) and of the regulation of building 60 (See sharepoint site Laboratory Soete). Make sure that you have read and understand these documents

While at work your safety also depends upon your colleagues. If you observe an unsafe situation, point it out to your colleague.

Personal protective equipment (PPE) and clothing

Use PPE according to the icons on entrance doors/machines.



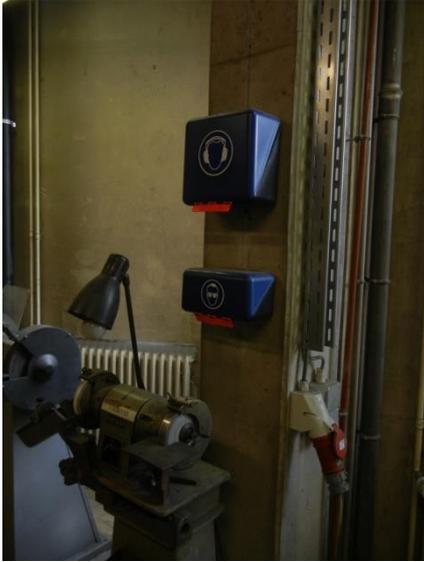
Icons on entrance door of a laboratory room



Icons at the access to the basement under the strong floor

Safety shoes (type S3) must be worn in all laboratory rooms and in the main hall of building 60. If you work with solvents, ethanol, angle grinders or welding torches be sure to wear flame retardant clothing. If you work with machines, do not wear rings or loose clothing. Lab coats may only be worn in for work with chemicals. In the workshops and in the main test hall you should wear tight fitting clothes.

Hearing protection and safety goggles can be found throughout the laboratory in boxes marked with the respective icons. Check the state and the CE marking on the PPE before using them.



Safety goggles and hearing protection in the welding workshop



Safety goggles and hearing protection in the tribology laboratory

If you want to order PPE contact Wouter. All orders for PPE must be ordered through the UGent Framework contracts.

Fenced-off zones

Test-rig that operate unsupervised must be fenced off with yellow fences. The same yellow fences can also be used to secure against other dangers.

Do not enter into these zones unless you know what dangers lurk behind the fencing.





All zones where work at heights is performed (scaffolding, ladders, ...) must be fenced off. In these zones hard hats must be worn at all times.

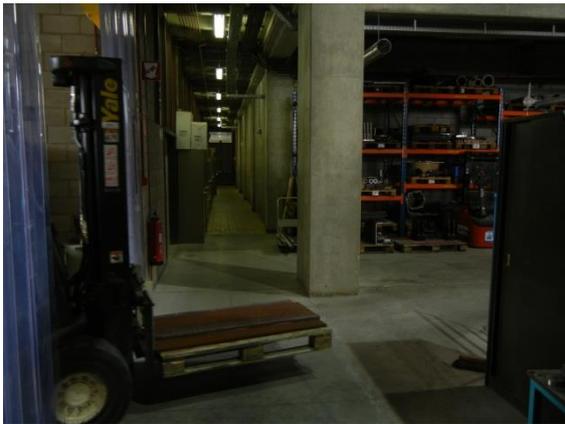
Storage

If materials cannot be stored in the correct place, be sure to keep the corridors free and to cover sharp or protruding edges.



Forklift trucks

Throughout the building, also in unexpected places, forklift trucks can be used. This is clearly marked on all entrance doors of the building. Pedestrians should make eye-contact with the operator of the forklift truck before approaching or crossing its path. Pay extra attention at doors and passages.



Overhead cranes

In the main hall two overhead cranes can be operated simultaneously. Pedestrians must make eye-contact with the operators before approaching and should never walk under suspended loads.

These cranes are also used to lift heavy equipment from the basement and onto the suspended passageway. Watch out for lifting operation in these zones.



Access to the laboratory

All entrance doors to the building should be closed at all times. If you operate machines or test-rigs outside normal office hours (8.00-16.30) ask a colleague to assist you or let a colleague know what you will be doing.

Building maintenance

Damage to the buildings or problems with installations (Electricity, drains, tap water installation, compressed air piping,...) should be reported to Wouter.

Student project

The rules for students are the same as those for all staff. Students have to supply their own pair of safety shoes.

Visitors

The rules for visitors are the same as those for all staff. If a visitor does not have a pair of safety shoes the Laboratory Soete can supply them. Contact Lieven, Wouter or Jonathan.

Hazardous substances

Buying hazardous substances

If you want to buy hazardous substances (anything with a CLP symbol) must be reported and permitted. Provide Wouter or Sam with a Material Safety Datasheet of the substance that you want to buy. Upon reception all containers must be inventoried and labelled (Wouter or Sam) Empty containers must be scanned out (Wouter or Sam).



Old warning symbols



New CLP symbols

Storing hazardous materials

Inflammable materials must be stored in the yellow safety cupboard (keys are in the keybox). At your workstation only daily amounts should be present. Lubricating oil should be stored on a spill containment pallet.



Safety cupboards



Daily amounts at a workstation



Oil storage room with spill containment



Spill containment pallets at the back of the steel bar storage room

Usage

Always use hazardous substances in the original packing or in correctly labelled wash-bottles. Do not use food or beverage containers for hazardous substances. Always use safety goggles and gloves for chemical work when working with hazardous substances.



Acetone in a correctly labelled wash-bottle



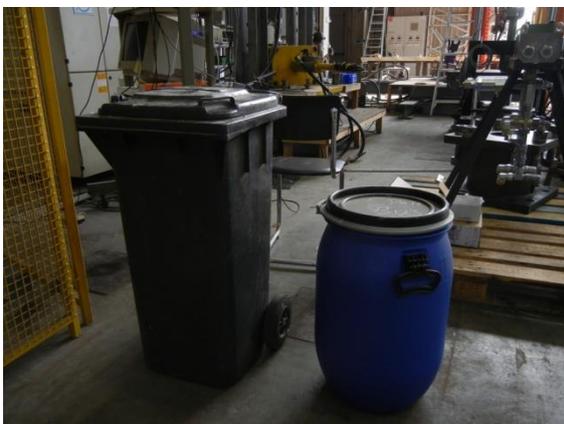
Distilled water in a correctly labelled wash-bottle

Hazardous waste

In all laboratory rooms the Laboratory Soete is responsible for waste management and collection (NOT the cleaning staff of ISS). Collect the waste in the correct containers and empty them once a week. Putrescible waste can be dumped into the gray bins outside building 60. Waste manager for the laboratory is Lieven.

Packing material can be dumped in the containers on the side of building 60 and clean white expanded Polystyrene foam (no chips) in the waste collection room at the back of the building. More information with regard to the different waste streams can be found on the website of the Ugent

Laboratory rooms are not cleaned by the cleaning staff of ISS. Everybody should clean his own workstation.



Left: putrescible waste

Right: hazardous waste (check labels and contents)



Containers for scrap metal



Waste collection room at the back of building 60



Cardboard (blue) and putrescible waste (grey) containers at the side of building 60



Outside storage area at the back of building 60



Waste collection room at the back of building 60 (EPS on the right)

Safety with machines

Buying

All machines or power tools (whether electric, pneumatic or hydraulic) must be entered into service by the IDPBW. Only use machines with a sticker that records their entry into service.

When buying new equipment, contact the IDPBW which will provide you with the safety requirements for the machine or tool that you are buying.



CE mark, sticker of entry into service on the plane grinding machine



Sticker of entry into service and warning icons on a press

Automatic test-rigs

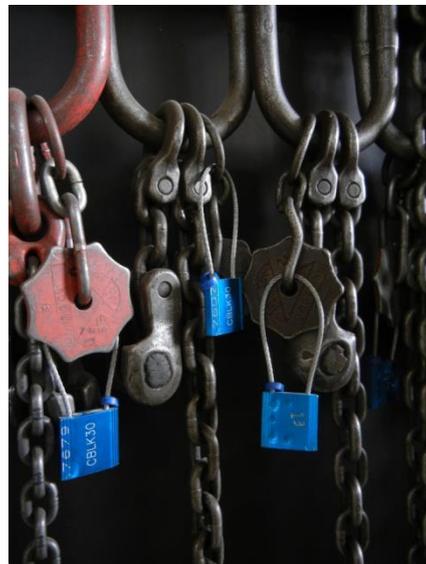
For all test-rigs that function automatically without constant human supervision a logbook and instruction card must be provided. The owner of the test should also provide for daily checks of the equipment, on weekdays, but also on weekends and holidays.

Hoisting and lifting

All hoisting equipment should be checked every 3 months by an external service for technical inspection. Approved hoisting equipment will be marked with a coloured tie-wrap (colours change every three months). Hoisting equipment without tie-wrap or with a red tie-wrap is not approved and must not be used



Approved hoist slings with blue tie-wrap



Approved hoist chains with blue tie-wrap

Hydraulics

Most of the test-rigs are driven by hydraulics. If a leak is observed, switch the equipment off and close all valves. Use appropriated absorption material to soak up the spilled oil. Before starting maintenance or repair work on hydraulic equipment make sure that any residual pressure is bled off and that the equipment cannot be started while maintenance or repairs are being performed.



Oil absorption towels



Leaking hydraulic equipment

Spill kits

Spill kits in the laboratory can be recognized by their yellow color. The largest kit in the machine shop contains the usual oil absorption towels for 900 liters. Near the charger of the forklift truck you can find the spill kit for battery acid.



Spill kit oil and watery fluids



Spill kit battery acid

Mechanical workshop

When using machines in the workshop the daily maintenance should be performed. After work or at the end of the day, the machine should be cleaned, chips should be removed and all tools stored properly. Make sure that you have read the instructions and manuals and that you have been trained for the equipment operating it.

Handheld power tools.

Use only power tools which have been entered into service by the IDPBW. Make sure that you have read the instructions and manuals (ask Wouter or Jonathan for them) and use the correct PPE.



Angle grinder with sticker of entry into service and CE mark

Electricity

Always switch off the equipment before repairs or maintenance is performed and lock the mains switch. Only BA4/BA5 personnel is allowed to work on electric distributions switchboards. For the laboratory Soete, Wouter and Lieven can open and check all the switchboards for the whole building and Johan can open and check those in the machine shop.



Electric distribution switchboard met warning icons

Emergency procedures

Permanent guard centre:

Can be reached 24h/24h 7d/7d by dialling 88 on all phones or 09/2648888 from a cell-phone.
All requests for assistance (fire brigade, ambulance, police,...) should be made by using this number.

Non-emergency irregularities (elevator out of order, failure of the electric grid,...) should also be reported to the permanent guard centre using the number 09/264 7145



Phone with speed dial for emergency (88)

First response team EIP

During fire, evacuation or first aid interventions, members of the first response teams will assist. They can be recognized by their fluorescent jackets and red helmets. Follow their instructions. For building 46 the members of the first response team are Jonathan and Wouter, for building 60 Lieven.



EIP clothing

Fire-fighting equipment

Make sure that the fire-fighting equipment can be easily accessed. Do not store goods or part in front of this equipment.



CO2 extinguisher in the hall of building 60



Powder extinguisher and fire alarm button in the main hall of building 60



Foam extinguisher in the basement of 60



Foam extinguisher and fire hose in building 60

First aid

All members of the EIP first response team (Lieven, Wouter and Jonathan) can provide first aid. All first aid needs to be registered using an "ongevallenregistratiefiche" (available on the Ugent website)



First aid kit and eye wash bottle in the mechanical workshop in 60.



First aid kit and stretcher in the main hall of 60



First aid room in building 60



First aid kit in building 46

Contact details

Emergency 88 of 09/2648888 (cell-phone)
Permanent guard centre 09/2647145
EIP 904: Lieven van West 0477/945227
EIP 903: Wouter Ost: 09/3310488
Jonathan Vancoillie 09/3310486

Abbreviations

EIP: First response team
IDPBW: Internal office for prevention and protection at work
PPE: Personal protective equipment