

General Rules of Conduct UAS Technikum Wien

including Fire-, Workshop-, Laboratory- and
Library Regulations

Version 6.0

Addressees: Staff and Students of UAS Technikum Wien

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I. General Rules of Conduct

Version 6, Juni 2019

1. Purpose and Scope

- a. These general rules of conduct apply to all students, internal and external staff members, as well as all visitors to the UAS Technikum Wien and cover all the University of Applied Sciences' buildings, rooms, facilities and grounds. They apply as a supplement for leased buildings in which the UAS Technikum Wien is housed.

2. Utilisation and Occupancy

- a. The opening hours of doors to the building and other doors can be found on the CIS site (Campus Information System).
- b. Members of staff may enter the building via the electrical locking system at any time.
- c. The following areas are available for students outside teaching times:
 - Study rooms on Level 5 and 6 in the A-Building.
 - Study rooms on Level 1, 2. and 4 in the F-Building.
- d. Students are not permitted to enter the underground car park in the A-Building.
- e. Access to the flat roof is only permitted after consultation with the service division "Facility Management & Customer Service" for repair and maintenance work.
- f. Students are only permitted to enter workshops and laboratories during the prescribed instruction times and only in the company of a supervisor responsible. For these rooms the appropriate laboratory regulations act as supplementary guidelines to the general rules of conduct.
- g. Entering the engineering services rooms for heating, transformers, lifts/elevators, telephones and similar appliances as well as laboratories not intended for tuition purposes is prohibited.
- h. Student or staff identification must be shown upon request from full-time staff and persons authorised by UAS Technikum Wien. Refusal to show identification may result in the person involved being requested to vacate the premises of UAS Technikum Wien.
- i. Student and staff ID cards must be worn visibly. For this purpose, ID covers and lanyards are available at the front desk.

3. Bringing Children to the UAS and Disclaimer

- a. Responsibility for supervision and liability remains solely with the parents throughout the duration of the time spent at the UAS Technikum Wien. Parents are requested to ensure that any disturbance for colleagues is kept to a minimal level. Sick children may not be brought to the UAS, as this poses a risk for colleagues.
- b. Parents have to ensure that their children remain or move about only in stipulated areas. Parents who bring children to the UAS do so at their own risk and remain

responsible for them. Parents are not allowed to take their children into laboratories and other rooms equipped with specialist technical machinery, such as server rooms. Parents must be aware that sensitive data is protected.

- c. The parent or legal guardian bears full civil and criminal responsibility for any damage caused or occurring. This particularly applies to personal injury, damage to property and financial loss. The parent or legal guardian hereby waives all rights to claims for damages that may arise in relation to the bringing of children to the UAS. Excluded from the above are such claims arising from injury to life and limb or health that are demonstrably based on a deliberate or grossly negligent dereliction of duty. The disclaimer applies to all claims regardless of their legal basis, particularly those for indemnity claims arising from contractual as well as outside of contractual liability and claims in tort. The parent or legal guardian declares expressly to indemnify and hold harmless the UASTW as regards any and all third party claims arising from the bringing of children to the UAS.

4. Equipment, Fixtures and Fittings

- a. All persons are obliged to use and treat all the furniture and fittings, equipment, machines, installations, windows, doors, walls, ceilings and floors in all rooms of the UAS Technikum Wien with care.
- b. In the event of negligent or intentional damage, serious soiling, or the loss or theft of UAS Technikum Wien property, provision is made for disciplinary measures to be taken against the perpetrators or the perpetrating group as well as for compensation for cleaning, repair or replacement costs.
- c. All study rooms have to remain clean after use.

5. Use of EDP Resources

- a. The EDP resources are intended to provide support in undertaking university studies and may only be used in this context.
- b. Usage involving or with the intention of committing illegal acts and any attempts to obtain unauthorised access to systems, software, services or information are forbidden.
- c. Any transmission of information infringing applicable Austrian law is prohibited.
- d. Use of the IT infrastructure to frighten, intimidate or bother others is forbidden.
- e. Commercial advertising and/or utilisation of systems is forbidden.
- f. The user names and passwords issued by the infrastructure department must be kept confidential and must never be communicated to others. The account holder is liable for the misuse of his or her account if passwords are communicated to others or retrieved by third parties from unencrypted connections.
- g. Each student must register using the allocated user name at the beginning of each session and must log off again when they finish work.
- h. Eating and drinking are not permitted in the computer rooms and laboratories.
- i. Each user is liable for any damage caused intentionally by them in the computer rooms and laboratories.
- j. Private software is not permitted to be loaded onto the computers.

6. Buildings

- a. Emergency routes and exits are to be kept free in accordance with fire department regulations. No objects may be placed in the corridors and stairwells. The fire resistant doors from stairwells to the corridors must be closed at all times. Doors designed to act as fire and smoke barriers may not be wedged open. The building is to be evacuated in the direction indicated by the emergency escape signs in the event of a catastrophe.
- b. Any misuse or unnecessary activation of lifts/elevators is forbidden. Lifts/Elevators that have stopped as a result of a power failure or other causes will be re-activated (with the aid of an emergency power unit if required).
- c. Lockers are available to students. It is recommended that one does not store important documents and valuables in the lockers, e.g. driver's licence, bank cards, computers, watches and money. UAS Technikum Wien is not responsible for the content of lockers.
- d. The loading areas outside the buildings of the UAS Technikum Wien as well as the access routes to the buildings must be kept free. Use of these is only permitted during the time of loading and unloading. Parking in these areas is forbidden.

7. Closed Circuit Television

- a. Special areas and rooms within the UAS Technikum Wien are fitted with CCTV. The cameras are there for the safety of the people in the buildings and protection of property.

8. Smoking and Fire Regulations

- a. Smoking is absolutely forbidden in all rooms of the UAS Technikum Wien.
- b. Each time the fire alarms are activated improperly this interrupts the education program and can lead to people being endangered. Those responsible are liable for any damage that arises.
- c. Detailed information on the subject of fire protection can be found in the Statute on Fire regulations.

9. Accidents

- a. Any accident must be reported immediately to the lecturer present or to an employee of UAS Technikum Wien. The following sequence of steps must be followed in a situation where a danger remains:
 - Remove cause of accident (e.g. switch off the power)
 - Move the victim from the endangered area
 - Administer first aid (see posters)
 - Notify doctor or emergency services (Tel.: 144)
 - Notify police of the accident (Tel.: 133)

10. Theft Prevention and Procedure after a Theft

- a. To prevent theft, general care should be taken that unauthorized persons are not granted unimpeded access to work places. Work rooms should be locked even if they are only left for a brief time. Money, valuables, bank cards, bunches of keys, etc. should not be left lying around on the work desk. Laptops, PDAs, mobile phones and similar valuable equipment should be locked away during any and every absence.
- b. In consultation with the service division "Facility Management & Customer Service", secure cabinets can be made available for equipment and objects in laboratories. Only equipment that has been registered in the inventory database can be identified as stolen equipment and can be returned to its owner. Every case of theft has to be reported.
- c. The loss or theft of access cards and/or keys is to be reported to the administrative assistant of the relevant degree program or the service division "Facility Management & Customer Service".
- d. Procedure after a theft
 - Report the crime to the police (133) immediately
 - With equipment, precise details or a precise description must be given. These will include make and manufacturer, type designation, series and device number, year of manufacture, colour, size and weight, special features.
 - The police theft report must be forwarded to the administrative office for a notice of loss report to be made for insurance purposes.
 - Subsequently, the service divisions "Procurement" and "Facility Management & Customer Service" must be informed.

11. Orderliness and Cleanliness

- a. Orderliness and cleanliness are to be respected in all areas.
- b. The consumption and storage of alcoholic beverages is prohibited in all parts of the University of Applied Sciences Technikum Wien. The restaurant areas (e.g. Mensa) as well as temporary events are exempt.
- c. Pets may not be brought into the UAS Technikum Wien. Guide dogs are exempt.
- d. Bicycles and scooters may not be parked in the corridors and rooms of the UAS. The bicycle storage room for employees is an exception to this rule. Otherwise, the bicycle racks on the UAS premises are to be used for this purpose.
- e. Low energy use is to be respected. This means that the lights should be switched off when there is sufficient daylight and all devices and power boards are to be switched off after use.
- f. Lost items are held at the front desk. Any items found at UAS Technikum Wien are therefore to be taken to the front desk.
- g. Dangerous objects (in particular weapons, dangerous materials and substances) are strictly prohibited.
- h. Beverage dispensing machines are provided at UAS Technikum Wien. The empty containers are to be returned to the designated recycling facilities.

- i. The following applies throughout the UAS Technikum Wien: Broken bottles, spilt drinks, and left over food and packaging must be disposed of immediately. Care must be taken to separate waste. The specific containers are to be used for this purpose. Persons responsible for a mess that requires cleaning may be liable to pay the costs involved!

12. Liability

- a. Every user is obliged to repair any damage to the buildings, facilities and equipment of the UAS Technikum Wien caused by his or her negligence, wilful conduct or by failure to observe these general rules of conduct. The costs of repairing any damage or removing dirt or stains will be charged to the user responsible for causing the damage. If the damage has not been rectified within a reasonable period of time, the operator of the UAS Technikum Wien can commission for the damage to be restored to its original condition at the expense of the person responsible. This liability similarly covers dependents, visitors, general craftsmen, etc.

II. Fire Regulations

Version 4, Dezember 2019

1. Introduction

- a. The fire protection regulations form part of the house rules and are therefore binding for all employees in the house. All of the instructions contained herein are for the purpose of avoiding the occurrence of fires, as well as ensuring the correct behavior of all in the event of a fire or other disaster. By adhering to these guidelines, you not only safeguard your health and your own workplace, but also those of your colleagues. Please remember. The following provisions must be strictly observed, and failure to comply with this requirement may result in civil and / or criminal penalties.

2. Competence and Responsibility

- a. The fire safety officers and fire wardens specified in the appendix are responsible for fire safety in the building. The names of the current fire safety officers and fire wardens are shown on the intranet.
- b. All employees and students must heed instructions issued by these persons immediately.

3. Precautionary Measures / General Conduct

- a. Maintaining order and cleanliness in all workspaces and passageways is a basic fire safety requirement. All staff employed by the organisation must constantly be aware of fire safety during the course of their working day. Flammable waste, loose paper, empty cartons and packaging must not be allowed to accumulate in corridor areas, escape routes or stairwells.
- b. Smoking is prohibited by law throughout the University of Applied Sciences Technikum Wien. All managers are responsible in their area for ensuring that this regulation is observed by staff, students, suppliers and customers.
- c. The full width of escape routes, corridors, stairwells and other passageways are not to be used for storing goods of any kind (this includes flower pots and trays).
- d. No objects of any kind are to be placed in front of fire resistant doors and fire dampers and the total, usable, minimum width must be ensured. Fire resistant doors must not be "wedged open", e.g. by using boxes or wooden wedges or fire extinguishers. Fire resistant doors are generally to be kept closed, unless they are kept open by holding magnets. Fire resistant doors may not be prevented from closing automatically e.g. by sabotaging the door closers.
- e. Fixed fire safety and escape route signs, fire fighting equipment as well as floor markings must be heeded and must not be hidden from view, damaged or covered.
- f. Fire extinguishers and extinguishing agents must be clearly visible and easily accessible; they must not be used for other purposes, covered or placed elsewhere.
- g. Flammable waste is to be collected in tightly sealed fire-resistant rubbish containers. Prompt removal must be ensured. The careless disposal of cleaning rags, packaging

material and the like increases the risk of fire and is therefore absolutely forbidden.

- h. The storage of highly flammable objects and solvents and/or cleaning agents is only permitted in the rooms designated for this purpose and in the permissible quantity for each item.
- i. Heat generating tools and machines (soldering irons, laminating devices, etc.) may only be switched on for the period in which they are used. After finishing work this equipment must be disconnected from the mains power supply.
- j. Hot work processes may only be carried out by authorized personnel. Hot work processes include welding, working with a blow torch, a cutting disc and similar activities. The fire protection officer responsible must be notified. Extinguishing agents during hot work processes (hand fire extinguishers) are always to be kept ready. The extinguishers provided are to be returned to their collection point after the hot work. Used extinguishers are to be reported to the fire protection officer and handed over to a specialist company for refilling.
- k. All windows, internal and external doors must be closed at the end of the working day. At the end of the cold season and during summer the (openable) windows can be left slightly ajar in the tilted position.
- l. In cases of absence, at the end of the working day, at weekends or in the holiday period all equipment at the workplace (desk) are to be turned off by means of the switchable power outlet strip provided for this purpose – in so far as it is available.
- m. Working with an open flame/light and smoking are forbidden in the underground garage. Liquid gas powered vehicles are not permitted to be parked in the garage. No objects of any kind (e.g. car tyres) may be stored in the underground garage. Students are not permitted in the underground garage.
- n. The fire safety officer must be given access to all rooms within the scope of operational self-monitoring in accordance with TRVB 120.
- o. If a siren sounds in the building, the instructions of the fire wardens and the fire safety officers must be followed and the building evacuated in the quickest possible manner (= evacuation alarm). See appendix.
- p. The fire safety officers are to be informed in advance of any activities linked with the generation of smoke, dust or steam.
- q. Electrical equipment must be maintained in accordance with the regulatory provisions. Modifications and repairs may only be performed by personnel authorised to do so and approved by the infrastructure department (HT). Provisional installations are prohibited.
- r. Fire safety officers are to be informed of electrical appliances (coffee machines etc.) brought to work. These appliances are only permitted if authorised by the infrastructure department.
- s. Modifications to door systems e.g. locks, cylinders and door closers are forbidden.
- t. Scope of validity of fire regulations:
 - A-Building – Höchstädtplatz 5, 1200 Vienna
 - B-Building – Meldemannstraße 18, 1200 Vienna
 - C-Building – Höchstädtplatz 4, 1200 Vienna
 - E-Building – Giefinggasse 6, 1210 Vienna

- F-Building – Höchstädtplatz 6, 1200 Vienna
- u. Chemicals may only be taken out of the safety cabinet or the acids and lye cabinet in the quantity necessary for the experiment. At the end of the experiment any remaining chemicals are to be stowed back in the respective cabinet immediately.
- v. Chemicals that are no longer necessary are to be safely stowed in an appropriate container in the safety cabinet.
- w. During events, care must be taken to ensure that the traffic routes to escape routes and emergency exits as well as the escape routes and emergency exits are kept clear so that they can be used at all times. Furthermore, open fires (e.g. fuel paste) are not permitted on the premises of UAS Technikum Wien.

4. Behaviour in the Event of a Fire

ALARM - SAVE and ESCAPE - EXTINGUISH

Alarm

- a. If a fire is detected before the automatic fire alarm system is triggered, then immediately – regardless of the extent of the fire and without waiting for the success of any attempts to extinguish it, even in the case of smoke or the smell of burning, the fire department is to be informed by means of manual call points or telephone. After pressing a manual call point, the fire brigade should also be informed by telephone if possible - landline 122 or mobile 122 with the details:
 - Where it is burning (precise address, floor, room number, etc...)
 - Extent and type of fire
 - People injured or trapped by the fire
 - Name of caller

(Note: The services of the fire brigade cost nothing in the event of a fire!)

Rescue and Escape

- a. After the alarm is sounded, it must be determined whether people are in danger and where the fire broke out. **Watch out for signs of smoke or the smell of burning!** Saving people takes precedence over fighting the fire. Vulnerable persons should be warned. Close **the doors of the room affected by the fire** to prevent the **spread of fire and smoke!** If the escape route is smoke-free, the rooms must be left via the designated **emergency exits** and the **assembly point** must be found.
- b. If it is no longer possible to escape due to the fire, safe areas not yet affected by the fire must be found immediately (**if possible on the side facing the street**) and information must be given to the emergency services. (By phone or open the windows and make your presence known to the emergency services by calling out.) **Never try to flee through a smoky stairwell.**

Firefighting

- a. Start fighting the fire with existing firefighting equipment **without risking your own well-being**. (See: **Correct use of hand-held fire extinguishers**) If it is no longer possible to extinguish the fire with the existing devices due to the strong smoke or the extent of the fire, it is in the interest of your own safety to cease firefighting. Leave the room, **close the doors** and if possible the windows and wait for the arrival of the fire department at the **assembly point**.
- b. Wheelchair users must make their way to the nearest stairwell to wait for the arrival of the fire brigade. In the event of fire, the lift may not be used, even by wheelchair users (danger of suffocation).
- c. After evacuation, inspection patrols will be carried out by the fire safety officers. If they come across people during the patrols they will ask them to leave the building via the emergency escape stairwells.
- d. The instructions issued by the fire safety officers, fire wardens and fire brigade must be followed.
- e. During a fire, mobile telephones may only be used in an emergency.

5. Behaviour during a Fire

- a. After an evacuation alarm, all persons in the building must assemble at the designated assembly area to ensure no one is missing.
- b. The emergency services are to be expected and given instructions at the main access. Furthermore, the emergency services are to be informed about the location of the fire, possible missing persons, as well as about special dangers (danger of explosion, chemicals, pressurized gas cylinders, flammable liquids, etc.).
- c. The lecturer should establish that no one is missing on the basis of the attendance list and/or reciprocal checks (visual inspection). The fire safety officers or the fire brigade are to be informed immediately of any absentees.
- d. Fight the fire with the available extinguishers. When doing so, point the stream directly at the burning objects from below, not toward the smoke and flames. Highly flammable objects are to be removed from the vicinity of the fire or cooled with water to protect them from catching fire.

6. Behaviour after the Fire

- a. Do not enter any rooms affected by the fire.
- b. Inform the fire brigade captain and/or the fire safety officer with respect to all observations made relating to the possible cause of the fire and events witnessed during the course of the fire.
- c. Cleaning up may only commence with the permission of rector, UAS management, fire brigade, security services and/or insurance institutions.
- d. Electronic equipment may only be switched on again after being inspected by persons authorised to do so.
- e. Used fire extinguishers must be laid on the floor/ground (not placed upright) and the

appropriate authority notified of the need for refilling.

7. Current List of Appointed Officials

a. Fire safety officers

Markus Blum 0664/619 25 79

Deputy: Gerald Jozsa 0664/88 34 81 71

b. Fire wardens

<https://cis.technikum-wien.at> – Campus Life – Safety at the UASTW -
First Aid Providers and Fire Safety

c. Persons authorised to issue instructions (in order indicated):

Mag Johannes Höhrhan

Mag. Florian Eckkrammer, BSc.

FH-Prof. Dr. Sylvia Geyer

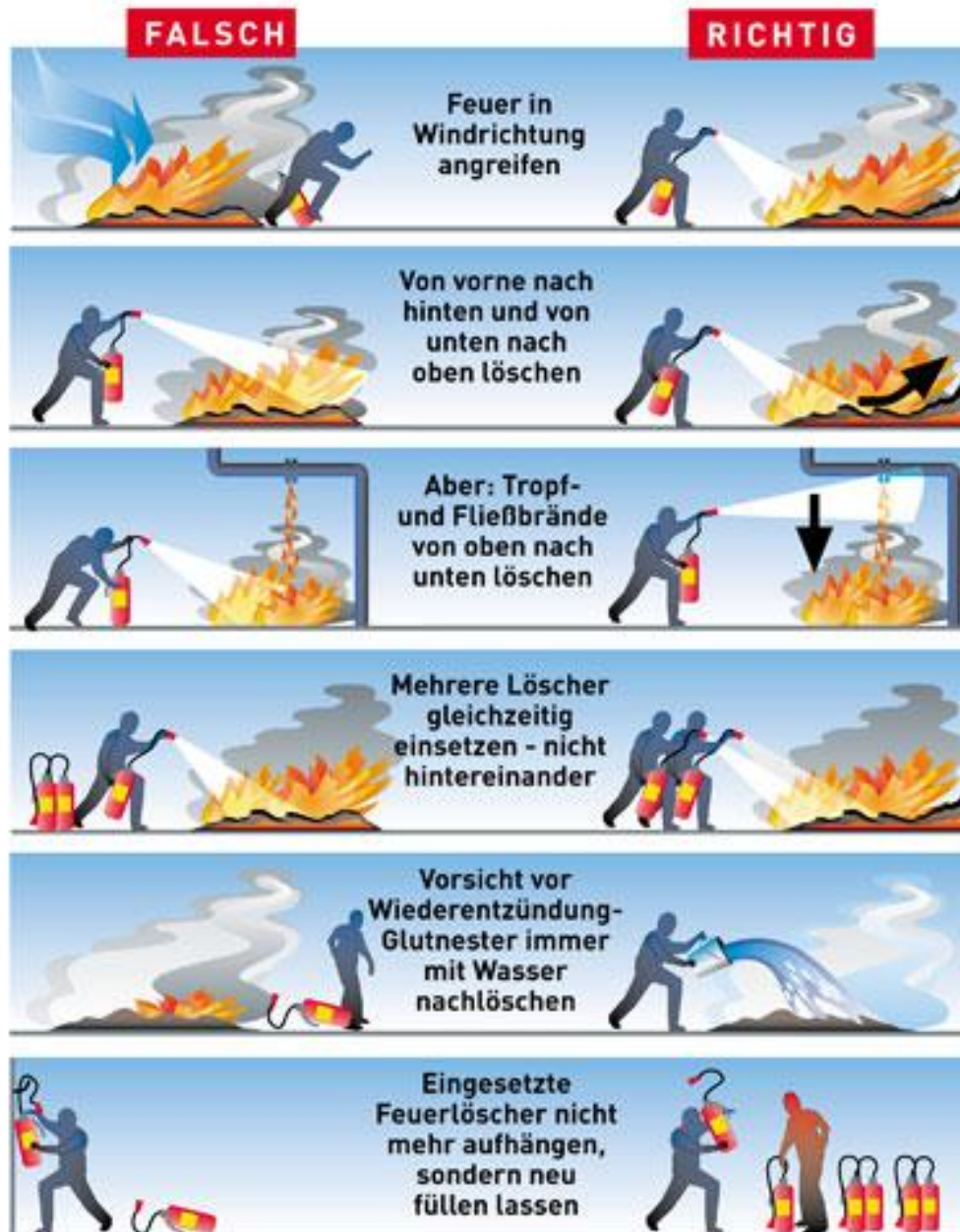
FH-Prof. DI Dr. Stefan Sauermann

d. Intranet

<https://cis.technikum-wien.at> – Documents – General Rules of Conduct

<https://cis.technikum-wien.at> – Campus Life – Safety at UASTW– First Aid
Providers and Fire Safety Officer

.RICHTIGE ANWENDUNG VON FEUERLÖSCHERN



In case of fire

1. Alarm

Keep calm and leave the building immediately

Emergency Number 122



2. Report the fire



Activate alarm

WHO is reporting
WHERE is the fire?
WHAT is on fire?

3. Proceed to safety zone



Assist endangered persons (disabled people),

Close windows and doors
Follow signposted escape routes
Do not use elevators
Go to assembly point

Follow instructions of the fire brigade and the fire safety officer
Do not enter the building without permission!

4. Try to extinguish fire



Use portable fire extinguishers

Do not endanger yourself!

Appointed Officials in case of fire

Fire safety officers:

Markus Blum

0664/619 25 79

Deputy: Gerald Jozsa

0664/88 34 81 71

Fire wardens:

<https://cis.technikum-wien.at> - Campus Life – Safety at UASTW -
First Aid Providers and Fire Safety

Persons authorised to issue Instructions:

Mag. Johannes Höhrhan

01/ 333 40 77-3148

Mag. Florian Eckkrammer, BSc.

01/ 333 40 77-2595

FH-Prof. Dr. Sylvia Geyer

01/ 333 40 77-5865

FH-Prof. DI Dr. Stefan Sauermann

01/ 333 40 77-2555

Facility Management:

Bakk.phil Stefan Hauke-Diesel, M.A.

01/ 333 40 77-6077

Emergency numbers

Fire brigade 122

Police 133

Ambulance 144

Expert assistance in cases of poisoning

01 406 43 43

Medical emergency service 141

European emergency number 112

III. Laboratory Regulations Department Life Science Engineering (LSE)

III.a. Laboratory Regulations for the Chemistry and Cell Culture Laboratories

Version 04, Juni 2025

Laboratory	Room Number
Microscopy, Sequencing and Microfluidics Lab	A6.07
Cell Culture Lab	A6.08
Biotechnology Lab	A6.09
Cytometry and Materials Testing Lab	A6.21
Fish Facility and Wash Room	A6.22
Ecotoxicology Lab	A6.23
Cell Culture Techniques Lab	A6.24
Environmental Chemistry and Analytical Lab	A6.25
Tissue Engineering Lab	A6.26
Chemistry Lab	A6.27
Bioreactors and Histology Lab	A6.28
Electron Microscopy Lab	A1.12

In accordance with the Chemicals Ordinance 1999 and the Biological Agents Ordinance in their currently valid versions and the System Ordinance as amended

1. Scope

- These laboratory regulations are binding for all employees, lecturers, students, and guests. The basic rules of conduct contained herein, as well as information on specific hazards, particularly when handling hazardous substances, must be strictly observed and complied with. Responsibility for compliance with these laboratory regulations lies with the department management.
- All new employees, lecturers, students, and guests will be instructed in safety by the department management/project managers and/or lecturers and will be required to demonstrate strict compliance with the laboratory regulations and safety guidelines.

2. General safety rules

- a. The instructions of the supervising persons (lecturers, project managers) must be strictly followed.
- b. Every person is obliged to familiarize themselves with the location and use of all safety equipment and operational regulations. These include:
 - Emergency exits and escape routes, fire safety regulations
 - Fire alarms, fire extinguishers, fire blankets
 - Safety showers
 - Eye wash stations
 - First aid kit
 - Bags and outer clothing (jackets, coats, scarves, etc.) must be left outside the laboratory.
- c. When working with chemicals, personal protective equipment is mandatory. Closed shoes, safety goggles, and a lab coat are required, as well as suitable work gloves if necessary. This requirement also applies if people are working with chemicals in the immediate vicinity and a risk of splashing, etc., cannot be ruled out.
- d. Lab coats may only be worn inside the laboratories and must therefore be removed when leaving. Gloves must be removed when using the telephone, opening doors, using keyboards and taps, etc.
- e. When working with vacuum/overpressure, ensure that the glassware is of the appropriate quality and always wear safety goggles. This also applies when working with glass capillaries and similar materials that can splinter.
- f. When working with liquid nitrogen (boiling point -196°C), the possible accumulation of liquid oxygen (boiling point -183°C) through condensation in the Dewar vessel must be taken into account. Therefore, liquid nitrogen must be vaporized immediately after use by pouring it onto the floor in a controlled manner.
- g. No one is allowed to work alone with chemicals in a laboratory. At least one sufficiently experienced colleague must be present who can call for assistance from a nearby room if necessary.
- h. When working with genetically modified organisms (GMOs), exposure of the workplace and the environment must be kept to the lowest practicable level. Culture vessels must not be stored openly on workstations and shelves, but must be stored in suitable closed containers (incubator, refrigerator).
- i. Escaping GMOs must be inactivated using effective disinfectants or procedures, e.g., 70% EtOH in water.
- j. Emergency exits and escape routes must always remain clear and must not be blocked by any objects or groups of people.
- k. Food and drinks are prohibited in the laboratory, including eating and drinking, taking medication, applying makeup, etc. Special attention should be paid to unconscious habits such as touching your face with your hands, chewing on pens, etc. Wash your hands after finishing work and before eating, drinking, or smoking.
- l. All unexpected observations must be reported to the supervisor.
All accidents (including minor injuries and near misses) must be reported to a supervisor immediately.

- m. All recognizable accident hazards must also be reported.
- n. Any chemical burns/poison exposure must be reported immediately (skin, eyes, respiratory organs). Immediate countermeasures are always required in these cases.
- o. All releases (gas, liquid, dust) as well as explosions and fires must be reported immediately.
- p. Damage to equipment/installations/buildings must be reported to supervisors, immediately in dangerous cases.
- q. Hazardous substances brought into the laboratories via project partners, etc., must be reported without exception to the department management, who will then clarify the further procedure.
- r. Pregnant women and nursing mothers are not allowed to work in areas with hazardous substances.

3. *Safety rules for experiments*

- a. All instructions must be read thoroughly and critically. If in doubt about how to proceed, a supervisor must be consulted. Only the equipment provided may be used. Do not do anything that is not planned and intended.
- b. In principle, equipment may only be used after training has been completed and only in accordance with the operating instructions. It should be noted that safe operation may only be guaranteed after prolonged practice and requires appropriate training. In any case, such work must always be adequately prepared and carried out without time pressure.
- c. Before any laboratory work, employees must inform themselves about the physical, chemical, and physiological properties of the substances/solvents used (H and P phrases).
- d. Before any laboratory work, all employees must inform themselves about the correct operation and hazards of the equipment used.
- e. During an experiment, the equipment must be checked either continuously or regularly, depending on the potential hazards.
- f. When working with hazardous substances, appropriate (!) gloves must always be worn.
- g. Mouth pipetting is prohibited; pipetting aids must be used. Syringes and cannulas should only be used when absolutely necessary.
- h. If dust or aerosols are formed during an experiment, suitable protective masks must be worn.
- i. Chemicals may only be stored in containers that cannot be confused with food containers.
- j. All containers with contents must be labeled to indicate their contents (even if the contents are harmless!). Existing labels that are no longer applicable must be completely covered with the new product label. All vessels used in an experiment must be labeled with the contents + name + date. (Exception: if the vessel is only in use for a very short time and is not left standing).
- k. Open flames (Bunsen burners) may only be used if this is unavoidable and therefore intended. Before ignition, all flammable substances must be placed in a safe location.

- l. When working with volatile flammable liquids (ether, alcohols, ethyl acetate, etc.), there must be no sources of ignition nearby, including electrical devices connected to the mains.
- m. Organic solvents must not be stored in refrigerators.
After a day in the laboratory, the workplace and all items used (beakers, flasks, etc.) must be cleaned accordingly.
- n. Glassware may only be placed in the dishwasher after thorough pre-cleaning.
Damaged glassware must be handed over to the laboratory assistant to prevent the risk of injury during further use.
- o. All waste must be disposed of in the containers provided. No organic solvents may be allowed to enter the public sewer system. Solid waste must be disposed of regularly and, in the meantime, must be clearly labeled and stored in a safe place.
- p. Contamination or hazardous residues from experiments must be removed. If they originate from other members of the department, this must be reported to the department management.
- q. Emergency numbers

Fire Department	122
Police	133
Ambulance	144
Euro-Emergency Number	112
Poison Control Center	0043 1 406 43 43

III.b. Laboratory regulations for Human Factors and Sports Engineering Laboratory, Sports Technology Laboratory and SEB Development and Testing Laboratory

Version 2, Juni 2020

1. Scope

- a. The general house rules and the IT guidelines must be observed.
- b. The scope of these laboratory regulations extends to the following laboratories: Human Factors and Sports Engineering Laboratory, the Sports Technology Laboratories and the SEB Development and Testing Laboratory.
- c. The department management is responsible for compliance with these laboratory regulations.
- d. Information on responsible persons (first-aiders, etc.) is published on a notice board in the laboratories.
- e. In addition, the special provisions outlined in section 2 and 3 are to be observed.

2. Special provisions (Part 1)

- a. Backpacks, bags and jackets must be placed in the cloakroom or hung on the hooks provided.
- b. Entering the laboratory is only permitted with indoor shoes. You may bring your own or use those in the wardrobe. Street shoes are to be taken off and left in the cloakroom.
- c. Eating and drinking is not permitted in the laboratory.
- d. Sitting on the tables in the laboratory is prohibited, unless it is explicitly permitted for a practice performance.
- e. The installation of programs on the computers is prohibited.
- f. If the installation is absolutely necessary for a laboratory exercise, this must be discussed with the lecturer responsible or a laboratory technician.
- g. Settings changes on laboratory computers, especially regarding the system, are to be discussed with the lecturer responsible or a laboratory technician.
- h. For working on laboratory computers (incl. notebooks) and with laboratory equipment, the regulations of the General Data Protection Regulation (GDPR) apply.
- i. Only use pseudonymized names for recording and storing personal data during laboratory exercises and projects.
- j. In accordance with the GDPR delete personal data that is no longer required from laboratory computers and data carriers (e.g. SD cards) after completion of the work.
- k. Do not store personal passwords on laboratory computers.

- l. All data can only be removed centrally from laboratory computers at irregular intervals. It is your responsibility to handle your data and the data of test persons in accordance with the GDPR.
- m. In your own interest, data that you still need for laboratory exercises and projects should be stored on external, encrypted data carriers (e.g. USB stick), as data loss on laboratory computers cannot be ruled out.
- n. Laboratory notebooks are generally encrypted and only accessible with a password, which must be kept confidential.
- o. The laboratory must be left as it was found. That means the equipment used is to be stowed away again and the chairs are to be pushed under the tables.
- p. At the end of the day, all computers and power strips must be switched off, unless the power strip is required to charge batteries.

3. Special provisions (Part 2)

- a. Before each use, electrical devices must be inspected for external damage.
- b. Defective or damaged devices may no longer be used and must be reported to a lecturer or laboratory technician immediately.
- c. Should there be damage to a device, sensor, etc. during the measurement (exercise AND project) this must be reported to a lecturer or a laboratory technician immediately.
- d. Avoid wearing loose clothing, tie long hair into braids so that it cannot get into rotating machine parts or sports equipment.
- e. Machines may only be started up by laboratory personnel.
- f. Never reach into moving machine parts or sports equipment, wait for them to come to a complete standstill.
- g. Protective gloves must be worn when working with sharply ground device parts (e.g. edges of skis and snowboards).
- h. The sports equipment in the laboratory may only be used if the project or task requires it.
- i. The use of all types of equipment is only permitted after approval by a lecturer or a laboratory technician and when using suitable protective equipment.
- j. In the event of an injury, a lecturer or laboratory technician must be informed immediately and suitable first aid measures must be taken (emergency call: 144).
- k. The lending of laboratory equipment is only possible after consultation with a laboratory technician.
- l. The use of the laboratory outside of the laboratory or project units must be discussed and agreed with the laboratory technician responsible.
- m. Reservations of laboratory equipment for project units (not laboratory exercises) must be made at least 48 hours in advance (working days) by e-mail to the person responsible for the laboratory. The reservation is only valid after confirmation of the reservation. Core hours for the reservation of laboratory equipment are MO-FR (weekdays) from 8:45 - 16:00.
- n. For the exact content of the reservation, please refer to the document "Procedure for

Reserving Laboratory Equipment".

- o. The use of the computers at the test tables is only permitted for working with / on the test tables!
- p. Use or working with / on the test tables is only permitted after consultation with the person responsible for the laboratory.

III.c. Laboratory Regulations Medical Engineering & Integrated Healthcare

Version 1, Juni 2025

1. Scope

a. The scope of these laboratory regulations includes the following rooms:

- Lab B3.04 "Medical Devices & Cardiopulmonary Simulation"
- Lab B3.05 "Intensive Care Unit"
- Lab B3.06 "Health & Care Data Center"
- Lab B3.07 "Applied Optics & Simulations"
- Lab B3.08 "Biomechanics, Rehabilitation & Gait Analysis"
- Lab B3.08a "Posturography & Biomechanics"
- Lab B3.09 "Prototyping Center"
- Lab B3.10 "Biomedical Signals Simulation & Acquisition"

of the Faculty Life Science Engineering of the University of Applied Sciences Technikum Wien, building B, Höchstädtplatz 6, 1200 Vienna.

- b. These laboratory regulations are binding for all employees, lecturers, students and guests. The contained basic rules of conduct, information on special hazards, especially when dealing with potentially harmful working materials, are to be strictly observed and complied with. The responsibility for compliance with these laboratory regulations lies with the department management.
- c. All new employees, lecturers, students and guests will be instructed by the department head / project lead and/or lecturers in the area of safety and will be required to strictly follow the laboratory regulations and safety guidelines.
- d. The general regulations of the house rules, fire protection regulations and the EDP guidelines are to be observed in any case.
- e. In case of non-compliance with the laboratory regulations or the house rules, as well as violations of the safety regulations, undisciplined behavior and grossly negligent actions, the department management may issue a temporary ban on use, or in case of gross violations or repetition an indefinite ban on use.
- f. The Principal Laboratory Engineers will be listed in the corresponding Moodle course, accessible to all students, and will be provided with contact details.

2. General safety regulations

- a. Jackets/coats and bags are to be hung on the hooks provided or deposited on the wall side away from the escape routes.
- b. Eating and drinking is not permitted in the laboratories.
- c. For safety reasons, children under the age of 14 are not permitted to enter the

laboratories, even in the presence of a parent or legal guardian. Children over the age of 14 are only permitted to enter within the framework of specific events and when accompanied by trained employees.

- d. To protect expectant mothers, the Maternity Protection Act requires clarification as to whether certain activities (handling hazardous substances, noise, vibrations) must be restricted or refrained from. In cases of doubt, consultation with the laboratory management and, if necessary, with the occupational physician is required.
- e. All rooms are off-limits to persons under the influence of alcohol and/or narcotic drugs.
- f. It is not allowed to bring animals.
- g. The laboratories and workplaces are to be left as they were found. This means that the equipment used must be switched off and, including all accessories, carefully stowed away. Furthermore, the chairs must be returned to their original position under the tables. Any waste must be disposed of in the waste containers provided.
- h. No liability is assumed for unattended valuables and private property.
- i. The instructions of the supervising persons (lecturers, project leaders, tutors, laboratory technicians) must be strictly followed.
- j. Any removal of equipment, cables and other accessories from the respective laboratory without prior approval from the supervising person is strictly prohibited.
- k. Changing the wiring of PCs and laboratory equipment without prior approval from the supervising person is prohibited. Connected accessories (keyboard, mouse, monitor, ...) may only be used on the assigned devices. Removing protective devices and tampering with switches or locks is also strictly prohibited.
- l. Each person is required to become familiar with the location and usage of all safety equipment and operational guidelines. These include:
 - Emergency exits and escape routes, fire safety regulations
 - Fire alarms, fire extinguishers, fire blankets
 - Emergency stop button (labeled accordingly)
 - First aid kit

All these facilities must be kept unobstructed at all times. The same applies to the doors and adjacent corridors, which are considered escape routes.

- m. In the event of an accident, injury or health complaints, first aid measures must be initiated immediately and a lecturer or laboratory assistant must be informed immediately.
- n. Emergency numbers:

Fire brigade	122
Police	133
Ambulance service	144
European emergency number	112
Expert assistance in cases of poisoning	01 406 43 43
Front Desk	DD - 244
Security service	DD - 220

3. Use of the laboratory PCs

- a. The EDP guidelines of the UAS Technikum Wien must be observed.
- b. The laboratory PCs may only be used during courses or after explicit approval for course-related projects, bachelor's and master's theses and research projects approved by the university management.
- c. The unauthorized installation of programs or changing of system settings on the computers is prohibited, unless it is expressly requested by the responsible lecturer or a lab technician.
- d. Pre-installed programs / folders / files on the computers must not be changed or deleted.
- e. Data collected as part of a course or project may be saved both on the laboratory computers and on external data carriers. The applicable data protection regulations must be observed for all laboratory activities in which personal data is collected. The processing or storage of such data is only permitted for teaching and research purposes and always requires the informed consent of the persons concerned. The disclosure or publication of this data is prohibited unless expressly authorized in writing. Personal data must only be stored for as long as is necessary for the respective purpose and must then be deleted in accordance with data protection regulations.
- f. In the user's own interest, personal passwords should not be saved on laboratory PCs.
- g. At the end of each semester at the latest, all PCs will be reset to their original state.

4. Use of medical or technical devices and accessories

- a. Devices with a special safety level (specifically labelled) must be trained by the lecturer or a laboratory technician before they are used for the first time. The devices concerned are marked with a warning. Furthermore, appropriate protective equipment must be worn during operation, as required.
- b. Before each use, electrical equipment must be checked for external damage.
- c. Defective or damaged equipment and accessories must not be used and must be reported immediately to a lecturer or laboratory technician.
- d. If a device, sensor, etc. is damaged in the course of a measurement (laboratory exercise AND project), this must be reported immediately to a lecturer or laboratory technician. Subsequently, the form "Notification of damage / defect" must be filled in.
- e. No liability will be accepted for any damage caused by gross negligence or intentional misconduct on the part of the users. Such incidents will result in appropriate sanctions. In the case of loss, no liability will be accepted under any circumstances.
- f. Repairs may only be carried out by trained (qualified) personnel.
- g. For devices and accessories used with extended physical contact (e.g., stethoscope, nerve stimulator), all contact parts must be properly disinfected with the provided agents before AND after use.
- h. Devices and accessories must be protected against any damage (e.g. by splash water, electrical contacts). Furthermore, they must be cleaned of any contamination

(e.g. by electrode gel) after use.

- i. Devices, accessories and tools are to be used exclusively according to their function and are not to be used for purposes other than their intended use.
- j. Accessories and consumables may only be freely taken from the previously designated locations and, without approval from the supervising person, used exclusively in the assigned room. If a material runs low, this must be reported to the lab technician.

5. Use of laboratories for projects, bachelor and master thesis

- a. The use of the rooms for project work outside of courses is only permitted with prior approval via the booking system. This also applies to short-term use. The use of the rooms outside regular opening hours is only permitted with the prior approval of the laboratory supervisor.
- b. To book a room / workstation, the corresponding guidelines of the laboratories apply.
- c. Storage / labeling of project works: Responsibility for student projects in progress rests with the respective lecturer(s). Storage locations will be assigned in agreement with the lab supervisor(s). Finished projects will be reviewed for continued use no later than two years after completion and disassembled into their individual components if necessary. Each project must have a label from the beginning with the following information: Name, study program/semester (including year), course, project title.

6. Special regulations

- a. (1) Loan transactions and ordering procedures for materials required for courses and project work are defined in the respective guidelines and must be adhered to.

IV. Laborordnungen Department Industrial Engineering (IE)

IV.a. Robotics Laboratory Regulations

Version 2, Juni 2019

1. Scope

- a. These laboratory regulations are binding for all employees, lecturers and students. The basic behaviour, regulations, rules and information on special hazards contained therein, especially when dealing with dangerous work equipment, are to be strictly observed and complied with. The responsibility for compliance with these laboratory regulations lies with the department management.
- b. All new employees, lecturers, students as well as guests will be given instruction by the department management, project leaders and/or lecturers in the area of safety and demonstrably obliged to adhere strictly to the laboratory regulations and safety guidelines.
- c. The scope of these laboratory regulations extends to all laboratory premises of the Faculty of Industrial Engineering in which robots are operated or present.

2. General Safety Rules

- a. The instructions of the supervisory persons (lecturers, project leaders) must be strictly followed.
- b. Only authorised persons are allowed to enter the laboratory premises, these include:
 - I. trained employees of the UASTW
 - II. students on explicit instruction and in the presence of the respective lecturer
 - III. trained external visitors on explicit instruction and with the permission of the person in charge (head of laboratory, head of department, etc.)
- c. All accidents (regardless of the degree of injury), near-accidents, dangerous situations, defective equipment, etc. must be reported immediately to the person responsible (lecturer) and the Human Resources Department.
- d. Running and pushing in the laboratories, as well as the misuse of work equipment, is prohibited.
- e. It is forbidden to bring and consume any food and drinks inside the laboratory premises.
- f. Students must wear appropriate clothing and sturdy footwear for the laboratory to reduce the general risk of injury and entrapment in rotating or moving parts.
- g. Long hair (below the shoulder) must be tied up.

- h. Waste must be disposed of as instructed (if possible in the bins provided).
- i. Appropriate personal protective equipment (goggles, protective clothing, etc.) must be worn when performing or being present during hazardous work (e.g. milling, grinding and other operations that cause emissions).
- j. Equipment, tools and samples shall not be taken into or out of the laboratory without prior request.
- k. Before commissioning or use, equipment, machines, cables, hoses and other work or operating materials must be checked to see that they are in proper condition and that no persons are endangered by their commissioning/use
- l. For safety reasons, it is not permitted to work alone in the laboratory area or to start up or use equipment or machines alone without the presence of others.
- m. Students must not take part in any actions, measures, activities or precautions that increase their own risk of accident or injury or that of others.
- n. Photographs or video recordings may only be made with the permission of the Department Head.
- o. Any actions that could lead to damage to equipment, machines, resources, aids, etc. are prohibited. Damage must be reported immediately to the person responsible (laboratory management, lecturer).
- p. Before entering the laboratory premises for the first time, the laboratory director, a person appointed by the laboratory director or the lecturer must provide proof that they have completed a safety training course and hazard briefing and that they have taken note of this.
- q. Access to the laboratory premises under the influence of intoxicating substances (alcohol and other intoxicants) is forbidden.

3. *Safety rules for handling robots*

- a. The commissioning and use of robots, robot cells and associated peripherals is only permitted on the express instruction and under the supervision of the person responsible (laboratory manager, lecturer).
- b. After commissioning stationary or mobile robots or robot systems, they must always be supervised. Commissioning and subsequent leaving of the premises is not permitted without express instruction or unless in an emergency situation.
- c. All robots may only be operated by students in manual reduced speed mode (T1). Changing the operating mode without explicit instruction from a responsible person is prohibited.
- d. The starting or moving of robots must be carried out in such a way that no additional danger arises. No persons may be within reach of the robot arm during this time.

IV.b. Automation Technology Laboratory Regulations

Version 1, September 2022

1. Scope

- a. These laboratory regulations are binding for all employees, lecturers and students. The basic rules of conduct, regulations, rules and information on special hazards contained therein, especially when dealing with dangerous work equipment, are to be strictly observed and complied with. The responsibility for compliance with these laboratory regulations lies with the head of department.
- b. All new employees, lecturers, students and guests will be instructed by the department management, project leaders and/or lecturers in the area of safety and are obliged to take note of the laboratory regulations.
- c. These laboratory regulations apply to the premises F5.29 and F5.31 of the UAS Technikum Wien, Höchstädtplatz 6, 1200 Vienna.

2. General safety rules

- a. The instructions of the supervisory persons (lecturers, project leaders) must be strictly followed.
- b. Only authorised persons are allowed to enter the premises, these include:
 - i. trained employees of the UASTW
 - ii. students on explicit instruction and in the presence of the respective lecturer
 - iii. trained external visitors on explicit instruction and with the permission of the person in charge (head of laboratory, head of department, etc.)
- c. All accidents (regardless of the degree of injury) must be reported immediately to the person responsible (laboratory management) as well as to the Human Resources Department.
- d. Damage to equipment (devices, components, tools, facilities, measuring instruments, machines, etc.) must be reported immediately to the persons responsible (lecturer and laboratory management).
- e. Running and pushing in the laboratories, as well as the misuse of work equipment, is prohibited.
- f. No food or drinks may be placed or stored in the work area. Consumption of food or drink is prohibited within the premises.
- g. Appropriate clothing as well as sturdy and flat footwear (e.g. no high heels, no sandals, no flip-flops, etc.) must be worn in the laboratory to reduce the general risk of injury as well as the risk of entrapment in rotating or moving parts.
- h. Long hair (below the shoulder) must be tied up.
- i. Waste must be disposed of as instructed (if possible in the containers provided).

- j. Appropriate personal protective equipment (goggles, protective clothing, etc.) must be worn when performing or being present at hazardous work.
- k. Equipment, tools and samples must not be taken into or out of the laboratory without prior request.
- l. Before commissioning or use, equipment, machines, cables, hoses and other work or operating materials must be checked to see that they are in proper condition and that no persons are endangered by their commissioning/use.
- m. For safety reasons, students and visitors are not permitted to work alone on the premises or to start up or use equipment alone. During project work, students are allowed to stay in the premises at least in pairs and without a supervisor if expressly instructed to do so by the laboratory management.
- n. No actions, measures, activities or precautions may be undertaken that increase the risk of accident or injury to oneself or others.
- o. Photographs or video recordings may only be made with the permission of the department head.
- p. Any actions that could lead to damage to equipment, machines, resources, aids, etc. are prohibited. Damage must be reported immediately to the persons responsible (lecturer and laboratory management).
- q. Before entering the premises for the first time, a safety briefing by the laboratory management, a person appointed by the laboratory management or the lecturer must be completed and acknowledged in writing.
- r. Access to the premises under the influence of intoxicating substances (alcohol and other intoxicants) is forbidden.
- s. Health-related conditions (e.g. illnesses, pacemakers, etc.) that could lead to an increased risk potential in the context of electrics, electronics and automation technology must be reported to the course management (students), the employer (staff) or the person responsible (visitors) before entering the premises.
- t. At the end of the lesson or work, PCs and any other equipment must be switched off and the supply of compressed air turned off, unless otherwise specifically instructed by the lecturer or laboratory manager.
- u. At the end of the lesson or work, all equipment used must be returned to its original place, unless otherwise expressly instructed by the lecturer or laboratory director.

3. Safety rules for handling devices, components or equipment of automation technology

- a. The commissioning, switching on and operation of existing equipment and associated peripherals is only permitted on the express instruction and under the supervision of the person responsible (laboratory director, lecturer) and may only be carried out in accordance with the instructions of the person responsible (laboratory director, lecturer) and in accordance with the operating instructions.
- b. After the equipment has been commissioned, it must always be supervised. Commissioning and subsequent leaving of the premises is not permitted without explicit instructions or unless in an emergency situation.

- c. The starting, moving, switching on, commissioning or use of equipment must be carried out in such a way that no additional hazard is created. No persons shall remain within any hazardous areas during this time.

IV.c. Workshop Regulations

Version 1, Oktober 2019

1. Authority

- a. The workshop management is authorized to issue instructions in the workshop.

2. Scope

- a. These regulations apply to the workshop (C0.03) and the laboratory project (C0.02) of the Faculty of Industrial Engineering at the UASTW in the (C Tower) at Höchstädtplatz 4, 1200 Vienna.
- b. All users of the workshop are obliged to comply with the workshop regulations.
- c. As far as these workshop regulations do not make any special regulations, the house rules (see section I) resp. the robot laboratory rules (see section V) apply. Otherwise, the workshop management decides in individual cases.

3. Purpose of the workshop and authorized users

- a. The workshop offers students and employees of the UASTW the opportunity to carry out practical work for projects in the context of seminars, exercises and preparation for Bachelor and Master theses. Various devices and machines are available to users for this purpose.
- b. Devices may only be operated after receiving instruction from the workshop management and after reading the operating manual.
- c. The instruction is noted in a workshop notebook

4. Regulations covering operating times

- a. In general, the workshop can only be used during designated course times.
- b. In addition, the workshop can only be used by students and employees of the UASTW by agreement with the workshop management and under their supervision. Start / end of work are confirmed by an attendance list.

5. Behaviour in the workplace

- a. Jackets, coats, bags and backpacks are to be locked in lockers or placed in the cloakroom, which is located in the corridor in front of the workshop.
- b. The users of the workshop are obliged to keep their workplace tidy and secure it in such a way that there is no danger to themselves or other people. Stumbling and slipping hazards (e.g. from objects lying around, spilled oil) must always be removed immediately. Objects must be placed in such a way that emergency stop buttons, fire extinguishers, first-aid kits, emergency exits are kept clear.
- c. For safety reasons, the scope of projects must be adapted to the workshop conditions

so that the applicable work and safety regulations can be observed. In particular, fire extinguishers, passageways, escape and rescue routes must be kept clear, and safety distances as well as workshop height and depth are to be observed.

- d. After completing an activity in the workshop, the workplace used must be left clean and tidy by the users. The products resulting from the work and the materials used for them must be removed from the work area by users.
- e. In this workshop, it is mandatory to wear sturdy, closed, flat shoes and close fitting, long clothing.
- f. The number of students working in the workshop at the same time depends on the number of work spaces available (max. 6 people).
- g. Before using a device / machine, a visual check must be carried out to ensure that it is in good condition. Before starting work, users must ensure that the safety devices function properly. Users should never work with defective machines or tools.
- h. If hazardous substances are handled, the hazard warnings and the safety advice on the containers must be observed.
- i. In addition, all operating instructions for machines must be observed! The operating instructions are posted near the machine.
- j. Other personal protective equipment (PPE) such as hearing and / or eye protection must be worn at the various workplaces depending on the mandatory sign.

6. Restrictions and prohibitions on use

- a. Without the workshop manager, entering the workshop and working in the workshop is not permitted. The instructions of the workshop management must be followed at all times.
- b. Users' personal materials cannot be stored in the workshop due to space and security reasons.
- c. For safety reasons, children are prohibited from entering the workshop area even in the presence of legal guardians.
- d. In order to protect expectant mothers, the Maternity Protection Act must clarify whether certain activities (handling hazardous substances, noise, vibrations) must be restricted or refrained from.
- e. Smoking and alcohol are prohibited in the workshop, as well as access for people under the influence of alcohol and drugs.
- f. Eating, drinking and storing food are prohibited in the entire workshop area.
- g. Bringing animals into the workshop is not permitted.
- h. The removal of protective devices and the manipulation of switches or locks is strictly prohibited.
- i. Tools are only to be used according to their function and are not to be used in an inappropriate manner. (e.g. do not use a screwdriver as a mortising, chiseling or breaking tool)
- j. The wearing of jewelry (such as rings and chains) is not permitted for safety reasons. Long open hair must be protected with a hair band, hat or headscarf to ensure safe work.

7. Finishing work

- a. After use, all devices, tools and working materials must be sorted and returned to their original place in a clean manner. The workplace must be left tidy and clean.

8. Dealing with devices, systems and machines

- a. Working on machines is only permitted after being instructed on proper handling and their function.
- b. Machines may only be used in accordance with their intended functions, taking into account the instructions given. Observe any information on the type plates and other markings on the machines.
- c. If anything is unclear about the manner and scope of the functionality of an implement or machine, the work must be stopped immediately and the workshop management notified.
- d. The operating instructions for the individual machines must be observed.
- e. Defects and damage to electrical devices and systems must be reported to the workshop manager immediately. Repairs may only be carried out by specialist personnel.
- f. The maintenance and care of the tools and machines in the workshop are the responsibility of the workshop management.

9. Work clothing and protective equipment

- a. All users of the workshop are obliged to use the personal protective equipment necessary for the respective activity, in particular hearing protection and safety glasses.
- b. To avoid accidents at work, each user must wear suitable work clothing as well as sturdy, closed and flat footwear.

10. Dealing with defects and malfunctions

- a. In the event of defects and abnormalities in equipment and devices, these must be switched off immediately. The workshop management must be notified immediately. Unauthorized repairs may not be carried out!

11. Behavior in the event of danger

- a. Anyone who works in this workshop must know the location of
 - the next emergency stop button (large red button on yellow housing)
 - the nearest first aid kit (next to the workshop door)
 - the nearest fire extinguisher (next to the workshop door)
- b. All of these facilities must always be kept free. The same applies to the workshop doors and the adjacent corridors, which act as escape routes.

c. Fire

- The necessary information is available to the CIS under the fire protection regulations and on the notice "Behavior in the event of fire" (posted on the workshop door).

d. Accident

- In the event of machine accidents: Shut off the current by pressing the emergency stop button
- Make an emergency call: ambulance service 144, fire brigade 122
- Provide first aid

e. Further information can be found on the notice "Behavior in the case first aid is required" (posted on the workshop door).

f. Accident report

- All accidents must be reported to the workshop management.
- In all accidents, an AUVA accident report must be filled in with the workshop management.

12. Liability

- a. Improper handling of the devices provided is prohibited. The users are liable for material or personal damage that is demonstrably caused by willful misconduct or gross negligence.

13. Duty to notify

- a. Before they start working in the workshop, all users are obliged to inform themselves about correct behavior in the workshop area and in the event of an emergency, especially in the event of fire, from the appropriate notices.

14. Rules violations

- a. In the event of non-compliance with the workshop or house rules, as well as violations of the safety regulations, undisciplined behavior and gross negligence, the workshop management can issue a temporary or, in the case of gross violations or in the event of repetition, an unlimited ban.
- b. The users are liable for tools, materials and other objects brought into the workshop. The university is not liable for this. For the rest, the provisions of the General Civil Code (ABGB) apply in the currently applicable version.

15. Hazard symbols

Tabelle 1: gefährliche Arbeitsstoffe gem. § 40 ASchG

Piktogramm GHS/KennV	Gefahrenklasse - VO 1272/2008	ASchG § 40 Abs 1-7	Kategorie, Bedingung, Typ	H- Satz
 GHS01: explodierende Bombe	2.1 - explosiv	explosions- gefährlich	1.1	201
			1.2	202
			1.3	203
			1.4	204
			instabil	200
	2.8 - selbstzersetzlich		A	240
	2.15 - organische Peroxide		B	241
 GHS02: Flamme	2.2 - entzündbare Gase	brand- gefährlich	A	240
	2.3 - entzündbare Aerosole		B	241
				241
	2.6 - entzündbare Flüssigkeiten		A	240
			B	241
				241
	2.7 - entzündbare Feststoffe		A	240
			B	241
				241
	2.8 - selbstzersetzlich		A	240
			B	241
				241
	2.9 - pyrophore Flüssigkeiten		A	240
	2.10 - pyrophore Feststoffe		B	241
	2.11 - selbsterhitzungsfähig		A	240
			B	241
				241
	2.12 - entzündbare Gase mit Wasser		A	240
			B	241
				241
	2.15 - organische Peroxide		A	240
			B	241
				241
 GHS03: Flamme über Kreis	2.4 - oxidierende Gase	brand- gefährlich	1	270
	2.13 - oxidierende Flüssigkeiten		1	271
			2	272
			3	272
	2.14 - oxidierende Feststoffe		1	271
			2	272
			3	272

Piktogramm GHS/KennV	Gefahrenklasse - VO 1272/2008	ASchG § 40 Abs 1-7	Kategorie, Bedingung, Typ	H- Satz
 GHS04: Gasflasche	2.5 - gelöstes Gas 2.5 - tiefgekühlt verflüssigtes Gas 2.5 - verdichtetes Gas 2.5 - verflüssigtes Gas	Gase unter Druck		280 281 280 280
 GHS05: Ätzwirkung	2.16 - gegenüber Metall korrosiv	auf Metalle korrosiv wirkend	1	290
	3.2 - hautätzend	gesundheits- gefährdend	1A 1B 1C	314 314 314
	3.3 - Augenschädigung		1	318
 GHS06: Totenkopf mit gekreuzten Knochen	3.1 - akut toxisch		1, dermal 1, inhalativ 1, oral 2, dermal 2, inhalativ 2, oral 3, dermal 3, inhalativ 3, oral	310 330 300 310 330 300 311 331 301
 GHS07: Ausrufezeichen	3.1 - akut toxisch 3.2 - Reizung der Haut 3.3 - Augenreizung 3.4 - Sensibilisierung der Haut 3.8 - STOT SE		4, dermal 4, inhalativ 4, oral 2 2 1 3, Atemwegsreizung 3, narkotisierende Wirkung	312 332 302 315 319 317 335 336
 GHS08: Gesundheitsgefahr	3.4 - Sensibilisierung der Atemwege 3.5 - Keimzellmutagenität 3.6 - Karzinogenität 3.7 - Reproduktionstoxizität 3.8 - STOT SE 3.9 - STOT RE		1 1A 1B 2 1A 1B 2 1A 1B 2 1 2 1 2	334 340 340 341 350 350 351 360 360 361 370 371 372 373

	3.10 - Aspirationsgefahr		1	304
Piktogramm ISO 7010	Gefahrenklasse - VO 1272/2008	ASchG § 40 Abs 1 - 7	Kategorie, Bedingung, Typ	H- Satz
-	2.1 - explosiv	explosions- gefährlich	1.5 1.6	205 -
	2.2 - entzündbare Gase 2.8 - selbstzersetzlich 2.15 - organische Peroxide	brand- gefährlich	2 G G	221 - -
	3.7 - Wirkung auf/über Laktation -	gesundheits- gefährdend	fibrogen	362 -
	-	-	-	-
 W009: Biogefährdung	- - - -	biologisch	Gruppe 1 Gruppe 2 Gruppe 3 Gruppe 4	- - - -
-	-	gesundheits- gefährdend	biologisch inerte Stäube	-
 W003: radioactive Stoffe/ionisierende Strahlung	-		radioaktiv	-
 GHS09: Umwelt	4.1 gewässergefährdend	-	1, akut 1, chronisch 2, chronisch	H400 H410 H411

Tabelle 2:ausgewählte Rettungs- und Brandschutzzeichen gem. ISO 7010:2012

					
E003 Erste Hilfe	F001 Feuerlöscher	E007 Sammelstelle	F002 Löschschlauch	E009 Arzt	F003 Feuerleiter

Tabelle 3: ausgewählte Warnzeichen gem. ISO 7010:2012

 W003 Warnung vor radio- aktiven Stoffen oder ionisierender Strahlung	 W004 Warnung vor Laserstrahlung	 W005 Warnung vor nicht ionisierender Strahlung	 W006 Warnung vor magnetischem Feld	 W007 Warnung vor Hindernissen am Boden	 W008 Warnung vor Absturzgefahr
 W009 Warnung vor Biogefährdung	 W010 Warnung vor niedriger Temperatur/Frost	 W011 Warnung vor Rutschgefahr	 W012 Warnung vor elek- trischer Spannung	 W014 Warnung vor Flurförderzeugen	 W015 Warnung vor schwebender Last
 W017 Warnung vor heißer Oberfläche	 W018 Warnung vor automatischem Anlauf	 W019 Warnung vor Quetschgefahr	 W020 Warnung vor Hindernissen im Kopfbereich	 W022 Warnung vor spitzem Gegenstand	 W024 Warnung vor Handverletzungen
 W025 Warnung vor gegenläufigen Rollen	 W026 Warnung vor Gefahren durch das Aufladen von Batterien	 W027 Warnung vor optischer Strahlung			

Tabelle 4: ausgewählte Gebotszeichen gem. ISO 7010:2012

 M004 Augenschutz benutzen	 M003 Gehörschutz benutzen	 M005 Vor Benutzung erden	 M006 Netzstecker ziehen	 M007 Weitgehend licht- undurchlässigen Augenschutz benutzen	 M008 Fußschutz benutzen
 M009 Handschutz benutzen	 M010 Schutzkleidung benutzen	 M011 Hände waschen	 M013 Gesichtsschutz benutzen	 M014 Kopfschutz benutzen	 M016 Maske benutzen
 M017 Atemschutz benutzen	 M021 Vor Wartung oder Reparatur freischalten	 M022 Hautschutzmittel benutzen	 M026 Schuttschürze benutzen	 M018 Auffanggurt benutzen	 M019 Schweißmaske benutzen

Tabelle 5: ausgewählte Verbotsszeichen gem. ISO 7010:2012

 P002 Rauchen verboten	 P003 Keine offene Flamme; Feuer, offene Zündquelle und Rauchen verboten	 P005 Kein Trinkwasser	 P006 Für Flurförderzeuge verboten	 P007 Kein Zutritt für Personen mit Herzschrittmachern oder implantierten Defibrillatoren	 P008 Mitführen von Metallteilen oder Uhren verboten
 P010 Berühren verboten	 P011 Mit Wasser löschen verboten	 P012 Keine schwere Last	 P013 Eingeschaltete Mobiltelefone verboten	 P014 Kein Zutritt für Personen mit Implantaten aus Metall	 P015 Hineinfassen verboten
 P017 Schieben verboten	 P019 Aufsteigen verboten	 P027 Personenbeförde- rung verboten	 P028 Benutzen von Handschuhen verboten	 P029 Fotografieren verboten	 P030 Knoten von Seilen verboten
 P031 Schalten verboten	 P024 Betreten der Fläche verboten	 P023 Abstellen oder Lagern verboten	 P020 Aufzug im Brandfall nicht benutzen		

IV.d. Energybase – Renewable Energy Laboratory

Version 1, Juni 2025

1. Scope

- a. The general regulations of the house rules and the IT guidelines must be observed.
- b. These laboratory regulations are binding for all employees, lecturers, and students. The basic rules of conduct, regulations, rules, information on special hazards, especially when handling dangerous equipment, contained therein must be strictly observed and complied with. Responsibility for compliance with these laboratory regulations lies with the department management.
- c. All new employees, lecturers, students, and guests are instructed by the department management, project managers and/or lecturers regarding safety and are demonstrably obliged to comply with the laboratory regulations and safety guidelines.
- d. The area of application of these laboratory regulations extends to all laboratory rooms E.023A and E0.23B of UAS Technikum Vienna, location ENERGYbase, Giefinggasse 6, 1210 Vienna

2. General safety rules

- a. The instructions of the supervisors (lecturers, project leaders) must be strictly followed.
- b. Only the following groups of authorized persons are permitted to enter the laboratory premises:
 - i. Instructed employees of the UAS Technikum Vienna
 - ii. Students on explicit instruction and in the presence of the respective lecturer when not working in groups
 - iii. Instructed external visitors on explicit instruction and with the approval of the person responsible (head of laboratory, head of department, etc.)
- c. All accidents (regardless of the degree of injury), near-accidents, dangerous situations, defective equipment, etc. must be reported immediately to the person responsible (supervisor or lecturer present in the laboratory) and the Human Resources Department. In the event of danger, the following order applies:
 - i. Eliminate the cause of the accident (e.g. switch off the power).
 - ii. Remove the injured person from the danger zone.
 - iii. Provide first aid (see notices).
 - iv. Notify doctor or rescue service.
- d. Running and bumping in the laboratories, as well as the misuse of work equipment, is prohibited.
- e. No food or drinks may be placed or stored in the work area. The consumption of food or drink is prohibited on the premises.

- f. Suitable clothing and sturdy, closed and flat footwear (e.g. no high heels, no sandals, no flip-flops etc.) must be worn in the laboratory in order to reduce the general risk of injury and the risk of entrapment of rotating or moving parts.
- g. Long hair (more than shoulder length) must be tied back.
- h. Waste must be disposed of as instructed (partly in the bins provided).
- i. Equipment and tools may not be taken into or out of the laboratory without prior request.
- j. Laboratory equipment may only be borrowed after consultation with a laboratory technician.
- k. Before commissioning or using devices, machines, cables, hoses and other work or operating equipment, it must be made sure that they are in proper condition and that no persons are endangered by their commissioning/use.
- l. Never reach into moving machine parts; wait until they have come to a complete standstill.
- m. For safety reasons, students and visitors are not permitted to work alone on the premises or to set up or use equipment alone. When working on projects, students may only be present on the premises without a supervisor in a group of at least two persons and on the explicit instructions of the laboratory management.
- n. Students may not take any actions that increase their own risk of accident or injury or that of other persons.
- o. All actions that could lead to damage to equipment, machines, resources, aids etc. must be refrained from. Any damage that occurs must be reported immediately to the person responsible (laboratory management, lecturer).
- p. Before entering the laboratory premises for the first time, a safety training and hazard briefing by the laboratory management, a person appointed by the laboratory management or the lecturer must be completed and are to be taken note of.
- q. Health-related conditions (e.g. illnesses, pacemakers, etc.) that may lead to an increased risk potential in the context of electrics and electronics must be reported to the head of the study program (students), the employer (employees) or the person responsible (visitors) before entering the premises.
- r. The laboratory is to be left as it was found. This means that the equipment used must be stowed away again and the chairs must be pushed under the tables.

3. Special regulations – Hybrid Energy Lab

3.1. General rules

- a. Installing programs on the laboratory computers is prohibited.
- b. If the installation is necessary for a laboratory exercise, this must be discussed with the responsible lecturer or a laboratory assistant.
- c. Changes to the settings of laboratory computers, especially regarding the system, must be discussed with the responsible lecturer or a laboratory technician.
- d. When working on laboratory computers (including notebooks) and with laboratory equipment, the provisions of the General Data Protection Regulation (GDPR) and the FHTW Data Protection and Data Security Policy apply.
- e. Do not save personal passwords on lab computers.

- f. Data that you still need to carry out laboratory exercises and projects should be stored on external, encrypted data carriers (e.g. USB stick) in your own interest, as data loss on laboratory computers cannot be ruled out.
- g. Before each use, electrical equipment must be inspected for external damage.
- h. Defective or damaged equipment may no longer be used and must be reported immediately to a lecturer or laboratory technician.
- i. If a device, sensor, etc. is damaged in the course of measurements (exercise or project), this must be reported immediately to a lecturer or laboratory technician.
- j. The commissioning of machines may only be carried out by laboratory personnel.
- k. The use of equipment of any kind is only permitted after approval by a lecturer or laboratory technician and with the use of suitable protective equipment.
- l. The use of the laboratory outside the laboratory or project units must be requested and agreed with the person responsible for the laboratory.
- m. After using the laboratory infrastructure, it must be returned to its original state (e.g. load banks must be switched off)

3.2. Electricity safety concept in the Hybrid Energy Lab

The following measures are required for work up to 1000 V alternating current and 1500 V direct current.

1. Work on electrical systems or test benches in the laboratory must always be carried out in a deenergized state and only after consultation with the person responsible for the system or test bench.
2. Before starting lab work, it is necessary to name a person responsible for the system or test bench on the part of FHTW. As a rule, this is an instructed FHTW employee. In exceptional cases, an instructed external visitor may also assume this responsibility on the explicit instruction and with the approval of the responsible person (laboratory management, department management, etc.).
3. In the event of changes to electrical systems or test benches, a test and approval by the person responsible for the system or test bench is required before recommissioning. If voltages greater than 50 V AC or 90 V DC may occur, recommissioning may only be carried out by a qualified electrician.
4. Activities such as measurements and tests on live parts of electrical systems or test benches with rated voltages above 50 V AC or 90 V DC may only be carried out if protective measures (e.g. covers, enclosures) ensure contact safety ("finger-safe") and meet at least protection class IP2X or IPXXB. These protective measures may only be fitted in a deenergized state, unless they are additional protective measures that can be carried out in an already touch-safe state (at least IP2X or IPXXB).
5. The required minimum distance of 0.5 m to live parts (>50 V AC or >90 V DC) must be strictly observed, marked by means of floor markings and warning signs and unauthorized access is prohibited.

V. Laboratory Regulations Department Electronic Engineering (EE)

V.a. Electronics Laboratory Regulations

Version 2, Juni 2019

1. General

- a. The regulations of the General Rules of Conduct and the IT guidelines should be followed.
- b. The scope of the Electronics Laboratory Regulations extends over the laboratories of the department Electronic Engineering. The special regulations as defined in section 2 are to be strictly observed.
- c. The head of department is responsible for observance of the regulations.

2. Special Regulations

- a. Access to the laboratory is only allowed to the staff working there.
- b. Remember to take your valuables with you when leaving the laboratory. We assume no liability for unattended valuables.
- c. Bringing food and lidded beverages into the laboratories is permitted, but the consumption of food is not allowed under any circumstances.
- d. Starting up any electrical equipment without prior training or instruction is prohibited.
- e. Everything that could damage equipment and components is to be avoided. Any damages occurring are to be reported immediately to the laboratory staff or tutor of the practical.
- f. When leaving the laboratory, all equipment, tools and aids used are to be put back in their original place. It is important to ensure that all devices (PCs, power supplies, oscilloscopes, soldering stations, ...) are switched off.
- g. The removal of equipment, cables and other accessories from the respective laboratory without the approval of the department head, is forbidden.
- h. Changing the wiring of computers and laboratory equipment is not allowed. Accessories that are attached (keyboard, mouse, monitor, ...) may only be used on the equipment for which they were designed.
- i. The workstations used are to be left in a clean and orderly condition. Any rubbish must be disposed of in the appropriate waste containers.
- j. Awareness of these laboratory regulations is a precondition for participation in the respective laboratory practical or indeed for any use of the laboratory.
- k. No liability is accepted for damages of any kind that occur through negligence on the part of students participating in the practical.
- l. The instructions of the lecturer, tutor of the practical and laboratory staff must be obeyed.

VI. Library Regulations

- a. The library regulations are available at the library offices and may also be viewed on the UAS intranet and on the Website of the UAS.
- b. Amendments to the library regulations may only be made in writing and the users shall be notified immediately.

1. Services

- a. Procurement, indexing and provision of the literature - including electronic resources - required to meet the teaching and research needs of the UAS Technikum Wien.
- b. Provision of general information on the use of the library, support in literature research, training courses, interlibrary lending and document delivery, information for the users about newest titles, innovations and developments, etc.

2. Opening Hours

- a. The library is currently open during the following hours:
 - Monday 1:00 p.m. to 6:00 p.m.
 - Tuesday 10:00 a.m. to 7:00 p.m.
 - Wednesday 10:00 a.m. to 6:00 p.m.
 - Thursday 10:00 a.m. to 6:00 p.m.
 - Friday 1:00 p.m. to 6:00 p.m.
- b. The library may occasionally be closed during the holidays. Such closures will be announced in the intranet under CIS / News, on the website of the UAS and notices will also be posted.

3. Right of Use

- a. All members (students and full-time employees) as well as part-time lecturers of the UAS Technikum Wien shall be granted unrestricted right of use. The right of use is granted automatically upon enrolment or employment at the UAS Technikum Wien.
- b. External persons, who want to use the library, must be over 18 years old and provide proof of identification with an official photo ID and residence registration form.
- c. The library management reserves the right to restrict the right of use of persons according to paragraph 2 on the basis of proportionality.
- d. The library is to be notified immediately of any changes in relevant personal data or the conditions under which the right of use was granted.
- e. Upon being granted the right of use, the user also agrees to observe the library regulations as stipulated in the current version.
- f. Any violation of the university or library regulations may result in the right of use being temporarily or permanently restricted or revoked by the library management.
- g. Upon leaving the UAS Technikum Wien (graduation, end of employment), members

will only be issued the required documents for leaving once all claims on the part of the library have been settled.

4. Data Storage and Protection

- a. The library employs electronic data processing in order to perform its duties. The library is authorized to store required personal data (such as name, gender, UID, e-mail address, date of birth, user status, UAS ID number) in an automated form for library administration purposes and to access such stored data in the higher education sector. Other than this, there is no further use of stored personal data.
- b. The data is used by a library administration program of the Austrian Library Network, in the course of which the data are transmitted to the Austrian Library Network.
- c. The data will be deleted from the library administration system immediately after completing the studies / employment status, unless there are still materials on loan or fees owing.

5. Liability of the Library

- a. The library is not liable for any loss or damage to property or valuables brought into the library.

6. Conduct

- a. Upon entering the library, the user agrees to observe the library regulations as stipulated in the current version and available at the library offices.
- b. In principle, the university regulations also apply to the library premises.
- c. Lockers are available for those who use the library. You are advised not to leave important documents and valuables, such as driving licence, ATM cards, and cash in the lockers. The UAS Technikum Wien can take no responsibility for the contents of the lockers.
- d. Every day, the lockers must be emptied before the library closes in the evening. If a locker has not been emptied the library management retains the right to open this locker and to remove any objects inside. If the owner can be identified he or she will be contacted by the library management and can collect the objects after returning the key and paying a handling charge of € 10.00.
- e. In the event that a key is lost a member of the library staff must be informed immediately. The user will bear the € 90.00 cost of a replacement cylinder and its being installed.
- f. It is forbidden to engage in any conduct on the premises that disturbs or disrupts the ongoing library operations. This applies in particular to eating, drinking, smoking, talking on the phone, listening to music and engaging in long conversations.
- g. It is forbidden to bring items into the library that represent a danger to people, the facilities or the library collection, or that impede the library operation.
- h. Instructions given by the library staff are to be followed.
- i. When leaving the library premises, all media must be presented at the information desk to be borrowed or checked back in or must be registered at a self-check terminal.

Furthermore, users shall allow library staff to inspect their bags and other containers upon request.

- j. The facilities and the library collection are to be handled with the utmost care. In particular, it is forbidden to make notes, underlines, or to bend or tear pages in printed media. In such cases, the user is obligated to compensate the library for the cost of acquiring a new copy of the media.
- k. The user is responsible for immediately checking the condition of any borrowed library materials and reporting any existing damage to the library staff. Should any such existing damage not be reported, the user shall bear the responsibility of proving that the library materials were already damaged at the time they were borrowed.
- l. Damages and losses shall be reported immediately and appropriate compensation shall be made. The amount to be compensated for the replacement of the media shall be based on the cost of acquiring a new copy of the media.
- m. It is the responsibility of the user to observe any existing copyright regulations when making reproductions of library materials.
- n. Media is to be returned to the library staff after use.
- o. The computer equipment at the computer stations is provided strictly for bibliographic and scientific use. Any misuse will result in the right of use for the library being revoked.
- p. If students or external persons would like to take photos or videos in the library, approval from the library management must be obtained in advance.

7. Acquisition

- a. The staff of the UAS Technikum Wien may make acquisition suggestions within the available budget for the degree program and department.
- b. The students of UAS Technikum Wien can make specific requests at the library.
- c. Before submitting an acquisition suggestion, it is to be ensured that the library collection does not already contain, or only contains an insufficient number of the desired media.
- d. In order to facilitate the processing of the acquisition suggestions, as much bibliographic information as possible should be provided (author/editor, title, publisher, ISBN).

8. Borrowing

- a. All members of the UAS Technikum Wien are automatically entitled to borrow library materials. When borrowing library materials, users must present a student ID card / staff ID card so that their data can be entered into the system.
- b. Library materials may be borrowed free of charge.
- c. The library management reserves the right to decide on an individual basis if other users shall be entitled to borrow library materials (see item 3).
- d. Principally, all works can be borrowed that do not belong to the non-circulating collection.
- e. The media belonging to the non-circulating collection are specifically marked.

- f. The non-circulating collection includes media that
 - is particularly valuable
 - is not suitable for lending due to its characteristics, such as unbound works, loose-leaf collections, etc.
 - is especially significant for daily use (e.g. general reference books, newspapers and magazines that were published within the last month).
- g. The user bears full responsibility for the media they borrow. It is forbidden to borrow media on behalf of third parties or lend borrowed media to third parties.
- h. In the case of repeated violations of the provisions of the library regulations regarding borrowing, the library may refuse to lend materials to individual users.

9. Loan Periods

- a. The regular loan period for students is 1 month, with a maximum of 10 works being able to be borrowed at the same time.
- b. The loan period may be extended by 1 month, provided no one else has requested to borrow the materials. An extension of the loan period will not be permitted if the item has been reserved by someone else. In the case of a reservation, an extension may be revoked.
- c. Full- and part-time employees of the UAS Technikum Wien are entitled to borrow works required for their current teaching and research activities without any quantity restrictions for an unlimited period of time. However, they are required to allow the students access to these works upon request.
- d. The extended loan provisions according to item c can be temporarily suspended in the case that other users have an urgent need to access the media.

10. Reservations

- a. Works that are already on loan can be reserved. The user who has reserved the work will be notified when the item is available. If the user who placed the reservation does not borrow the book within the time limit specified in the notification, the library may loan the book to another user.
- b. Principally, it is not allowed to disclose information about the user who has placed the reservation or has borrowed the work.
- c. The library has the right to limit the number of reservations and temporarily refuse to accept reservations for a specific work.
- d. In urgent cases, the library can arrange a special reservation, which shall have precedence over existing reservations. The users with existing reservations will be notified of the resulting delay.

11. Returns / Reminders

- a. Should the due date of the loan period be during the library holidays, then the next opening day of the library shall be considered the due date.
- b. The library management has the right under compelling reasons (e.g. to conduct a

physical inventory) to demand the return of any or all borrowed works.

- c. Should borrowed library materials fail to be returned by the due date, the user will be sent an automatically generated e-mail notification requesting the immediate return of the overdue items. Failure to return the items within 7 days of the due date will result in the user being blocked from borrowing further library materials. The late fees for overdue items shall be 10 Cent per day and per overdue book, starting on the 8th day after the due date with 80 Cent per book.
- d. The automatically generated e-mail reminders are a service provided by the library to notify the users of overdue items. However, it is hereby explicitly stated that late fees shall be incurred even if a written warning is not issued or is not received (e.g. due to technical problems with the recipient's mail server).
- e. The user will be blocked from borrowing further library materials until all overdue items are returned and all outstanding late fees have been paid.
- f. The UAS Technikum Wien reserves the right to take legal action for the recovery of borrowed media that have not been returned despite repeated reminders. Jurisdiction is Vienna. Austrian law applies.

VII. Version History & Entry into Force

Version	Date Created	Description of Changes	Author
1.0	14.02.2022	Version 1.0	B.Biribauer
2.0	01.09.2022	Version history added	B.Biribauer
2.0	01.09.2022	– Update of Chapter VI “Robotics Laboratory Regulations” – Inclusion of an additional Chapter VII “Automation Technology Laboratory Regulations” in the house regulations	Department Industrial Engineering
3.0	12.04.2023	– Update of persons authorised to give instructions (in chapter “Fire Regulations”) due to the change in the management of the UAS	B.Biribauer
4.0	01.09.2023	– Update of “Utilisation an Occupancy” concerning the wearing of staff/student ID cards – Update of “Orderliness and Cleanliness” concerning bicycles and scooters in the UAS building	B.Biribauer
5.0	15.05.2024	– Update of III Fire regulations/ 3 Precautionary Measures / General Conduct to include the note on events, sub-item “w”	B.Biribauer
6.0	01.09.2025	– Restructuring of the document. – Addition of the laboratory regulations III.c. Laboratory Regulations Medical Engineering & Integrated Healthcare and IV.d. Renewable Energy Laboratory. – Slight adaptation of the chapters: II. Fire Regulations, III.a. Laboratory Regulations for Chemistry and Cell Culture and VI. Library Regulations	J.Lichtenegger

Entry into force

- The general rules of conduct including fire-, workshop-, laboratory and library regulations Verison 06 of 01.09.2025 come into force with immediate effect.
- The general rules of conduct including fire-, workshop-, laboratory and library regulations version 05 of 15.05.2024 are therefore no longer in force.