



Laboratory Safety Rules and Regulations

Laboratory Safety Rules and Regulations specify rules for the work and behaviour of persons in the laboratories of the Department of Mechanics and Materials Faculty of Transportation Sciences.

The laboratory is the place with an increased possibility of injury and from this reason is necessary to unconditionally follow the Laboratory Safety Rules and Regulations as well as the instruction of laboratory personnel and supervisor.

Keeping the rules a regulations is necessary for all persons in the laboratory. This Laboratory Safety Rules and Regulations document must be placed in laboratory at a visible place and must be accessible to all.

Rules and regulations

1. Persons can enter to the laboratory and stay in only with consent of supervisor and only in his presence. Enter to the spaces signed "Vstup zakázán" is prohibited.
2. Eating and drinking is allowed only in designated places. Bringing non-work-related items into the laboratory is prohibited.
3. Using of alcoholic beverages, drugs and other psychotropic substances is strictly prohibited in the laboratory. Person who shows the signs of ingestion of alcohol, drugs and other psychotropic substances will not be allowed to enter the laboratory. Supervisor is authorized to make the decision whether the person is influenced or not.
4. Smoking and manipulation with open fire in the laboratory is prohibited.
5. Each person must be properly dressed in accordance with their laboratory work.
6. Each person must always behave in such a way so that he/she does not endanger or prejudice others and damage laboratory equipment. Every injury must be immediately reported to the supervisor.
7. Persons are obliged to inform the supervisor immediately in case of danger.
8. Person cannot manipulate with laboratory equipment and measurement instruments unrelated to the current laboratory work.
9. Laboratory instruments can be put into operation state only by the supervisor. Other person can put the laboratory instruments into operation only with supervisor's permission.
10. Take a laboratory equipment and instruments away from the laboratory is prohibited.
11. Relocation of laboratory equipment is allowed only with supervisor's permission.
12. Persons must follow the instruction of the supervisor and must observe all safety rules during laboratory work.
13. Every defect of laboratory equipment must be immediately reported to supervisor.
14. Perform measurements with the damaged instrument is forbidden.
15. Damaged instruments cannot be repaired without supervisor's permission.
16. Before plugging non-laboratory equipment (charger, etc.) to the power supply, it is necessary to check the equipment and the power cord by supervisor.
17. Using of non-laboratory electric extension cord is prohibited.



18. Persons are required to work with thermal instruments in such a way that they do not cause fire.
19. If the instrument is intentionally damaged or damaged due to undisciplined or carelessness behaviour, a refund will be required.
20. All instruments and equipment must be returned to the original place, working place must be tidy.
21. Person may leave the laboratory only with supervisor's permission.
22. Every person must adhere the rules listed in Fire Safety Regulation of the Faculty of Transportation Sciences.

Laboratory regulations

1. Students must be conversant with Laboratory Safety Rules and Regulation, the principles of electrical safety (including the principles of first aid to electric shock) and principles of fire safety (including the location of the fire extinguisher in the laboratory and the procedure of its use).
2. Students must know and adhere to the rules and principles mentioned in this paragraph
3. Students must be familiar with the principles of proper handling of mechanical tools and instruments.
4. Students are divided into working groups (in order to create good and safe working conditions) at the beginning of the practice. Each working group has supervisor and students must follow his instructions.
5. Each working group is assigned the workplace by the supervisor. Students are required to stay at the assigned workplace. They cannot arbitrarily change the workplace or manipulate with instruments that do not belong to the assigned task.
6. Students work independently under the supervision, pay attention to safety instructions, follow the instructions for safe handling of laboratory equipment and use personal protective equipment (PPE) if they have been assigned to them.
7. Students may stay in focus on their laboratory work and do not engage in activities that are not related to it.
8. Students are required to use PPE
9. Students are required to use laboratory equipment in accordance with the instruction manual or supervisor's instructions and prevent them from being damaged.
10. Instrument can be controlled only by one student at same time

These rules must be observed in case of work with electricity:

1. Every person in laboratory must have the required qualifications in accordance with Decree No. 50/1978 Coll., § 3.
2. It is forbidden to operate the instruments for persons who do not have the qualification specified by the Labor code or Decree No. 50/1978 Coll., and were not introduced to the principles of personal safety, the potential risks and correct usage of PPE.
3. Electrical appliances are plugged essentially in the off state.
4. All students adhere to a strict prohibition on touching live parts, even in the off state.



5. Every student must know the location of the stop button of the device.
6. Every student must know the first aid principles for electric shock and rescue procedure:
 - a. rescue the person out of the danger,
 - b. Immediately begin basic resuscitation,
 - c. call an ambulance (dial 112),
 - d. report the accident to the supervisor,

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