Instruction about basic regulations for Job Safety for working in laboratories at the Institute for Phytomedicine (360), University of Hohenheim

Legal foundations: UVV (Unfallverhütungsvorschriften), Betriebssicherheitsverordnung, Biostoffverordnung, Betriebsstättenverordnung, Gefahrstoffverordnung

- 1. The general rules (UVV A1) for working in a lab (e.g. chemical or biological lab) have to be followed.
- 2. It is not allowed to eat, drink or smoke in the laboratory. It is not allowed to store food, cosmetics or tobacco in the laboratory.
- 3. It is only allowed to start with the lab-work after **special instructions** concerning equipment, methods and techniques made by the project- or lab manager.
 - 3.a The usage of any technical equipment is only allowed after an adequate instruction made by the project- or lab manager.
- 4. During the work in the laboratory a lab-coat has to be worn. Exceptions of this instruction must be accredited by the lab manager and are dependent on the kind of work.
- 5. During the work with hazardous chemicals, liquids, other compounds or liquid nitrogen, eyeglasses and suitable gloves (e.g. latex gloves) have to be worn. Blue/green nitrile-gloves have to be worn if an allergy to latex is known or during every work with ethidiumbromide. The work with all hazardous chemicals (e.g. organic solvents, phenol, chloroform or toxic/very toxic substances) has to be done under a fume hood.
- 6. After usage, all risky chemicals or compounds have to be collected in special bottles, labelled and disposed as hazardous waste.
 - 6.a Pipet tips, liquid agarose and any kind of waste (e.g. from plants, fungi, etc.) may not be disposed in the outflow (risk of plugging)
- 7. All works have to be carried out with carefulness and scrupulous cleanliness. The whole laboratory has to be kept clean and proper. It is obligatory to participate in cleaning up the laboratory, cleaning all lab ware and removing any kind of waste.
- 8. It is not allowed to pipet by mouth.
- 9. Microbiologically contaminated lab ware has to be desinfected with desinfectants.
- 10. After the work hands have to be washed and if necessary to be desinfected.
- 11. Doors and windows should be kept closed during the work.

12. In case of an accident keep cool and inform the lab-manager and all the other people working in the laboratory immediately. In case of an accident with acids, bases or phenol, safety showers or eye-showers have to be used. The first aid supplies in the first aid boxes can be found in every floor. In case of escaped fire the fire extinguishers (which can also be found in every floor) have to be used.

The use of fire extinguishers, the escape route and the emergency numbers are shown in an on-site inspection.

- 12.a Every employee has to inform himself about the fire extinguisher, safety showers and escape route in the periphery of his room. Attention must be paid to special safety requirements in every lab.
- 13. When working in the greenhouse, special greenhouse rules have to be followed.
- 14. In case of pregnancy or diseases that can be influenced by the work, the project manager has to be informed immediately.

Allways take care of your own health and also of the health of all the other people working in the laboratory!

With my signature I will accept the aforementioned laboratory safety instructions. I understand them and I know how to react in case of an accident.

Furthermore, I commit to participating in specific instructions concerning machines, analytical devices and special projects before start of work.

Date	Name	Signature