

## Operating Instructions - electrical systems, devices and cables in the laboratory

Building: SupraFAB

Area of application:  
Freie Universität Berlin  
Altensteinstr. 23a

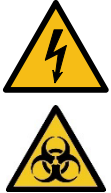


### Operating Instructions – electrical systems, devices and cables in the laboratory According to Occupational Health and Safety Regulation

Work space: SupraFAB

Work station: 026-027.1/114/115

#### Hazards for people and the environment



Danger to life from electric shock!

After an electric shock, health impairments (e.g. cardiac arrhythmia) may occur with a time delay!

Fire hazard due to defective electrical systems, devices and cables!

**Risk of infection from spilling biohazardous substances.**

#### Protective measures and rules of behaviour



Only use the appliance with instruction!

Before use, every user must visually check that electrical systems, devices and cables are in perfect condition!

Report any damage or unusual occurrences on electrical systems, devices or cables to the person responsible for the area immediately!

Switch off the system, device or cable or do not put it into operation!

Ensure that it is not being used by other persons!

If possible, disconnect from the mains and affix a warning sign!

Do not use cables to hang objects!

Do not pull the plug out of the socket by the connecting cable, but hold the socket with one hand and grasp the plug with the other and pull it out!

Do not lay electrical cables across traffic routes! If this cannot be avoided, suitable plastic cable bridges must be used or the cable must be routed securely from above!

Do not overload extension cables and multiple sockets! Do not operate several cables or multiple socket strips in series!

Cables must be laid in such a way that they cannot be crushed or damaged by edges, corners or moving objects/parts!

Never use wet electrical appliances or operate wet electrical systems, not even with wet hands or feet!

Do not use devices as a shelf.

**Do not touch keyboards with gloves.**

Do not smoke, eat or drink at the workplace!



#### Behaviour in case of danger

Inform the person responsible for the area immediately in the event of faults! Switch off the machine!

**In case of fire: Keep calm!**

**Call the fire department on 112! Inform the central control room on 55112!**

Warn employees!

Fight the fire with a CO2 extinguisher! Pay attention to self protection! !



#### First aid

Inform first aiders (see alarm plan). Treat minor injuries immediately and enter them in the first aid book.

In the event of more serious injuries, consult a general practitioner or call an emergency doctor.

Inform the workshop management.

Rescue service: **112**



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### Proper disposal-service

Repairs may only be carried out by authorised, qualified persons. Regular inspections may only be carried out by authorised persons.

The manufacturer's documentation must be observed! The specified inspection intervals must be observed!

**In the event of contamination with biohazardous material clean according to the hygiene plan or follow the operating instructions for the appliance and wear a mask if necessary. Discard contaminated tissues in big bins for biohazardous waste.**

Inform the janitor for device disposal.

**For further questions, please contact the Occupational Safety department  
Tel.: -54495**

Date and Signature of department manager: