

Operating Instructions safety workbench

Building: SupraFAB

Area of application:
Freie Universität Berlin
Altensteinstr. 23a



Operating Instructions – Working with safety workbench According to Occupational Health and Safety Regulation

Work space: SupraFAB

Work station: Room 114.5, 114.6, 114.7, 115, 115.5, 115.6, 027.1

Hazards for people and the environment



Risk of release of biological agents in the event of improper working methods.

Protective measures and rules of behaviour



Usage only after short introduction.

Avoid draughts in the work area; keep windows and doors closed while working in the safety cabinet.

Switch on the appliance about 5 minutes before starting work using the buttons in front of you.

Use personal protective equipment: lab coat, safety goggles and disposable gloves (latex or nitrile).

Avoid aerosol formation under the safety cabinet as far as possible.

Avoid disturbing the laminar air flow as far as possible:

- No rapid or violent movements,
- Only place bulky equipment in the safety cabinet if absolutely necessary and remove it immediately after use.
- Do not use Bunsen burners.
- Do not cover air vents.
- Do not cover air vents.

Do not store any unnecessary items in the safety cabinet. Only bring in essential equipment.

All equipment brought into the safety cabinet must be cleaned and disinfected beforehand.

Equipment that is removed from the safety cabinet must be disinfected beforehand and then cleaned if necessary (observe the sequence).

Use Meliseptol inside of the bench.

The work surface of the safety cabinet must be cleaned and disinfected after completion of the activities. Disinfectants must be used in accordance with the hygiene plan. If disinfectants containing alcohol are prescribed, only wipe disinfection with quantities of less than 20 millilitres may be carried out for reasons of explosion protection.

If the safety cabinet is not being used, it will be switched off. This prevents contamination of the work area in the workbench by the laboratory air.

There are separate instructions for working with virus material before use.

Behaviour in case of danger




Safe operation is only possible when the indicator light is green. Never ignore alarm indicators, the height of the disc is usually incorrect and therefore sterile working is not guaranteed.

The workbench does not provide adequate protection against harmful gases and vapours.

In the event of complete functional failure while working with potentially hazardous biological agents, stop work in a controlled manner.

The project manager or the Biological Safety Officer Dr. Loll/ Dr. Achazi: Tel -59145/ 57936 must be informed immediately.

Operating Instructions safety workbench	Building: SupraFAB	
	Area of application: Freie Universität Berlin Altensteinstr. 23a	

In the event of an optical and acoustic alarm, the cause of the fault must be determined, if necessary with the aid of the operating instructions, and rectified if possible (e.g. by correctly positioning the windscreen). If it is not possible to rectify the fault, the project manager must be informed.

First aid



Remove wet clothing (including underwear) immediately and only use again after disinfecting cleaning.
 Rinse open wound, allow to bleed out if possible and disinfect. In case of splashes in the eye, rinse intensively with an eye wash.
 If material gets into the mouth, spit it out immediately. Then rinse with approx. 20 ml 80 % undenatured ethanol.
 In case of intensive contact, e.g. ingestion, inhalation, incorporation through injury consult a doctor. Inform first aiders (see alarm plan). Treat minor injuries immediately and enter them in the first aid book. Inform the workshop management.
 Rescue service: **112**

Proper disposal-service

Repairs may only be carried out by authorised, qualified persons.
 Regular inspections may only be carried out by authorised persons.
 The safety cabinet must be inspected annually by an expert.

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

Date and signature of division manager: