

Safety rules of the Geoscience and Engineering Laboratory

Introduction

The Geoscience and Engineering laboratory comprises the major part of the experimental facilities of the Department of Applied Geosciences, Faculty of Civil Engineering and Geosciences. The laboratory is located in the northerly wing of the building "Civil Engineering", in the basement and at the first, second and third floor; Stevinweg 1; 2628CN, Delft.

Most of the laboratories are only accessible with an activated campus card. You are only allowed to enter these laboratories with permission, i.e:

- you need to work and/or study in the laboratory
- you are introduced to the staff of the laboratory by your supervisor
- you read and signed the safety rules.

Information about the campus card is available with Ralf Haak room 3.16

Co-ordination:

- Scientific coordinator and Head of technical staff: Prof. dr. P.L.J. Zitha, room T1.180
- Safety coordinator: Joost van Meel, room KG:02.250, e-mail: j.g.vanmeel@tudelft.nl

Safety rules and behaviour in the laboratories:

1. Using the facilities is only permitted after permission and instructions of the laboratory staff and after reading the safety rules and general information.
 - Before entering the laboratory you have to sign a copy of this Safety Card by which you agree to act following these safety rules.
 - All staff-members and (PhD) students should keep in mind that they have a responsibility, not only for their own safety, but also for that of their co-workers. Therefore, any unsafe situation must be avoided.
2. You have to know where to find the emergency exits, the fire-extinguishers, (eye-) showers and other safety equipment.
3. The use of protective clothing and/or personal safety equipment is compulsory in all laboratories especially behind the yellow lines and where elevated pressures are used. Please contact the laboratory staff if you have doubts or need something, such as; safety shoes, safety glasses, lab-coats etc.
4. Working times: 7.30-18.00 hours from Monday until Friday.
 - It's not allowed to work in the evening, night and during the weekend.
 - If you have to be in the laboratory outside the working hours you need authorization of the safety co-ordinator and/or head of the laboratory. *In addition to the authorisation you have to arrange a co-worker.*
5. Eating, and drinking in the laboratories is strictly prohibited.
6. The use of mobile phone must be limited and not allowed in combination with head-/earphone.
7. The use of remote control from a computer outside the laboratory is only allowed for monitoring your test process. Interfere, like changes of pressure and valves settings as well as the control of positioning tables, is not allowed with remote control from outside the laboratory.
8. Before using a test setup, read carefully the available safety report(s).
 - If there is no safety report available please contact the laboratory staff.
 - If you build or modify an experimental setup, you have to write a safety report.
 - The safety report has to be approved before starting the experiments.
9. All solutions and samples must be stored in **labelled buckets, bags or containers with information about the content, owner and date.** All liquid containers must be placed in an extra anti leaking tray big enough to contain the stored liquid.
10. The researcher is responsible for well organizing and cleaning of its setup and the area around the set-up. Compulsory are:
 - Each set-up has its own safety report and safety card with emergency telephone numbers of the responsible persons.

11.
 - Return all used tools and equipment and clean all glassware after use.
 - After finishing the experiment(s) clean and store the equipment as directed by the assigned technician.
12. Experimental parts of a setup may not exceed:
 - the **30 bar*litre product** in the open laboratory and the **50 bar*litre product** in the special boxes.
13. Report defects or damaged equipment immediately to the responsible laboratory staff.
14. For disposal waste use the relevant waste containers.
 - There are containers for chemicals, rock, metal, wood, paper, broken glassware and batteries.
15. All actions which involve manipulation of gases must be carried out by technical staff-members:
 - Students (BSc, MSc, PhD) and Postdocs are not allowed to change or connect gas-cylinders or connect instruments to the gas-system of the lab.
 - Students who perform higher P,T-experiments over a longer period must follow a Swagelock course.
16. If you notice an unsafe situation, or when an emergency occurs:
 - Always contact a technician and inform the safety co-ordinator. He will take care of back-up measures.
 - Each set-up has its own responsible researchers and technicians: see the emergency sheet.
 - Each lab-room has its own responsible technician, see entrance doors.
17. In case an incident occurs, you must report the incident to Joost van Meel (j.g.vanmeel@tudelft.nl). Together with him, a report and (if needed a follow-up), is placed in the incident report system of the laboratory.

Safety Warnings:

A warning system with coloured cards is used. You will get a card if you are not acting according to the safety rules.

- A **YELLOW CARD** with remarks on the card is a warning; you have to act according to the written remarks.
- A **RED CARD** means you have to stop your activities immediately (or the activities have been stopped) and you must contact the safety coordinator.

I'm a: BSc / MSc / PhD / Post doc/ other:.....

My activities in the laboratory are

.....

I will work in the lab from now during.....months, and/or I work in room:

My technician :.....

My supervisor :.....

My project code:.....

Herewith I confirm that the safety rules have been read and in the laboratory I will work according to these rules.

Employee or student number.....Campus card number.....

Date

Name

Signature: