

Working outside office hours

With reference to the letter of the dean of the Faculty of Applied Sciences of 17-02-2009, this procedure describes the rules for working outside office hours in more detail.

During office hours (Monday till Friday between 8:00 and 17:00) adequate first aid can be provided. However, in the event of an accident outside office hours, no help can be guaranteed from inside the building.

The alarm system can be activated 24 hours a day, seven days a week, by dialling the internal alarm number 112 (if using a mobile phone you should dial +31 15 2781226) which will alert TU Delft's emergency call centre.

If you are working alone, you may be unable to activate the alarm system in an emergency situation. For this reason, the management of the department of Chemical Engineering have agreed the following to ensure your safety insofar as possible.

Work outside office hours is classified in three categories, namely

- I. Work outside office hours that may be carried out alone
- II. Experimental work outside office hours
- III. Work which is not allowed outside office hours

The rules for these categories are listed below.

General rules for working outside office hours:

- Anyone who is present in the building outside office hours must have a personal valid campus card for ChemE.
- Anyone who is present in the building outside office hours has passed successfully the digital general safety test. When you are performing experimental work outside office hours you must have passed the digital laboratory safety test and/or the digital laser safety test, as well.
- Experimental work outside office hours should be kept to a minimum.

Category I: Work outside office hours that may be carried out alone.

- Desk work and interpretation of data.
- Changing samples without laborious sample preparation.

Category II: Experimental work that is allowed outside office hours.

Experimental work (cat II) performed outside office hours is only permitted with a written permission of the area supervisor or his deputy, an approved Safety Assessment Sheet or Safety Report and a second knowledgeable person within shouting distance. The area supervisor informs the section leader about the approved permissions for experimental work outside office hours. The permission for performing experimental work (cat II) outside office hours is valid for the length of the experiment.

- Low risk experiments (not category III) that need more than 8 hours to be completed. Low risk activities needed for putting together experimental setups (e.g. screwing, tube fitting).
- Routine reactions in a fume hood carried out by a demonstrable experienced person like workup of reaction mixtures (washing columns, drying, centrifuge, etc.), evaporation of solvents.

Exceptions to these rules are possible with a written permission of the HSE-advisor of the Faculty of Applied Sciences.

Category III: Work that is not allowed outside office hours.

High risk activities which could be life-threatening in the event of an accident are not permitted under any circumstances outside office hours .

- Work on mechanical sites
- Experiments involving highly toxic chemicals and gasses
- Experiments involving highly volatile/flammable and/or explosive substances.
- Experiments involving working with cryogenic liquids
- Aligning lasers and building a new set-up.
- Experiments involving high temperatures
- Experiments involving high pressures
- Work on electric devices.