

Operation Guidelines for the Workshops of the Faculty of Art and Design

1. General guidelines

- The workshops of the Faculty of Art and Design are available to students of this faculty for the purpose of carrying out their project tasks. Students from other faculties may use the workshops only in the context of carrying out project work related to the Faculty of Art and Design.
- Students must consult the workshop supervisor and staff before beginning work on a project. Throughout the working process, the staff is available to assist and advise the student whenever necessary.
- Students must obtain authorization before using the machines, equipment and devices.
- Children and animals are not permitted in the workshop area.
- Failure to comply with these operation guidelines can result in the student being restricted from using the workshops.
- The workshop user can be held liable for intentionally incurred damages.
- The workshop can only be used if at least two persons are present. The specifications of § 8 of the accident prevention regulations "Principles of Prevention" (GUV-V A 1) remain unaffected.
- Students may only work in the workshop outside of opening hours in agreement with the workshop staff. In such cases, students are required to sign a "Terms of Use" agreement. This agreement does not extend to usage of the machines and equipment in the wood, plastics and metal workshops.

2. Responsibilities of the workshop users

General rules

- In order to prevent accidents and damage to one's health, all workshop users are required to observe and comply with the following:
- Instructions issued by the workshop supervisors and the Service Centre for Safety Management, accident prevention regulations, security regulations and trade association guidelines, warnings posted by the public accident insurance providers, and signs prohibiting and mandating action.

Operating guidelines in accordance with § 4 no. 7 of the Occupation Health and Safety Act

- Users are not permitted to work in the workshop if they are physically or mentally impaired as a result of alcohol, drugs or medication.
- Workshop users in the workshop area are obliged to behave in such a way that does not endanger themselves or others.
- Before using machines, tools or devices, workshop users are responsible for ensuring that they are in proper condition, and should a defect be discovered, the user should notify the responsible staff immediately.
- Machines, tools and devices may only be used for the purpose for which they are intended. Protective devices and safeguards may not be removed.
- Tools may only be used outside the workshop area upon prior agreement.

Personal protective clothing

- Users are required to wear personal protective clothing if it is mandatory for the specific task they are doing.

Working with hazardous substances

- When working with hazardous substances, users must comply with the instructions provided, read the labels affixed to containers of hazardous substances, and especially heed the hazard warnings and safety recommendations.
- Hazardous substances may only be stored in containers which cannot be mistaken for those typically used for foods and beverages. In accordance with the Hazardous Substance Ordinance, containers must be labelled with the specific hazardous characteristics of their contents, and in particular, include safety warnings and safety recommendations.

- Furthermore, users must follow the General Safety Measures listed in the section 3 of the Hazardous Substance Ordinance and the instructions for "Disposal of Hazardous Substances" (HENRI Part E).

Cleanliness and order

- All workshop users are responsible for ensuring cleanliness and order in the workshop area. When finished working, users must leave their workplaces tidied and clean. Users must also ensure that fire extinguishers, electrical sockets, aisles and exits are accessible.

3. Responsibilities of the workshop supervisor

The workshop supervisor is responsible for the proper operation of the workshop area, and in particular, for ensuring that accident prevention measures and generally recognized rules of work safety and occupational health are complied with. The accident prevention measures in place in the workshop area must be posted so that all workshop users can read them.

When hazardous substances are used in the workshop area, the workshop supervisor must comply with the Hazardous Substance Ordinance and the corresponding technical regulations. This pertains in particular to the following sections in Hazardous Substance Ordinance (GefStoffV):

- § 6 Safety data sheet
- § 7 Collecting information and assessing safety risks
- § 8 Principles for preventing hazards, low-hazard activities (safety level 1)
- § 9 Basic measures for protecting workers (safety level 2)
- § 12 Supplementary measures against physical-chemical exposure, in particular, against fire and explosion hazards
- § 13 Malfunctions, accidents and emergencies
- § 14 Informing and training workers

The workshop supervisor is responsible for communicating the applicable accident prevention measures to the workshop users and ensuring that the workshop users comply with the rules as described in Part 2 of these operation guidelines.

The supervisor must instruct workshop users in how to handle hazardous materials in accordance with § 14 of the Hazardous Substance Ordinance (GefStoffV) and the technical rules for hazardous substances (TRGS). Instruction must be provided in written form (instruction manual, GUV-I 8541).

1. The wood workshop must be cleaned once a week, preferably on Friday so as not to disrupt the rhythm of instruction.
2. Users must wear P2 breathing masks when conducting work which produces high amounts of dust.
3. In order to minimize the concentration of wood dust in the workshops, supervisors must ensure that no more than two machines in the wood workshop + CNC are in operation simultaneously.
4. The users of the wood working machines must be given basic instruction in their operation on an appropriately regular basis.

V: Workshop supervisor

4. Dealing with accidents, caring for the injured

- Depending on the severity of the injury, supervisors should seek help from the local emergency rescue services, a local casualty doctor, hospital emergency room, or the person responsible for providing first aid in the workshop area. The contact information of these doctors, hospitals and first responders must be posted on the workshop notice board.
- All injuries, regardless of whether they require medical treatment, must be documented in writing.

Informing outside authorities

- Fatalities and especially severe accidents must be reported to the emergency headquarters after working hours (Tel: 58 66 03). The emergency headquarters will implement the corresponding contingency plan and alarm the responsible authorities.
- Until the authorities arrive on the scene, no changes should be made to the site of the accident unless to prevent further harm to the injured or greater material damage. The original condition of the accident site should be documented appropriately.

Accident reports

Workshop supervisors must report all accidents to the Dean's Office and document them accordingly.

- Injured students should report their accidents to:
Studentenwerk Thüringen
INFOtake Jena oder über
Christa Böhnke
Philosophenweg 20, Raum 419
Tel.: +49(0) 3641 / 93 05 90
E-mail christa.boehnke@stw-thueringen.de

The Studentenwerk Thüringen will forward the accident report to the Unfallkasse Thüringen.

- In accordance with § 2 of the Occupational Health and Safety Act, if an employee is injured and the accident results in more than three days of incapacitation, a report of the accident must be made to the Service Centre for Safety Management using the legally prescribed accident report form (also see HENRI Part B).

5. Fire protection

The "Fire protection guidelines" described in HENRI Part E apply to the following cases:

- Course of action in case of fire
- Preventative fire protection measures
- Defensive fire protection

Please note: The specially marked emergency exits in Rooms 107 and 108 in the plastics workshop can only be used after the fire brigade ensures accessibility.

6. Employment restrictions

Legal regulations pertaining to employment restrictions must be observed, in particular:

Law to protect working mothers - Maternity Protection Act (MuSchG) in combination with the Ordinance to Protect Mothers at the Workplace - Maternity Protection Guideline Ordinance (MuSchRiV).

Law to protect working youngsters - Employment of Young Persons Act (JArbSchG)

7. Statement of effect

These regulations for the workshops of the Faculty of Art and Design take effect immediately.

The previous regulations of 11 August 1994 are hereby invalidated.

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