Safety Instruction for Hardware Lab

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Inspect before using

- Equipments are damaged or not.

- Power supply should be connected properly.

- Whether the components are connected correctly and in the right places.

- All faults concerning equipment must be reported.
  ASK in case of questions!

Usage of heat tools (e.g., Electric Soldering Iron)

- Put the soldering tip/insert in the storage rack before powering on.

- The hot soldering tip MUST NOT touch with skin, hair or with heat-sensitive and flammable materials.

- Make sure that your are working on a sufficiently heat-resistant work surface.

- Before heating the heating tool, remove flammable objects, liquids and gases from the working area of your heating tool.

- Never leave your hot tool unattended.

- Place the heating tool in the storage rack provided at each work interruption.

Usage of heat tools (e.g., Electric Soldering Iron)

- Disconnect your electric heating tool from the mains after use.

- Please note that even after switching off the device, the tool insert takes some time to cool to a safe temperature.

- Open the window when soldering, and do not breath to close to the soldering board.

- Lead containing solders are poisonous. Eating, drinking and smoking are strictly prohibited on this ground. After working with lead containing solder, you should wash your hands thoroughly.

- When disposing of by-products of your soldering work, observe the communal waste disposal regulations.

Other rules about safety

- Keep your work area in order. Disarray in the work area increases the risk of accidents.

- Protect the connecting cables. Do not use the connection cable to pull out the mains plug and to carry the device. Make sure that connecting leads do not come into contact with hit, oil or sharp edges. Damaged leads can cause fires, kinks and electric shocks.

- Protect your device from liquids and moisture. Otherwise there is a danger of fire from electric shocks.

General rules

- DO NOT take any stuff from the lab!

- Clean up the working area, and make every equipments return back before leaving.

- Vociferation is FORBIDDEN in the hardware lab.

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Who can help?

- First aiders are:
  - Lars Walczak, Tel. -6323, OH16/119
  - Claudia Graute, Tel. -6112, OH16/E21
  - Malte Burkert, Tel. -5427, OH16/219

- Safety engineer: Claudia Hannappel, Tel. -3306

- Fire safety engineer: Uwe Tepe, Tel. -3307 and Claus Poppe, Tel. -4213

- Company doctor (Betriebsärztin): Dr. Kraft-Malycha, contact via Referat 7

In case of an accident

- Provide first aid, call for help (0-112, 0-110)

- First aid box, e.g. ground floor OH16 in the foyer and the kitchen

- First aid room: Ground floor OH14, next to "Fachschaft"

- All accidents must be reported!

In case of fire or other emergencies

- Remain calm and protect yourselves at first

- Report the danger as necessary

  Police: 0-110 Fire Brigade: 0-112
  Leitwarte/Control center: -3333

- Specify Number of the street entrance, OH16 is **Einfahrt 37**

- Warn endangered personnel

Alarming in case of fire

- Alarm the fire brigade:

  - Telephone TU: 0-112
  - Mobile phone: 112
  - Additionally inform the control center -3333

- Or:

  - Press red button in building
  - Inform the fire brigade and control center

Different buttons

Loud sound
Message to control center
Evacuate building

House alarm
+ fire brigade

Floor plan

Otto-Hahn-Straße 16, Erdgeschoß