

Safety precautions around setups

- Always pay attention to the location of emergency stops and other switches of the experimental setup.
- The test area and its surroundings must be kept tidy.
- Do NOT block emergency exits.
- The setup must be labeled with the name of the principal investigator and his/her contact info.
- Food and drink are not permitted in laboratories and workshops.
- Running is not allowed in laboratories and workshops.

Safety Committee

- The head of department is also chairperson of the Safety committee. For each laboratory field, there is an appointed and elected representative. For more information about representatives, please see list of [members of the Working Environment Committee](#).

Responsibility

Employees, students and guests carrying out practical exercises or work-related experiments are covered by the Danish Work Environment Act; this means that the department is responsible for ensuring that activities in the workshop (exercises and experiments) take place in a safe and healthy environment. Persons who disregards the safety policy can be prohibited access to the laboratories or rusticated from the department in serious cases.

Improvements

It is the responsibility of the Working Environment Committee to continuously update safety regulations, and if you have any suggestions as to the improvement of the level of safety in laboratories or for additions to the present regulations, please submit these to a member of the Working Environment Committee.

Department of Energy Technology Safety Introduction



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AALBORG UNIVERSITY
DENMARK

Safety

Department of Energy Technology prioritise a safe working environment for both employees, guests and students. The department has a safety committee who can assist in any questions about safety. To ensure a high level of safety when working, everyone must be aware of how to eliminate or minimise any safety risk. Before starting any experiments, an assessment of potential risks must be carried out. Safety guidelines can be found online on the homepage for the safety committee (<https://www.et.aau.dk/Safety>). The department offers regularly courses in laboratory safety for both employees, guests and students. These courses are held approximately every half year. The only possible exception from the mandatory safety course is a comprehensive personal instruction for a specific task in a laboratory.

ISO Graphical Symbols

All laboratories at the department use safety signs which follow the international standards.

Warning signs (Yellow triangle with black border). Warns of hazards which could result in personal injury or threat to health



Prohibition sign (Red ring and diagonal bar with black symbol on white background). Specifies behaviour that is prohibited because it would result in an immediate or potential risk of personal injury.



Mandatory sign (Blue circle with white symbol). Specifies an action required to safeguard personal health and/or avoid risk of personal injury.



Fire safety signs (Red square with white symbol, and always including representation of flames in white). Indicates the location of fire equipment.



Safe condition signs (Green square with white symbol). Identifies evacuation routes and assembly points or the location of first aid and emergency equipment or a safety facility or a safety action.



Equipment — Safety and Handling

The department has well equipped laboratories with a wide selection of equipment for different purposes. The equipment belongs to dedicated laboratories and contains a label with home position.

- Instruments and other equipment borrowed for a setup must appear in the [APT \(Work Place Permit\)](#).
- Private equipment and tools may only be used in laboratories if special permission has been given by the [laboratory responsible](#).
- Defective equipment may only be repaired by laboratory staff.
- Instruments, equipment, components and cords which are not being used in an experimental setup must be returned to their proper places. Instruments, equipment, components and cords with suspected defects must be handed over to laboratory staff together with a written description of the defects.
- Instruments and other equipment may only be removed from the laboratory if a special agreement has been made with the laboratory staff; all loans must be registered in the loan log book kept by the [laboratory responsible](#).
- When an experiment has been completed, all equipment must be cleaned and returned to its proper place, unless other agreement has been made.
- Private use of laboratory equipment may only take place if special permission has been given by the laboratory supervisor.