

## **General rules of laboratory practice**

*in accordance with 1993. XCIII. law*

*and the BME working safety rules Chancellor's Order 21/2017 (XII.18)*

- 1) An instructor (teacher) guides the laboratory practices. Entering the laboratory is not allowed without the presence of an instructor (teacher) or other laboratory staff.
- 2) Meeting point before classes is at the courtyard or in the foyer.
- 3) Arriving late to the laboratory practice is not allowed. One arriving late can not enter the laboratory. No breaks between classes are available.
- 4) Operating the laboratory equipments by students is allowed only after detailed instructions are given by an instructor (teacher) or other laboratory staff. Damage due to misuse results penalty.
- 5) Operating laboratory equipments by students is allowed only in the presence of an instructor (teacher) or other laboratory staff.
- 6) Before any operation in the laboratory one should be sure to be informed about all the working and fire safety rules. The instructor (teacher) or other laboratory staff explain the safety rules.
- 7) Touching of moving parts of devices in operation is prohibited. In the event of danger, the device must be stopped by pressing the red emergency button on the unit.
- 8) In case of accidents, the one who is at work holds the responsibility and not the laboratory or university staff. If a student is involved in an accident, the instructor, technician and safety officer must be informed immediately.
- 9) Use of personal protecting devices is obligatory according to the instructions of laboratory staff.
- 10) Work in the laboratory is only possible in appropriate clothing and shoes.
- 11) Upon completion of the measurements and experiments, the student is obliged to clean and remake the order, leaving at least the same conditions as those found before work.
- 12) Due to danger of poisoning or explosion it is highly prohibited:
  - to eat in the laboratory,
  - to drink from laboratory equipment,
  - to smoke,
  - to use fire, or naked flame.
- 13) It is forbidden to bring alcohol or other intoxicating agents into the workplace or to work under the influence of them.
- 14) It is not allowed to pour binders into the drain system.
- 15) If acid or alkali comes into contact with the skin, it should be immediately neutralized with a neutralizing fluid in the classrooms.
- 16) In case of fire, the instructions of laboratory staff should be followed. Fire extinguishers should be used. Usage of water is not allowed.
- 17) Breaking general rules is resulted in immediate ejection from the laboratory and initiation of impeachment.

### **DECLARATION**

With my signature I declare that the general rules were introduced to me, I accept them as obligatory on myself.

NAME (in capitals):

Signature:

Date:

Signature of instructor: