

Guidelines for the use of RITMO-lab

These guidelines are made to ensure a safe, efficient and pleasant working environment. Everyone using the labs shall follow these guidelines. Failure to do so may result in permanent loss of access to the labs:

- Special permissions regarding the use of tools and equipment in the lab may only be given by those that are responsible for the lab: Teachers, supervisors and the engineer.
- Use of costly or potentially dangerous equipment requires special permission.
- Our facilities are "do-it-yourself" based. To use the labs you will need to be competent on using the equipment provided, and everyone is expected to clean up after themselves. Do not use equipment you are not confident in using safely. When in doubt, contact the local contact person.
- All potentially hazardous activities shall be assessed regarding to risks, according to the law and UIO guidelines. Supervisors are responsible for ensuring proper risk assessment.
- Use protective equipment whenever it will reduce the risk of unwanted consequences. Eye protection shall be worn for any activity where there is danger of being splashed or getting objects in the eye. If you cannot find proper protective equipment or do not know what to use, contact the lab responsible.
- Put all tools and equipment in its designated place when leaving for the day. Special permission is required when borrowing equipment for longer periods. Do also tidy up equipment forgotten by others.
- Do not leave stuff in the lab that weren't there when you came. If storage is required, use transparent boxes marked with your name and year of the end of the activity the box is for. Contact lab responsible if you need help finding boxes for this purpose.
- Eating and drinking is prohibited in the labs; use the pause-area for this activity. Do not store food in the labs. Food found in the labs will be thrown without warning.
- Do not allow unauthorized access. Anyone that has business in the lab will receive their own access. Upon signing this document you will receive instruction of how to get access.

Hereby I confirm to have read, understood and accept these guidelines, and to follow them to the best of my ability:

date, name (in block letters)

e-mail address

card number (e.g. 504506.xx.xxxxx)