

## OPERATING INSTRUCTIONS

*This document defines the rules and safety procedures for the access to this laboratory and the usage of equipments here available.*

*Offices and Common Areas Location: FIM – Dept., Physics Building, so as are defined in the operative convention between CNR NANO S3 and UniMoRe DFIM*

### **RESPONSIBILITY**

- R.S.P.P. CNR – Istituto Nanoscienze : Dr. Milena Toselli
- Responsible (Preposto) : Dr. Anna Grazia Stefani

### **ACCESS RULES**

The access to the laboratory is organized in two different levels:

- GUEST
- USER

**GUEST** is not allowed to operate on the equipments and must always be guided by authorized personnel (**USER**). **GUEST** has to respect the general safety and conduct rules of the Lab as presented in this Manual (pag. 2).

**USER** may operate on the equipments. **USER** could be a CNR employee, a collaborator with fixed-term contracts, a CNR associated, or a PhD student who has completed the “General Training Course on Prevention and Safety at Work”. In special cases, **USERS** could be requested to complete the training modules about specific hazards (chemical, biological).

**USER** permission is granted by the Responsible who evaluates the applicant’s background knowledge and organizes a specific training about the safety procedures and the working methods to adopt with the equipment and/or the substances in the Laboratory.

**USERS** and **GUESTS** may ask the **Workers Health and Safety Representative (RLS)**, Dr. Andrea Bertoni, for assistance in case they perceive any hazard-related issue not properly managed by the Responsible.

## S3 Offices and Common Areas

### GENERAL SAFETY AND CONDUCT RULES

*USERS* and *GUESTS* must comply with the following general rules of prevention and security. Please note that non-observance of safety regulations involves, in addition to the penalties of law, taking disciplinary action against the defaulters.

#### **IT IS IMPORTANT**

- To memorize the location of access and exit ways
- To check the safety signs
- To locate the first aid box and the placement of individual (DPI) and collective (DPC) safety devices
- To locate the containers for waste disposal
- To promptly inform the Responsible of any irregular situation in the operation of the instruments
- To collaborate with the Responsible and with other users, in order to maintain the efficiency of the security system

#### **IT IS MANDATORY**

- To carefully read the machine handbook and to strictly follow the given specific rules.
- Before using any chemicals, to acquire information about their characteristics by way of safety data sheets, risk phrases and safety advice, and to follow instructions for their handling, storage and disposal.
- To keep electrical equipments as far away as possible from sources of moisture and/or flammable solvent vapors
- To always use protection devices (DPI and DPC) as indicated by the procedures. Keep them carefully, do not damage or remove them
- To dispose of all processing waste in dedicated containers
- To observe the existing prevention and safety laboratory regulations, and to closely follow the provisions issued by the Responsible
- In case of alarm, to leave the laboratory according to the evacuation procedures envisaged in case of emergency

#### **IT IS FORBIDDEN**

- To work alone in the lab, especially beyond the standard working hours
- to take and preserve food and drink inside the laboratory
- To use electrical equipment not compliant with CE regulation
- To carry out operations for which one has not been authorized and/or trained by the Responsible.

## S3 Offices and Common Areas

### *EVACUATION PROCEDURES IN THE EVENT OF AN EMERGENCY*

In case of emergency and warning, users and/or guests attending the laboratories must respect building evacuation procedure and in particular the following rules:

1. Proceed in an orderly way in order to leave the building by following the shortest route indicated by relevant signs, and gather at the meeting point
2. Do not use elevators
3. Do not perform any operation for which you have not been previously trained.
4. Do not reenter the building until you are told to do so by the Director or Safety coordinator.