Work safety principles in the Digital Systems Design and Architecture Laboratory - EmLab (A415)

1 Work safety

While in and working in the department's student laboratories, students are expected to conduct themselves in such a way that their actions do not cause damage to objects and equipment or to the health of themselves or another person. It is therefore necessary to follow the instructions of the staff responsible for teaching and laboratory operation and to follow the following provisions.

1.1 General provisions

In order to protect health and safety at work, students are required to:

a) obey all warnings, prohibitions, orders and cautions given on the information labels placed on the equipment or given orally by the lecturer,
b) report any injury sustained in the laboratory immediately to the lecturer, in the case of independent work at the reception– tel. 549 49 **1810**,
c) seek clarification of safety provisions from the lecturer or technical supervisor in case of any ambiguity or doubt.

1.1.1 Protection against electric shock and principles of safe work with electrical equipment

It is important to protect yourself from the effects of electric currents as they are harmful to health and a direct electric shock can cause death. The safe current limit is 3.5 mA for AC and 10 mA for DC, safe voltage limit is up to 25 V for AC and 60 V for DC. However, these values are influenced by personal disposition.

The following must be followed when working with electrical equipment:

Students as instructed persons may carry out the following activities:

a) operate simple electrical equipment of all voltages independently, provided they have been familiar with its operation or function. They may touch only those parts which are intended for use by the operator. The serviced parts of the equipment must always be freely accessible. When moving electrical equipment, it must be safely de-energized beforehand.
b) work on parts of electrical equipment whose live parts are protected from intentional contact by covers,
c) in the event of damage to electrical equipment or a malfunction that could endanger the health and safety of workers, the student must take measures to prevent or reduce the risk of injury or fire. The student is obliged to immediately notify the teacher or by e-mail to the bulk address emlab@fi.muni.cz.

Principles of first aid for an electric shock:

a) turn off the power supply,
b) free the victim from the reach of the current,
c) Immediately introduce artificial respiration and cardiac massage if the casualty's condition requires such intervention,
d) call a doctor - tel.: **155**.

2 Duties of the laboratory user

a) use your identification card (ISIC) when entering the laboratory even if the door is not closed,
b) follow the safety guidelines for working with electrical appliances, it is not allowed to rewire or transfer equipment or accessories (even within the laboratory),
c) external drives and other portable devices may be connected to the computers as needed to work on assigned tasks,
d) the user is obliged to immediately report to the lecturer or, in the case of independent work, by e-mail to the bulk address l202@fi.muni.cz any damage discovered or caused to the laboratory equipment or borrowed equipment, as well as any suspicion of such damage,
e) connect the power supply to the circuits only after their complete wiring and observe the polarity of the power supply,
f) ensure that the measuring instruments are set to the maximum range before starting the measurement,
g) when disconnecting the circuit, first disconnect the power supply,
h) no eating, drinking or smoking in the laboratory,
i) any accident or injury must be reported to the lecturer IMMEDIATELY, in case of independent work at the reception (549 49 **1810**),
j) check the work table before starting your own work, report any defects (non-functioning or missing parts) immediately to the lecturer or, in the case of independent work, by e-mail to the bulk address emlab@fi.muni.cz,
k) each person is responsible for his or her own workstation; desks and drawers are to be kept clean and items on desks and in drawers are to be properly arranged,
l) clean up the desk and drawer cabinet at the end of the work and hand over the cleaned desk and drawer cabinet to the lecturer,
m) do not leave your belongings in the drawer, every day the table may be occupied by a different user,
n) when leaving the lab, the last student present is required to turn off monitors (computers may remain on), lights in the room and close the front door,
o) comply with the operating rules of FI computer systems, the operating instructions for FI computer rooms and the rules of use of the MU computer network,
p) the user shall be liable for damage caused by persons to whom he has given access to the laboratory.

2 Loan system

The following provisions shall govern the loan of equipment (hereinafter referred to as "items") in the use of the Laboratory:

a) laboratory users can borrow equipment free of charge by requesting it from the head of the laboratory L202), the condition for accessing the reservation system is an agreement to these operating rules and filling in identification and contact details,
b) the user shall specify in the loan request the date of collection and return of the loaned items,
c) items are loaned based on a loan agreement issued by Mrs. Friessová – room B511, tel.: 549 49 **4556**, email: friessova@fi.muni.cz,
d) by signing the loan agreement, the users confirm that they have checked the condition of the items and that they take them over in a usable condition,
e) in particular, users are obliged to protect the items from damage or loss and to return the items in the same condition and completeness as when they borrowed them,
f) users are obliged to report the loss or damage of borrowed items to L202 on the same day that the loss or damage occurred; in case of loss, the responsible user is obliged to report the loss (typically theft) to the Police of the Czech Republic – tel: **158** and also to the Secretary of FI – room B513, tel.: 549 49 **1802**, email: tajemnik@fi.muni.cz) – and immediately hand over to him/her all documents drawn up by the Police of the Czech Republic etc.,
g) in the event of loss or damage to items, users undertake to compensate for the damage incurred; the dean of the Faculty of Informatics decides on the method of compensation,
h) users are obliged to return borrowed items on time,
i) the loan period may be extended,
j) in case of failure to settle obligations related to previously borrowed items, the user will not be allowed to borrow again.