

Special Terms of Use for the Weaving Laboratory

of the Faculty Engineering of Hof University



Validity

These laboratory regulations apply to the use of the weaving laboratory at campus Münchberg of Hof University.

The purpose of this laboratory regulation is the definition of rules for the use of these laboratories. Any regular student of the faculty of Hof University, who has taken note of this laboratory regulation by means of a signature, may use the laboratories in accordance with the laboratory regulations in the designated rooms and during the hours appointed for the respective purpose.

Safety Precautions

1. The **Guidelines for Laboratories GUV-R120** (formerly GUV 16.17), which must be posted in each laboratory, describe the correct behavior in laboratories in detail and complement these regulations.
2. Work in the laboratories so that nobody is harmed, endangered, or bothered more than is necessary under the circumstances.
3. According to the Accident Prevention Regulations GUV 0.1, general regulations, the laboratory users must receive their instruction before they start work and thereafter at appropriate intervals – at least once a year – and before they use hazardous materials, facilities and appliances for the first time.
4. Working alone in the weaving laboratory is expressly prohibited.
5. Sources of danger, especially puddles of water or oil films on the floor, are to be removed immediately. If there is a suspicion of hazardous substances, the safety inspector Mr. Wurzbacher (phone 8175) must be informed.
6. Safety-impairing faults of the building, the facilities or the equipment must be reported to the responsible laboratory supervisor or to the safety inspector Mr. Wurzbacher (phone 8175).
7. In the event of accidents, the injured person must be given immediate first aid! Promptly inform the teacher or the school management about the accident.

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Carry out life-saving actions immediately!

Telephone number of the ambulance: 0 - 112

8. In case of fire, warn persons at risk and, if possible, fight the fire. Non-helpers must leave the danger area. In case of an emergency, immediately alert the fire department!
Telephone number of the fire department: 0 - 112
9. Emergency exits and escape routes must be kept free from obstruction.
10. Before you start working, familiarize yourself with the emergency stop switches, and the following safety equipment: fire extinguishers, emergency call, first aid kit, escape and rescue routes.

Terms of Use

1. Only people who have accepted the laboratory regulations by signing it may use the laboratories.
2. Switching on and adjusting the weaving machines may only be carried out by the technical staff or by the responsible teachers. This also applies to changes in the provided materials.
The responsible teachers can temporarily allow students to work independently, or to manipulate material and machine settings, after special instruction. The operating instructions of the machine must be strictly adhered to!
3. Maintain a safety distance while the machine is running! Wear close-fitting clothes, no scarves or other accessories that can get caught in moving parts of the machine. Inform the operator immediately of faults or hazards!
Never reach into the area of the reed before the final stop of the machine!
Beware, many weaving machines will still move after the first stop!
4. All testing and measuring equipment is only to be used for its specific purpose and must be handled with care.
5. CAD systems can be used independently after instructions have been given. Software installations or menu changes are strictly prohibited! Programs or their components as well as files of other users may not be changed or deleted! Own files are to be stored as prescribed, and are to be deleted if no longer required. After completion of the CAD work, the basic state of the system must be restored.
 - 5.1 Installing software applications on the PC stations is not permitted.
 - 5.2 Copying licensed programs as well as software products, which are subject to the reproduction protection, is forbidden.

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- 5.3 Each user is responsible for ensuring that no viruses are introduced into the system. It is therefore obligatory to inspect each data carrier for viruses before use. A virus-infected medium must not be used.
 - 5.4 Any use for the purpose of illegal activities or the attempt to gain unauthorized access to systems, software, services or information is prohibited.
 - 5.5 IT hardware modifications may only be carried out in consultation with the teacher.
6. For setups that require additional wiring, only the multi-contact plugs, cables, etc., that have been checked and provided by the technical staff of the university, are to be used. Traffic and escape routes must be taken into account, too.
 7. Consumption of food and drinks is not allowed in the laboratory.
 8. There is a strict smoking ban within the laboratory facilities.
 9. Laboratories must be left in a clean and tidy condition.
 10. The opening hours of the laboratories are determined by the closing times of the main building. Any use of the laboratories must always be coordinated with the responsible laboratory engineer or teacher.
 11. The usage of private tools, devices and equipment is not allowed.

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Important Phone Numbers:

laboratory supervisor (Prof. Dr. Ficker)	3007 (Hof)
	8570 (Münchberg)
safety inspector (Mr. Wurzbacher)	8175
first aider (central telephone number of Hof University)	921
emergency doctor	0 – 112
fire department	0 – 112

Violation of the Laboratory Regulations

The usage authorization for the laboratory can be denied if there is a serious violation of the general laboratory regulations and/or the special laboratory regulations, or if the technical equipment is unsuitable for the intended use, or reserved for special purposes (in particular teaching purposes).

Entry into Force

These laboratory regulations come into effect on October 9, 2017. All previous versions are thus invalid. In addition to these special laboratory regulations, the safety instructions specific to the practical courses apply.

Münchberg, October 9, 2017

laboratory supervisor: Prof. Dr. Ficker

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Statement

I hereby commit myself to abide by the aforementioned terms and conditions of use for the weaving laboratory.

Furthermore, I accept the general laboratory regulations of Hof University of Applied Sciences.

Name, First Name: _____

Course of Study: _____

Matriculation No.: _____

Date: _____

Signature: _____