



Telin Lab Rules

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Using the lab/ equipment :

Everybody who enters the lab needs to sign that they have read the lab/ Environmental, Health and Safety Guidelines and agree to it. If not you cannot have access the lab even under supervision.

How to start a new project at the lab:- when the place where you want to start your project is available, then fill in the paper or ask the lab responsible for a place to set you up as good as possible for the duration of the project.

Every project needs to have a well-documented sheet about the project. This includes a description of the project, persons who are working on the project, a schematic or drawing, risk analysis, etc. An example will be attached to this document or can be found at the info board. Before starting the experiment always run a LAST MINUTE RISK ANALYSIS (LMRA) to avoid accidents. A guideline to run a LMRA will be added to the sheet.

Lab equipment's have fixed locations. When a project ends, everything needs to be stored neatly back at the correct location. For example, sort the network cables nicely and put them back at the right place.

Specific equipment like, for example, a Lab power supply can be used during the time of the project. When the project is paused for some time please return it to its proper place. Certain limited-availability equipment may need to be shared across multiple projects. Clear inter-project communication is essential to prevent misunderstandings. But do under no circumstances take it away without permission.

Always close the doors of the cabinets after taking or returning things.

Tools- like screwdrivers and other similar equipment needs to be stored back at the original place at the end of the day or when leaving the lab for the day.

Turn off and unplug the lab equipment when it is not used or when leaving for the day. Only leave it on when, for example, a test/simulation is running.

When you leave the lab and do not return for a longer time : also unplug everything from the power sockets or use a power strip with switch.

When you are the last person to leave the lab for the day, turn out the lights, close the windows, turn the heating down to 1 and lock the main door.

The person(s) responsible for the lab(s) can at any time intervene in a project if they see, for example, that the safety rules are not followed and a dangerous situation has been created.



When you notice a dangerous situation or you have noticed that things are changed on your project, please contact the lab responsible. You can find this information next to the door when entering the main door of the lab.

While conducting a test/simulation, there may be a sign on the door of the lab prohibiting entry during the duration of the test/simulation. This should be respected at all times.

When charging batteries, a person should be present at all times in case a situation arises. Batteries should be placed in the provided cabinet when not in use. Always check before and after using a battery for defects. This also applies to all the equipment in the lab.

The lab responsible's word is final.

Borrowing for use outside the lab or another place at Telin :

Fill in the form at the door what has been borrowed, who is borrowing and the duration of borrowing. The equipment needs to be cleaned before putting it back. If there is damage, the lab responsible needs to be notified. When, for example, cables are returned, they must be neatly and individually wrapped and returned at the correct place in the lab.

Using work material/ electric power equipment:

When working with hardware : follow the safety rules correctly. If you do not know how to use the equipment please ask the lab responsible for instructions. Use, for example, ear protection when needed.

Thesis students are not allowed to work with electric power equipment's. Please ask the thesis supervisor or lab responsible to carry out the work.

Info board :

You can find info / weveral tips about the lab on the info board. Please check the board for updates or announcements regularly. Contact information is also mentioned on this board. You can also find here the project papers to fill in and to leave behind next to your project, as well as other necessary papers, for example about borrowing equipment.

Drinks and Food :

Food is not allowed in the labs. We have a break- and lunch room at the 1st floor where you can consume food.

Drinks are allowed. Cups and glasses need to be put in one of the dishwashers at Telin when leaving the lab for the day. Cans can be thrown away in the waste bins.

If you spill liquids, please clean it up immediately.