



# ISIDOR – Door safety data sheet manager How to fill the door safety data sheet

### 1. Login on ISIDOR

ISIDOR is the platform that allows the management of the door safety data sheets <u>https://isidor.epfl.ch</u>. Only the COSEC of the group can edit the door safety data sheets.

### 2. Management of the door safety data sheets

- **Create** a door safety data sheet: click on « Créer une nouvelle fiche » and enter the number of the room for which you would like to create a door safety data sheet.
- Modify an existing data sheet: click on « Modifier la fiche » of the room.
- **Delete** an obsolete data sheet: click on « Supprimer la fiche » of the room.

Remarks:

• Be careful, you can only create a door safety data sheet for the rooms for which you have the accreditation.

### 3. Support

- For questions related to the accreditation of a room, send an email at <u>securite@epfl.ch</u>.
- For question related on how to use ISIDOR, send an email to <u>ohs-pr@epfl.ch</u> or open a request on <u>https://go.epfl.ch/support-ohs</u>.

### 4. Contact information for the room

- « Responsable de l'unité » refers to the head of the group in charge of the room.
- « COSEC »: add your full contact information in this field.
- « Contacts en cas d'urgence »: add the information regarding the personnel to be contacted in case of emergency in the room. If possible, add at least 2 contacts.

#### Remarks:

- It is important to fill the information with an internal and external phone number.
- It is preferred to use portable phone numbers.
- For the emergency contacts, do not forget to fill both internal AND external numbers.
- If the internal number is forwarded on your EPFL mobile, you can simply fill with « int. dévié ».
- Be careful, some of the fields are mandatory:
  - o « Responsable de l'unité »;
  - « COSEC »;
  - o « Personne de référence ».

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## 5. Activity (Type d'activité)

- Select the main activity taking place in the room.
- The default entry is « Laboratoire ».

### 6. Main hazards of the room (Dangers)

- Choose max FOUR (4) hazard pictograms according to the criteria of the tables in the following pages.
- The hazards, if present, must be chosen according to the priority order given in the tables.

Remarks:

- A description is MANDATORY for each hazard pictogram, according to the criteria of the tables in the following pages.
- The pictograms of the hazards 01 to 05 will be shown larger since those are the higher risks in the event of an emergency response.

## 7. Hazard class (Classe dangers)

- The hazard class is associated to a hazard 0 (hazards 01-05).
- In the field, select the hazard class of the higher hazard 0 (see page 13 of this document).
- This is a MANDATORY field.
- Select « Non spécifiée » if no hazard 0 is present in the room.

## 8. Mandatory and Prohibition (Obligations / Interdictions)

Choose max SIX (6) mandatory (blue circle with white drawing) and prohibition (red circle with backslash) pictograms according to the tables at pages 10 et 12 of this document.

### 9. Cleaning instructions

Select the appropriate symbol for the cleaning team according to the instructions at page 13 of this document.

### 10. Save the modification

- Click on "Enregistrer les modifications" to save the edited door safety data sheet.
- Be careful, the door safety data sheet is not yet available for other users. You still need to validate the door safety data sheet.
- This option allows you to save the selection in case you have to stop your work and continue

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later.

### 11. Confirmation of the door safety data sheet

- If you click on « Valider et créer PDF »: your selection is saved, published and available to other users.
- Remember that if you are modifying a door safety data sheet already available, you have to validate in any case the modification by clicking on « Valider et créer PDF » to have them published and available.

### 12. Printing and display

- The pdf can be downloaded and printed (in colours) by clicking on « voir le PDF ».
- Display the door safety data sheet on each entry door of the room (ad hoc holder available for order).

### 13. Annual reminder

- Once a year you will receive an email to remind you to check and confirm the door safety data sheets of your unit.
- It is important to not forget the confirmation step (see pt. 11)



| Prio | Hazard sign                 | Criteria for the selection (use)  | Mandatory description  |
|------|-----------------------------|---|--|
| 01   | <b>Explosive Atmosphere</b> | <ul> <li>When the lab is classified according to the<br/>Directive 2014/34/EU (ATEX)</li> <li>Examples of hazardous places: <ul> <li>Storage of flammables liquids with flash point &lt; 55°C.</li> <li>Confined storage of gases.</li> <li>Storage of empty containers which contained flammable liquids.</li> <li>Storage of incompatible substances (ex: flammables with oxidants).</li> <li>Places where particles dust of size &lt; 0.5 mm is formed.</li> </ul> </li> </ul> | List the EX class of the lab:<br>ATEX 0, 1, 2 or<br>ATEX 20, 21, 22  |
| 02   | Ionizing Radiation          | When radioactive sources (sealed or unsealed)<br>and/or X-rays sources are present in the lab.  | <b>Unsealed sources</b> : state the<br>lab hazard class (B or C).<br><b>X-ray devices:</b> list the<br>authorization number, the<br>maximum power and if total<br>protection is installed. |
| 03   | Laser Radiation             | When the laser Safety Class is 3B or 4.   | List the laser Safety Class and<br>the wavelength: UV, IR,<br>visible or multi- wavelength.  |
| 04   | Biological Hazard           | When the biological hazard class is 2 or more.  | List some representative used pathogens  |
| 05   | NANO Hazard                 | When the lab is classified Nano 2 or Nano 3.  | State the NANO hazard class<br>according to the internal<br>directive.<br>List the main types of<br>particles.   |

# Hazards pictograms and their priority

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| Prio | Hazard sign         | Criteria for the selection (use)  | Mandatory description                         |
|------|---------------------|---|---|
| 11   | Explosive compounds | When explosive compounds are present in the lab.  | List explosive compound types and quantities. |
| 20   | Toxic Gas           | When a cylinder of toxic gas is present in the lab.   | List gas names and quantities.                |
| 21   | Corrosive Gas       | When a cylinder of corrosive gas is present in the lab.   | List gas names and quantities.                |
| 22   | Flammable Gas       | When a cylinder is > 3 liters at 200 bars<br><b>or</b><br>> 0.6 Nm <sup>3</sup> of flammable gas is present in the<br>lab. <sup>1</sup> | List gas names and quantities.                |
| 23   | Combustive Gas      | When a cylinder is > 3 liters at 200 bars<br><b>or</b><br>> 0.6 Nm <sup>3</sup> of combustive gas is present in the<br>lab.             | List gas names and quantities.                |
| 24   | GAZ<br>Toxic Gas    | When the distribution (supply) of toxic gas is present in the lab.  | List gas names.                               |

$${}^{1}Nm^{3} = \frac{p \, [bar] \cdot V[L]}{1000}$$

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| Prio | Hazard sign           | Criteria for the selection (use)  | Mandatory description                            |
|------|-----------------------|---|--|
| 25   | GAZ<br>Corrosive Gas  | When the distribution (supply) of corrosive gas is present in the lab.            | List gas names.                                  |
| 26   | Flammable Gas         | When the distribution (supply) of flammable gas is present in the lab.            | List gas names.                                  |
| 27   | GAZ<br>Combustive Gas | When the distribution (supply) of combustive gas is present in the lab.           | List gas names.                                  |
| 28   | Toxic Gas             | When a cylinder of toxic gas inside a cabinet EI90 is present in the lab.         | List gas names.                                  |
| 29   | Corrosive Gas         | When a cylinder of corrosive gas inside a cabinet<br>EI90 is present in the lab.  | List gas names.                                  |
| 30   | Corrosive Compounds   | When the quantity of corrosive compounds (GHS<br>Cat. 1) in the lab is > 1 liter. | List name and quantities of corrosive compounds. |

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| Prio | Hazard sign                   | Criteria for the selection (use)   | Mandatory description   |
|------|-------------------------------|--|---|
| 31   | Electrical Hazard             | <ul> <li><u>Capacitors excluded:</u><br/>from a tension level of 51 V (AC) and 121 V<br/>(DC), if the live parts may be touched.</li> <li><u>Installation with capacitors:</u><br/>from a rated voltage (printed on the label) equal<br/>or higher than 1000 V (AC) or 1500 V (DC), if<br/>terminal and connections may be touched.</li> </ul> | State the tension level.                                      |
| 32   | Flammable Compounds           | When the total volume of small containers of<br>flammable compounds is > 25 liters (in a<br>ventilated cabinet) or > 50 liters (in a EI90<br>ventilated cabinet);<br><b>or</b><br>When the volume of containers outside the<br>cabinets is > 5 liters.   | List name and quantities of flammable compounds.              |
| 33   | Combustive Compounds          | When the quantity of combustive compounds in the lab > 1 kg.   | List name and quantities of combustive compounds.             |
| 34   | Toxic and/or CMR<br>Compounds | When the quantity of toxic and/or CMR<br>compounds in the lab is > 5 gr.<br>Exception: MeOH and NaOH   | List name and quantities of<br>toxic and/or CMR<br>compounds. |
| 35   | Hot Surface                   | When the temperature of the surface (not isolated) is > 80 °C.<br>Exception: heating plates  | State the max temperature of the surface.                     |



| Prio | Hazard sign            | Criteria for the selection (use)   | Mandatory description   |
|------|------------------------|--|---|
| 50   | Magnetic Fields        | When the 0.5 mT (5 Gauss) line is outside the instrument.  | List the magnetic flux density<br>of the instrument in Tesla.<br><b>Prohibition sign:</b> " <i>No access for</i><br><i>people with active implanted</i><br><i>cardiac device</i> ". |
| 51   | Inert Gas              | When a cylinder > 10 liters at 200 bars<br>or<br>> 2 Nm <sup>3</sup> of inert gas is present in the lab. <sup>1</sup><br><sup>1</sup> Nm <sup>3</sup> = $\frac{p (bar) - V (l)}{1000}$ | List gas names and quantities.  |
| 52   | High Pressure          | When a high-pressure system (> 10 bar liter = 1<br>kJ) is present in the lab.<br>Exception: hydraulic presses  | List gas name, volume and pressure.   |
| 53   | Asphyxiation Hazard    | When the quantity of cryogenic liquids is > 40<br>liters for 100 m <sup>3</sup> of volume of ventilated rooms<br>(> 30 liters for not ventilated rooms).                               | List names and quantities of the cryogenic liquids.   |
| 54   | Non-Ionizing Radiation | When the radiofrequency or microwave sources are only partially or not at all shielded.  | State if the source is open or<br>closed.<br><b>Prohibition sign:</b> "No access<br>for people with active<br>implanted cardiac device".  |



| Prio | Hazard sign     | Criteria for the selection (use)               | Mandatory description   |
|------|-----------------|--|---|
| 55   | Low Temperature | When the room is at a temperature T < 5 °C.    | State the room temperature.                                   |
| 56   | Noise           | When the noise level is > 85 dB (A-weighting). | State the noise level (if a<br>measurement has been<br>done). |
| 57   | Radiation UV    | Where UV sources are present in the lab.       | State if the source is open or closed.                        |

## Abbreviations

- ATEX : ATEX directive from the French "ATmosphères EXplosibles" (explosive atmosphere)
- EI90 : Fire and smoke proof at least 90 minutes
- CMR : Carcinogenic, Mutagenic, or toxic for Reproduction
- GHS: Globally Harmonized System of Classification and Labelling of Chemicals



| Mandatory Sign | Description                | Mandatory Sign | Description                               |
|----------------|----------------------------|----------------|---|
|                | Mandatory lab coat.        |                | Mandatory face shield.                    |
|                | Mandatory protective suit. |                | Mandatory face shield and eye protection. |
|                | Mandatory eye protection.  | MUS -          | Mandatory protective<br>gloves.           |
|                | Mandatory ear protection.  |                | Mandatory protective<br>helmet.           |
|                | Mandatory hair cap.        |                | Mandatory over-shoes.                     |

# Mandatory signs

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| Mandatory Sign | Description   | Mandatory Sign | Description                           |
|----------------|---|----------------|---------------------------------------|
|                | Mandatory safety shoes.   |                | Mandatory type FFP protection mask.   |
|                | Mandatory airways<br>protection (with a filter<br>cartridge respiratory mask) |                | Mandatory protection against falling. |
|                | Mandatory opaque eye protection.  |                |                                       |



| Prohibition Sign | Description                          | Prohibition Sign | Description  |
|------------------|--------------------------------------|------------------|--|
|                  | No access to unauthorized personnel. |                  | No access for people with<br>active implanted cardiac<br>device. |
|                  | No open flame.                       |                  | No access for people with metallic implants.                     |
|                  | No flammable compounds.              |                  | No metallic articles or<br>watches.                              |
|                  | Do not extinguish with<br>water.     |                  | No activated mobile phones                                       |

## **Prohibition signs**



## Hazard O Classes (Classes des dangers) O

### Explosive atmosphere ATEX

For a mixture with air of dangerous substances in the form of gas, vapour, or mist

- Zone 0: A place in which an explosive atmosphere is present continuously or for long periods or frequently.
- Zone 1: A place in which an explosive atmosphere is likely to occur in normal operation occasionally.
- Zone 2:A place in which an explosive atmosphere is not likely to occur in normal operation but, if it does occur,<br/>will persist for a short period only.

#### For a cloud of combustible dust in air

- Zone 20: A place in which an explosive atmosphere is present continuously, or for long periods or frequently.
- Zone 21: A place in which an explosive atmosphere is likely to occur in normal operation occasionally.
- **Zone 22**: A place in which an explosive atmosphere is not likely to occur in normal operation but, if it does occur, will persist for a **short period only**.

#### **Ionising radiations**

| Labo B:           | Activity handled daily between 1 and 10000 authorisation limits according to the RPO (ORaP). |
|-------------------|--|
| Labo C:           | Activity handled daily between 1 and 100 authorisation limits according to the RPO (ORaP).   |
| Sources scellées: | If shielded sources only are present in the room.  |
| Rayon X:          | If X-ray instruments only present in the room.   |

### Laser radiation

- Classe 3B: Laser products that are normally hazardous when intrabeam ocular exposure occurs (i.e. within the Nominal Ocular Hazard Distance, NOHD) including accidental short time exposure. Viewing diffuse reflections is normally safe.
- Classe 4:Laser products for which intrabeam viewing and skin exposure is hazardous and for which the viewing<br/>of diffuse reflections may be hazardous. These lasers also represent a fire hazard.

### Biological hazard (Biosafety level)

- **NSB 1**: Hazard level low, unlikely to cause human diseases.
- **NSB 2**: Hazard level medium, may cause human diseases. Unlikely to spread to the community. There is usually effective prophylaxis or treatment available.
- **NSB 3**: Hazard level high, may cause severe human diseases. Risk of spreading to the community, but there is usually effective prophylaxis or treatment available.

#### NANO hazard

- Nano 1: Risk level low, the compound or the exposure have no significant effects to the human health.
- Nano 2: Risk level moderate, the compound or the exposure have moderate or transient effects to the human health.
- Nano 3: Risk level high, the compound or the exposure have significant or permanent effects on the human health.



## Laboratories cleaning

The last section of the door safety data sheet allows you to define how the lab should be cleaned.

### Green Square – standard cleaning



• For a standard cleaning: vacuum/scrubbing of the floor, emptying of trash bins, removal of dust from window sills and cleaning of finger marks from doors and electrical switches (corresponding to PNL09 and PNL10).

### Yellow Triangle – cleaning with precautions



- Cleaning with precautions" should be selected for the following laboratories:
  - o Lab C, Laser 3B, Laser 4, NSB2 (P2), Nano 2
  - Laboratory with magnetic fields
  - o Laboratory handling Selenium or Lead

### Red circle – do not clean



- The instruction "Do not clean" must be selected in the following cases:
  - o Laboratories classified as ATEX, or NSB3 (P3), or Nano 3
  - In case you do not want any cleaning in the room

For each change of the instruction to the cleaners, please inform <u>intendance@epfl.ch</u> If you need a specific cleaning, please contact the janitor of your building

It is important to indicate on the door sheet the symbol that applies so that cleaning crews can comply with the safety instruction.



|   | SPSI   | Faculté SV      |              |      |                     |          |               |  |
|---|--|-----------------|--------------|------|---------------------|----------|---------------|--|
|   | Institut   |                 |              |      |                     | '        |               |  |
| S | 5V - Gestion   |                 |              |      | N°                  | de loca  | al: Al 0112   |  |
|   | Responsables et coordonnées de contacts Tel, interne Tel, mobile |                 |              |      |                     |          |               |  |
| R | esponsable de l'unite  | é* John Smith   |              |      | 3112                | 2        | 079 123 45 67 |  |
| C | OSEC*  | Marcel Dupon    | t            |      | 3011                | 5        | 079 321 54 76 |  |
|   |  | Contrato        |              |      |                     |          |               |  |
| - | Marriel Durant   | Contacts e      | n cas d'urge | ence | 2011                | -        | 070 221 54 76 |  |
| 1 | Marcel Dupont  | Personne        | de reference | e≁   | 3011                | 5        | 0/9 321 54 76 |  |
| 2 | 2 Hans Meier   |                 |              |      | 33322               |          | 079 111 22 33 |  |
| 3 | Elsa Da Silva  |                 |              |      | 34455 079 444 55 66 |          | 079 444 55 66 |  |
| _ |  |                 |              |      |                     |          | ()            |  |
| T | ype d'activité   | Bactériologie   | Classe d     | lang | ers*                | NSB2     | (P2)          |  |
|   |  | Dangers         |              |      | Obligatio           | ons / Ir | nterdictions  |  |
|   | Bord   | della pertussis |              |      |                     |          |               |  |

| Virkon               |  |
|----------------------|--|
| Ethanol (10 l)       |  |
| Azote liquide (30 l) |  |



Dernière mise à jour: 24.10.2019 13:38

URGENCES 115 (021 693 3000)

Figure 1 – Example of a door safety data sheet with a 0 hazard (\* = Mandatory fields)

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| CDCI                                    | Faculté SV      |                      |               |  |  |
|---|-----------------|----------------------|---------------|--|--|
| GFFL                                    | Institut SV-SSV |                      |               |  |  |
| SSV - Gestion                           |                 | N° de local: Al 0112 |               |  |  |
|   |                 |                      |               |  |  |
| Responsables et coordonnées de contacts |                 | Tel. interne         | Tel. mobile   |  |  |
| Responsable de l'unité*                 | John Smith      | 31122                | 079 123 45 67 |  |  |
| COSEC*                                  | Marcel Dupont   | 30115                | 079 321 54 76 |  |  |
|   |                 |                      |               |  |  |

|   | Contacts en cas d'urgence |                        |       |               |  |  |
|---|---------------------------|------------------------|-------|---------------|--|--|
| 1 | Marcel Dupont             | Personne de référence* | 30115 | 079 321 54 76 |  |  |
| 2 | 2 Hans Meier              |                        | 33322 | 079 111 22 33 |  |  |
| 3 | 3 Elsa Da Silva           |                        | 34455 | 079 444 55 66 |  |  |
|   |                           |                        |       |               |  |  |

| Type d'activité | Bactériologie | Classe dangers* | NSB1 (P1) |  |
|-----------------|---------------|-----------------|-----------|--|
|-----------------|---------------|-----------------|-----------|--|

| Dangers                   | Obligations / Interdictions |  |
|---------------------------|-----------------------------|--|
| Virkon                    |                             |  |
| Ethanol (10 I)            |                             |  |
| Surfaces chaudes (300 °C) |                             |  |
| Azote liquide (30 l)      |                             |  |



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## URGENCES 115 (021 693 3000)

## Figure 2 – Example of a door safety data sheet without a 0 hazard (\* = Mandatory fields)

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