
General Safety guidelines for experimental and field activities at ENAC

July 2016

Introduction

In Switzerland, two different set of laws apply in terms of occupational health and safety at work: LAA (Accident Insurance Act) and LTr (Employment Act) as well as the relevant ordinances (OLT)¹.

The guidelines below aim at increasing people's safety (students and employees) while performing experimental or field activities. Such guidelines appeal to a realistic approach of risks and employees' individual responsibility.

Prevention

When planning for any experimental and/or field activities, mounting and dismounting of structures, etc., ENAC strongly supports employees' health, thus accident prevention. Efficient prevention planning is only made possible with all employees' commitment.

“At my workplace, I am individually responsible for my own safety and that of my colleagues. I must support both my lab's director and my safety delegate (COSEC) implementing and improving any/every appropriate safety measure at my workplace; promoting and applying any safety regulations, guidelines and/or laws. I collaborate and am proactive in preventing any accidents or injuries to myself or others by considering, inquiring and understanding possible hazards and their impacts or consequences.

Before starting any experiment or whenever required, I contact my COSEC or the DSPS for information and updates as well as to identify which dangers or hazards could be associated to my workplace and work environment (machines, tools, chemicals, etc.). I must strictly follow protocols and specific regulations, adjust my behaviour and work habits to the environment and its particular conditions, plan my activities in a timely manner to avoid any unexpected issue.

When I work with chemical or biological products, I strictly follow the guidelines or instruction manuals, maintenance, storage and disposal.

I follow any specific regulation regarding the safety recommendations of the product, considering its technical and safety instructions and data /MSDS / FDS).”

¹ https://www.seco.admin.ch/seco/en/home/seco/Staatssekretariat_fuer_Wirtschaft_SECO/direktion-fuer-arbeit/Arbeitsbedingungen.html

Individual protection

- Whenever relevant, strictly use individual protection equipment (EPI) and respect its conditions of use for efficiency. In case of doubts on the most adequate protection, contact DSPS whose personnel is available for any advice. In specific cases they can provide ad hoc equipment.
- **Security shoes** with reinforced tips are mandatory for any activity in testing, experimental, workshop and construction sites, in particular.
- **Protective or safety** (medical or not) **glasses** are mandatory for any activity implying chemical or biological products use, and/or any activity with machines, tools, etc. that could spatter and be a danger for the eyes.
- When operating a machine or tool, **remove any surrounding or personal object** that could obstruct, get caught such as watches, jewellery (in particular rings, bracelets or necklaces), headphone cables, scarves, etc. Long sleeves must be rolled up, long hair tied up.
- **Hearing protection** (earplugs, noise-reduction headphones, ear defenders or earmuffs) is mandatory for any job that could cause uncomfortable or harmful noise pollution and/or too strong sound levels, whether these are persistent or discontinued sounds.
- A **filtering face-piece respirator** is mandatory for any job that may cause respiratory hazards (dusts, hazardous particles, noxious vapours, etc.).
- Ad hoc **gloves** must be worn for any job that may cause injuries or lesions on the hands such as sharp objects handling, toxic products or chemicals that may harm the skin, hot and/or cold substances, etc.).
- A **protective hard hat** is mandatory to prevent any lesion to the head or to risk any injury from unstable structures and surfaces, falling objects, etc. Such a protective hard hat is mandatory on construction sites (infrastructures, buildings, etc.).

Use of lifting equipment

The use of overhead- or bridge-cranes, electrical load lifting devices or machinery is strictly reserved to those with certified people who obtained a permit following the ad hoc training EPFL programme.

Use of test beds and related equipment, tools and machinery

It is strictly forbidden to use any such equipment without adequate training and ad hoc authorization.

Working alone

Guidelines forbid to work alone especially when using tests beds, manufacturing tools or equipment or on site.

Checking on ongoing tests, emergency shutdown or quick stop of any machine or tests beds is the only exception accepted. Generally speaking, one must avoid visiting the test area when alone. In case this cannot be avoided, the concerned visitor or controller will, in a timely manner and before the visit or control, inform his superior and/or any colleague on when and where he will be proceeding to such control.

In the event any issue arise, these people will be able to call for help. For such activities on the EPFL campus, one can inform PCC (phone 34000) for follow-up and action in case of problems.

Field and/or off campus work

The ENAC security guideline must be applied and the “Field Safety Protocol” must be dully filled; the online form: <https://inform.epfl.ch/login.php?page=ldaplogin>.

ENAC security information is available at <http://enac.epfl.ch/safety>

Occupational health - Maternity protection

It is important to announce a pregnancy as early as possible to the EPFL Occupational Health specialists, who will evaluate the workplace and surroundings to ensure suitable conditions.

An pregnancy announcement form must be filled as well:

<http://securite.epfl.ch/op/edit/pregnancy> or <http://securite.epfl.ch/forms>

Important information to read carefully

EPFL security regulations: <http://polylex.epfl.ch/security>

EPFL DSPS, security: <http://securite.epfl.ch/safety>

ENAC safety regulations: <http://enac.epfl.ch/safety>

The undersigned hereby confirms both reading and understanding the above and by her/his signature commits oneself to strictly abide by the guidelines, rules and/or regulations in the matter.

Name:	First name:
Unit/lab:	Cell-phone:
Place:	Date:
Signature:	