

IPHYS – Safety Handbook

1. Objet

This text describes the organisation of IPHYS regarding the prevention of work place accidents. It establishes the obligations, duties and responsibilities of IPHYS members during their experimental work.

2. Definitions

In the following document, the term “working area” refers to any place where experimental or practical work (laboratory, clean room, workshop...) is conducted, including annexes (e.g. storage rooms, hallways...). Offices are not affected by this document. The term equipment refers to any setup or instrument used for experimental or practical work.

The term “unit” refers to a laboratory or service with a cost center under the supervision of a full professor, an associate professor or a tenure-track professor (unit managers).

3. Safety technical rules

The EPFL school of basic science Safety Manual¹ states general safety rules which must be applied for all experimental work in IPHYS working areas. Each laboratory or service may issue an additional framework or set of rules specific to its activities.

4. Responsibilities

4.1 Working area manager, equipment manager

For each working area under their responsibility, the professors of IPHYS appoint a collaborator to enforce safety instructions. The working area manager verifies to the best of his/her competence that installations and the use of equipment comply with safety rules. He/she ensures that users are trained and able to use equipment for which he/she is responsible and that they are aware of possible associated danger.

Failing this, he/she ensures or delegates the training of users. He/she defines and maintains safety rules for the use of equipment, including where appropriate, specific safety instructions; they must be available in the working area. He/she draws up and keeps up to date the list of persons authorised to enter the working area and use the equipment. He/she specifies possible restrictions to external employees and defines conditions for working outside normal hours. He/she informs the safety correspondent of his/her group of changes and developments likely to modify safety conditions. If necessary, the working area manager may appoint a person in charge for each piece of equipment in his/her working area.

¹ <http://sb-sst.epfl.ch/files/content/sites/sbsst/files/shared/LivretHTML/index.html>

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4.2 Users

Users address persons in charge of the working area and/or the equipment to be used to provide them with the safety rules concerning conditions of access to the premises, use of equipment and use of chemicals. They notify the person in charge of any change or development likely to modify safety conditions.

4.3 Safety correspondent

For each research unit, the safety correspondent (COSEC) ensures coordination with the EPFL Safety, Prevention and Health Domain. His mission, defined by the Directive concerning occupational health and safety² and specified by the DSPS-SCC³ includes the welcome, training and information given to new group members.

4.4 Institute Safety Committee

The Safety Committee:

- defines and maintains IPHYS specific safety rules: safety organisation, arrival and departure procedures, outside working hours, etc...
- helps users in their requests for information or interventions.
- observes working conditions and acts to improve safety conditions.

4.5 General attitude

Users, working area and equipment managers, security correspondents and the safety committee help to correct any form of irregularity. They work in a spirit of co-responsibility.

5. Special risks and the rule of working in pairs

In general, experimental work should not be carried out in isolation: in all circumstances, a second person must be able to call for help in the event of an accident. The emergency unit (tel. 115) can exceptionally and with prior agreement fulfil this role. The head of unit, responsible for the safety of his/her laboratory, defines with the working area and equipment managers the need to enforce the rule of working in pairs for their activities.

² http://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/1.5.1_dir_sante_securite_travail_eng.pdf

³ <http://scc.epfl.ch/page-22918-en.html>

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6. Execution

6.1 The safety principles set out above apply to any person required to carry out experimental work in the IPHYS premises, including students performing a degree work or a semester project, trainees, building assistants, scientific and technical consultants, academic hosts and guest professors. These persons must certify that they have read the rules described in this document by signing the corresponding certificate.

6.2 Under the authority of unit managers, employees who leave the institute, sign the departure sheet. They certify that they are not leaving items liable to present risks to the safety and hygiene of other employees.

6.3 In case of non-compliance with the safety regulations, sanctions such as the denial of access to the working area or the use of equipment may be taken against the user.

6.4 The IPHYS Council is the competent authority to resolve disputes that might arise during the application of the regulation.

The present text was approved by the IPHYS Council at the meeting of:

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The IPHYS Safety Committee:

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