

Educational and Research Centre in Transport

Safety rules and code of conduct

Excerpt for visitors

Laboratories

- If visiting or working in a laboratory in a group, keep together and always follow the instructions of the responsible member of staff.
- Stay aware of your surroundings, including moving equipment, suspended loads, and ongoing experiments. Be aware that the lab equipment may include non-standard equipment, prototypes or devices under development.
- Use the lab equipment and tools only if instructed to do so. Do not perform unnecessary manipulations such as running machines or moving objects if not needed.
- Do not wear loose clothing, tie back long hair and secure jewelry etc. to prevent catching in moving machinery.
- Keep hands, hair, tools, and clothing away from moving parts.
- Stand outside the potential failure trajectory when testing samples that may fracture or eject fragments.
- Be aware that objects, especially machinery parts, can be dirty or greasy.
- Report any unsafe conditions, malfunctioning equipment, accidents, or injuries immediately.

Electrical safety

- Use electrical equipment only if it is in good condition – no damaged insulation, loose connectors, exposed wires, or cracked housings.
- Keep all electrical devices away from sinks, water containers, and humid rooms. Do not operate electrical equipment in a wet environment.
- If you notice burning smell, smoke, crackling sounds or unusual heat, disconnect power immediately, alert facility staff and report the issue.

Fire safety

- Do not work with open fire inside the building. Smoking or vaping is not allowed on the premises.
- Keep flammable materials away from ignition sources or heated surfaces.
- Never disable, cover or tamper with smoke detectors and fire alarms.
- In case of a fire, follow the procedure of the Fire Alarm Regulations posted in corridors and rooms of the building.

Computer rooms

- Keep the workspace clean. Do not eat or drink in the computer labs.
- Handle computers, peripherals, and other equipment with care.
- Do not change system configuration or connections of computer equipment without permission.
- Do not download, install or use unsafe or unlicensed software.
- Do not access, display, create or distribute inappropriate, offensive, or illegal content.