

GUIDELINES REGARDING THE WORKSHOP

Institute of Art and Design - Three-Dimensional Design and Model Building E264/2

1. Students are obliged to read and strictly obey the rules for laboratories and workshops of TU Vienna. The actual version of the regulations can be found here:
<https://www.tuwien.at/index.php?eID=dms&s=4&path=Statute/Laboratory%20and%20Workshop%20Regulation.pdf>
2. Students and staff are not allowed to use machines, tools or other technical devices in the workshops or other areas of TU Vienna without former instructions.
3. Staff has access to the different workshops and laboratories, whereas students are not allowed to use these areas without former instructions.
4. Instructions regarding the use of machines, tools or other technical devices of the department, especially the workshop areas, have to be carried out by qualified staff, who is authorized by the department itself or a greater position of the university. The briefing is not valid until the agreement is signed by both, the instructor and the student and handed over to the secretary. The annexed form is generally used as documentation of the briefing.
5. If a manual for the machine, tool or other technical device is available, it has to be studied in addition to the briefing.
6. Students have to catch up on safety regulations in the workshops or laboratories and other areas of the department beforehand. These regulations have to be obeyed strictly. Students have to use personal protective equipment (e.g. protection goggles, ear protection, see §5 of the workshop regulations) if required.
7. Students and staff are allowed to use the workshops and laboratories only in company of at least one other person.
8. Students are allowed to use the workshops only for university purposes. The access to unauthorized people has to be denied.
9. These regulations are a supplement to the laboratory- and workshop-rules of the TU Vienna. In case of objection of one or more regulations to the laboratory- and workshop-rules of the TU Vienna, the laboratory- and workshop-rules have to be obeyed.

ADDITIONAL INFORMATION

Homepage workshop:

<http://kunst2.tuwien.ac.at/index.php?idcat=4>

In case of serious emergency call the emergency services and afterwards the TU internal emergency number.

	Mobile phone	TU Telephone
Ambulance	144	144
Fire brigade	122	122
TU internal emergency	0664 605 88 4444	90 4444

Vienna, Feb. 06.2024

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Instructed:

last name: _____ first name: _____

Special risks discussed:

- ☐ case of emergency
- ☐ case of fire

Operation of machines and other devices:

Machine room 1

- ☐ disc grinder
- ☐ drill press
- ☐ small red circular saw
- ☐ mini Kalea circular saw
- ☐ metal band saw
- ☐ compressed air
- ☐ scroll saw

Mill room

- ☐ BZT CNC – mill
- ☐ Heiz CNC – mill
- ☐ edge grinding machine
- ☐ other:

Machine room 2

- ☐ band saw
- ☐ chop saw

Gallery

- ☐ thermoforming machine
- ☐ guillotine
- ☐ lasercutter
- ☐ styrocutter
- ☐ soldering iron
- ☐ oscillating roller grinder
- ☐ scroll saw
- ☐ sheet metal working machine
- ☐ book press

By signing this document I confirm the participation to the instruction and the understanding of the content. I confirm that I have read and understood the Laboratory and Workshop Regulation of TU Vienna.

I hereby expressly give my consent to photos of my work for use in publications, on the website and social media channels of the department without any requirement or time limit.

Instructed:

Instructor:

Date: _____

Name (Emp): _____

Signature (Stud): _____

Signature (Emp): _____

Table No.: _____

☐ 30 € deposit paid

☐ 30 € deposit refunded

Handover Date: _____

Return Date: _____

Signature (Emp): _____

Signature (Stud): _____

Table No.: _____

☐ 30 € deposit paid

☐ 30 € deposit refunded

Handover Date: _____

Return Date: _____

Signature (Emp): _____

Signature (Stud): _____