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|  | **OPERATING INSTRUCTIONS**Workplace:Chair:Responsible person:Creator: | **Status:**05.2019 |
| **SCOPE** |
| **Sample operating instructions for handling hazardous substances** **For trained employees only** |
| **HAZARDS TO HUMANS AND THE ENVIRONMENT** |
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| **PROTECTIVE MEASURES AND RULES OF CONDUCT** |
|  | * No smoking, eating, or drinking.
* The name of the substance, hazard symbols, and warning notices must be displayed on the containers.
* Suitable protective clothing (e.g., lab coat, safety goggles, etc.) must be worn.
* When handling gaseous, dusty, or highly volatile substances,

Technical protective equipment (laboratory fume hood, extraction system, etc.) must be used. |  |
| **BEHAVIOR IN THE EVENT OF MALFUNCTIONS** |
|  | * **Release:**
* Remain calm, warn endangered persons, and instruct them to leave the premises.
* Inform supervisor(s).
* **Extinguishing/absorbent materials:**
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| **ACCIDENTS / FIRST AID** |
| **0-112 Emergency****3333 Control room** | * **Ingestion:** Give small sips of water to drink. Avoid vomiting!
* **Eye contact:** Use eye wash. Rinse for several minutes with eyelids open.
* **Skin contact:** Use emergency shower, rinse thoroughly with water for several minutes.
* Consult a doctor. Have the safety data sheet ready.
* First aider:
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| **TESTS / MAINTENANCE / DISPOSAL** |
| ENTS_001 | * **Disposal:** Hazardous substances must be reported to the central disposal office of TU Dortmund University in appropriate containers and with a declaration.
* Information on proper disposal can be obtained from Referat 7 (tel.: -3309 or -7521).
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Pictograms for operating instructions, source: BGHM

Mandatory signs, prohibition signs, warning signs,

hazardous substance designation

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| https://www.bghm.de/fileadmin/_processed_/2/2/csm_M001_Allgemeines_Gebotszeichen_6e0725e51f.jpg | https://www.bghm.de/fileadmin/_processed_/9/1/csm_M003_Gehoerschutz_benutzen_0f523453f1.jpg | https://www.bghm.de/fileadmin/_processed_/5/5/csm_M004_Augenschutz_benutzen_148515ab47.jpg | https://www.bghm.de/fileadmin/_processed_/4/f/csm_M008_Fussschutz_benutzen_db202bac82.jpg | https://www.bghm.de/fileadmin/_processed_/1/6/csm_M009_Handschutz_benutzen_d63701bb49.jpg | https://www.bghm.de/fileadmin/_processed_/3/3/csm_M010_Schutzkleidung_benutzen_398f76f3c9.jpg |
| https://www.bghm.de/fileadmin/_processed_/7/9/csm_M013_Gesichtsschutz_benutzen_72e4edc406.jpg | https://www.bghm.de/fileadmin/_processed_/2/7/csm_M012_Handlauf_benutzen_49b7ff2cea.jpg | https://www.bghm.de/fileadmin/_processed_/b/8/csm_M014_Kopfschutz_benutzen_b98c21fefe.jpg | https://www.bghm.de/fileadmin/_processed_/0/4/csm_M015_Warnweste_benutzen_4a0f925782.jpg | https://www.bghm.de/fileadmin/_processed_/7/5/csm_M017_Atemschutz_benutzen_1990c03b0d.jpg | https://www.bghm.de/fileadmin/_processed_/7/1/csm_M018_Auffanggurt_benutzen_9704f7d6b9.jpg |
| https://www.bghm.de/fileadmin/_processed_/b/c/csm_M011_Haende_waschen_78141d6ef3.jpg | https://www.bghm.de/fileadmin/_processed_/8/a/csm_M020_Rueckhaltesystem_benutzen_09b1f6f492.jpg | https://www.bghm.de/fileadmin/_processed_/7/9/csm_M021_Vor_Wartung_oder_Reparatur_freischalten_d2a198559d.jpg | https://www.bghm.de/fileadmin/_processed_/9/f/csm_M022_Hautschutzmittel_benutzen_d3be6314a7.jpg | https://www.bghm.de/fileadmin/_processed_/4/b/csm_M023_UEbergang_benutzen_63e36d08e2.jpg | https://www.bghm.de/fileadmin/_processed_/5/6/csm_M024_Fussgaengerweg_benutzen_f90ea1281a.jpg |
| https://www.bghm.de/fileadmin/_processed_/1/d/csm_M026_Schutzschuerze_benutzen_a893101099.jpg |  |  |  |  |  |
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