General regulations:

- All staff members of the Institute of Robotic Research (IRF) receive a group key that provides general access to offices and shared areas of the IRF building.
- Access hours to the building are from 7:00-18:00h (winter term) / 7:00-19:00h (summer term) from Monday to Friday. All visitors and students must leave the building by 20:00h at the latest. Staff members who intend to work past 20:00h must seek approval from their respective chair.
- Students have general access to the computer and seminar rooms as well as the corridors and the toilets of the ground floor. For all other rooms, in particular the lab area, access requires the permission of a staff member.
- It is generally prohibited to conduct experiments or operate machinery in the labs without the presence of an additional qualified staff member.
- Access to the lab area is prohibited for unauthorized persons.

General protection of labor and health (OSH)

- The public accident prevention regulations apply in general http://www.unfallkasse-nrw.de/service/medien/regeln-und-schriften/unfallverhuetungsvorschriften.html
- Corridors and traffic lanes must be kept clear at all times.
- Exercise caution and mutual consideration.
- Avoid unnecessary disturbances to others by noise, dust or heat, etc.
- Utilize personal protective equipment (work shoes, gloves, goggles, etc.).
- Staff members are subject to a risk assessment of their working environment and tasks.
- Undergo a safety instruction from the responsible instructor or its deputy listed in the operation instructions before using technical equipment, machinery or conducting a hardware experiment.
- Rotating or moving parts (industrial robots, lightweight robot, swing, rotating pendulum, propellers, motors, etc.) induce an inherent risk of injury. These experiments require extra caution and safety as the startup of the experiment requires a temporary access or presence in the workspace. Therefore it is not always possible to completely shield this equipment comprehensively from people.
Usage of computers and local area network

- Only staff and students of the chairs DS and RST are allowed to utilize computers at IRF, except the computer and seminar rooms accessible to the public. Staff members and authorized students are granted an access authorization (username and password) by Mr Limhoff (RST) and Mr. Resch or Mr. Schubert (DS). Only log in to computers for which you are authorized.
- Do not modify computer system settings yourself.
- Students are not allowed to install software on the computers by themselves.
- Download of software, multimedia files or data on the computers at the IRF is only permitted for scientific or official purposes. Software usage has to comply with the terms of license.
- Logoff if you do not use the computer for an extended period of time.

Usage and operation of technical equipment and facilities

- Before operating any experiment or equipment it is mandatory to undergo a briefing by the staff responsible for the experiment according to the operating instructions.
- Perform a visual inspection before bringing equipment or machines into service to ensure its safe operation. Confirm the validity of the electrical equipment test label attached to electrical equipment.
- Unauthorized modifications to the experiment or equipment are strictly prohibited.
- Report any damage or defect to the equipment immediately to Mr. Limhoff or Mr. Müller-Burtscheid and stop the operation of any faulty devices at once.
- Exercise orderliness and cleanliness, avoid hazards and handle equipment and installations with care.
- Turn off machinery and equipment if you leave the room even for short periods of absence. Never leave running experiments unattended.

Fire protection – comply with the alarm instructions!

- The fire safety regulations of the TU Dortmund apply.
- In the case of fire, refer to the signs "behavior in case of fire" on display in the corridors.
- Fire extinguishers are available at designated locations in the IRF.
- Do not store inflammable materials in corridors or hallways.

Accidents

- Render first aid, do not put yourself at risk.
- In the case of an emergency situation call the emergency service (Tel 0-112 and internal 3333).
- Immediately notify supervisors and staff member at the IRF about the accident.
- A stretcher is located at the mailroom (ground floor R.109) of the IRF. The room is accessible by key or transponder to IRF staff members.
- The first aid boxes are located in the mail room and the corridors of the ground floor (R. 129/130) as well as the first and second floors.
- A defibrillator is mounted to the wall in the hallway of the ground floor between rooms 129 and 130.