

Regulations for the Workshops and Laboratories at the Lucerne School of Art and Design

1. As a rule, the workshops and laboratories are at the disposal of students, lecturers and researchers of the Lucerne School of Art and Design and serve as infrastructure as well as a centrally and competently managed space for the realisation of projects for the degree programmes.
2. By entering them, users recognise the laboratories' and workshops' regulations as well as the relevant house rules.
3. The **house rules** of the Lucerne School of Art and Design's various buildings must be observed. Also, it is **forbidden**
 - to smoke
 - to eat or drink
 - to use any devices, machines and pieces of equipment in ways that are not intended **in the workshops**.

Users of the premises must also observe any existing rules and regulations on

- Environmental protection
- Waste disposal
- Fire protection
- Accident prevention (available in the individual workshops)
- The operation and handling of machines, devices and hazardous substances.

4. Requirements for the use of the workshop:

- Personal liability and accident insurance
- Participation in a workshop introduction in which the safe operation of machines and devices and the handling of hazardous substances (to the extent that they are used) is shown.

Workshop introductions take place every first Tuesday of the month. Additional information is available from the heads of workshop.

5. Restricted to authorised persons only!

External lecturers and students and other non-HSLU personnel must coordinate with the heads of workshop **before** they use any workshops. The individual workshops have different terms of use.

6. The safety precautions specified by the device manufacturers and by SUVA/BfU must be observed.
7. The machines, tools and devices must be handled and maintained with care. Any wear and tear, defects, damage and loss of equipment must be reported to the head of the workshop to prevent further damage.
8. Persons causing personal or material damage through unauthorised or improper use of equipment shall be fully liable.
9. Every user is personally responsible for maintaining order and cleanliness of their workplace and of any laboratory or workshop equipment and devices they have used.

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