



Introduction of a new colleague considering safety laboratory work

The purpose with this introduction is to give fundamental information about safe laboratory work. The introduction to safety regulations and the working environment shall be adapted to the individual conditions and content that is relevant in each individual case, depending on the person's tasks.

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|-----------------------------------|
| Personal particulars Name: |
| Mainly tasks: Period: |
| Location Place of work/office: |

Responsible for the introduction is:

The supervisor of a new person (e.g. thesis student, scholarship holder, guest lecturer, post.doc., research assistant or any other person that are going to work in the laboratory).

Activity

Preparations

- r Choose a supervisor/practical supervisor/mentor(name)
- r Give information to future fellow-workers
- r Prepare place of work/office
- r Obtain keys and key card as appropriate for the proposed work

Before start working in the laboratory

- r Show the person round the laboratory
- r Introduce the person to those that are responsible for a given laboratory
- r Introduce the person to the environmental- and working environmental representative
- r Show the person round the department
- r Introduce the person to fellow-workers

Give information about

- r Fire safety
- r Evacuation and fire safety equipment
- r Emergency showers/eye showers

- r First aid-kits
- r Safety regulations
- r Working alone instructions
- r Risk assessment for working with chemicals, equipment and entire processes
- r Labelling and storing of chemicals
- r Hazardous waste
- r Recycling
- r Inflammable products
- r Gas cylinders
- r Radioactivity/protection against radiation/dosimeters
- r Lasers
- r UV radiation
- r GMM
- r Sterilization work/cell cultivation
- r Handling human tissue
- r Handling blood
- r Electrical safety
- r Protective equipment
- r Ordering and purchasing
- r IT security, the person/group responsible for IT issues
- r Local departmental work group (LSG)
- r Other things specific for the division/department

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r Closest relative
Name:

Telephone number:

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| <p>Comments:</p> |
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Introduction completed
Date

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Supervisor

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Co-worker

Copy to:.....

The original document should be kept in the office of the division secretary.