



Revised 2015-09-21

Information on laboratory work for new employees, Division of Chemical Engineering

The Supervisor is responsible for ensuring that PhD students (research students) and students working on degree projects receive this information. The Subject Representative is responsible for ensuring that those employed on indefinite contracts (*tillsvidareanställda*) receive this information.

Anyone who fails to comply with the rules and regulations constitutes a risk on the laboratory premises and will be immediately excluded from the laboratory until the requisite measures are adopted. All who work in laboratories are required to inform responsible person of direct risks or risks that are about to occur.

Rules and procedures:

- 1) All laboratory corridors and premises shall be locked after 17.00. Working alone is not permitted.
- 2) Please read the document “Health & Safety Rules on Working with Chemicals” which applies to the Chemical Engineering division in its entirety?
- 3) Every research area or project has its own economy and scientific instruments and other laboratory equipment are adapted to the respective laboratory activity. For this reason it is always necessary to ask the Room Manager for permission before you borrow equipment from another laboratory. The name of the respective Room Manager is to be found outside the respective laboratory.
- 4) Together with the Laboratory Manager, the Supervisor/Subject Representative/Examiner are responsible for ensuring that all work at the laboratory is duly risk assessed and that necessary measures are adopted before the work starts.
- 5) The Laboratory Manager is responsible for showing new employees the laboratory with the focus on
 - Evacuation routes
 - Fire fighting equipment
 - Safety shower and emergency eyewash
 - Sorting of waste
 - Putting in good order one’s own workbench
- 6) Work with chemicals includes the following aspects
 - Storage
 - Handling
 - Chemical wasteProcedures for this are described in the document “Information on Purchasing, Registration, Storage and Handling of Chemical Products at the Division of Sustainable Process Engineering”.
- 7) Working with gases, gas taps or gas pipes; see the document “Safe handling of gas at the laboratory, Chemical Engineering”.

My Supervisor/Division Head:.....

Has informed me and I have properly understood the information in paragraphs 1-4

Laboratory Manager:.....

Has informed me and I have properly understood the information in paragraphs 5-6

Date:

Signature:.....

Name in block letters:.....

Working with Gas

Gases:

Gas outlet/cylinder + regulator:

Location:

My
Supervisor/Project Manager:

Has informed me and I have properly understood the information in paragraph 7

Contact person for gas:

Date:

Signature:

Name in block letters: