

## INFORMATION AND CHECKLIST AT THE DEPARTMENT OF ONCOLOGY-PATHOLOGY WORKING AT BIOCLINICUM

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New employees must go through the information and checklist with the help of the group leader, or the person appointed by the group leader. Twice per semester, an introduction course for new employees/students at theme Cancer BioClinicum is offered to inform of the local service and regulations.

For employees and students who are active in KI's laboratory activities or other activities with corresponding risks, the course [KI's Laboratory safety introduction](#) is mandatory. There are two modules for administrative and laboratory staff available. After completed course, send the certificate to [Paula Mannström](#).

When the checklist is completed and signed, send it electronically to OnkPat coordinator [Paula Mannström](#)

## SERVICE IN BIOCLINICUM

BioClinicum is Karolinska hospital's building for research and education. General information about service in BioClinicum is found at BioClinicum website: [BioClinicum](#)

### Access cards

For [access to BioClinicum](#), the group leader must order a HSA-ID and an e-Service card. A temporary card can be borrowed from [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se) until any of the above regular cards is processed.

### Security

Do not open doors to strangers without asking about their business in the premises. Do not be afraid to stop anyone who you do not recognize. Laptops, phones or other valuables should never be left unattended. Perform the mandatory short course [Safety and Security in BioClinicum](#)

### Supply center

On the second floor in BioClinicum, there is a Supply center where you can buy laboratory consumables. The bill will be sent to your supervisor once a month

### Admin area

Please be quiet when entering the open landscape. Use quiet rooms or meeting pods for discussions, on-line meetings and telephone calls. Empty the garbage bin in your office in the recycling room.

### Kitchen

Coffee and tea are provided in the kitchen. Turn on the dishwasher when it's full and empty it when finished. You must wash your own dishes if no dishwasher is available. All food kept in the kitchen should be marked with name. Based on a rotating schedule, each research group is responsible for emptying the refrigerators before cleaning on the first Friday of each month.

### Rooms for rest

The rooms for rest are intended for temporary rest and recovery periods, not to be used longer time than needed. If you use the room, ask a colleague to check up on you after a while. The rooms, which also contain a sofa or a bed, are located on floors 4–7. It is prohibited to use the resting room for overnight sleeping.

### Showers

Showers are located at floor two. You can use lockers while you are showering but not for storing.

### Waste sorting

Make sure you know where and how to dispose of waste. Food waste is also recycled. You can find instructions in the waste room and watch the [instruction movie](#) on our webpage. Ask a senior lab member for help the first time you visit the environment room.

### Working clothes

Lab coats are found on floor 2. You need an access card to get them. If you have a temporary card you must ask a colleague for this. Return dirty ones in the window outside the room once a week or latest after 3 months.

**Autoclaving and lab glass washing facility** Dirty lab glass ware must be rinsed before putting it in the blue basket under the sink in the lab. All caps must be removed from the bottles. Put the basket in the cabinet by the transport elevators for washing. Clean glass

ware is found in the JIT corridor. On floor 10 (J10:30) there are cabinets to put items for autoclaving. Follow the instructions on the cabinets.

### **Emergency -80 freezers**

There are three emergency -80 freezers in the freezer hotel on floor 2. If you need to borrow one, contact [bioclinicum.karolinska@regionstockholm.se](mailto:bioclinicum.karolinska@regionstockholm.se) and make sure you get connected to openLogger for that freezer.

### **Core facilities and common instruments within OnkPat/theme Cancer**

**Follow this link for more information:** <https://ki.se/en/onkpat/core-facilities-at-theme-cancer>

Never use a common instrument before getting an introduction by the contact person.

Booking is either made in iLab (pay per use) or Clustermarket (free of charge).

## **GUIDELINES FOR WORKING SAFELY AT BIOCLINICUM**

For detailed information about **laboratory safety**, follow this link: <https://staff.ki.se/laboratory-safety>. Karolinska Institutet and the work environment group at OnkPat want all coworkers and students to work in a safe and secure manner. To be able to follow the safety routines within KI sign up to the basic laboratory safety introduction: <https://staff.ki.se/kis-laboratory-safety-introduction>. After completed course, send the certificate to [Paula Mannström](#).

Make sure you have knowledge about **fire safety**, a mandatory fire safety training should be conducted within 6 months from employment and then repeated every 4<sup>th</sup> year. Sign up here: <https://staff.ki.se/fire-safety>. Information about the local fire safety and evacuation is included in the introduction course for new employees in BioClinicum that is conducted twice per semester.

OnkPat has a [Work environment group](#) that meets regularly and deals with work environment issues. There is one safety representative per lab core, which can be contacted in work environment issues.

### **Lab work: general information**

During laboratory work, it is important to protect yourself and your fellow workers against hazards and injuries. It is the responsibility of each group to **inform about the risks** in our premises to people from outside when entering our workplace.

Remember to have labels and handling instructions clearly visible. Follow all steps in the working instructions; **use proper protective clothing**. Always make sure to mark all the lab containers that you use with your name (Do not label directly on the containers, use etiquettes for labelling) date and content and warning labels if needed. Before putting glassware for washing, **rinse thoroughly** and make sure to remove the marking. Never put glassware used for bacteria cultures for dishwashing.

When you begin to work with a certain method/protocol, **first step = read the risk assessment before you start**. If there is none for that protocol, you need to write it before starting the experimental work. Add comments if anything is changed or modified when using the protocol.

Eating, drinking and smoking are prohibited in the laboratory.

Hazard chemicals should ONLY be used in a designated chemical hood.

**Never use any equipment without being instructed by a person who knows the equipment.**

Watch the [instruction movie](#) on how to work safe in the Cryo room.

**Remember: Everybody is responsible for keeping the laboratory clean and tidy!**

### **Chemicals/chemical room**

For specific question about chemicals, please contact chemical representative Anna Malmerfelt, [anna.malmerfelt@ki.se](mailto:anna.malmerfelt@ki.se) or consult <https://staff.ki.se/chemical-safety>

The use of chemicals and the work in the chemical room must be done according to GLP (good laboratory practice).

All chemical used at Karolinska Institutet must be registered in [KLARA](#). Each group have a delegated person who register and make yearly inventory. In KLARA, you can search for chemicals and find safety data sheets (SDS). Login with your KI-ID.

Chemicals are stored according to their properties in the ventilated cabinets in the chemical room or labs assigned to the PI. Store flammable chemicals in the fire safety cabinets. Acids and bases must not be stored together and always below waistline. At the end of the day all flammables (including surface disinfectants) must be put in the fire safety cabinet, in the cell culture room smaller amount of flammables can stored in the fridge.

It is each person's responsibility to keep order and cleanliness in the lab and dispose empty bottles/containers in the appropriate places.

Prior to work with allergenic substances (marked H317, H377); a statutory medical check-up is required. Contact [Avonova](#) to book the check-up.

### **Risk assessments**

The risk assessments are living documents and should continuously be updated in KLARA and signed by the group leader. The risk assessment should include description of the method and risks in the procedures, personal protection, action in case of spill and accident.

It is important that the risks and handling instructions are displayed in the lab and known to all people who works in the laboratories, including groups who share labs. Pregnant and breastfeeding co-workers are entitled to an individual risk assessment of their work environment together with the group leader. Remember that the risk is substantial at early stages in pregnancy. For more information, follow this link: <https://staff.ki.se/pregnant-and-breastfeeding-co-workers>

For use of carcinogenic, mutagenic and/or toxic for reproduction (CMR) products a documented investigation must follow the risk assessment in KLARA. Examples of CMR products to less toxic ones can be found following this link: [NSG Substitution list](#)

### **Chemical waste**

Find the [instruction movie](#) on how to discard chemicals. In short, place the chemical in a black plastic bag. After sealing, place the bag in a cardboard box for chemical waste. Liquid chemicals can be disposed in 5L plastic containers for chemicals. All packing material are found in the environment room. Write name of the chemical, UN number and add correct warning label on the box/container. All information can be found on section 14 (transport information) of the safety data sheet. Always call COOR for pick-up of flammable waste immediately after packing and placing in the RED tray in the waste room. If you have questions, contact [anna.malmerfelt@ki.se](mailto:anna.malmerfelt@ki.se)

### **Biosafety**

Working with genetically modified, contagious microorganisms (GMM) requires notification (safety level 2) or permit (safety level 3-4) from the Swedish Work Environment Authority and can only be handled in the appointed lab for GMM-work (virus lab) after instruction from the [contact person](#). All applications and questions regarding biosafety issues must be sent to OnkPat's Biosafety delegate [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se).

### Handling of human material (blood, tissue etc.)

All human material is potentially infectious, and therefore with outmost care, carried out in a BSL2 laboratory. Before handling human material, you need to receive an introduction and take part of or perform a risk assessment, HUMRA. Vaccination against hepatitis B is offered from [Avonova](#). If you for some reason do not wish to be vaccinated, you need to have a signed agreement with your PI and the head of department. You are obliged to follow the handling instructions. **Gloves, lab coats and working in microbiological safety cabinets are mandatory.**

Centrifugation of human samples needs to be carried out in adaptors with lids. Waste, which has been in contact with blood etc., should be discarded in yellow boxes with correct labelling. Place lids on the boxes, when the box is full, seal the lid firmly and put it in the trolley inside the environment room. Discard sharp items like needles, scalpels and pieces of glass in the special yellow containers with safety lids to avoid injuries.



### Animal experimentation

[Comparative Medicine](#) is the unit at KI who is responsible for information, application and education related to animal experimentation. All employees who are going to work with animals must perform the mandatory animal course and are offered a free of charge allergy test at [Avonova](#). Only organs/tissues from animals can be handled at BioClinicum.

### Working alone

Hazardous work should be avoided when working alone after working hours or during weekends. **assessment for working alone must be done with your supervisor.** Temporary students are **NOT** allowed to work alone after working hours or during weekends. In case of accident, emergency/switchboard numbers must be known. **A risk**

### Accident/Injury

**In case of emergency, call 112.**

**For chemical accident, read in the risk assessment/handling instructions or in the safety data sheet for the specific chemical found in [KLARA](#)**

- *Splashes into the eyes:* rinse immediately with plenty of water, at least 20 min. There is special equipment for rinsing eyes.
- *Spills on the skin:* rinse with water; remove contaminated clothes, shoes, watch, rings etc. Wash with soap and water.
- *Spills on the floor/bench:* Use "vermiculite" to absorb larger spills of solvents. You can find it in the waste room. For smaller spills, there are "spill kits" next to the emergency showers. Follow the instructions of the spill kit.
- *Inhalation:* Sit down and breathe fresh air.
- *Ingestion:* Do not induce vomiting! Especially not if it is an organic solvent you swallowed. Poison information center (010-456 6700).
- *Burns:* If the clothes are burning, extinguish the fire by lie down on the floor and protect the face. Apply water or use a **foam fire extinguisher**, or suffocate the fire with a fire blanket, starting from the head. In case of huge spills of aggressive liquids or fire, use emergency showers in the corridor.

### Report an incident

It is important to report if you have been involved in or witnessed some kind of irregular or unlawful situation or noticed a potential danger. Contact your supervisor and safety representative. In the report system IA: <https://staff.ki.se/report-an-incident> you should report:

- near incidents – an unwanted event (discrimination, harassment or incident that could

- have led to a personal injury/ill health)
- accident at or travelling to/from work
- work-related sickness

Thefts and incidents, which are related to our premises should also be reported to HändelseVis, which is reporting system at Karolinska University hospital. HändelseVis is found on the internal webpage Inuti from a SLL-computer.

Thefts should also be reported to the police: <https://polisen.se/utsatt-for-brott/polisanmalan/>

### **In case of fire**

#### **Push the alarm button/Call 112.**

The following actions should be taken in the event of a **confirmed fire**

If possible, try to **put out the fire** with a hand-held fire extinguisher or other fire-fighting equipment. In the event of a fire in electrical equipment, unplug the power cord if possible. If particular risks associated with fires in laboratory premises, such as unknown chemicals, gas bottles, too large fire spread – do not attempt to put out the fire! Instead, try to shut the fire in as best you can and evacuate to the assembly area!

**Evacuate people in danger and close the door to the room**, which will limit the spreading of fire and smoke in the lab core/premises.

#### **If the fire alarm goes on:**

- Immediately go to the place where the **red vest** is located. First person arriving puts on the vest and becomes '**Incident Coordinator**'.
- The Incident Coordinator appoints a few persons to **search the lab cores/premises for fire and urge everyone to evacuate**.
- Evacuation is always done through the nearest **emergency exit**, following the green evacuation signage all the way to safety outside to the **assembly area, which is Akademiska stråket**.
- Search persons report back to the Incident Coordinator and evacuate.



*Meeting point*

More information about fire safety can be found here: <https://staff.ki.se/our-ki/local-web/for-staff-at-onkpat/work-environment-at-onkpat>

## CHECKLIST & SIGNATURES

- ☐ I have read and understood the information above.
- ☐ Performed <https://staff.ki.se/kis-laboratory-safety-introduction> and sent the certificate to Paula. Please note, that there is one introduction for administrative staff and another for laboratory staff.
- ☐ Sign up for Newsletters from BioClinicum for operational disturbances, news and information: <https://www.karolinska.se/forskning-och-utbildning/bioclinicum-for-staff/for-new-employees/> log in with HSA-ID and password then choose Communication and contact.
- ☐ Attended KI's basic fire education link to booking is found here: <https://staff.ki.se/fire-safety>, Date: \_\_\_\_\_
- ☐ Are introduced and trained in using the equipment needed for your work by the group leader/supervisor or other dedicated person. Equipment cannot be used without proper instructions.
- ☐ Have been presented to members in the same lab
- ☐ Have been presented to the safety representative at the core, name: \_\_\_\_\_
- ☐ Have participated in the Introduction course for new employees/students at theme Cancer BioClinicum, date: \_\_\_\_\_

Sign and send this page to your Group Leader

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Date

.....  
Responsible for introduction

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Printed name

.....  
Date

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Employee/Student

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Printed name

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Date

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Group Leader

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Printed name