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Dept. of Medicine (MedH/HERM)
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## Neo Document General Safety Information

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Approved by:

## **General Safety Information**

Occupational safety is regulated mainly by the Work Environment Act and in detail by provisions (different AFS's, orange booklets) issued by the Swedish Work Environment Authority<sup>1</sup>. In the document "Laws, Ordinances and Provisions Regarding Work Environment Applicable to KI"<sup>2</sup> there is a list of important laws and provisions. More information can be found at the internal web of KI<sup>3</sup>. The departments has its own work environment policy, which is in accordance with KI's central policy and which in general terms describes how the work in this area should be carried out. The trade unions have appointed several safety representatives<sup>4</sup> who are the contact persons for the employees in work environment issues. KI has a central Work Environment Board that is handling common issues. KI has also a contract with the work related health care provider Previa, i.e. if you have work-related health problems of any kind you could contact them and you can get in total two visits free of charge (phone: 0771-23 00 00) and Previa<sup>5</sup>.

Work-related injuries and near accidents should be reported. Routines for handling of serious accident, illness or death can be found in "If Something Happens - In Case of an Emergency" (see the Neo work environment web page<sup>7</sup>).

The head of the departments has appointed a Work Environment Group for each department that has an advisory function for the overall work environment. The group meets about 6-8 times per year and is performing 1-2 safety inspections per year. Minutes from meetings and safety inspections are available at the internal web. In addition to this a Work Environment Coordination Group for the departments located in Neo has been appointed.

The departments in Neo have a safety manual for the following reasons:

Personal protection

- Protection of the environment and the public
- Protection of other persons at the premises
- The legislation demands it

Every one - irrespective of position and work tasks - shall study the contents of the safety manual, be acquainted with the contents as a whole and have detailed knowledge concerning their special field of work. Each group leader has to make sure that everyone in the unit follows the safety manual's directions, that everyone knows where to find the manual and that all work place specific routines are demonstrated.

## NOTE! This should be done before the work is begun.

The safety manual (also available at the internal web page of Neo) contains information on health hazards in the laboratory environment and how to avoid them. To get access to the very last version and the direct links to the web pages referred to in this manual you have go to the web version. At the internal web of KI

<sup>&</sup>lt;sup>1</sup> Swedish Work Environment Authority, <u>www.av.se</u>

https://ki.se/sites/default/files/Neo App 01 Laws Ordinances and Provision.pdf

KI intraweb (<u>ki.se/en/staff</u>) partly under "Your Employment)" (<a href="https://ki.se/en/staff/your-employment">https://ki.se/en/staff/your-employment</a>), "Work environment and health" (<a href="https://ki.se/en/staff/work-environment-and-health">https://ki.se/en/staff/your-employment</a>), "Work environment and health" (<a href="https://ki.se/en/staff/work-environment-and-health">https://ki.se/en/staff/work-environment-and-health</a>), "Equal treatment" (<a href="https://ki.se/en/staff/laboratory-safety">https://ki.se/en/staff/laboratory-safety</a>) "Introduction for new staff" (<a href="https://ki.se/en/staff/introduction-for-new-staff">https://ki.se/en/staff/introduction-for-new-staff</a>)

Note: Currently (Sep 2018) we do not have any safety representatives. The principal safety representative ("huvudskyddsombud") for Campus Flemingsberg is is Venus Azhary , Venus.Azhary@ki.se

Previa - occupational health service (<u>https://ki.se/en/staff/previa-occupational-health-service</u>)

See "In Case of an Emergency" (https://ki.se/sites/default/files/Neo 02 In Case of Emergency.pdf)

See web <a href="https://ki.se/en/staff/neo-work-environment-and-safety">https://ki.se/en/staff/neo-work-environment-and-safety</a>

you can find information about risks and routines for the safety of pregnant women<sup>8</sup>. There is also information on what one should consider when working <u>alone</u><sup>9</sup> during evenings and weekends and rule for children at work<sup>10</sup>.

Besides this safety manual there are special introductions which have to be followed, such as for pure organic chemistry work, work in the isotope labs, handling of centrifuges, work with A-, B-listed carcinogens and CMR chemicals, etc. These instructions and the relevant risk assessments for the chemicals you are going to work with are obtained from your supervisor or from the person responsible for the room or equipment in question. Before you start working in the lab you should obtain necessary personal safety equipment, including lab coat and goggles. Lab coats are available at floor 8, near the transport elevator; goggles however must be purchased by each research group.

Pregnancy, <a href="https://ki.se/en/staff/pregnant-and-breastfeeding-co-workers">https://ki.se/en/staff/pregnant-and-breastfeeding-co-workers</a> and <a href="https://ki.se/sites/default/files/pregnant">https://ki.se/sites/default/files/pregnant</a> and <a href="https://ki.se/sites/default/files/pregnant">https://ki.se/sites/default/files/pregnant</a> and <a href="https://ki.se/sites/default/files/pregnant-and-breastfeeding-co-workers">https://ki.se/sites/default/files/pregnant</a> and <a href="https://ki.se/sites/default/files/pregnant">https://ki.se/sites/default/files/pregnant</a> and <a href="https://ki.se/sites/default/files/pregnant-and-breastfeeding-co-workers">https://ki.se/sites/default/files/pregnant-and-breastfeeding-co-workers</a> and <a href="https://ki.se/sites/sites/default/files/pregnant-and-breastfeeding-co-workers">https://ki.se/sites/

Working alone, <a href="https://ki.se/sites/default/files/ensamarbete\_final.pdf">https://ki.se/sites/default/files/ensamarbete\_final.pdf</a> (in Swedish, the English version of this document has moved to un unknown location)

Children at work, https://ki.se/sites/default/files/2018/06/14/minors at ki steering document 2014.pdf