

Lab policy for the Department of Geology

As a general rule for all laboratories at the Department of Geology

- A lab should at all times be kept tidy and in order.
- There should be no food or drink in a lab.
- Wear a lab coat when in a lab. Additional clothing/protective gear may be required for some labs. The lab coat should not be worn outside the lab.
- Label any samples, or equipment in use, that you leave in the lab with name, date and contact information.
- Before you start your work in the lab, get an introduction to the lab from your supervisor (or corresponding person) and notify the lab contact person.
- When working in the lab it is your responsibility to be aware of risks and to follow required safety protocols. For new projects, a risk assessment should be made, which should be approved by the lab contact person.
- Report any accidents or near-accidents to the contact person or to the safety controller.
- If you run out of or break something, tell the contact person.
- Borrow things between labs only by way of exception; if you do borrow, tell the contact person.
- Each lab has a contact person, whose responsibilities are stated below. The name of the contact person(s) is noted on or at the door to the lab.
- Note – some dry labs, particularly those that are combined work places and labs, may be exempted from these general rules. This is determined by the lab contact person.

The lab contact person's responsibilities are to

- Check that the lab is tidy and in order.
- Replace what is missing and make sure that broken things get fixed.
- Keep track of any chemicals in the lab and report any changes to the KLARA-registrator.
- Get notified when new people start working in the lab and approve their competence.
- Check and approve the risk assessments for new projects in the lab.
- Forward any reports on accidents or near-accidents to the safety controller or the house prefect.
- Note – the contact person should not necessarily do the cleaning, reparation, purchasing etc. but make sure it gets done.

Lab economy and supplies

- Some basic supplies should be available to all and paid for by KVG and BGG, respectively.
- For teaching labs, equipment and supplies are paid for by the department (GU).
- For research labs, projects cover most costs, particularly if large amounts of something are required, or if specific supplies are needed. Minor amounts of basic chemicals and supplies are available from BGG/KVG.

Who to contact for more information

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| • Liability, economy, general: | head of department (prefekt) |
| • Work environment, fire safety: | house prefect (husprefekt) |
| • Safety issues, accidents: | safety controller (skyddsombud) |
| • Flammable goods: | director of flammable goods (förest. brandfarlig vara) |
| • Waste management, KLARA: | KVG/BGG lab assistants (labassistenten) |
| • Risk assessment: | KVG/BGG lab assistants (labassistenten) |
| • Environmental issues: | environmental coordinator (miljösamordnare) |
| • Specific lab: | lab contact person (labansvarig) |