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Check-in at the department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **General checklist** | **Done/Date** |
| **1**. Introduction to all personnel at the department/division, for the safety representative and the facilities. |  |
| **2**. Receiving keys, key card and the Kemicentrum´s information leaflet |  |
| **3**. Informed about and getting the General Safety regulations + Signing affirmation |  |
| **4**. Contact information in case of emergency (e.g. family, friend or other) |  |
| **5**. Information regarding evacuation, power- and water outage |  |
| **6**. Fire safety information (rules, extinguishers, alarm buttons, emergency exits) |  |
| **7**. Information about whom to contact in case of harassment, victimization or other interpersonal problems |  |
| **8**. Control the workplace design/environment. What is needed to ensure a good ergonomic environment; e.g. a new chair, a vertically adjustable desk, computer glasses etc.? |  |
| **Checklist for working in the laboratory** |  |
| **9**. Get reading and writing access to the Chemicals Inventory Database, KLARA. |  |
| **10**. How to write/fill in a chemical risk assessment and where to put/save the assessment |  |
| **11**. Allocation of lab space. |  |
| **12**. Importance of labelling, classification (CLP) and storage of wastes, stock solutions and samples.  |  |
| **13**. Where to leave proper labelled waste, needles, broken glassware etc. for destruction. |  |
| **14**. Where to find ice, carbonic ice, liquid nitrogen and gases. |  |
| **15**. How to work in fume hoods, fume benches, sterile benches and HPLC benches. |  |
| **16**. How to get/buy chemicals. How to search the Chemicals Inventory Database, KLARA. |  |
| **17**. How to find SDS and other important and relevant information for chemicals. |  |
| **18**. Information concerning ongoing experiments: name, phone number, date and chemicals included. |  |

**I hereby assure that the checklist I hereby assure that I have received
information has been provided and will comply to the checklist
 information**

Lund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Lund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

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