

Department of  
Biomedicine, bldg.  
1170-1171

# INSTRUCTIONS

for staff and students, Department of Biomedicine West

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## **Welcome to the Department of Biomedicine West, building 1170 and 1171.**

We hope that you will be happy here.

It is important that you actively contribute to your instruction in the rules and agreements concerning the working environment.

When you start work, you will be supplied with this instruction folder for you to read. When you finish reading, please sign the last page and submit it to the secretariat.

In addition, you should be acquainted with:

**"Safety regulations, Department of Biomedicine, 1171, Aarhus University, August 2010"**  
(formerly "Safety regulations, Institute of Medical Biochemistry, Aarhus University, August 2010").

If you have any questions regarding these sheets or in general, please do not hesitate to get in touch with the building's occupational health and safety organization described below.

### **Occupational health and safety organization (AMO):**

Olav M Andersen (leader): tel. 871 67786

Debbie Winther Lemming (working environment representative): tel. 871 67078

Anja Aagaard D. Pedersen (working environment representative): tel. 871 67052

Peder Madsen (Head of Committee): tel. 871 67792

Thomas G Jensen (Head of Department): tel. 871 68391

## **General guidelines for work in laboratories**

- Before you start to work in a lab, you will be instructed both orally and in writing. The member of the academic staff under whom you are employed is responsible for the instruction.
- If you are employed as a member of the academic staff with management responsibilities, it is your responsibility that your employees, both members of the academic staff and members of the technical-administrative staff, receive instruction.
- It is every employee's and student's obligation to seek information on how a job is carried out in a safe way.
- Any form of lab work requires a buttoned up lab coat. This is an absolute requirement from the Danish Working Environment Authority.
- You are not permitted to consume food and beverages in the labs. Please go to the lunch room or offices.
- You are not permitted to wear the lab coat in the lunch room.
- When you move around the building, you are not allowed to open doors and touch handrails wearing gloves - not even if the gloves are clean - your colleagues cannot know that!
- Do not at any time keep bags, coats, jackets and other irrelevant material in GMO classified rooms.

## **Responsibility and division of responsibility**

The classic division of responsibility in the Working Environment Act is:

- The employer / corporate manager
- The supervisor (member of academic staff)
- The employee (member of the technical/administrative staff or member of the academic staff)

The law distinguishes between objective and subjective liability.

Objective liability and thus punishment can be imposed on the employer/corporate manager although he/she has not acted negligently or intentionally.

Subjective responsibility can be imposed on everyone if it was caused by negligence or intent.

### **The supervisor**

A supervisor is a person whose work consists solely or primarily of managing or supervising others on behalf of the employer.

This means that in the Danish Working Environment Act it is typically team leaders and supervisors that are perceived as working environment supervisors, while senior employees are supervising in less than 50% of their working hours and therefore are employees in the legal sense.

When you are employed as a leader you automatically receive the responsibilities and duties of a working environment supervisor in the Danish Working Environment Act.

It is the duty of the working environment supervisor to:

- contribute to working conditions that are sound in terms of safety and health
- rectify defects

### **The employee**

It is the duty of the employee to:

- contribute to working conditions that are sound in terms of safety and health
- ensure that safety precautions are working as intended
- point out defects

For more information please see the website of the Danish Working Environment or the links on page 9.

## **Waste**

Please see “**Treatment of Waste**” that are available on waste bins in the labs, and in the orange journal holders in the labs. In addition, the workplace instruction (APB) can be consulted.

The building has two waste deposit rooms that are called *Brandsikkert rum Syd* (Fireproofed room South) and *Brandsikkert rum Nord* (Fireproofed room North). Fireproof room North is situated at the rear entry of the building. Here, among other things, radioactive waste is stored. Fireproof room South is situated in the building’s garage. Here the barrels for the sorting of the various waste groups are placed.

## **Equipment**

Never use a piece of equipment, without knowing how to use it or having received instructions. If you discover a piece of equipment that is not in a safe condition, you are obliged to take measures to rectify the defect immediately.

## **Workwear**

Always wear a lab coat when working in the lab. The lab coat must be buttoned. You are not allowed to wear the lab coat in the lunch room. Apart from the lab coat, work clothes are not offered. If you want more workwear please contact the working environment organisation, and we will see what we can do. It is possible to receive a contribution to the buying of footwear. Please contact a working environment representative for more information.

## **Autoclaving / disinfection of waste**

Liquid waste containing biologically active material must be disinfected with chlorine or Virkon, which is available at the shared storeroom on the ground floor.

For more information please see “**Treatment of Waste**” that are available on waste bins in the labs, and in the orange journal holders in the labs.

Other waste containing biologically active material is to be autoclaved. The autoclave for waste is situated in the autoclave room on the 5<sup>th</sup> floor, and is not to be used without prior instruction.

## **Bacteria room**

There are two bacteria rooms on the 5<sup>th</sup> floor. In one room you can plate as well as work with your bacteria. The other room contains an autoclave for “clean” items, incubator shakers and centrifuges. After each use the rotors of the centrifuges must be washed with soap and rinsed with ddH<sub>2</sub>O. There is also a scale for the weighing of media reagents in powder form.

You have to consider carefully if you want to use the same lab coat in the bacteria room as in your regular lab.

## **Fire and safety equipment**

It is important that you know where the building’s fire and safety equipment is placed:

- CO<sub>2</sub> extinguishers (carbon dioxide snow) are placed in the hallways.
- A fire blanket and emergency shower are placed in all labs.
- Eye washer bottles are placed in all labs, as well as the hallways.
- Face protection, dust mask and safety glasses are placed in the hallways.
- Full face masks with filters are placed in the hallways.
- First aid kit and Band-Aids are placed in the hallways.
- Granules and “chemsorb” pillows are placed in the hallways.
- When you need to restock the abovementioned items, please go to the storeroom on the ground floor or contact the occupational health and safety organization.

## **Centrifuges**

There are ultracentrifuges on the 4<sup>th</sup> floor – before you start using them please contact Jette B Lauridsen for further instructions. There are other centrifuges in the building – the general rules for equipment apply to those.

## **Animal facilities**

In our biomedical animal facilities there are mice and rats. Staff handles the daily care. The person responsible for the animal facilities is Ulla Dansberg 87167601 / 28992529.

Only staff who has completed the course in animal scientific experiments is allowed to work alone in the animal facilities. Therefore a special entrance card is needed to gain access to the animal facilities.

Wear a yellow lab coat and blue shoe covers in the facilities. It is important that you study the existing guidelines thoroughly.

## **Evacuation**

Hopefully it never happens but to ensure that you are well prepared the day where a possible fire, a severe incident or a major accident occur, it is important that you study the evacuation plan thoroughly. Evacuation material is on every floor – get acquainted with the position. Furthermore the pamphlet “**Evacuation on Aarhus University**” is available from the orange journal holders in the labs.

If you witness an accident, fire or life threatening situation at AU, you must attempt to stop or control the accident if possible. Then call 112 and start evacuating if necessary. After that call AU’s emergency number 87151617.

## **Insurance**

Aarhus University is included in the State’s self-insurance scheme. The scheme covers “all risks that are normally covered when taking out insurance”. This means that persons with a contract of employment from AU are covered by an AU insurance.

Students or prospective students, no matter if they are enrolled or guest students under for example the Erasmus programme, are not covered by an accident insurance during their stay at Aarhus University. The same applies for enrolled PhD students who do not have an employment relationship with AU. Guest researchers and researchers who are not employed at AU are also not covered by an AU insurance. Therefore they must take out a private full-time accident and third-party insurance that will cover accidents involving lab work to ensure that they are covered in case of injuries or if they cause injury to others. The PhD students are also encouraged to take out an insurance.

The Consolidated Workers' Compensation Act applies to persons who are employed to carry out work in Denmark for an employer. The work can be paid or unpaid and can be permanent or temporary.

## **Freezer and nitrogen tank room**

In the freezer and nitrogen tank room on the ground floor,  $-80^{\circ}\text{C}$  freezers and tanks are situated. When collecting items from the  $-80^{\circ}\text{C}$  freezer, always wear thermo gloves. When collecting items from the nitrogen tank, the door to the hallway must always be kept open, and you must wear the thick thermo gloves as well as a face shield. When working with nitrogen, caution must be taken as liquid nitrogen is  $-196^{\circ}\text{C}$ .



## **Shared rooms**

There are several shared rooms in the building. It is important that you contribute to keeping these in a good condition. So please clean up after yourself and help restock paper and what else may be. It is very dissatisfactory to come to a room where you have to clean up after others before you can start your work.

## **Pregnancy**

Always make sure to work in a safe and secure manner. When pregnant there are certain working procedures that need extra attention such as chemicals/reagents, sonication and lifting. AU does not have a pregnancy policy so we refer to the guidelines of the Danish Working Environment Authority as well as a pamphlet issued by the Department of Molecular Biology and Genetics (MBG). Both are available on the server (s-drive): "Bioallread", "Arbejds miljø", "Graviditet". The pamphlet is also available in the secretariat.

## **Chemicals and work place instructions (APB)**

Before a chemical is put to use, read the work place instruction (APB) of the chemical. The APB is situated in the orange A4 binders in each lab – ask a lab technician if necessary. Mark chemical packaging and solutions according to existing CLP guidelines with hazard symbols, signal words as well as H- and P-sentences.

(CLP: Classification Labelling and Packaging, H: Hazard, P:Precaution)

When new chemicals/reagents are put to use, an APB must be prepared. This is carried out on [www.kiros.dk](http://www.kiros.dk) in cooperation with the group's member who is responsible for workplace instructions. If in doubt please ask a working environment representative or contact the Occupational Health and Safety Consultant Lina Waldstrøm Asmussen: [lina.waldstrom@biomed.au.dk](mailto:lina.waldstrom@biomed.au.dk).

Use gloves, masks and fume cupboards when working with chemicals that are hazardous to your health and where the workplace instruction prescribes it. Toxic chemicals are kept in locked fume cupboards or refrigerators in the chemical storage room on the 3<sup>rd</sup> floor. Weighing of the chemicals must be done under ventilation.

## **Class 2 / Virus lab**

The class 2 / virus lab is situated on the ground floor. Before you can use this lab you must receive special instructions. These instructions are provided by Mark Denham.

## Cold storage room

There are cold storage rooms on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor. Everything you place in the cold storage rooms must be marked with name and date. Please clean and clear out on a regular basis.

## Links

- [www.medarbejdere.au.dk/administration/hr/arbejdsmiljoe/](http://www.medarbejdere.au.dk/administration/hr/arbejdsmiljoe/)
- [www.arbejdstilsynet.dk/da/](http://www.arbejdstilsynet.dk/da/)
- [www.arbejdstilsynet.dk/da/brancher/genvej%20til%20de%20vigtigste%20regler%20-%20dublet.aspx](http://www.arbejdstilsynet.dk/da/brancher/genvej%20til%20de%20vigtigste%20regler%20-%20dublet.aspx)
- [www.arbejdsmiljoweb.dk/](http://www.arbejdsmiljoweb.dk/)
- <http://www.jobogkrop.dk/Global/Job-and-Body>
- [www.arbejdsmiljoviden.dk](http://www.arbejdsmiljoviden.dk)
- <http://www.arbejdsmiljoforskning.dk/en>
- [www.retsinformation.dk/Forms/R0710.aspx?id=30283#B3](http://www.retsinformation.dk/Forms/R0710.aspx?id=30283#B3)
- [www.mst.dk/Virksomhed\\_og\\_myndighed/Kemikalier/Stoflister+og+databaser/Listen+over+farlige+stoffer/S%C3%B8gning+i+farlige+stoffer.htm](http://www.mst.dk/Virksomhed_og_myndighed/Kemikalier/Stoflister+og+databaser/Listen+over+farlige+stoffer/S%C3%B8gning+i+farlige+stoffer.htm)
- [www.mst.dk/Virksomhed\\_og\\_myndighed/Kemikalier/klassificering\\_emballering\\_maerkning/](http://www.mst.dk/Virksomhed_og_myndighed/Kemikalier/klassificering_emballering_maerkning/)

## Orange journal holder

In the labs, an orange journal holder must be available. The orange journal holder must contain:

- Instructions for staff and students, Department of Biomedicine West  
Safety regulations, Department of Biomedicine, 1171, Aarhus University, August 2010"  
(formerly Institute of Medical Biochemistry)
- Evacuation on Aarhus University
- Treatment of waste

If the above-mentioned information is not in the orange journal holder you can find them on the common drive: "Bioallread (Brage)", "Arbejdsmiljø", "Dokumenter til orange tidsskriftsholder" or by contacting a member of the working environment organisation.

## **Radioactive isotopes**

Before you start to work with radioactivity, the paragraphs "Instructions in how to work with radioactive materials" and "Accidents with radioactive materials" in "Safety regulations, Department of Biomedicine, 1171, Aarhus University, August 2010" (formerly Institute of Medical Biochemistry)

must be read thoroughly. Peder Madsen can be contacted for help and guidance.

## **Spills**

Cleanup all spills immediately as bringing the lab back to a safe condition is the main priority.

If you spill chemicals or reagents that demand immediate pickup you can use the granulate and the Chemsorb pillows that are placed in the hallways. Afterwards these are disposed of in accordance with the workplace instruction of the substance/chemical/solution.

If you spill water, ice or other harmless materials, it is your duty to wipe up thoroughly. If you see spills caused by others, it is also your duty to wipe the spills up in order to avoid people slipping and getting hurt.

## **Fume cupboards**

When doing work in fume cupboards, the fume cupboard is always to be set on "drift"(operation), and the maximum opening of the hatchway is 30-35 cm. If it is necessary to work with the hatchway opened wider than 30-35 cm, it must be set on "forceret drift" (forced operation). The fume cupboard is not to be used for storage. It must, however, be used for airing of solvents. When leaving the fume cupboard, make sure that the hatch is completely shot.

## **Scales**

There are scales for shared use on the 3<sup>rd</sup> and 4<sup>th</sup> floor. The weighing of toxic and harmful chemicals must take place under air extraction in the scale room on the 3<sup>rd</sup> floor. A scale for weighing of media reagents in powder form is situated on the 5<sup>th</sup> floor. Always clean the scales as well as the surroundings after use.

**I have read and I understand the building's working environment instructions:**

Instructions for staff and students, Department of Biomedicine West.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_