MANDATORY LAB COURSE

HANDE LOGIN
Skou Local Occupational Health and Safety (OHS) Group Leader
PhD, Lab Manager in Radulovic Lab

Aim: To raise awareness among all department staff about occupational health and safety rules, in order to ensure a safe and healthy work environment and to comply with the standards and regulations set forth by Danish law.

OVERVIEW

1. **Biomedicine Local Occupational Health and Safety Group Organization**
2. **Psychological Work Environment**
3. **Laboratory conduct**
4. **Hazardous Chemicals &Chemical Risk Assestments**
5. **Hazardous Waste disposal**
6. **Necessary Permissions from the Danish Authorities**
7. **Work Place Assestments (WPAs)**
8. **Miscellaneous information**

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https://biomed.medarbejdere.au.dk/en/working-environment/amg

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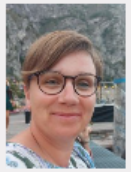

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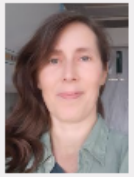

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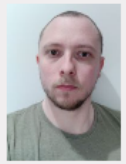


PSYCHOLOGICAL WORK ENVIRONMENT

•A **good psychological work environment** is essential for job satisfaction and well-being

•**Stress** arises when demands exceed our resources — it's a serious threat to mental health

Key Stats (Denmark, 2023):

•**12%** of aged 18–49 took stress-related sick leave

•Annual cost: **16.4 billion DKK** (sick leave+lost productivity)

At AU:

•Stress is a **shared responsibility**

•We encourage **supportive environments** and **open conversations** about stress

For the guidance how to prevent, detect and tackle stress?

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/stress/

Email Policy Reminder:

•Respect **normal working hours**

•Don't expect responses **evenings or weekends**

Let's care for each other—mentally and professionally.

Too much on my plate right now...

PSYCHOLOGICAL WORK ENVIRONMENT

Credit: peoplemattersglobal.com

No Tolerance for Offensive Behaviour at AU

- **Not accepted:** Bullying, sexual harassment, violence, or discrimination
- **Everyone** is responsible for creating a respectful workplace

If You Experience or Witness It:

- Speak up and support those affected
- Contact your **manager**, **union rep**, or **local health & safety representative**
- All can offer **confidential support**

How to prevent, deal with and follow up

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/offensivebehaviour

Fostering a Healthy Work Culture:

- Communicate **constructively and respectfully**
- Be **inclusive**, especially in our **international environment**
- Ensure **everyone** feels welcome—regardless of background or language

A respectful, open and supportive attitude supports **well-being and performance**.

PSYCHOLOGICAL WORK ENVIRONMENT

Credit: Getty images

Need Support? You're Not Alone

If you face a problem or a crisis caused by your situation at work which influence your work, you have several **support options**:

- **Your manager**
- **Health & safety representative**
- **Union representative**

All can be available for **private and confidential discussions**

Free Psychological Counselling

- Available to all AU staff with work-related issues
- Contact your **manager** for referral or
- Reach out to the **counselling service anonymously**

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/psychological-counselling-service

Don't hesitate to ask for help — support is always available.

WHY WE FOLLOW THE GUIDELINES AND SAFETY RULES?

Annual Work-Related Accident Stats in Denmark
- **47.955** reported work-related accidents in 2024
- **29 fatal accidents** in 2024

Economic Impact:
- **30 billion DKK** annual cost (medical expenses, compensation, lost productivity)

Universities and Research:
- Accounts for **220 accidents** annually (lowest rate, % 0.5 off all reported accidents)
- Strict Safety Protocols are followed

Common Injuries:
- Slips, trips, and falls (labs & halls, due to wet floors, cluttered work spaces)
- Musculoskeletal issues (repetitive tasks, poor ergonomics)
- Chemical/biological exposures (improper lab protection)

Key Takeaway:
Stay aware of safety risks, follow safety protocols and provide regular training

PHYSICAL WORK ENVIRONMENT

Ergonomics – A Key Concern

•Repetitive tasks and long hours at the same workstation can cause pain in the **arms, neck, shoulders, and back**

•These issues may start as **temporary discomfort** but can become **chronic**

What to Do:

•Pay attention to **ergonomics** in both **lab** and **office** settings

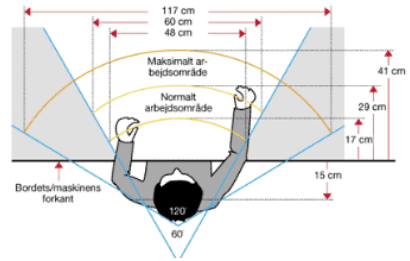
•Use AU **office ergonomics quick guide** https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/indoor-climate

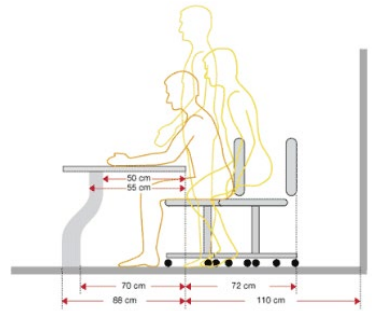
•**Consult Helle Jakobsen/ Anne Lillevang** for the correct work posture

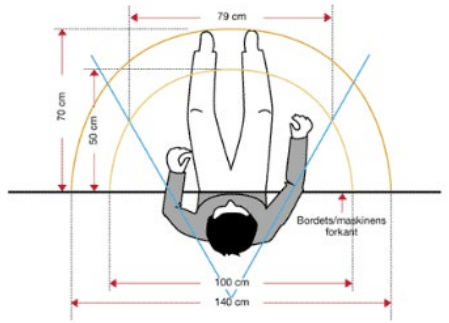
•Book a time when **Ergo-therapist** visits Department to assist with proper setup.

Prevention is better than pain!

Office work station design







Laboratory Conduct

- **Read the Department's Safety Instructions**
  https://biomed.medarbejdere.au.dk/fileadmin/biomed_medarbejdere/pdf-filer/Arbejdsmiljoe/Sikkerhedsregler/Sikkerhedsregler_faelles_2025-250116-eng.pdf
- **No Eating or Drinking in the Lab**
- **Clean Spills Immediately**
  (Tables & Floors)
- **Clean the Lab Regularly**
- **Wash/Sanitize Hands Before Leaving the Lab**
- **Mark Writing Areas in Classified Labs**
  (Blue tape available at Skou goods delivery room)
- **Wear Appropriate Lab Coats**

  ➢White coats: Class I Labs

  ➢Green coats: GMO Class II

  ➢Yellow/Gray coats: Class 1 Cell Culture Labs

  Seal dirty class 1 coats in gelatin bags in the labs

  Dirty green coats for class 2 need to be autoclaved before they are sent to cleaning service

Laboratory Conduct – Key Rules

•**No Lab Coats in Offices, Toilets, Lunch Rooms, or the Canteen**
(Exception: Animal staff wearing clean blue coats)

•**Follow the One-Glove Policy**
Only wear **one glove** when moving between labs or using lifts.
See: Glove Policy *for details*

Transport Safety in Elevators

•**No Liquid Nitrogen in Lifts with People**
Use a **large warning sign** on the container
Dry Ice Transport Must Be Covered
Always use a **lid** to prevent gas buildup

Transport Rules

•**Regulations Must be Followed for Transporting**:

- CLP-marked chemicals
- Large amounts of dry ice or liquid nitrogen
- Pressurized gas cylinders
  → If necessary use handcarts between AU buildings

•An **IATA package course** is required if you need to send packages containing e.g. **biological material, chemical reagents and dry ice** (needs to be renewed every 2nd year). Sign up the course

(https://medarbejdere.au.dk/administration/hr/kompetenceudvikling/kurser/kurser/oevrige-fagspecifikke/iatapakkekursus/

Laboratory Conduct

Pregnant/breast feeding staff member?

•For **guidelines and responsibilities** including roles of managers, employees, and the occupational health and safety group (AMG).

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/pregnant-and-breastfeeding-women

•A **checklist must be completed**
→ It assesses work tasks and is filled out by the **supervisor and the pregnant/breastfeeding employee**, together with local OHS representative

•**Examples of Restrictions**:

- **No work with sonication** or in rooms where sonicators are used.
- **No handling isoflurane** in labs using it for anesthesia.

•**Tip for PIs**: If you're a new group leader with a pregnant/breastfeeding team member, **invite your local safety rep** to help clarify and manage the process.

Laboratory Conduct

- **Lab Alarms & Fume Hoods**

Always respond to alarms (e.g. from fume hoods)

Notify Building Services immediately if an alarm goes off

Don't assume fume hoods are running — some are not always on. Check before starting work

Look for on/off posters placed directly on the fume hood

LAF benches without a vent pipe to the outside must be labeled with "work with harmful chemicals are not allowed" sign (can be found in good delivery room in Skou)

- **Emergency Procedures & Evacuation**

Know your emergency exits and first aid locations

Follow all evacuation instructions

Evacuation drills are held regularly

- ➤ Participation is mandatory if you're in the building
- ➤ Everyone can be assembly point leader (orange vest)/ evacuation leader (yellow waste)
- ➤ Drill times are announced so you can plan experiments in advance

- **Craftsmen in the Lab**

Help visiting technicians follow lab safety rules.

WORKING WITH CHEMICALS

Chemicals labeled with CLP (Classification, Labelling, and Packaging) and the mixtures require extra care
We categorize these as 'hazardous' and must follow strict precautions when handling them

- They must be registered to Kiros (AU chemical registration platform, https://kiros.dk/Web/) where you can find the work place instructions (APBs) for the chemicals which are prepared on the basis of SDS (Safety Data sheet) from the supplier
- All members must have access to the list of CLP labeled chemicals.
- SDS can be used as supplement to APBs when there are English speaking people in the lab

GENERAL RULES FOR HANDLING CHEMICALS

In house transportation of chemicals (and/or glass bottles) should preferably take place on trolleys and in lifts, or by using white plastic containers (found in the weighing/chemical room). Avoid transportation of chemicals on stairs.

The chemical/scale room is for common use. As far as possible weigh on your own floor. It is important that you clean up and wipe off tables and scales after use. If you use the last of paper towels, etc. you must refill yourself. When you leave the common chemical room you must take your waste with you.

Hazardous liquids must be placed **BELOW** eye level. Substances that can produce a chemical reaction when mixed (e.g. acids and bases) must be kept separately from each other.

It is compulsory to put CLP labels on the homemade mixtures/solutions that contain hazardous chemicals unless they are diluted to a concentration that they are not hazardous any more, also on the **packages.** The labels can be found in the copy room 1st floor Skou

Max shelf load capacity of the ventilated cupboards is 7 kg, do not overload them

Chemical Risk Assessments

Why They're Important

Required by **occupational health and safety law**

Must be completed for **all lab procedures involving hazardous chemicals**

Access & Purpose

All lab staff and students must have **access to risk assessments**

Helps ensure:

- Safe handling of chemicals in specific processes (e.g. Western blot)
- Give clear actions **in case of accidents**

Responsibility & Delegation & Requirements

Group leaders are responsible for ensuring assessments are completed

Tasks can be delegated, but **time must be allocated**

Start with risk assessments for **ongoing lab work**

Initiate new activities after risk assestments are completed

For non-Danish speaking employees, the group leader is responsible for ensuring that the risk assestments is available in English

Chemical Risk Assessments – Flexible, But Structured

You are free to choose the format for your chemical risk assessment

However, it must be:

- ➤ In written form
- ➤ Include a SOP (Standard Operating Procedure)
- ➤ Include workplace instructions for each chemical (from Kiros)

SOP must reference:

- All relevant workplace instructions
- How to handle and dispose of each chemical
- The protective equipment required

Tools & Support

- Word template for assessments is available (currently only in Danish)
- Kiros (CRA/KRV) provides step-by-step guidance in English

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/translate-to-english-kemisk-risikovurdering

Need Access or Help?

- No Kiros access? Contact: Lina Waldstrøm Asmussen – lina.waldstrom@au.dk
- Need help with Kiros or CRA? Contact: Cathrin Guldager Sørensen – tgs@au.dk

Chemical Risk Assestment-Training & Instruction

Before starting work, all employees, students, and guests **must** receive **training and instruction** based on the **chemical risk assessment, mandatory!!!**

Aim: Employee to know the dangers and risks that may be associated with the work

Training must be **repeated regularly, can be verbal** and need to be supplemented **with written material**

Key Aspects of Training & Instruction

1. Chemical Identification
2. Safe Handling & Storage
3. Location and correct use of Personal Protective Equipment (PPE) and safety equipment
4. How to response to accidents
5. Waste disposal into correct fractions

For more..

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/translate-to-english-kemisk-risikovurdering

An internal course is available for all employees at the department. Sign-up is required. The next session will be scheduled once enough participants have signed up. For questions and sign up contact Helle Jakobsen (hej@biomed.au.dk)

“HEAD OF POISON” - GIFTANSVARLIG

According to the Ministry of Environment, Labs storing specific toxic substances >125 ml must appoint a “Head of Poison” (giftansvarlig).
If no one is appointed, the group leader is by default ”head of poison”.

Regulated Chemicals – Check H Numbers

- Use the **H numbers** to see if your chemicals are covered by this regulation
- The list (in Danish) is simple: if there's a match, your lab must comply
- **All listed chemicals must be kept locked**

If you have >125 ml of any from the **top 3 categories**, you must appoint a Head of Poison, responsible for:

- Ensuring chemicals are **securely locked**
- **Alerting police in case of theft**

Stoffer, som er omfattet af nye opbevaringsregler og pligt til tyverianmeldelse, baseret på CLP forordningens mærkningselementer

Fareklasse og -kategori	H sætninger		Fare piktogram	Krav om opbevaring under lås mv. (eksisteren de krav) (§36, stk 1)	NYT: Krav om udpegning af sikkerheds-ansvarlig* (§36, stk 2)	NYT: Pligt til anmeldelse af tyveri (§40)
Acute Tox. 1 og Acute Tox. 2	H300 H310 H330	Livsfarlig ved indtagelse Livsfarlig ved hudkontakt Livsfarlig ved indånding		X	X	X
Acute Tox. 3	H301 H311 H331	Giftig ved indtagelse Giftig ved hudkontakt Giftig ved indånding		X	X	X
STOT SE 1	H370	Forårsager organskader […]		X	X	
Carc. 1A og Carc. 1B	H350	Kan fremkalde kræft […]		X		
Rep. 1A og Rep. 1B	H360	Kan skade forplantningsevnen eller det ufødte barn […]		X		
Muta. 1A og Muta. 1B	H340	Kan forårsage genetiske defekter […]		X		

*Hvis den samlede mængde af de stoffer, som omfattes af kravet > 125 ml

Miljøstyrelsen • Strandgade 29 • 1401 København K
Tlf. 72 54 40 00 • Fax 33 32 22 28 • CVR 25798376 • EAN (drift)5798000863002 (tilskud)5798000863019 • mst@mst.dk • www.mst.dk

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/chemicals/translate-to-english-giftige-stoffer

https://mst.dk/erhverv/sikker-kemi/kemikalier/fokus-paa-saerlige-stoffer/giftige-stoffer-og-blandinger

Hazardous Waste?

If a chemical substance or mixture is classified hazardeous or biological product is contagious during use , they remain hazardous during disposal

Responsibility & Handling

- The **Group leader** is responsible for proper waste disposal
- All staff must **handle and dispose** of hazardous chemical/clinical waste safely
- An overview of different kinds of waste produced in labs (chemical and non-chemical) and how to handle it.

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/safety-adviser-function/harzardous-waste-what-is-that/regular-waste

- If you have any questions or need guidance contact AU Safety advisor Cathrin Guldager Sørensen (tgs@au.dk)

Hazardous Chemical Waste

Waste must be **collected in the lab** and transported by lab staff to the **waste room**

Restricted Access –Skou Waste Room (035H)

•Access to the **waste room in Skou** is **restricted**

•Only **one designated person per research group** (assigned by the group leader) is allowed access

•To gain access, the person must:

- ➤ Complete the **Chemical Waste Handling Course**
- ➤ Receive an **on-site introduction** from AU Safety Advisor **Cathrin**

For details and coordination, contact **Hande** or **Henriette**

Full waste handling guidelines for Skou available here

Key Waste Handling Reminders

- Never mix incompatible chemicals
- Label all waste containers with: Lab number, Waste category, Contents & concentration (if known)

Hazardous Chemical Waste Categories/Fractions

- Waste must be **sorted by type** by the person who produces it
- **Chemical waste** from the university is sent to **Fortum**, a certified disposal company
- We follow **Fortum's sorting key** for chemical waste
- The correct **waste category** can be found in the **work instructions on Kiros**

LIST OF CHEMICAL WASTE:

WASTE GROUP:	COMPONENTS:
C1	Mixtures of **organic** liquids without halogenes and sulfur, with a concentration **> 50%** For example ethanol, acetone, methanol and isopropanol conc. > 50%.
H1	Mixtures of **organic** liquids without halogenes and sulfur, with a concentration **< 50%** For example ethanol, acetone, methanol and isopropanol conc. < 50%. For example > 0,1 % formaldehyde/para formaldehyde, > 0,1% glutaraldehyde, solutions from RNA-, DNA- and protein purification if dangerous and small amounts of dye (otherwise H4).
H2- SOLID	Eppendorf tubes and centrifuge tubes with minor amounts of chemicals (max. 25 ml), contaminated napkins, pipette tips, gloves etc. with major amounts of chemicals, the chemical must be marked with one of following hazard pictograms: 
H3	**Vials** containing C1 and H1 liquids or vials containing counting liquid from Isotopic analysis released as chemical waste.
H4	**Dyes**: Tryphan blue, hematoxylin, scarlet red, etc.
B2	Mixtures of **organic liquids containing > 1 % halogenes or sulfur** and the mixtures are flammable. Chloroform, dichlormethane, > 1 % ethidiumbromide, > 1% mercaptoethanol and trizol.
B3	Trichloric acid **(TCA)** solutions > 0,25%.
B5 - SOLID	Solid waste containing > 1% Chloroforme/Trizole and > 1% mercapto ethanol solutions.
X1	**Acidic inorganic acids**: Phosphoric acid > 10%, Hydrochloric acid > 10% and Sulfuric acid > 5% (Nitric acid is not included – see X2).
X2	**Nitric** acid > 1%.
X3	**Basic inorganic liquids**: Sodium hydroxide > 0,5%, Potassium hydroxide > 0,5%, Ammonia > 1% and Hypochlorite solutions > 0,25%.
X5	**Potassium cyanide** solutions > 0,5%.
X6	**Silver nitrate** solutions > 2,5%.
Z1	**Cytostatica** waste liquid and solid. For example BTB1, Doxyrubicine, Vincristin.
Z2 Z	**Pharmaceuticals** and **toxins**. **Chemicals** from **cleanup** and chemicals you cannot place in other groups.
K1	**Mercury** waste, thermometers etc.
A	Waste **oil**, engine oil and oil from vacuum pumps.
Z	**Aerosols** and empty aerosols.
Z	**Gas cans** (Butane gas cans).
O	**Oxidizing** chemicals, must be collected and kept separate. Ex.: perchloric acid (O1), hydrogen peroxides Z 20% (O2), permanganates, chromates, persulphates, nitrates etc. (O3, O4, O5, O6 etc.)
	Clinical Hazardous waste.

Labeling Chemical Waste

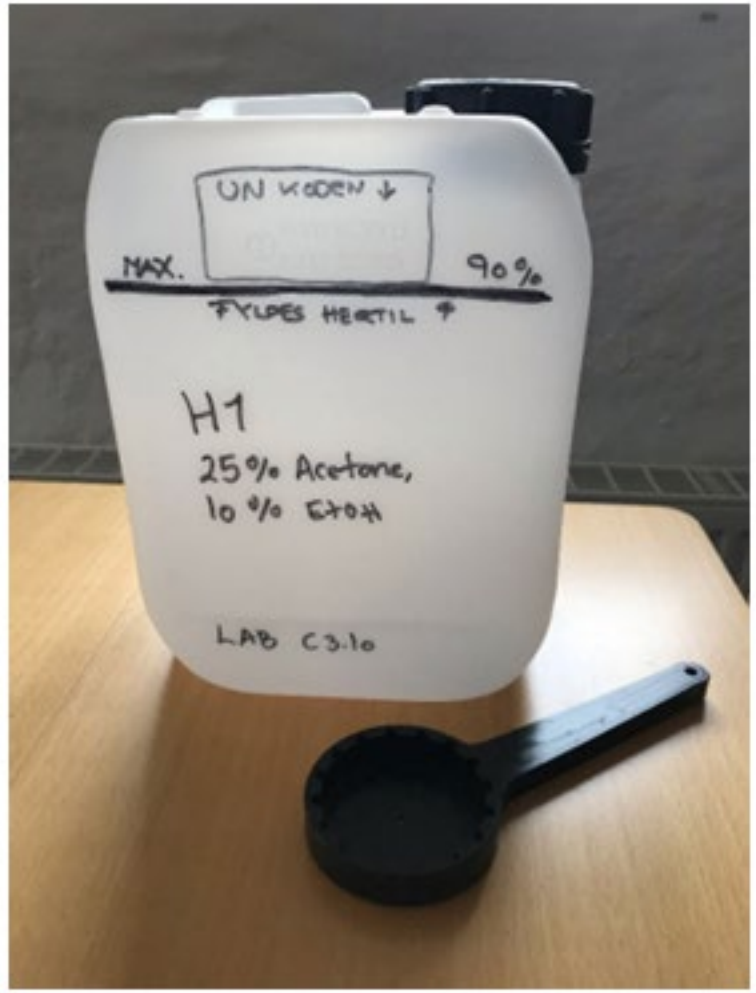
Only use the designated jerricans, bags, and containers for solid and liquid waste available in room 035H (Skou).

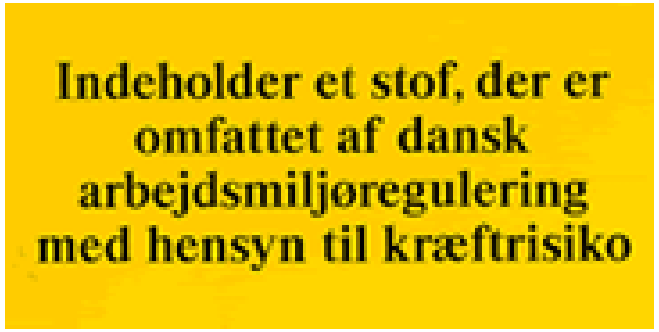
Label all chemical waste with:

- Contents (concentrations if available)
- Identification (initials, room number, or group number)
- Waste group letter according to the Fortum sort key

Do **not** fill jerricans more than 90%, and always tighten the cap using the provided wrench.

If the waste is **carcinogenic**, attach a yellow hazard label (available in the copy room, 1st floor, Skou).





Hazardous Clinical Waste

Clinical risk waste must be disposed of in **yellow plastic containers**; sharp objects go in **yellow needle boxes**.

Dead animals (including GMOs) must be packed in **double plastic bags** and placed in **yellow buckets in the freezer** (Room 035H, Skou).

Autoclave waste (Skou): Follow the instructions near the metal cages with autoclave buckets on each floor.

Microbiological waste: Assess the risk. If needed, treat as clinical risk waste for incineration and/or **autoclave liquid waste** before disposal.

GMO Waste:

- **Class I:** Must be autoclaved (or disinfected with e.g. Virkon S) or disposed of as clinical risk waste.
- **Class II: Must be autoclaved before leaving the lab**, then incinerated.

Waste management plan that is approved by Danish Authorities (Arbejdstilsynet) must be followed!

PERMISSIONS FROM DANISH AUTHORITIES

It is PI´s responsibility to have all the necessary permits!

As a **PI**, one of your first steps should be to check:

➤ **Do you need a permit?**
➤ **What type of permit is required?**
➤ **Do you already have one—and is it the correct one?**

Ensuring the right permits are in place helps avoid delays and ensures legal compliance.

Working with GMO

You need a Gene Technology Research Project permit from Danish Working Environment authority (Arbejdstilsynet) and a classified lab. The permit needs to be renewed in every 5 years

https://at.dk/en/self-service/gmos/

Working with biological agents (Non-GM Pathogens and Toxins, classified in risk group 2)

Needs to be reported to Arbejdstilsynet

https://at.dk/regler/bekendtgoerelser/biologiske-agenser-arbejdsmiljoe-1652/

The legislation also covers laboratory animals infected with pathogenic micro-organisms or viruses.

(guidance by Birgitte Mønster Christensen):

Lab Classifications

The Department has received approval of the GMO classification applications for the Skou and Bartholin building. It is possible for group leaders to have existing Gene technology research project permissions updated with the new Lab IDs

GMO kl. 1 lab id 230 467 (SKOU&BARTHOLIN)

GMO kl. 2 lab id 230 465 (SKOU&BARTHOLIN)

GMO kl. 1 og dyr lab id 230 464 (SKOU&BARTHOLIN)

GMO kl. 2 og dyr lab id 230 466 (SKOU&BARTHOLIN)

Permissions from Danish Authorities

- Transporting GMO Materials GMO and GMO animals must be transported in closed containers with a GMO label (the stickers can be found in copyroom 1st floor Skou)
- Ensure labs display correct signs (e.g., “GMO Animal”, “Biological Agent Class II”)
- Contact Ulla Vosegaard Als (uva@biomed.au.dk) for assistance with signs
- Group leaders must ensure permits and signs are up-to-date, they may need a reminder.

Genteknologisk område klasse 1 og dyr

Inspections by the Danish Working Environment Authority (DWEA)

Visits can be announced or unannounced

If violations are found:

➤ Work may be immediately stopped

➤ In serious cases, an entire lab, wing, or building could be shut down

➤ This could impact your work and others

PERMISSIONS FROM DANISH AUTHORITIES

Animal experiment licence from Animal Experiment Inspectorate
https://en.dyreforsoegstilsynet.dk
https://biomed.au.dk/research/core-facilities/new-users/permits

Be aware that some toxins and reagents are covered by the rules for Biosecurity
https://www.biosecurity.dk

Responsible for Biosecurity: Uffe Birk Jensen, Mai Marie Holm

Some Carcinogenic chemicals also need to be reported to Arbejstilsynet.
https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/chemistry-and-biology/carcinogenicsubstances

WORKPLACE ASSESTMENTS (WPA)

The **Workplace Assessment (WPA)** is a tool used to continuously improve the work environment by incorporating employees' experiences and feedback. Its goal is to promote well-being through collaboration.

At AU, the WPA survey is conducted every three years. The most recent survey took place from **25 February to 12 March 2025**.

- The **psychological WPA** is **100% anonymous**. Results are only shown if enough responses are received, and no one at AU can access individual answers.
- The **physical WPA** is **not anonymous**. The local Work Environment Group can view comments about specific issues (e.g. noise, drafts) to address and resolve them.

More info
https://medarbejdere.au.dk/en/administration/hr/workingenvironment/wpa

Please participate the WPA survey!

In Addition...

Reporting Accidents

- All work-related injuries must be reported as soon as possible

➤ First, contact your local safety representative

➤ The injured person + a safety group member must submit the report together

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/reportinginjuries/

➤ The university forwards reports to relevant authorities for compensation

Reporting Near-Accidents

- A near-accident is an incident without injury that could have become serious
- Must be registered using the near-accident form

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/reportinginjuries/near-accidents/

➤ The person involved fills it out and sends it to the local safety group

➤ The safety group completes the form and follows up

Why Reporting Matters

Not just for insurance—these reports help us improve the work environment and prevent future incidents

Please share this presentation at a group meeting

https://biomed.medarbejdere.au.dk/en/working-environment

Thanks for listening!

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