

INTRODUCTION OF NEWCOMER – INFORMATION delivered and received

- Read the **IMBIM Handbook** carefully
- Complete the **online course on laboratory safety**, takes about 10-15 minutes
<https://mp.uu.se/web/info/anstallning/kompetensutveckling/interna/laboratorieresakerhet> *Only applies to lab workers*
- Obtain additional information about rules and regulations **and protection and safety devices** from the group leader and/or the safety representative/corridor representative in your corridor

Checklist for the introduction of new employees / students at IMBIM

- **Introduce** the new employee to everyone in the corridor
- **Show around** in the corridor, where to find toilets, lunch/coffee room (C8: 1 + SciLife/Navet), restaurant and reception.
- **Show where the administration can be found and greet the Head of Department**
- **Show the mailboxes and IMBIM post room** - in and outgoing mail, D9: 3
- **Show “Archive X” and the “plastic warehouse”** - Office supply
- **BMC Technical Service** - email to teknisktstod@bmc.uu.se regarding emptying of white and blue vessels, liquid nitrogen, dry ice, ordering paper towels, yellow hazardous waste boxes, broken fluorescent lamps etc.
- **Order routines** - Produktwebben, procurement
- **IMBIM website**
- **Employee Portal/Medarbetarportalen (MP)** - info about employment, UU, safety, environmental work, chemical management etc.
- **Equal conditions**, basic values, zero tolerance for undesirable behaviors
- **Ventilation button** for "extended operation ventilation" after 6 pm weekdays and all weekend
- **Do not let in unauthorized persons - dare to ask!**
- **Turn off the light and lock** when you leave for the day

- **Review security equipment and evacuation plan** for the corridor. Show where cardiac starters, fire extinguishers / blankets, emergency / eye showers and first aid kit are located.
- **Inform that incidents and injuries** must be reported to the head of department and security representative. Forms are available at MP.
- **Lab Coats** - Always used in the lab, not used outside the corridor. Where to find clean ones, where to put the dirty ones
- **Chemical work** - submit log-in information to KLARA, go through what information you can find there and the importance of registering all new chemicals.
- **Risk analysis** - inform about where they are, how to make a new one and why they are made.

- **Chemical waste** - routines for destruction (Ragnsells). Emissions in sewers (Uppsala Vatten)
- **Waste management** - the difference between different types of waste and which waste containers they should be thrown into
- **Source sorting** - which fractions and where the different fractions should be placed
- **The lab dish facility/Centraldisken** - where dirty rinsed dishes are placed and where to get clean
- **Gloves** - used when needed and definitely not outside the corridor