

# Zoophysiology

## Checklist for introducing new employees and students

- A tour must be given shortly after the employee begins working in the section. It includes practical information and introducing relevant staff. Additionally, it includes a thorough review of safety and procedures related to the work.

*The tour is given by a contact laboratory technician or the safety representative and an animal keeper.*

New student / employee(s): \_\_\_\_\_

Lab.techn. /Safety rep.: \_\_\_\_\_

Animal keeper: \_\_\_\_\_

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

Information (area)	Description (comments)	Check
Presentation of the house and the section and introduce the relevant staff.	<ul style="list-style-type: none"><li>- <i>The composition of the house.</i></li><li>- Present the <b>relevant people</b> (including the section manager and administrative personnel, to ensure the new employee knows where to get help.)</li><li>- A <b>contact laboratory technician</b> is appointed for new students.</li><li>- Show how to find <b>the ice maker, Milli Q-water, dry ice</b> etc.</li></ul>	
Information about the intranet / websites and other relevant links	<ul style="list-style-type: none"><li>- Introduction to <b>Welcoming brochure for Zoophysiology</b> containing links to the <b>Employee Handbook</b> and other relevant links. These two brochures should also be given to new employees/students. (Remember to let them know where to find information about <b>occupational safety</b> and information on the poison line, counseling, etc.).</li><li>- Facebook-<b>groups</b> etc.</li></ul>	
Practical information about seminar room/coffee room and social events in the section	<ul style="list-style-type: none"><li>- Keeping <b>packed lunches</b> in the fridge</li><li>- <b>Coffee scheme</b></li><li>- <b>Bread scheme</b> (payment of 50 DKK to secretary Birgitte Dahl)</li><li>- Barbecues and other <b>social events</b></li><li>- Help each other <b>keeping things tidy, emptying the dishwasher, making coffee</b>, etc.</li></ul>	
Meetings	<ul style="list-style-type: none"><li>- Talk about the various <b>meetings</b> in the section and in the department (including place of employment meetings, sectional meetings, etc.)</li></ul>	
Fill out the form with information about the new employee/student	<ul style="list-style-type: none"><li>- The new employee/student <b>is added to the list</b> with information about initials, e-mail address, phone number, office space (building + room), advisor (VIP) and field of work. (Louise is responsible for making sure the form is completed)</li></ul>	

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<b>Classrooms</b>	<ul style="list-style-type: none"> <li>- <b>Sign on the door</b> with information about and phone number of the responsible persons.</li> <li>- <b>Safety issues re. classrooms.</b> Show where eyewash and first aid kits are located, how the <b>fume cupboards</b> work and the importance of keeping the fume cupboard neat (in order to maintain proper suction power).</li> <li>- Safety when working with <b>gas cylinders</b>.</li> <li>- Info: <u>Keep things tidy and clean up after yourself!!!</u></li> </ul>	
<b>Instructions on the building's contingency plan and location of the defibrillator</b>	<ul style="list-style-type: none"> <li>- Where to find the <b>contingency plan</b> (on each floor), and instruct on how to act.</li> <li>- Location of <b>defibrillator</b>- in the building and refer to the home pages (see Welcome to Zoophys.)</li> </ul>	
<b>Show the relevant depots / rooms</b>	<ul style="list-style-type: none"> <li>- Any <b>depots</b>.</li> <li>- <b>Office supplies</b> (contact Charlotte Staal for special needs).</li> <li>- Depot for <b>common laboratory items</b> (show them where the cabinets are located and how to complete the form when supplies are low). Elin takes care of ordering products.</li> </ul>	
<b>Using AU cars</b>	<ul style="list-style-type: none"> <li>- Refer to someone who can give instructions as to the procedures for <b>using AU cars</b> (<i>perhaps adviser</i>). This includes how to book the cars and how to complete the driver's log.</li> </ul>	
<b>Introduction to laboratories</b>	<ul style="list-style-type: none"> <li>- <b>Use of lab coats</b> and that <b>food/drink are prohibited</b> in the lab.</li> <li>- General <b>lab safety</b>, including when to use protective equipment (gloves, goggles hearing protection, etc.)</li> <li>- Safety <b>when working with gas</b> (<i>pay particular attention to instructions on working with CO, as extra precautions must be taken when working with this gas</i>)</li> <li>- <b>Using equipment</b> (it is important to contact the responsible lab technician/VIP prior to use). Show how to make notes (if necessary)</li> <li>- <b>If equipment is removed</b>, this must be done in agreement with the person responsible and a note must be left with the name of the person who removed it and the date (and perhaps the date it will be returned).</li> <li>- Instructions on <b>using centrifuges, scales, etc.</b> (e.g. that equilibrium is essential for centrifugation. And that it is important to keep the scales clean).</li> <li>- <b>Using fume cabinets</b> and pull-out cabinets (storing chemicals and "temporary" containers for chemical waste)</li> <li>- <b>Check fume cabinets</b> prior to use/when in use (listen or use a vaneometer)</li> <li>- Types of water (dem. water and Milli Q water)</li> <li>- <b>Dishwashing procedures</b> (glassware etc. must be rinsed with dem. water prior to being sent for washing and all writing must be removed with rubbing alcohol)</li> <li>- Disposing of <b>hazardous waste</b> (use the yellow buckets for scalpels, hypodermic needles, slides etc.)</li> <li>- Work with <b>isotopes</b> requires special instructions.</li> </ul>	

<b>Instruction on record keeping</b>	- If <b>records</b> are kept for the work in the laboratory, the responsible VIP /TAP must be instructed as to how to use the system.	
<b>Chemical rooms and purchasing</b>	<ul style="list-style-type: none"> <li>- Electronic chemical system (<b>KIROS</b>)</li> <li>- <b>SDS (Safety Data Sheets)</b>; ensure that they know how to <b>dispose of chemical waste</b> prior to handling various chemicals.</li> <li>- Procedure for <b>purchasing, registering and disposing of chemicals and chemical containers</b>.</li> <li>- <b>List of chemicals</b> (for Zoophys.)- show where to find it and how to read it.</li> <li>- <b>Storing toxic substance</b> and information on the procedures for using "<b>Chemicals suspected of being used for terror</b>".</li> <li>- Chemicals must be returned to their proper place after use.</li> <li>- NOTE: Remember to show the location of the (locked) fridge/freezer for storing toxic substances.</li> <li>- <b>Filling out form (Chemical APV) when handling particularly hazardous substances and material (eg. Carcinogens)</b>.</li> <li>- <b>Vermiculite</b> – where to find it and where to find safety goggles and hearing protection.</li> <li>- Reiterate the importance of <b>keeping this room neat and tidy</b> (particularly the area around the scales)</li> <li><b>-Pay particular attention to extra precautions for pregnant women when working with chemicals.</b></li> </ul>	
<b>Chemical waste room / hazardous waste</b>	<ul style="list-style-type: none"> <li>- <b>Waste groups</b> and where to find information on them (folder in the lab – or ask the safety representative)</li> <li>- <b>Stock of UN approved containers</b>, remember never to fill them more than 90% (mark the container prior to use – draw a line "Fill till here").</li> <li>- <b>The containers must be labeled</b> with contents (use waterproof marker to write on the containers). Never use labels, as they easily fall off.</li> <li>- Remember to show the location of the yellow bins for hazardous waste. Explain that they may only be filled to the extent that they can be closed without difficulty.</li> </ul>	
<b>Accidents / close calls</b>	- <b>Registering accidents</b> and close calls (you must notify the safety representative and complete a form)	
<b>Field work</b>	- Special rules apply for <b>Field work</b> , the contact VIP will give information on this.	
<b>Animal housing (Basement for animals)</b>	<ul style="list-style-type: none"> <li>- The animals <b>are kept in the basement of building 1131</b>. If you need access to the animals, with your own key card, contact Hans Malte from The Department of Zoophysiology.</li> <li>- To <b>use animals from the basement</b> you have to arrange this with your supervisor and the animal technician Heidi Jensen (28992054).</li> <li>- If <b>you need animals for a project</b>, this must be arranged with Heidi.</li> <li>- You can find <b>suitable boxes for animal transport</b> in the yellow cabinets in the basement.</li> <li>- <b>Please clean up</b> after using the facilities in the basement.</li> <li>- There is a <b>cool room and a freezer</b> that you can use. Please <b>mark everything with name, date and phone number</b>.</li> <li>- When you <b>remove animals from the basement</b>, then this must be <b>written in the books</b> located where the animals are kept.</li> <li>- If animals need to be fasting for a project, this must be written on the box where the animals are kept and you have to notify the animal technician.</li> </ul>	

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