

Training plan for HSE at the chemistry department - organic chemistry research group

See also: Training plan for HSE at the chemistry department found in the Department's HSE manual applies to work in our laboratories: <http://www.mn.uio.no/kjemi/english/about/hse/hse-manual/>

The following HSE training plans applies for staff and students in the organic chemistry research group.

All employees must participate in the Mathematics and Natural sciences (MN)-faculty HSE course (3 hours) as soon as offered by the faculty after joining the group. The HSE coordinator at the Department of Chemistry is responsible for ensuring that employees participate in the HSE course.

Training is held every spring and autumn in connection with the starting of new master students. The course is offered in both Norwegian and English, a course consists of two (2) hour sessions where the current safety procedures are reviewed and a one (1) hour fire-fighting course. People who start their work at the department of chemistry outside the semester start period will receive special training by the HSE coordinator; this training includes training in fire fighting. People cannot start working in the laboratory before the safety course is completed. The HSE coordinator is required to conduct such courses every week if required. Responsible for implementation: HSE Coordinator in cooperation with an office/study consultant. HSE Coordinator is responsible for ensuring that participation is documented.

All bachelor students / exchange students who carry out research (KJM2010/KJM2020 and equivalent), master students, doctoral students, visiting researchers, interns, emeriti and other employees who work in laboratories will participate in at least one HSE course.

Master students shall also participate in the Faculty's HSE course and the HSE-module in KJM4010 before starting any laboratory work.

All students and staff shall go thru the NMR-module in KJM4010 before working on their own in the NMR-laboratories. Personnel starting in the middle of a semester, will be offered a personalized training session by the NMR lab. staff.

All students and staff working in the organic chemistry laboratories are expected to have knowledge of organic chemistry, laboratory techniques and relevant HSE as taught in our BS courses in organic chemistry (KJM110 and KJM4200). For students and post docs, it is the main supervisors responsibility to make sure that the co-worker has the required knowledge and if not, carry out the necessary teaching before the co-worker is allowed to enter the lab.

It is the main supervisors responsibility to inform all new co-workers about rules and routines in the group regarding risk assessment, SJA and SOP's.

All employees and master students will have "The Department of Chemical Safety Manual" they will sign the document after reading it to show that they have understood the contents. This is to be done by all staff and students after completing an online test. A record of those persons that have passed the test will be archived in the HSE coordinators office.