"HMS"-checklist for newly recruited within IKVL
Applies for permanent employees, temporary workers, visiting scientists, students, graduate students, postgraduate students, scholars and other staff.

Date…………………………….. Trained by………………………………………………………………………………..

Signed checklist is stored in the HMS-folder.

The following sections have been reviewed/shown:

| Alarm, fire protection, evacuation and first aid | □ Alarm  
□ Fire protection and evacuation  
□ First Aid  
□ Show: evacuation plan, evacuation routes and assembly point  
□ Show: fire fighting material – fire extinguishers, fire hose, fire blankets and alarm buttons  
□ Show: first aid material  
□ Show: recovery room  
□ Inform: it’s forbidden to smoke indoors and on BMC-courtyard |
| Organisation | □ Inform: who is responsible for health, environment and safety  
□ Inform: who is safety representative and head safety representative  
□ Occupational health service and Student health service  
□ Inform: who are trained in CPR  
□ Health and ergonomics including wellness policy |
| Laboratory rules | □ General rules  
□ Personal protective equipment  
□ Waste handling  
□ Handling chemicals/hazardous substances/solvents  
□ Preparedness in case of spillage  
□ Risk Assessments  
□ Work in ventilated area  
□ Gas  
□ Cell culture  
□ Liquid nitrogen  
□ Biosafety: GMM and microbiological work  
□ Human material  
□ Animal models  
□ Radiation protection  
□ Laser  
□ Drugs |
| Show | □ Emergency showers and eye showers  
□ Personal protective equipment  
□ Function of Fume cupboard/ Fume bench/LAF-bench  
□ Chemical storage and solvent storage  
□ Waste handling  
□ Signs |
| More | □ Medical examinations  
□ Form for information about close relatives |
| The group’s own rules | □ |

I have read, understood and agree to comply with the rules of ILML in regard to health, environment and safety, and the group’s own rules.

………………………………………………………………………………………………………………………………………………..

Name clarification…………………………………………………………………………………………………………………………..