"HMS"-checklist for newly recruited within ILML
Applies for permanent employees, temporary workers, visiting scientists, students, graduate students, post graduate 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.

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Name clarification...........................................................................................................