

# Quick start safety information and regulations Science Faculty

---

*This document is meant as a starting point for finding safety information and learn about safety regulations for all employees and students of the Faculty of Science and is especially useful for new employees and students. It is by no means a replacement of the safety instructions provided by the Safety department (AMD). Being meant as a starting point, more elaborate information can be found in the links provided.*

---

## 1 Finding your most important information

Via the website of the university, more general information regarding safety is accessible. For the Faculty of Science, much of this information is not applicable. The type of (laboratory-, field-) work that takes place in our faculty requires a different approach of safety in some cases. The Safety Department, hereafter AMD, provides specific information regarding safety and regulations applicable for the Faculty of Science.

*In the Netherlands, safe work is a shared responsibility between you and your supervisor/manager*

Every employee and student with a ULCN-account has access to our information via the website, found on the right-hand column of the employees- or student pages of the website via 'Buildings and Facilities'. Here are the direct links:

-[general information](#)

-[labsafety information](#)

Make sure to log in to be able to see all information and to click on the 'Science' labeled tab.

These AMD-information PDF's are recommended to read when your start working at the Faculty of Science

[AMD information sheet A020 My workplace.](#)

[AMD information sheet A030 What to report?](#)

## 2 Instructions

### 2.1. Obligatory instructions

Besides all passively offered in documentation, AMD offers instructions/classes/training on various subjects and for a variety of target groups. Some of the instructions are a requirement to be authorized to access specific labs. Examples of these restricted-access labs are: GMO-labs, radiation labs, laser labs and animal facilities.

Supervising students doing their lab-work (either classes or traineeships) requires a fire extinguishing training. Student assistants usually have had this training in their third year or as a first years master. However, AIO's, Post-docs and senior researchers may not have had a recent fire extinguishing training. For them a fire extinguishing training is obligatory when supervising students.

### 2.2 Overview of instructions that the AMD offers

For those who	Title	Comments
Work in the lab or field	Safety training for new employees	Offered in English, invitation via institute, obligatory by law.
-supervises students in labs -is interested in this instruction	Fire extinguishing training	Joining is free of charge. However in case of a no-show, the institute will be billed  Sing-up and available dates can be found on the <a href="#">event page</a>

-becomes student assistants -AIO's and other employees supervising students during practical work	Safety instruction for student supervisors and student assistants	Obligatory
Want to work with class 3b or 4 lasers	Laser safety instruction	E-learning via Brighspace. Passing the exam provides authorization <a href="#">Registration for the e-learning laser worker is possible via the form.</a>
Need access to a GMO-lab	GMO instruction	Attending the training gives access to gmo-labs and to work with gmo's.
Want to work with radiation (sources)		<a href="#">Report to the AMD's radiation specialist</a>
That needs to work with HF	Working with HF	<a href="#">HF-instruction</a>
Groups, individuals	Tailor made instruction/training	Ask for availability and options: <a href="mailto:AMD@science.leidenuniv.nl">AMD@science.leidenuniv.nl</a>

### 3 Regulations and permits

When working within an organization such as the university, there are rules, regulations, permits etc. to be aware of as we have to be compliant as an organization.

Below a list of the most important subjects that involve the most strict rules.

If your work is related to such a subject, ask your supervisor for more information. Usually a specific training or authorization is required.

- Work safety legislation (Dutch Arboret)
- Animal by-products (that includes serums, skin, blood samples, waste)
- Lab animals
- GMO
- "Special" gasses or chemicals (such as HF, toxic gasses, etc.)
- Nano
- Radiation (sources, machines)
- Lasers (class 3b and 4 equipment, or labs with 3b or 4 laser)
- Import/export/transport
- Storage (chemicals, gas bottles)
- Nature conservation law
- Waste (equipment, chemicals)
- Working outside regular opening times (is only allowed after following a specific procedure)
- Other types of work that you may be aware of or assume that is linked to high risks or legislation and permits

### 4 Quick start emergencies and incidents

#### **In case of a victim**

- Call the emergency number on the orange label of each desk phone
- Tell where you are and what's going on
- If you're not alone, organize help: let someone call the emergency number and make sure someone stays with the victim
- Wait for the first Aid and Emergency colleagues (BHV)

#### **In case of fire or other emergencies**

- Extinguish the fire only if you are sure you can manage it.
- Call the emergency number on the orange label of each desk phone
- Tell where you are and what's going on.

- If you evacuate, first secure your experiment, leave the room and close the door.
- Wait at the official gathering point (which is a safe place) and wait for further instructions from the first Aid and Emergency colleagues (BHV). Do not re-enter the building or leave the gathering point unless instructed.

## 5 Report!

### **Incidents**

It is imperative that all incidents are reported. That means not just incidents with victims, but also small incidents, near misses and potentially hazardous situations.

You can report all of these via the [online form](#), but you can also mail to: [AMD@science.leidenuniv.nl](mailto:AMD@science.leidenuniv.nl) or feel free to visit the AMD in BS106, BS107 or BS108.

### **Social unsafety**

Issues with social safety such as (sexual) harassment and unacceptable behavior can be address with one of the counselors. [See this page of more information](#).

### **Important personal conditions (incl. pregnancy!)**

In many of these cases either the AMD or one of the counselors can give advice.

Report also to your Supervisor / Manager so they can take or facilitate measures when needed.

### **Technical emergency**

Call: 4600

### **Technical and organization changes**

Technical can only be made via the Management of Change (MoC) procedure. [Contact the technical staff](#).

Organization (changes in office, changes in function/tasks) have to be communicated to Facility as they change for example the signs on the door. When a change affects a permit (e.g. conventional lab needs to be gmo-lab, or you transfer permit related work to a (new) colleague, the AMD needs to be informed. Often the AMD has to inform authorities about these types of changes.

### **RSI or CANS**

In case you suspect repetitive strain injury (RSI) or complaints of arm, neck or shoulder (CANS) go to your general practitioner to determine if it really is RSI or CANS. If so, report this to the organization (e.g. your manager, supervisor, AMD) so action can be taken. Also the AMD can check the settings of your desk and chair and if needed also your workplace in the lab.

## 6 Contact information

The safety department is located in the 'Bestuursgebouw', the appendix of the Gorlaeus building.

Safety related questions: Safety advisors (Dutch veiligheidskundigen/preventiemedewerkers) Marc Fluttert, Peter Roemelé, André Kamp, Jeroen Haars, Irma Bakker, Yvette Hochstenbach [AMD@science.leidenuniv.nl](mailto:AMD@science.leidenuniv.nl) for general subjects.

Biological safety and GMO work related: Biological safety officers Marc Fluttert and André Kamp [bvf@science.leidenuniv.nl](mailto:bvf@science.leidenuniv.nl)

Laser safety and training: Laser safety officers Irma Bakker- Rijs and Jeroen Haars) [laser@science.leidenuniv.nl](mailto:laser@science.leidenuniv.nl)

Emergency response teams: Coordinated by: Peter Roemelé and Jeroen Haars [Bhvorg@science.leidenuniv.nl](mailto:Bhvorg@science.leidenuniv.nl)

Radiation waste, safety and permits: Radiation officer Marc Fluttert [fluttert@science.leidenuniv.nl](mailto:fluttert@science.leidenuniv.nl)