



LUND  
UNIVERSITY

# Student Safety

LUND UNIVERSITY | DEPARTMENT OF GEOLOGY

2022







## Safety regulations at the Department of Geology

### SAFETY RULES

**All students participating in courses or undertaking projects and theses at the Department of Geology must read and follow these rules. By signing a declaration, you certify that you have understood the safety rules and agree to follow them, which will allow you to participate in field and laboratory work.**

The purpose of the regulations is to minimize the risks to health and safety associated with laboratory and field work. More detailed regulations and guidelines on safety are available in each laboratory, and can also be obtained from the lab manager, teacher or lab assistant in charge.

At the start of each course you will receive information about what applies to the premises in which the course takes place. Before you start with a new part of the course, such as a practical in the laboratory or field work, you should get information on how you can perform this operation safely. If you do not receive such information, please ask!

Also remember to avoid musculoskeletal injuries and work-related injuries, for example during computer work, by considering the work place and how you work.

### INSURANCE AND STATUTES

As a student, you are covered by a personal accident insurance which is similar to the occupational insurance available for employees. The insurance has the following conditions:

- Applies to undergraduate and graduate students under Chapter 1, Section 4 of the Higher Education Act.
- Applies in Sweden. It applies during school hours and during direct travel between home and the place where school hours are spent. When abroad, a separate additional insurance is required.

- Applies to injury, accident – also to and from your place of study – or illness by infection. Contact your teacher.

More on insurance is found at Kammarkollegiet's website. Current legislation and regulations are available at the Swedish Work Environment Authority, [www.av.se](http://www.av.se). Relevant rules are also set by others such as the Swedish Chemicals Agency.

### LABORATORY WORK

#### General safety

Before beginning laboratory work, you should have received information about the safety rules relating to the facilities and equipment to be used. This includes:

- Emergency exits, evacuation routes and assembly points.
- Emergency showers, eye wash, first aid and AEDs.
- Fire protection equipment, spill kit

Before you start in the lab, you should also have read and understood the risk assessment that describes any hazards at the various stages of the lab.

#### Laboratory work

- When working in the laboratory, a lab coat must always be used. If required, safety glasses, dust mask and gloves should also be used. When you leave the lab, take off the lab coat and dispose of the gloves. This is to reduce the risk of spreading chemicals outside the lab.
- The lab should be kept clean and orderly. Equipment not being used should be placed in cupboards or other storage. Keep the floor space free. Make sure cords and hoses are not a tripping hazard.
- It is forbidden to eat, drink, smoke, sniff and apply cosmetics (even lip balm, hand lotion).
- Work with chemicals should be performed in a fume hood. A fume hood is not a storage space and shall not

be cluttered with equipment or bottles. Only chemicals used in your lab work may be temporarily kept in the cupboard. Check that the exhaust fan in the fume cupboard is working before starting work. When working in a fume hood the hatch must be as low as possible to get the best protection effect.

- After the completion of any work in the laboratory, chemicals should be returned to the chemical cabinet.
- All chemicals must be clearly labelled with contents (incl. any hazard symbol required), owner and date.
- No chemicals must be thrown in the trash or poured down the sink. Leftover chemical residues and waste must be collected and submitted to SYSAV for disposal. For spills of hazardous liquid, vermiculite should be poured on to the spill to soak up the liquid. The vermiculite is then collected and submitted to SYSAV for destruction.

### Protective equipment

- Lab coats are available in or just outside most laboratories. Gloves, safety glasses and hearing protection should be in those labs where they are required. If you cannot find the necessary protective equipment for your work, contact the lab manager before you begin.
- Emergency showers and eye showers/eyewash are available in most labs or in the hallways at the labs. They must not be blocked. First aid boards, including plasters and bandages, are located in some parts of the building, including the student kitchen and in a couple of labs.
- If you get chemicals in your eyes: flush your eyes thoroughly at the eye wash station (ögonusch). Then contact the medical advice service by phone 1177 (internal phone 0-1177). On your way to the hospital keep rinsing your eyes with an eye wash bottle. These are mounted in wall holders and should only be used during transportation, after flushing with at the eye wash station.

## FIELDWORK AND EXCURSIONS

### General

These tasks can be very variable and safety regulations can differ depending on the situation. Below are instructions for some common types of work in the field, but generally you should follow the teacher's safety instructions associated with the particular fieldwork / excursion.

Before the excursion / field work, the teacher assesses the implementation with respect to weather, availability and other conditions. If risks are present the excursion / field work may be changed. The teacher(s) in charge always has a phone with them. You should always have adequate and sufficient clothing. Children and dogs are not allowed. In the case where students act as drivers the teacher in charge checks driver's licenses before commencing. During the trip each driver is responsible for the passengers in his/her car, and for being rested and sober / drug free when driving.

During independent field work it is up to you to make yourself aware, and comply with, any applicable safety regulations.

Avoid, if possible, working alone; if alone ensure you have procedures for alerting someone in case of emergency (regular contact with someone) and by having proper safety equipment (e.g. mobile phone, whistle, brightly coloured attire).

### Quarries and gravel pits

Excursions or field work in active quarries always require permission from the quarry/pit manager, something that the excursion leader or supervisor arranges. Excursion leaders must always notify the quarry office at arrival and get information of ongoing activities (e.g. blasting). Excursion leaders should also let the quarry office know when leaving the pit. Students may only work at the place indicated by the excursion leaders and should not move into other parts of the quarry. While driving or walking within the quarry area, the pit work vehicles always take precedence. When working in active quarries helmets and brightly coloured vests are required. In older, inactive quarries helmets are required, but not vests. Sturdy shoes, preferably steel toe work boots, should be worn. Significant risks in quarries include rock fall at steep walls, which therefore should be avoided as much as possible, and crushing injuries of the hands/feet due to scree. Do not walk or work right above someone else when you are at sediment sections or rock walls to avoid material falling or sliding down on other people.

### Working on ice

During fieldwork on ice-covered lakes, streams or seas, at least two people must be involved, and at least one person must have previous experience of work on ice. Crampons, ice pick and lifeline must be brought.

During fieldwork / excursions in mountain / glacier terrain, do not leave your group and go off alone. Never go up on the glacier without permission from your teacher. Carefully follow the safety instructions that the teacher gave you before glacier hikes. Always wear the safety equipment that the teacher handed out and instructed you how to use. Sliding on snow fields is not allowed.

### On board

When you participate in courses or conduct field work at sea you must comply with the safety regulations and procedures on board the research vessel. The captain is responsible for security, giving him/her the right to terminate expeditions prematurely for safety reasons. The captain or crew are required to provide information about the safety precautions and procedures on board, if this is not done, you should ask for a safety demonstration before the expedition. You will be informed of where the life jackets are kept and where the re-assembly point is in an emergency.

All field work on board a research vessel is usually wet, muddy or both. It is strongly advisable to wear rain gear, rubber boots, and warm clothes. It is also strongly recommended that you make sure that you are not standing on wires on the deck or standing directly beneath a wire, especially during winching. Also make sure not to wear things that can easily

get caught in equipment, for example, rings on the fingers or long and loose scarves. Follow the instructions given by the teacher or by the crew

### FIRE SAFETY

Fire is always serious and can have devastating consequences for individuals and organisations. You must have a basic knowledge of fire safety and evacuation procedures and an alarm must always be taken very seriously. Boards with maps of escape routes (Evacuation Plans) sit at each floor and at the entrance. Check up the closest escape route from where you usually are placed at the department, and where the nearest fire extinguisher is located.

### Fire and evacuation precautions

**WARN** surroundings that fire has occurred. Use the emergency button to trigger the fire- and emergency alarms.

**RESCUE** and help all people who are in immediate danger and evacuate the premises. Close, if possible, doors and windows to reduce the spread of fire and smoke. Fire smoke rises so it is easy to see and breathe down at the floor. Therefore, stay low and crawl out of a burning or smoke-filled room.

**ALARM** the fire brigade via SOS Alarm on phone number 112 or 0-112 if you use the internal phone.

**PUT OUT** the fire if you think that you can do it without taking unnecessary risks. Fire extinguishers (foam or carbon dioxide for chemicals, electronics, etc.) are in the corridors and in some laboratories. Their location is indicated on the evacuation plan.

**EVACUATE** the building via the escape routes shown on the evacuation plan and by guiding signs. Choose a smoke-free path and evacuate via the stairwell - the elevator should never be used. Help each other and especially those with disabilities. A calm demeanour may save lives in a disastrous situation.

Escape routes must be kept clear. To prevent the spread of smoke and fire, escape routes are fitted with fire doors that close on alarm. Fire doors must never be fixed in an open position.

**HEAD TO THE ASSEMBLY POINT** and remain there and wait for information from the safety officer or a fire officer. Report immediately if anyone is missing or has been injured. The building assembly point is shown by the evacuation plan and the space is marked with a sign. Do not re-enter the building until permission is given. The department's assembly point is at the large parking lot north of Geocentrum II (along Sölvegatan towards Fysicum).



### Foam extinguisher (skumsläckare)

Foam extinguishers effectively extinguish fire in fibrous materials (e.g. wood, paper and textiles) and combustible liquids. The foam settles closely over the fire and extinguishes and cools the fire. The foam is then left to protect against re-ignition. Similar to water, foam is electrically conductive and it is therefore inappropriate to extinguish burning electrical appliances with foam or water.



### Carbon dioxide extinguisher (kolsyra)

Contains the gas carbon dioxide to extinguish the fire quickly and "cleanly" but it is not good for smoulders. Upon quenching with carbon dioxide fire can flare up again if the carbon dioxide disappears before the object cools down enough. Carbon dioxide does not conduct electricity and should therefore be used for fires in electrical equipment. Carbon dioxide is very cold and should not be used for extinguishing fires in clothing.

### Important signs



alarm button fire extinguisher

escape routes



evacuation plan

### ILLNESS AND ACCIDENTS

#### If you become ill or have problems with your studies

The phone number for the Student Health Centre is 046-222 4377. You can visit them on Paradisgatan 5B. More information on their web: [www.lu.se/student/studenthaelsan](http://www.lu.se/student/studenthaelsan).

If you experience problems with your studies, you can also contact the student advisor at the department.










### Accidents and incidents

All accidents and incidents (i.e. events that could have led to an accident) at the department or in connection with the department's courses must be reported according to the law. Please contact the teacher in charge or the lab manager.



### HAZARD PICTOGRAMS

All hazardous chemicals must be clearly labelled with hazard symbols (hazard pictograms) as well as risk- and protection information. The labelling informs about risks when using the chemical. Until June 2015 there are two parallel labelling systems. Thereafter the new pictograms with red frames will be valid globally.

<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>• Skin Corrosion/burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame over Circle</b>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<b>Environment</b>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

The hazard symbols below are valid until 2015 and may be found on older chemicals.

 <b>Explosive</b> H19A-S	 <b>Oxidising</b> H22A-S	 <b>Extremely flammable</b> H20A-S	 <b>Corrosive</b> H18A-S	 <b>Dangerous for the environment</b> H21A-S
 <b>Harmful</b> H15A-S	 <b>Highly flammable</b> H13A-S	 <b>Toxic</b> H16A-S	 <b>Irritant</b> H14A-S	 <b>Very toxic</b> H17A-S

## PHONE NUMBERS AND CONTACT INFORMATION

### Emergency and on duty phone numbers

SOS Alarm, ambulance, fire, police, poison control:

Call 0-112 from a university phone

Call 112 from another phone

### Other phone numbers

	University phone	Other phone
University security alarm	207 00	046-222 07 00
Akademiska hus (on duty)	0 31 13 10	046-31 13 10
Medical advice service	0 1177	1177
Poison control (not urgent)	0 08-33 12 31	08-33 12 31
Lund hospital	0 17 10 00	046-17 10 00
Lund university exchange	99	046-222 00 00

Note that the emergency and security numbers also can be found on the back of your LU card if you have one.

### Contacts at the department

*Overall responsibility, economy, personell*

Anders Scherstén (head of department), 046-222 3958, anders.schersten@geol.lu.se, room 333

*Work environment, fire safety*

Åsa Wallin (house prefect), 046-222 3244, asa.wallin@geol.lu.se, room 273

*Safety issues, accidents, incidents*

Martin Jarenmark (safety officer), 046-222 7864, martin.jarenmark@geol.lu.se, room 248

Isa Doverbratt (deputy safety officer), 046-222 9886, isa.doverbratt@geol.lu.se, room 247

Olga Brotzen (student safety officer), sng-hms@luna.lu.se

*Flammable goods*

Mattias Olsson (director flammable goods), 046-222 3199, mattias.olsson@nuclear.lu.se, room 273/259

Åsa Wallin (deputy director flammable goods), 046-222 3244, asa.wallin@geol.lu.se, room 273

*Chemicals, waste management, risk assessment*

Git Klintvik-Ahlberg (lab assistant, bedrock), 046-222 3957, git.klintvik\_ahlberg@geol.lu.se, room 232

Åsa Wallin (research engineer, Quaternary), 046-222 3244, asa.wallin@geol.lu.se, room 273

*Specific laboratory or course/part of course*

Lab manager (see note on lab door) or teacher in charge (see course schedule).

*Environmental coordinator*

Gert Pettersson (IT coordinator, web administrator), 046-222 8693, gert.pettersson@geol.lu.se, room 235

*Insurance*

Human resource coordinator, 046-222 7872, kansli

*Studies*

Theodor Sigmond (study administrator), 046-222 7865, theodor.sigmond@geol.lu.se, room 246

Karl Ljung (student councillor), 046-222 3996, karl.ljung@geol.lu.se, room 480 (away until Dec 2022)

Dan Hammarlund (director of studies), 046-222 7985, dan.hammarlund@geol.lu.se, room 477



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**LUND**  
UNIVERSITY

Geologiska institutionen  
Department of Geology

### FÖRSÄKRAN/ AFFIRMATION

Undertecknad har läst, förstått och förbinder sig till att följa säkerhetsanvisningarna för Geologiska institutionen, Lunds universitet ("Studentsäkerhet").

Undersigned has read, understood and will comply to follow the safety instructions for the Department of Geology, Lund University ('Student safety').

Lund \_\_\_\_\_ (datum / date)

\_\_\_\_\_  
Underskrift / Signature

\_\_\_\_\_  
Namnförtydligande / Printed name

\_\_\_\_\_  
Kurs(er) / Course(s)

Närmast anhörig / Next of kin

I händelse av sjukdom eller olycka under kurs kan vi behöva kontakta dina anhöriga.  
In case of illness or accident during a course we may need to contact your next of kin.

\_\_\_\_\_  
Namn / Name

\_\_\_\_\_  
Telefonnummer / Phone number

\_\_\_\_\_  
Relation

Lämna blanketten till studerandeexpeditionen där den kommer att förvaras i ett år.  
Hand the form to the study administration where it will be stored for one year.