1. Formål
Å sikre at alle ansatte og studenter får den nødvendige HMS-opplæringen ved instituttet, slik at alle skal kunne arbeide trygt og sikkert ved instituttets lokaler.

2. Omfang
Gjelder for alle ansatte og studenter ved IKJ.

3. Ansvar og myndighet
Linjeleder ved IKJ har ansvaret for at alle ansatte og studenter får den nødvendige HMS-opplæringen ved instituttet.
HMS-koordinator ved IKJ har den sikkerhetsmessige oppfølgingen av retningslinjen.
Ansatte og studenter har et selvstendig ansvar for å holde seg informert om HMS-arbeidet ved IKJ.

4. Definisjoner og forkortelser
IKJ – Institutt for kjemi

5. Beskrivelse – HMS-opplæring til ansatte og studenter
Linjeleder skal sørge for at:
- Det utarbeides en lokal retningslinje for HMS-opplæring til ansatte og studenter ved IKJ.
- HMS-opplæringen blir dokumentert (se vedlegg).

HMS-koordinator skal sørge for at:
- Alle ansatte og studenter ved IKJ får den nødvendige informasjon og opplæring om instituttets HMS-arbeid.

Ansatte og studenter skal sørge for:
- Å holde seg informert, og følger alle HMS-bestemmelser ved instituttet.
- Å melde fra om alle avvik og uønskede hendelser.

6. Dokumentreferanser
- Arbeidsmiljøloven
- Brann- og eksplosjonsvernloven
- Strålevernloven
- Internkontrollforskriften
- Forskrift om utførelse av arbeid
- Forskrift om organisering, ledelse og medvirkning
- Arbeidsplassforskriften

7. Vedlegg

NTNU
Department of Chemistry

Application for access to laboratories at the Department of Chemistry (IKJ)

Last updated: 30.10.2023
Version number: 1.2

Revised by: Melanie Siah
Approved by: Hallstein Hemmer

Name	
Telephone number	
Department / Company	
Position and study program (if relevant)	
Supervisor(s)	
Laboratory room number(s)	
Room responsible(s)	
Key number[a]	
Start date	
End date	

HSE requirement (see next page for more details)	Responsible person	Date / Signature
General HSE training at IKJ (including gas safety course)	HSE coordinator Melanie Siah, E2-104 melanie.siah@ntnu.no	☐ Gas safety course completed
Risk assessment (RA): ☐ Emailed to HSE coordinator; OR ☐ Carried out on Risk Manager and ID number emailed to HSE coordinator **N.B. HSE coordinator must receive your approved RA within 3 weeks of handing in this form.**	Supervisor and HSE coordinator	ID number:
Local HSE training and laboratory tour with HSE focus, including laboratory rules and routines	Room responsible / Supervisor	
Tour of D2-181, E2-146, E2-148 and E2-155[a]	Supervisor	
Identification of instrument training required[b]	Supervisor	
Confirmation of completed checklist (except RA)		**Date / Signature**
New employee/student		
Supervisor		

a) Keys can be obtained by contacting Melanie Siah (melanie.siah@ntnu.no, E2-104) or Jon Erik Aaseng (jon.erik.aaseng@ntnu.no, E2-131).
b) List of people who can give instrument training is available at https://innsida.ntnu.no/wiki/-/wiki/Norsk/tekniske+og+administrative+ressurser+ved+ikj.

Deliver completed form to HSE coordinator to obtain laboratory access.
Remember to submit your Risk Assessment and SJAs to the HSE coordinator.

Guide for each part of the HSE training

HSE requirement	Required content
General HSE training at IKJ	• Legal basis for HSE • HSE at NTNU and IKJ • Roles and responsibilities • Reporting system • Preparation for labwork (including Risk Assessment and Safe Job Analysis) • Carrying out labwork safely • Waste management • Gas safety course
Risk assessment	Supervisor: • Write risk assessment with student/employee • Send assessment or Risk manager ID number to HSE coordinator via email within 3 weeks of handing in this form
	HSE coordinator: • Check the Risk Assessment is completed and looks satisfactory • Fill out ID number and sign the form
Local HSE training and laboratory tour with HSE focus, including laboratory rules and routines	• Tour of the laboratory and show the safety equipment available (shower, eye wash, first aid kit, fire equipment, etc.) • If there is special equipment that requires training, inform that they must receive training from you or the instrument responsible before using the equipment (remember documentation of instrument training is required by law).
Tour of D2-181, E2-146, E2-148 and E2-155	D2-181: • Explain how each type of waste is packaged and labelled and where it is placed • Inform that they must notify Roger if anything is full/needs refilling E2-146/E2-148: • Show the glass storage (2 rooms), where to put labcoats (for employees) • Inform that they must notify Roger if anything needs refilling E2-155: • Show the gloves, labcoats (for employees), soap, dishwashing soap, etc. • Inform that they must notify Roger if anything needs refilling
Identification of instrument training required	• Make a list of instruments that need training and note the persons responsible for instruments • Inform that student/employee must undergo training before using the instruments