

NTNU	Guideline for access to laboratories at the NV faculty	Faculty for Natural Sciences		
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HMS		Date	2019-02-12	ePhorte 2019/15534
		Replaces	New	Approved by Dean

Purpose

All units at the NV faculty shall work systematically to ensure that persons who are given access to NV faculty laboratories have the necessary training and knowledge of current routines for the area that they work in, and that these routines are complied with. To ensure compliance with current routines, a routine for giving warnings and sanctions, such as expulsion from the laboratory, is included in this guideline.

Roles and responsibilities

The head of department/line manager shall ensure that the necessary routines have been established and are responsible for ensuring that the unit's practice complies with applicable requirements and guidelines.

Supervisors (all managers including supervisors ([WEA 2-3 \(3\)](#)) are responsible for ensuring that the employees/students they lead are made aware of current routines and guidelines.

The room manager shall ensure that the current routines for the room are followed and report deviations. In the event of serious breaches of routines, the room manager shall notify the supervisor of the relevant employee/student. HSE nonconformities must be reported in NTNU's system for reporting of HSE problems and discrepancies.

All employees and students have an independent responsibility to familiarise themselves and comply with the current routines and guidelines.

Allocation of access

The units must clarify the need for areas with controlled access and what requirements shall apply for the allocation of access to a given laboratory area based on risk assessment. A decision must be made as to what training is required and this training must be documented. When the risk assessment shows that presence of physical risk factors and/or sensitive information generates a need for controlled access, only authorized persons who require access to carry out their work shall be given access and this shall not be granted for a longer period than necessary.

Sanction for violations of routines and guidelines

Access to laboratories is provided on the condition that current routines and guidelines are followed. In the event of a violation of routines/guidelines, a HSE nonconformities (not personal data) shall be reported. If the student/employee violates routines/guidelines repeatedly, the behaviour must be sanctioned. Exclusion from the laboratory must be considered, keeping in mind that that we must meet requirements for a fully satisfactory working environment for everyone in all our laboratories. The basis for exclusion must be documented. The following steps should be followed in cases involving recurring violations of routines and guidelines:

- 1st time: Oral warning (from laboratory leader, course leader or leader/supervisor). The head of department/line manager for the relevant laboratory area is informed in writing that a warning has been given.
- 2nd time: Oral and written warning. Written warning is given by the head of department/line manager.
- 3rd time: Exclusion from the relevant laboratory area: Notification is given in writing from the head of department and the reason for the exclusion must be stated. The period for the suspension and criteria for regaining access are assessed based on the severity of the violations.

Based on the severity of the violations and the need to ensure fully satisfactory laboratory operation, immediate exclusion may be appropriate. The head of department shall always be informed of this and the person who is excluded shall receive a written notification stating the reason for the exclusion.