# Laboratory Safety Rounds

Investigations of the work environment are an important part of the systematic work environment work that workplaces must conduct according to the Swedish work environment Authority's regulation AFS 2001:1. It is the employer's obligation to investigate, remedy and follow up the operation. Examples of investigation methods are employee interviews, a survey on the working climate, safety rounds and noise measurements. The examples in the bullet list are based on the legislation that applies to laboratory operations at the university and are to be used as support in the investigation of the physical work environment. The document may also be used for other investigations of the work environment before the safety round itself. The respective institution is responsible for handling the documentation and for the follow-up of the measures.

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| * Are emergency exits and fire extinguishing equipment unblocked?
* Are there written handling and safety instructions for risky activities?
* Are the floors free of obstacles and without the risk of slipping?
* Are premises correctly signed according to current regulations?
* Are the special containers for infectious waste safe and marked with the text sharps and sharps waste?
* Are there cleaning routines for the laboratories?
* Are risks, incidents and accidents reported?
 | * Is there equipment for first aid and is it signed correctly?
* Are eye showers and emergency showers available and are these checked regularly?
* If protective equipment, i.e. hearing protection, protective clothing, head protection, boots, gloves, etc. is needed, is it available and in perfect condition?
* Are the guards for all machines complete and correctly adjusted?
* Are risk assessments carried out?
* Are pressurized devices properly located?
* Do gas cylinders/vessels undergo regular checks?
 | * Is the general lighting sufficient in the premises?
* Are there disturbing reflections or glare from lights or windows?
* Does the ventilation function satisfactorily in all spaces?
* Are work equipment and work objects placed at an appropriate height?
* Is the work chair adapted to the individual and the tasks?
* Are chemical products stored according to the information in the laboratory safety manual?
* Is the indoor temperature good, both in summer and in winter?
 | * Are signs posted with; RISK OF HEARING DAMAGE, USE HEARING PROTECTION at the machines and at the entrance to the premises?
* Are measures taken or is there a written action plan to reduce noise exposure in case of noise?
* Are the stop buttons well marked and positioned so that they can be quickly seen and reached by the operator?
* Are the machines in good condition?
* Is ongoing supervision and periodic maintenance carried out on equipment?
* Are manuals, instructions for use and/or safety data sheets available to staff?
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 **Prio 1**: action is taken immediately. **Prio 2:** action is taken as soon as practicable. **Prio 3:** measures need to be taken.

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| Date: | Chief: | Employee: | Safety representative: | Signature safety representative: |
| **Student safety representative:** | **Date of previous investigation of the working environment:** | **Have the risks from the previous investigation of the work environment been eliminated?** | **Signature chief:** |

| Risks | Premises | Risk prioritization (1-3) | Actions | Responsible for actions | The actions shall be completed | Follow-up of actions |
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