

Checklist for new employee at IGV

Administration office	Responsible	✓ Check
Send out email to lab engineers/lab manager, vaktmästare/caretaker, study coordinator, IT manager, fire safety manager with information about new employee starting at IGV. Info: name, starting date, position (+ for SUKAT: personal no, office no, work assignment, unit within IGV)	Personnel adm	
Information about Primula and "good to know adm info"	Personnel adm Economic adm	
Information about policies at IGV (not safety) with focus on environment and work environment.	Head of adm	
Round tour at IGV (not labs)	Head of adm, Personnel adm/economic adm	

LAB	Responsible	✓ Check
Round tour in labs (show all labs depending on interest of the new employee)	Lab manager	
Information about safety policies	Lab manager	

IT	Responsible	✓ Check
<ul style="list-style-type: none"> Set up email address/SUKAT account Order computer according to decision by prefekt/head of adm 	IT-manager	

KEYS ,CARDS and OFFICES	Responsible	✓ Check
Hand out keys and cards by request from supervisor (cards/keys to students) or prefekt/head of adm. Preferred: 1 week in advance. (Name, personal no and four digit code for the card, which keys and access to what areas)	Vaktmästare/ caretaker	

Prepare desk and office space by request from prefekt/head of adm	Vaktmästare	
Post box	Vaktmästare	
FIRE SAFETY	Responsible	✓ Check
<p>Info about:</p> <ul style="list-style-type: none">• emergency exits• where fire extinguishers are• who the fire safety manager and evacuation leaders are	Fire safety manager	

Checklist when employee leaves IGV

Administration office	Responsible	✓ Check
Send out email to lab engineers/lab manager, vaktmästare/caretaker, study coordinator, IT manager, fire safety manager with information about an employee ending the position at IGV. Info: Name, date when ending position.	Personnel adm	
Contact info to employee for future need of contact	Personnel adm	

LAB	Responsible: -Employee with support from lab manager/lab engineer	✓ Check
Employee clean used lab space.	Employee	
Employee clean any used cupboards in lab and corridor and also in the storage on plan1/plan 0.	Employee	
Employee return chemicals to the proper storage place. Discard any temporary mixes (e.g. diluted acids) or check if someone wants to take over them (mark them with that person's name).	Employee	
Employee dispose any hazardous waste that is left from your work.	Employee	
Employee return any items you have borrowed.	Employee	
Employee handling of samples: <ul style="list-style-type: none"> Go over your samples (extracts, solutions, etc) and decide (evtl. together with your supervisor/ involved colleagues) what should be kept Samples to be kept: 	Employee	

<ul style="list-style-type: none"> ○ Assign a person responsible for them ○ Put them in suitable storage place, seal/pack them well and mark with their contents and the name of the person responsible for them ○ Make a sample list including sample location and any necessary information to further use the samples. Give one copy of the list to the responsible person and one to your lab manager. <ul style="list-style-type: none"> ● DISCARD ALL OTHER SAMPLES! 		
Employee, inform your lab manager to return/re-assign any gas bottles rented for your work.	Employee	
Employee, in case of any lab responsibilities incl. instruments or methods, make sure that your colleagues know where to find all information, protocols, instrument manuals etc.	Employee	
Lab manager, collect contacts in case of future need of contact regarding samples etc.	Lab manager	

IT	Responsible	✓ Check
<ul style="list-style-type: none"> ● Inform employee that his/her email address will be removed after 3 months - check if he/she want to keep it longer or change SUKAT to "guest account" ● Inform the employee and remove any licence from computer ● Make sure the computer and phone are returned to manager / IGV 	IT manager	

KEYS,CARDS and OFFICE	Responsible	✓ Check
Collect keys and card	Vaktmästare/caretaker	
Make sure office is cleared /cleaned	Vaktmästare/caretaker	
Make sure any digital and printed material of interest to a responsible person of your choice. Discard everything else.	Vaktmästare/caretaker	
Remove name from office and postbox	Vaktmästare/caretaker	