

Delegation of tasks regarding the work environment in student lab work

According to the delegation of tasks at Fysikum regarding the work environment, the deputy director of studies has the task of ensuring a safe and secure work environment in the student laboratory premises at Fysikum. Most student lab work are performed there, but some student lab work are performed in the research laboratories and in laboratories shared with KTH. In addition, many persons are involved in the student lab work, both at the basic and the advanced level, and it is therefore necessary that the tasks are further divided.

A risk assessment must be made for each student lab work. Course responsible, course assistants and the students must have theoretical and practical knowledge of the risks and risk management. The division of responsibilities for how this work is carried out, is described below.

Deputy director of studies

- has the overall responsibility for the nuclear physics- and electronics-, mechanics- and thermodynamics student laboratory premises in house 1 and the optics- and quantum physics student laboratory premises on the 2nd floor in the main building.
- must inform the course responsible about their tasks (see below), for example that there must be a risk assessment for a student lab work, before the lab work is introduced to the students on the course.
- informs the course responsible and course assistants about the courses and trainings that are offered and required (for example in ionizing and optical radiation, chemical and electrical work) and follows up that the courses are carried out.
- helps to coordinate the risk assessment. The course responsible and course assistants participate in the risk assessment. Other persons who have theoretical and/or practical knowledge in various parts of the student lab work, with focus on safety aspects, are invited to participate.

Course responsible

- ensures that a risk assessment is performed for a new or revised student lab work before the lab work is introduced to the students. The course responsible must participate in the risk assessment and signs the risk assessment when it is completed. Each time a course is given, the risk assessment must be reviewed (if nothing has changed, new date + new signing is sufficient).
- ensures that a current risk assessment is available on the shared folder for lab work instructions on NextCloud/Fysikum, and that the risk assessment is attached to the lab work instructions given to the students.
- ensures that the course assistants receive enough information to feel comfortable and safe to teach the student lab work, with regard to safety aspects.

Course assistant

- participates in the risk assessment for the student lab work. The course assistant signs the risk assessment when it is completed.
- checks that everyone who is to carry out the lab work, has read the risk assessment documents before starting the practical part of the lab work.
- must orally discuss risks and risk management with the students before they start the practical part of the lab work.
- interrupts the lab work if it is discovered that someone is violating the risk assessment and safety routines, and is a danger to someone, the equipment, the work environment or environment.

Other participants

Persons who have theoretical and/or practical knowledge in various parts of the student lab work, with focus on safety aspects, are invited to participate. This is to ensure that the risk assessment is made in the best possible way, based on current routines and regulations from Stockholm University and relevant authorities, with regard to for example ionizing radiation, optical radiation sources, electricity, magnetism and chemicals.

Students

- are obliged to read the written information and to take part in the oral discussion regarding risks and risk management in the student lab work, and to follow the safety routines.
- are, together with all other personnel, obliged to report if errors or deficiencies are discovered in safety, the work environment or environment.