

## **When are you required to fill out the "HSE" forms?**

1. When your work in the lab could be dangerous to your health and to the environment. Please notice the formal descriptions in the *"HSE documentation for lab-work at UNIS"*.
2. Discuss your work and fill out the form with the lab leader before you start the lab work. *Discuss with the lab leader whether you have to use the personal alarm.* The form could be used throughout the working cycle, but if there is a change in your work, you have to fill out a new "HSE" form.
3. Leave the form in the "Working in the lab" shelf before starting lab work
4. Put the form in "Finished working lab" shelf after finished lab work.
5. **Notice that points 3 and 4 also must be followed during working hours (Mon-Fri before 16 o'clock)**
6. **Call** the person on duty on: + 47 95 28 35 11 after working hours (after 16 o'clock) when you have finished your work at the lab. **DO NOT send SMS.**
7. Mon-Fri after 16 o'clock and during weekends you have to **call** "Contact person at UNIS" to inform about your presence in the lab.

**This is to ensure that UNIS personnel know about the activity in the lab.**

### **PERSONAL ALARM:**

1. You will find the alarm in the lab office, contact the lab leader.

- 2.If you use the alarm, please mark it in the "HSE" forms.
- 3.Set the alarm and wear it on you.
- 4.After lab work; turn off the alarm and charge it if necessary.

**If the alarm is horizontal for more than 10 seconds (e.g, if you're lying immoveable on the floor) it will send an alarm directly to the UNIS duty telephone!**

