

SAFETY COURSE LESSON 12

Health, Safety and Environmental
regulations and policies at UNIS

Main objective:

The main objective for this lesson is to give students and staff a head start concerning how to do things the right way at UNIS.

After this lesson students should:

- Know where and who to ask for guidance and permission before starting their work at the lab and in the logistic facilities.
- Know about different sets of regulations concerning use of labs and logistic facilities as well as preparations to- and accomplishing of field work.
- Know about the HSE forms for field- and labwork and understand that this is a binding agreement between them and UNIS.
- Know what areas and equipment at UNIS that you need a special permit to enter or use.
- Know the regulations for storing of firearms and ammunition at UNIS and in Nybyen.
- Know what kind of equipment the logistics can offer for welfare use.
- Know fire drill routines, fire escape routes and the rallying point.
- Know about the car regulations at UNIS.

UNIS Health, safety and environment (HSE) standards

Overall HSE goal:

UNIS shall be a leading organization for health, safety and the environment. We will work to prevent injuries or accidents associated with our activities. We shall minimize any possible negative impacts on the environment and ensure a working environment that is safe, stimulating and rewarding.

UNIS Environmental Standard

This is a document containing further details on how different activities can impact the environment, and some guidelines on how to minimize this impact.

Fieldwork – forms

If you are planning to do any fieldwork you need to read and understand: [Safety instructions for fieldwork and excursions and instructions for use of field equipment.](#)

After you are done reading this, you have to fill out and sign: [Acknowledgement of reading the safety instructions](#)

This should be delivered in Fred Schanke Hansen's mailbox.

Before fieldwork you (or your supervisor) needs to fill out, discuss and agree with head of safety on:

[HSE fieldwork plan](#)

If you haven't completed this web form yet, do it as soon as possible: [Self Declaration of Health and Next of kin](#)

Reporting of divergency

To reach HSE goals and make UNIS even safer, it's very important that divergency reports are filled out. You have to do this if you damage equipment, environment, yourself or others. You also have to report near accidents and violations of laws or internal policies.

There are three different forms:

- Internal divergency report
- Internal report on damage or loss of material
- Internal report on personal injury

Logistical services

UNIS Logistics can offer a wide variety of field equipment, transport, housing and staff.

Booking is done by those responsible for your courses or fieldwork. All requests for logistics services should be sent to:

logistics@unis.no

All equipment or staff should be returned in the same condition as you got it, in the same place you found it and as soon as possible. Always remember to dry wet equipment.

UNIS equipment shall not be used privately.

Lab services

In advance of all lab work you have to review your work with lab responsible. As evidence of this review, the “[HSE documentation for lab work at UNIS](#)” should be filled out. For most of you, this will be done by the teacher responsible for your course.

When working in the cold lab, chemistry lab or sterile lab, specific security instructions apply. Safety instructions for these labs need to be signed as understood by the user.

Please remember to clear and clean your lab space after use.

Danger of avalanche in Nybyen

The avalanche danger in Longyearbyen is monitored by The Norwegian Water Resources and Energy Directorate (NVE).

When there is a danger of avalanches hitting populated areas, The Governor will evacuate these areas. Normally this happens based on weather and avalanche forecast, so there will be some time to prepare.

Rising danger of avalanches at bad weather situations led to evacuation of Nybyen at some occasions last year.

UNIS has a plan on how to do this.

Private outings

- We encourage you to follow the UNIS principles for safe travel also during private outings.
- You should always tell somebody where you are going and when you will be back.
- Never go on a trip alone.
- UNIS has got no responsibility for your activities on private outings.

Useful websites

unis.no

yr.no

toposvalbard.npolar.no

What to do in case of fire

If you observe a fire:

- Push a manual fire alarm
- Try to put out the fire, but be careful
- Evacuate through the closest emergency exit
- Close all doors and windows

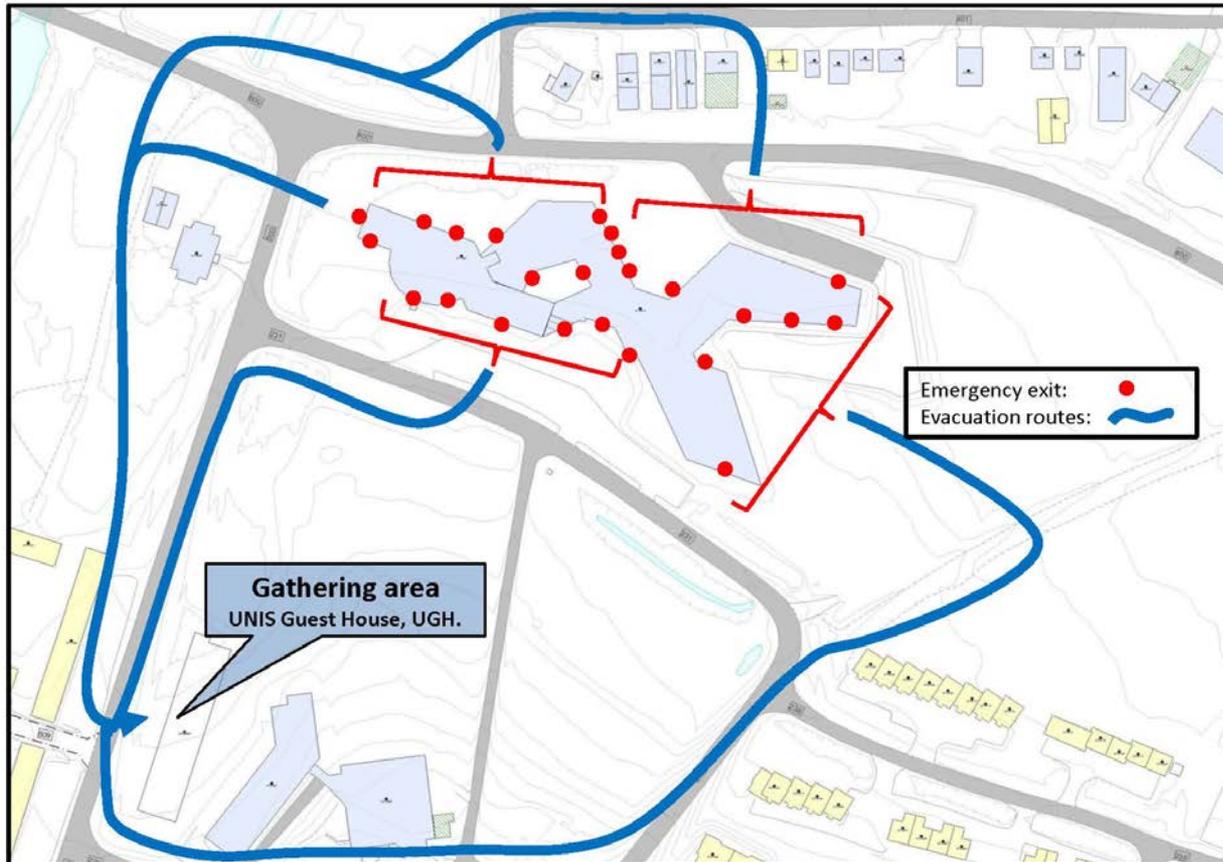
If you hear the fire alarm:

- Evacuate through the closest emergency exit
- Close all doors and windows

Behaviour in case of a terrorist attack or use of lethal violence at UNIS

- **Run. Get away from the area. Use the nearest emergency exit point and follow the evacuation routes to UNIS Guest House.**
- **If you cannot get away, hide yourself. Barricade and, if possible, lock yourself in. Set your phone on silence and stay still. Get away if it becomes possible.**
- **Report the incident to the police at the emergency number 112. Inform others if you can. If possible, trigger the fire alarm. UNIS has only got one type of alarm; the fire alarm.**
- **If possible; observe as much as you can:**
 - How many?
 - What do they look like?
 - What kind of weapon?
 - Where did they go?
 - Where did you see them last?
- **If you have no other choice, and only then, attack the perpetrator.**
- **If meeting with the police / armed response:**
 - Stay calm and be aware that you might be pointed at with a weapon.
 - Armed response is not there to carry out first aid, but to stop the perpetrators.
 - Keep you hands visible.
 - Follow their instructions.

Evacuation of UNIS



If the fire alarm is triggered. Please leave UNIS through the emergency exits, follow the evacuation routes and meet at UNIS Guest House.

UNIS has only got one type of alarm. The fire alarm will be used as a signal that something is seriously wrong and you have to leave the building through the nearest emergency exit.