

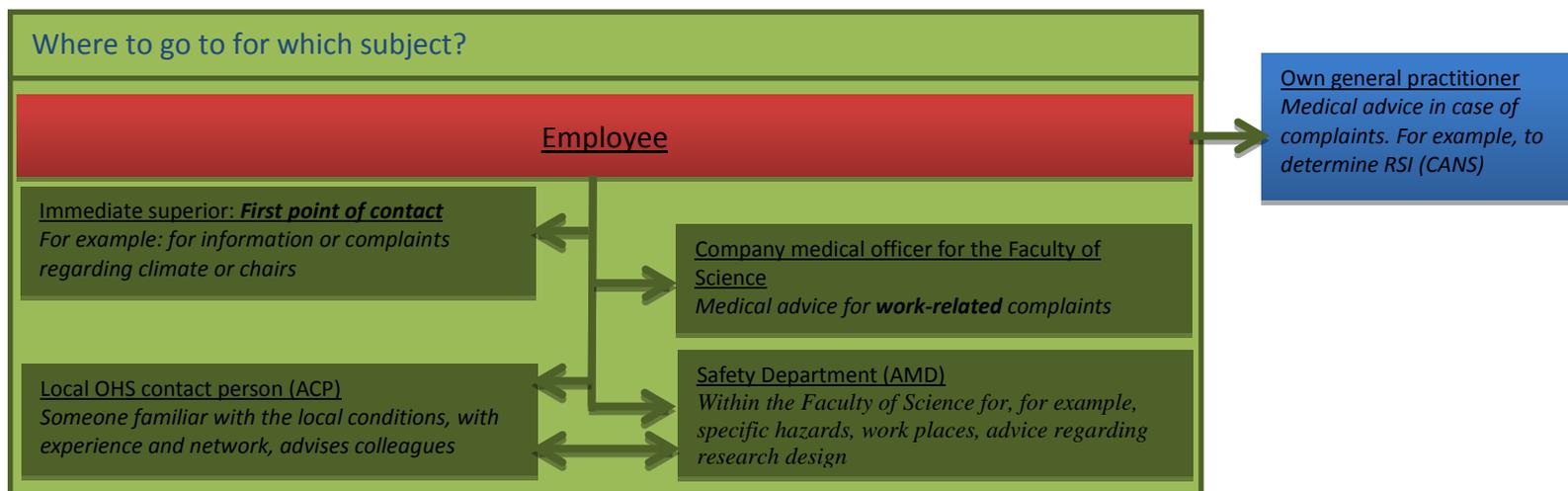


Information for employees and students working at the Faculty of Science (W&N)

This AMD information sheet will guide you into the organizational layout and responsibilities regarding the environment, health, and safety within the Faculty of Science (W&N).

1 Where to go to with my questions?

Your first source of information regarding environmental, (occupational) health, or safety (OHS) questions is your own superior. Most departments have a local OHS contact person ("Arbocontactpersoon" or ACP) you may address as well. Students should first address their lecturer/instructor, lab instructor, or study adviser. The environmental, health, and safety department (also 'Safety Department', or "Arbo- en Milieudienst", AMD) is also the appointed advisory body for all (guest) employees and students at the Faculty of Science (W&N). The exact responsibilities of AMD are explained in Chapter 4. If you have any work-related health questions or problems, please make an appointment with the company medical officer (See Chapter 5).



2 Who is responsible for my health and safety?

You yourself bear the first responsibility for your own health and safety. In addition, you bear responsibility for your colleagues and the environment. This is because you know the risks of your work best. Bachelor and master students, as well as trainees of other educational institutes constitute a special group of employees according to the Dutch Working Conditions Decree (“Arbowet”). They always work under supervision of a lecturer/instructor or researcher bearing the responsibility. However, the employer is obliged to facilitate this responsibility. The Dutch “Arbowet” dictates a shared responsibility of employer and employee. For example, [the employer \(Dutch link\)](#) is obliged to provide education on safety, and facilities to ensure safe working conditions, as well as to supervise compliance of prescribed rules and regulations.

Obviously, your formal employer is the University Board, but this board is clearly at too great a distance from the actual workplaces. Therefore, the mandate for working conditions and the environmental standards is referred to the Faculty Boards, and referred further to the Scientific Directors of the research institutes. The daily responsibility in this area resides with your own superior, or, for students, with their (lab) instructor. The exact arrangement is shown in the diagram on the next page.

As employee you are entitled by the Dutch Working Conditions Act to refuse work you consider too dangerous, if properly motivated, in which case a suitable solution should be sought. On the other hand, you are obliged (Article 11, Dutch Working Conditions Act) to:

- Use equipment, machines, and tools (so called *work equipment*) in the correct manner
- Handle hazardous substances in a safe manner
- Use the supplied [personal protective equipment \(PPE\)](#) properly
- Leave safeguards intact, and use these safeguards properly
- Attend instruction sessions when these are organized for employees
- Report any hazards to health and safety the moment you see these
- Cooperate with the employer, faculty and university OHS officers, and other officials with responsibilities assigned in the implementation of the Dutch Working Conditions Act.

Please find the information you may need for this in the set of information sheets on the AMD website, and in the [Safety Regulations of the Faculty of Science \(W&N\)](#). Among the most vital instruments to comply with the above obligations is the [performance of a research risk assessment](#) *before* the start of your work.

Sanctions policy

In extreme cases the faculty may impose sanctions if you do not comply with safety regulations. Not complying will be considered a dereliction of duty and may be subject to sanctions according to the Collective Labour Agreement (“CAO”) of the Dutch Universities. For students, guest employees, trainees, and similar personnel this means that access to lab courses and/or the buildings of the Faculty of Science (W&N) may be denied for the short or longer term.

Do you need more information? Please contact the AMD: amd@science.leidenuniv.nl

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3 The superior's role

Thus, when you supervise, for example, a work group, or student trainees, you bear the direct responsibility for the environmental, safety, and health issues. Therefore, an employee with any questions about these should be able to address you regarding this matter. A superior is expected to arrange several organizational matters, such as work meetings with room for environmental, health, and safety issues; keeping contact with employees on sickness leave; [reporting incidents](#) occurring within the department; providing information on the risks of activities; providing means to enable healthy and safe working conditions; supervise compliance of rules and regulations; etc. Please find more information in the [OHS infosheet for supervisors](#).

You may run into a situation in which you do not know what to do yourself. In such cases, please contact your own superior, the OHS contact person (ACP) within the institute, or AMD directly.

If, as PhD or Postdoc, you supervise one or more students, you are a superior as well, and, therefore, responsible for the students working on your project!

4 Organization of the OHS services at Leiden University

Within the university there are three departments involved in environmental, health, and safety issues:

- VGM at university policy-making level
- AMD specific for the Faculty of Science (W&N)
- UFB-arbo for the other faculties

4.1 The faculty's OHS Department (“Arbo- en Milieudienst”, AMD)

The AMD is meant for all groups of employees and students within the Faculty of Science (W&N). We have a safety specialist's background, as well as personal lab experience. That is why you can address any of us for general information, as well as specific questions. For example, questions about measuring noise levels, correct use of fumehoods, adjusting your chair and desk, risk assessment of your intended test set-up, but also for questions about the extra risks of pregnancy in combination with laboratory work, or a tailor-made training for your employees.

AMD is also the place to ask your questions about regulations and the required permits concerning working with radiation and genetically modified organisms, as well as about fitting

AMD advises on:

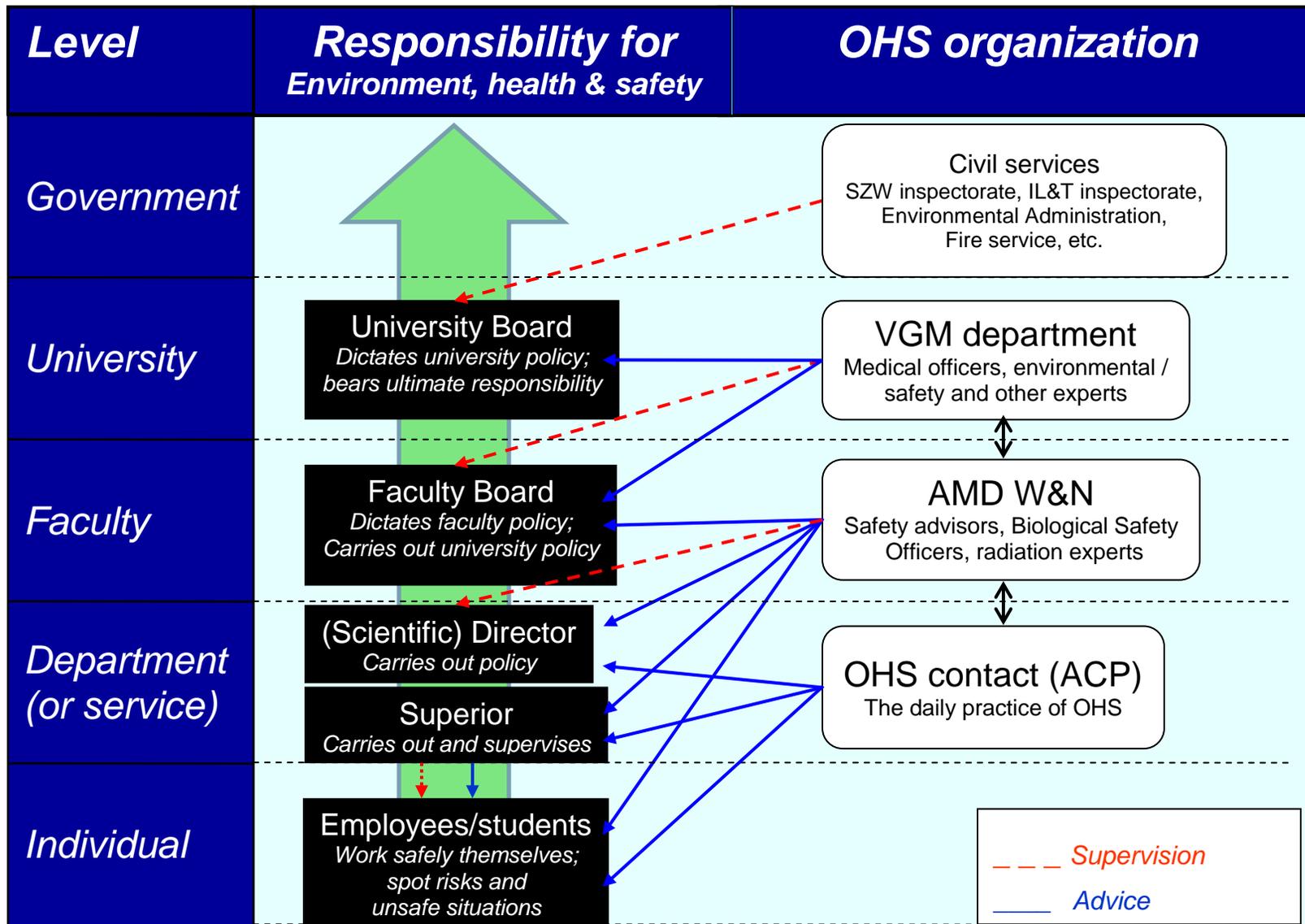
- Working conditions
- Safety in building new constructions and alterations
- Safety during projects and experiments
- Purchases of safety devices and personal protective equipment

You may also address the AMD for:

- Help and advice in applying for permits (environmental, GMOs, Dutch Nuclear Energy Act)
- Organizing OHS information sessions and instructions
- Advice on adjusting computer workplaces
- Reporting dangerous situations and (near) incidents
- Applying as new radiation or GMO worker
- Questions on working with hazardous substances
- Risk analysis for experiments or building new constructions and alterations
- Informing new employees and students
- All other OHS-related questions

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your work within the current environmental permits. In addition we coordinate the emergency response teams, and perform incident investigations, as well as risk assessments and evaluations.

Finally, you may meet us in the labs during workplace inspections. During such an inspection the AMD checks if the applicable environmental and working conditions regulations, as well as the university's and faculty's safety regulations, are met, and advises on measures to solve possible issues. However, the responsibility for the enforcement and supervision of these regulations, as well as for solving any issues found, lies with the superior or the institute. Please refer to the AMD's [contact information](#) to find out who you may address with questions, or who to turn to for advice.

At times AMD may not be able to answer your questions directly, and sometimes measurements may be necessary. In such cases AMD will contact the proper specialists of VGM, the university's occupational health and safety services.

4.2 The university's VGM services

The VGM (“Veiligheid, Gezondheid en Milieu”, safety, health, and environmental) services cover the LUMC as well as Leiden University. In addition to safety experts, VGM employs work and organization experts, occupational hygienists, environmental consultants, the university's radiation experts, biological safety officers, and medical officers.

You will not often come in contact with VGM, but you may meet VGM personnel during, for example, inspections by public services that are accompanied by them while representing the University Board.

The medical officer

The only specialist at VGM you can contact yourself is the medical officer. In addition to sickness absence guidance, you can address the medical officer with questions and advice about prevention. For example, when you are experiencing health issues which you suspect to be work-related, or that may have an adverse effect on your work (for example allergies, RSI complaints, stress, use of medicines, strained working relations, pregnancy). The medical officer is bound by a professional duty of confidentiality.

You may contact the medical officer using telephone number 8015 to make an appointment for the working conditions consultation hours. You do not need any permission to do so. The medical officer has office hours for two daily periods each week in the Gorlaeus, so you don't have to travel very far. At other times you can go to the Poortgebouw Zuid. Please find more information on the [VGM/HSE website](#).