Information for employees and students working at the Faculty of Science (W&N)
This AMD information sheet contains practical information about finding your way around your workplace, the layout of your workplace, as well as special risks and regulations at your workplace. A workplace is any area where you perform your work.

1 Your workplace

Almost everyone has a desk workplace. Additionally, many people have a lab workplace. But a warehouse is a workplace too, and to the support staff and third parties the workplace may be anywhere in the building. Please also keep in mind that your workplace may be outside of any building as well, for example, in the field, or during a trip or traineeship abroad.

Everyone is supposed to know the safety regulations that apply to their workplace, including the meaning of the safety signs and the use of the safety devices that are meant to be used at the workplace. If you would like to know where to go to with questions about this, please read AMD-information sheet A010 OHS organization too.

Furthermore, the following applies to all workplaces:

- Take part in the faculty's safety instruction sessions.
- Get to know the key persons at your department (secretariat, persons responsible for lab or machinery, etc.)
- Make sure you are familiar with the nearest emergency exit and the route to the emergency assembly point. See AMD information sheet A040 Calamities and incidents.
- Make sure you know where to find the nearest fire extinguisher and hose reels.
- Make sure you work with care and keep to the rules and regulations of the university, faculty, and department. Take responsibility for your own safety and of those in your surroundings.
- Guide new employees and students toward independence. Address each other in matters of unsafe behaviour.
- Report unsafe situations and incidents using the university's incident report form. Even if they seem insignificant (or simply bad luck) in your own eyes. Registration is important to the organization so it may learn from these incidents, and worse may be prevented in the future by taking measures now. Reporting is obligatory by law.
- Report technical defects (even if you notice these in the public rooms) as soon as possible to Selfservice facilitair (also called Planon), so they will not become a cause of incidents.
• Smoking is prohibited within the university's buildings, and, therefore, at the Faculty of Science too. At certain points outside you will find trays for cigarette butts. In those areas smoking is allowed. Furthermore, you will find a smokers' booth in front of the Gorlaeus main entrance.

• It is prohibited to work under the influence of alcohol or drugs, including certain medicines. Please read the AMD information sheet A030 What to report?

• Presence after office hours is allowed only under certain conditions. Under no circumstances you are allowed to perform (parts of) experiments after office hours without a prior risk assessment, including an assessment of the risk of working alone, or without any measures that need to be taken based on such assessment. See AMD information sheet A060 Working outside office hours.

2 Office

• If possible, place your desk at right angles to windows so you will not be bothered by reflections, and not directly underneath an air grate or ventilation grille, to avoid drafts.

• Make sure to warn your superior if your workload gets too big.

• Make sure you are aware of any lab activities in general in your surroundings, and what these mean for your safety. Please ask which parts of the department you are allowed to enter and which parts you are not.

Please read the following if you spend more than 2 hours a day behind the computer. If so, you are considered a Visual Display Terminal (VDT) worker according to the Dutch Working Conditions Act.

• Make sure your desk chair and desk are properly adjusted. One of the major risks in an office environment is RSI. See AMD information sheet A021 CANS/RSI prevention.

• Make sure to alternate between computer work and other work often enough to prevent RSI complaints. A daily maximum of 6 hours computer work is allowed.

• Do not spend more than 2 hours a day working with a laptop, because laptops are inergonomic by definition. Please consider connecting an external monitor, or putting your laptop in a docking station and connecting an external keyboard and mouse.

3 Work and traineeships abroad

From time to time employees and students will travel abroad. The occasion may be a congress or a traineeship, but also an entire on-site research project. Abroad, you will sometimes have to consider entirely different risks than at home, for example, food poisoning, instable political situations, or exotic ill-making micro-organisms.

Obviously, these items apply to your computer workplace at home too!
• VGM has a brochure about travelling abroad (Dutch only) describing the precautions you should take.
• Students additionally contact the International Office of the Faculty of Science to go through a checklist and make all the necessary arrangements.
• If, as an employee or student of Leiden University, you run the risk of exotic diseases during your trip, VGM can also help you with advice for travellers (Dutch only).

4 Laboratories

Please read about the procedural arrangements concerning laboratory work, such as permits and (internal) regulations, on the AMD website under the heading Laboratory general. You can find practical guidelines for working in chemistry, physics, and biology laboratories under the heading Working safely using ...

The following applies at all times:
• Make sure you are familiar with the nearest eye wash station and emergency shower and are able to find these blindly.
• Take part in the fire-extinguishing training for employees. Please keep an eye on the AMD startpage calendar for announcements.
• Verify before the start of your research if you need to apply for permits or if permits need to be adjusted, as well as which other special regulations may apply. Please read Chapter 4 from AMD information sheet A030 What to report? The work in classified laboratories (AMD information sheet RhL021) is always subject to further regulations. Please address the AMD for advice in case of any doubt.
• If a research set-up requires alterations of the room or equipment present in said room, please read AMD information sheet RhL070 Relocation and technical modifications, and always timely involve facility management. This way, if your application entails safety matters, AMD will automatically be engaged for advice, if necessary. This ensures that rules and regulations are taken into account, and prevents unexpected costs for alterations afterwards.
• Perform a research risk assessment prior to your research.
• Please read the relevant “Working safely using ...” information sheets. Take measures to minimize risks according to the occupational hygiene strategy provided. If necessary, please ask the AMD for advice.
• Inform colleagues working near you about the risks of your work and determine if there may be undesirable interactions with their work.
• Please use and maintain the provided or purchased safety equipment properly.
• When working with chemicals the use of a lab coat and safety glasses is a first requirement.
• Please ensure an ergonomic layout of the required equipment in the workplace. Ask for ergonomic aids, if these are not present already.
• Please keep the lab tidy and regularly clear out superfluous equipment. This contributes to a clear view of the lab and promotes safety.
5 Workplace in the field

From time to time biologists may go out into the field to perform experiments. With this we mean: outside, sometimes on their own. These situations may entail unknown risks. However, you can enter the field well-prepared and take extra measures. Please also read Chapter 3: Work and traineeships abroad. More information may be found in the AMD information sheet VOM040 Field work.

6 Depot and workshop

These are the workplaces of facility management, FMD and ELD. These workplaces know specific hazards that are not as common elsewhere in the buildings. These, for example, involve working with machines and equipment, working on ladders and rooftops, heavy lifting, handling packaged chemicals, and such.

Other hazards occur due to the surroundings of the place you are working at. These may be surroundings in which work is performed with chemicals, lasers, and microorganisms, of which the conditions may change any moment of the day. These may entail a risk to you. Furthermore, it may be possible that your work influences the research, or the other way around.

The following applies at all times:

- Know the locations of emergency facilities and escape routes, even if your workplace is temporary.
- Take part in the fire-extinguishing training for employees. Please keep an eye on the AMD startpage calendar for announcements.
- Please always, prior to working in a lab, contact the persons responsible for the lab or room to gear the work to the measures, and to confirm if you can start safely.
- Know the properties of the materials you are working with, and protect yourself against these. If, for example, you deliver packages, make sure you know how to handle packaged chemicals and gasses.
- Follow the work procedures of your department and discuss improvements during work meetings or with your superior directly. Address each other in matters of unsafe behaviour.
- If you are in doubt about the safety of your work at any location: STOP! And first consult with your contact person, your superior, and/or lab employees on site. If your doubt is not settled, please ask the AMD for advice.

Please do not hesitate to visit the AMD if you want any advice about your work.