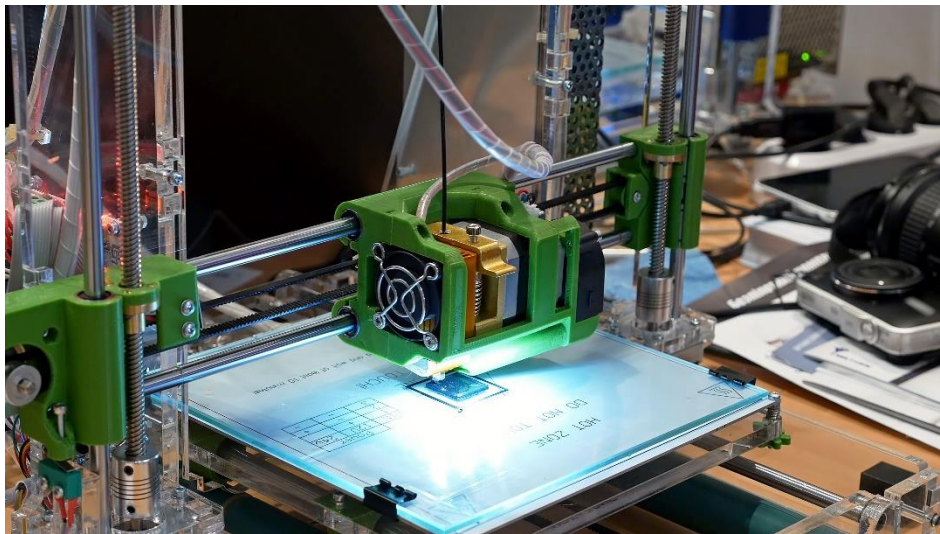




ARBEJDSMILJØSEKTIONEN
AALBORG UNIVERSITET

RULES FOR THE WORKING ENVIRONMENT IN WORKSHOPS AND LABORATORIES (RAVL)

GENERAL RULES FOR THE WORKING ENVIRONMENT IN WORKSHOPS AND LABORATORIES AT AALBORG UNIVERSITY



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The Working Environment Section
AALBORG UNIVERSITY

NOVEMBER 2022

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Introduction

Aalborg University bases its research, teaching and study activities to a significant extent on its own workshop and laboratory facilities. The activities in these facilities can pose a risk to the safety and health of the users, which is why it is important that there is a constant focus on ensuring a fully safe working environment and promoting a healthy safety culture among all users of workshops and laboratories.

This document outlines the overall principles that AAU's departments must apply to minimize any potential safety risks or hazardous exposures and strains in workshops and laboratories.

The document has the status of rules that apply to all departments with workshops or laboratories and the users of the facilities in question. The departments themselves are expected to draw up and maintain local rules, which implement and supplement the rules in this document.

The abbreviation, RAVL, refers to the Danish title of the document: Regler for arbejdsmiljø i værksteder og laboratorier.

Responsibilities and roles

Aalborg University's Working Environment Policy states that the Rector has overall responsibility for the working environment at AAU, but that managers at all levels are responsible for the working environment within their own area of responsibility.

The responsibility for the working environment and safety in the university's workshops and laboratories thus rests with the Heads of the Departments. A Head of a Department can appoint one or more managers responsible for workshops and laboratories who, in collaboration with the local occupational health and safety organization (AMO), shall take care of the specific tasks of ensuring a safe working environment in workshops and laboratories.

Training, instruction and supervision

All AAU employees who use workshops and laboratories must always display a behavior that sets a good example for others. Student supervisors and teachers have a special managerial as well as pedagogical responsibility in relation to the students to ensure proper behavior in workshops and laboratories.

The Head of Department must ensure that all users of workshops and laboratories are sufficiently trained and instructed prior to the initiation of any activity that may involve a risk to safety and health. This applies regardless of whether the activity is carried out by AAU employees or by non-AAU employees, e.g. visiting researchers or students.

Training and instruction must include all relevant working environment aspects of the current activity, including:

- safe operation of machines and equipment,
- safe use of dangerous substances and materials,
- proper lifting and carrying of heavy items,
- safe work with high voltage/high current,
- safe work at height,
- correct use of process ventilation systems,
- use of personal protective equipment.



Working with high voltage requires training and instruction.

The list is not exhaustive.

The Head of Department must also ensure that the users are trained and instructed in carrying out risk assessments to decide on or instruct on appropriate security measures.

Alternatively, risk assessments can be carried out on behalf of the users by the staff who are best qualified for the task, e.g. workshop and laboratory employees, teachers, student supervisors or others.

The Head of Department must ensure that the activities in workshops and laboratories are **supervised**. The purpose of the supervision must be to check, on the one hand, that the users carry out the activities in a hazard-free manner, and on the other hand, that training and instruction have been sufficient. The task of supervising can be delegated to qualified personnel.

The supervisor and the local occupational health and safety group can arrange for the cessation of work in workshops and laboratories if applicable occupational health and safety legislation or local regulations are not complied with and there is otherwise an imminent, significant risk to safety and health.

The Head of Department can delegate the task of carrying out training, instruction and supervision to one or more employees. The Head of Department must describe the powers of the persons concerned in writing and make the users of workshops and laboratories familiar with the delegation.

The Working Environment Section's specialists for physical and chemical-biological working environment can arrange for the cessation of work in workshops and laboratories if applicable working environment

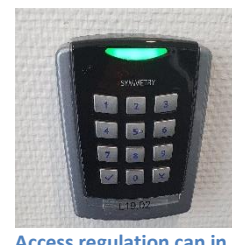
legislation or local rules are not complied with and there is otherwise an imminent, significant danger to safety and health.

Regulating access

The Head of Department must ensure that unauthorized persons do not have access to the department's workshops and laboratories without permission.

The Head of Department, in collaboration with the working environment organization, lays down rules for user access to workshops and laboratories outside normal working hours and during holiday and low-service periods, as well as rules for which work procedures require the presence of at least two people.

The Head of Department and designated workshop and laboratory managers can expel users or announce restrictions or exclusion for users who exhibit irresponsible behavior or otherwise fail to comply with applicable rules for the activities in the unit's workshops and laboratories.



Access regulation can in many cases be done via the AAU card.

Safety rounds

Personnel appointed by the Head of Department must, in collaboration with the local working environment organization, carry out safety rounds in workshops and laboratories at least twice a year, with the purpose of ensuring that working environment conditions remain as desired.

References

The references below are relevant to this document. They can all be found by searching the titles.

AAU-documents

- **Aalborg University's Working Environment Policy**
The university's working environment policy is the overall governing document for all working environment work at AAU. The policy can be found in the AAU handbook.
- **Accident insurance for students in laboratories**
The description of this insurance scheme can be found in the AAU handbook.
- **Do what I say!**
Good advice on handling the instruction obligation at Aalborg University.

Inquiries about this document can be directed to the Working Environment Section:
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AAU - Arbejdsmiljøsektionen, november 2022