

Role description: Contact person, laboratories, and workshop, NT-fak

Laboratory coordinator

Approved by	Faculty director Valentina Burkow Vollan	Date	30.11.2023
Responsible unit	Faculty of Science and Technology (NT-fak)	ID	
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The head of department has overall responsibility for laboratories and shall ensure that safety, operation, maintenance, and development are safeguarded. Tasks with day-to-day operations are delegated to the laboratory coordinator.

Competence requirements

The laboratory coordinator shall have competence in the field of the relevant laboratory/workshop at university level.

The laboratory coordinator does not have personnel responsibility. They are not personnel officers of employees. The lab coordinator authority includes safety and management of the laboratory, and the coordinator shall facilitate good safety.

Laboratory coordinator tasks

- See to it that **risk assessments** are carried out
- Ensure **safety training**
- **Approve access permissions**
- Ensure the **safety equipment**
- Participate in all **change processes**
- Be a resource in **critical incidents**

Risk assessments

Assessing of the laboratory's risks

The laboratory coordinator shall ensure that risk assessment of the laboratory and its hazards is carried out. The assessment must be updated if changes are made to overall risks in the laboratory. Normally, the lab coordinator will participate in this risk assessment.

Risk assessment of tasks and working method

Employees/students/guests that work in a laboratory must risk assess (most often Safe job analysis) their tasks and working methods.

If laboratory coordinators find that risk assessments have not been carried out, they have the authority to temporarily suspend work until the necessary assessment has been completed.

Risk assessments shall be in writing and be accessible for users of the lab.

Safety training

The laboratory coordinator shall ensure that all users of the laboratory have completed the following safety training:

1. UiT mandatory safety course (HMS 0501, HMS 0502, HMS 0504)
2. Local safety training for the laboratory – the training shall include
 - a. Review of NT-fak Laboratory safety instructions
 - b. Documented completion of the safety site quiz
 - c. Structured safety tour of the relevant lab/lab area
3. Training in relevant tasks and methods

Safety tour new employees/students/guests

The laboratory coordinator must ensure that all new employees/students/guests who will work in the laboratory complete a structured safety tour of the laboratory. See "NT-fak Laboratory safety instructions" for content of the tour.

Approve laboratory accesses

Based on completion of safety training (levels 1 and 2), the laboratory coordinator approves access to the lab, and notifies the requisitioner (the person who gives/grants access in the Salto system). Requisitioner cannot grant access without the approval of the lab coordinator.

Access is granted for the required period.

Safety equipment

The laboratory coordinator must ensure that the necessary protective and first aid equipment is available in/at the laboratory. They must also see to it that protective and first aid equipment is used.

Development and changes

The laboratory coordinator shall be informed about, and participate in, development and change processes in the laboratory.

Preparedness

The laboratory coordinator must have good knowledge of health hazardous factors and physical hazards in the laboratory. They are contact person in the event of critical incidents.

Evacuation routines

The laboratory coordinator must have good knowledge of the warning and evacuation routines for the lab, and the building in question.

Non-conformance/HSE-deviation

The laboratory coordinator shall ensure that HSE non-conformities related to the laboratory are reported and followed up.

Authority to stop work

If the laboratory coordinator discovers work that is considered to give unacceptable high risk, they have the authority to temporarily stop the work until further clarifications with the department leader and safety deputy has been made.