



Chemical safety

Department of XX

Content

Background.....	2
The aims of the project	2
Project organization and responsibilities	2
Steering committee.....	2
Role description.....	2
Department leader (Instituttleder)	2
Leader of administration (kontorsjef)	2
Project/group leaders.....	3
Safety deputies	3
HSE-advisor.....	3
Project secretary	3
Time frame	3
How	3
Work out easy to use methods for assessment of risk connected to hazardous chemicals and implement the methods at the Department.....	3
Risk assess and draw up instructions on the use of common equipment and methods used in connection with hazardous chemicals.	3
Develop and implement a mandatory local safety training for all employees and students working in labs	3
NT-fak Chemical safety project on the agenda in all meetings during the project period.....	4
Economy	4
Evaluation.....	4
References.....	4

Background

At NT-fak work is done with hazardous chemicals that have the capabilities to cause serious consequences both acute and on long term. Correct and safe storage, handling, and disposal of hazardous chemicals, in addition to right use of equipment and performance of methods, is crucial.

The chemicals, methods, and equipment in use, shifts over time. Regulations and accepted handling of risks/risk level evolves. Continuous focus on safety, and the updating of working practice, is important to maintain an acceptable level of safety. Compliance with routines and collective rules likewise.

In a hectic work environment with limited economy, to few positions, labs that should be upgraded and a strong focus on results within short timelines, the above mentioned is a challenge.

The NT-fak Chemical safety project aims to address these concerns and wishes to increase focus on safety. The goal is to prevent both accidents, and long-term health consequences, due to working, or studying, at the faculty.

The project will be effectuated at one Department.

The aims of the project

The aims of the project are to:

1	Develop easy to use methods for assessment of risk connected to storage, handling, and disposal of hazardous chemicals, and implement the methods at the faculty
2	Risk assess and draw up instructions on storage, common equipment and methods used in connection with hazardous chemicals
3	Develop and implement a mandatory local safety training for employees and students working in labs
4	NT-fak Chemical safety project on the agenda in all Department meeting during the project period

Project organization and responsibilities

Steering committee

Funksjon	Name
Leader	Department leader (Institutt leder)
Members	Head of administration (Kontorsjef)
Members	Safety deputies
Members	Two project/group leaders
Member	Minimum two representative for the engineers
Member	HSE-advisor
Secretary	Dedicated employee 25% position in 14 months

Role description

Department leader (Instituttleder)

Participate in the steering committee and lead the project

Leader of administration (kontorsjef)

Participate in the steering committee and contribute to the planning and implementation of measures

Project/group leaders

Be consecutive informed about the project, participate in discussions about the project, and assist in the implementation of its measures

Safety deputies

Be an active participant in the steering committee

HSE-advisor

Be an active participant in the steering committee, contribute with knowledge on rules and regulations both at UiT and on a national level. Participate actively in the implementation of measures

Project secretary

Organize, plan, and refer meetings and activities, if possible be an active part in the implementation of the measures.

Time frame

Period	Activities	Responsible
Autumn 2023	• Establish steering committee and complete project plan	
Jan-Feb 2024	• Plan and organize work to meet the aims	
Marc- Dec 2024	• Carry out the measures planned	
Jan-Feb 2025	• Evaluate project and write a short summing up	

How

Describe more specific how we plan to meet/achieve the aims of the project

Work out easy to use methods for assessment of risk connected to hazardous chemicals and implement the methods at the Department

Who, how, when

Risk assess and draw up instructions on the use of common equipment and methods used in connection with hazardous chemicals.

Who, how, when

- Consensus on the instructions is important.
- Find areas of safety where regulations/rules are unclear (e.g. sonicator, fume hood, storage of chemicals, transportation of chemicals, chemical waste handling)
- Establish groups that risk assess these areas and make new clear instructions with consensus

Develop and implement a mandatory local safety training for all employees and students working in labs

Who, how, when

- *NT-fak safety web site*
- *Quiz*
- *Safety tour*
- ALL employees, students and guest researchers working in labs must complete, *repeated regularly?*

- *Easy access*

NT-fak Chemical safety project on the agenda in all meetings during the project period

Who, how, when

- Involve as many employees as possible in the project, initiate discussions on various project topics and get help to find good solutions with consensus

Economy

Costs

- Working hours – project participants
- HSE-advisor working hours – paid and prioritized by the faculty director
- Costs necessary equipment/purchases connected to implementation of measures – primarily safety equipment

Evaluation

How?

- Count what we have done?
- Number of employees/students with local safety training?
- Questionary?

References

- NT-fak Safety web site
- Safety instructions and routines
- UiT safety web site
- NT-fak Safety routines for work involving potentially hazardous chemicals and machinery