



Safety instructions regarding visits and work at Hyltemossa Scientific Research Station

Hyltemossa Scientific Research Station is a unit within Lund University and belongs to the Centre for Environmental and Climate Research, CEC. It is operated within ICOS Sweden.

Each visitor at the Station is kindly asked to read the following rules in order to make the stay and work on site as safe as possible.

Liability issues

Each employee and guest is obliged to follow the instructions given, and assist in providing a safe working environment. All employees and visitors should on their own initiative, remedy shortcomings in the work environment; if it can't be done in their own power, they are to call the attention of the immediate supervisor and/or the safety responsible person of the site (coordinator) to the problem. The coordinator is responsible for ensuring that work is carried out in accordance with following rules.

SOS Emergency number for accidents, fire	Call 112
Poisons information	08-33 12 31
Healthcare advice	Call 1177
Police (non-emergency)	114 14

Contacts for Hyltemossa Station:

Site Principal Investigator	Michal Heliasz	+46 70 742 13 67; michal.heliasz@cec.lu.se
Coordinator/Safety representative on site	Tobias Biermann	+46 70 795 02 39; tobias.biermann@cec.lu.se

Employees at Lund University with links to Hyltemossa Station:

Work environment manager for the whole of CEC	Henrik Smith, Director, Centre for Environmental and Climate Research, tel. 046 222 9379
Employee to whom work environment duties for Hyltemossa Station have been delegated by the director of CEC	Erik Swietlicki, Department of Nuclear Physics, tel. 46 222 96 80
Safety representatives at CEC	Financial administrator, Åsa-Katrin Erlandsson, Centre for Environmental and Climate Research, tel. 046 222 0181
	Researcher Wilhelm May, Centre for Environmental and Climate Research, tel. 046 222 0120
	Res. Eng. Erling Jirle, Dept. Biology, tel 046-222 4999

General Rules	
Smoking	Due to ongoing Aerosol measurements smoking is prohibited at the Station
Cleaning	Everybody is asked to keep the station clean and tidy. Cleaning utensils are provided.
Waste disposal	Waste is to be sorted and placed in designated bins in the house. On the last workday of the week: Empty the garbage bins in the house. The big garbage bins are found at the turnoff to the station.
Computers & WiFi	The WiFi network password is Icos2014. There is no "guest computer", everybody is expected to bring their own computer.
Leaving the station/Lock up	Check that all doors/windows of the houses and bars are locked. Turn on the alarm. When driving out lock the gate on the gravel road. If a guest is the last to leave the station for the day and not expected back soon, the guest will agree with the staff about how to return the key.
Emergencies	
First aid equipment	Available in both station buildings and the station car.
Fire	No smoking or open fire allowed in the houses. Smoke alarms are installed. Everyone is obliged to make themselves aware of the location of the fire extinguishers. In case of a fire call 112 and report. If needed push the fire alarm button on the Alarm panel in the Main house to inform other people on the site. Fight the fire only if it is possible to do so without risk for you.
Risk of infection and poisoning animals	Ticks can cause borelia, infection with TBE virus and several other diseases. Check the skin and remove ticks. At viper bites, ask to be driven to the nearest hospital or call an ambulance. Report if stung by a Wasp or Bee. Sensitive individuals should bring medication for allergic reactions. Inform the permeant staff and colleagues of hypersensitivity and give instructions how they can help.
Incidents/accidents	Shall be immediately reported to the coordinator. He is responsible for to immediately report on to Lund University.
Rules for a safe workplace	
Work	Only carry out work that you have received the right training, equipment, instruction and information for.
Measurements	Before installing your equipment consult with the site PI and

	<p>coordinator in order to avoid conflicts with other measurements. Inform the staff on how your measurement work and if needed about inspection, maintenance and potential risk. Equipment and all installations, cables etc. need to be removed once the project is finished.</p>
Procedures when working alone	<p>When working alone, keep a mobile phone at hand. Inform others about your plans and whereabouts. Avoid working alone in hazardous jobs.</p>
Safety and security equipment	<p>Protective equipment should be worn where required, e.g. PPE for mast climbing, Gloves, hearing protection or protective glasses. Bring your own personal safety equipment as we cannot provide it for all visitors. However if you are missing the right equipment, need something in addition or are in general unsure which equipment is needed ask the coordinator.</p>
Tools, machines	<p>Great care should be taken when using sharp tools and machines. Power tools must only be used by those who received training and have the required safety equipment.</p>
Chemicals	<p>Work with chemicals has to be carried out with great precaution and at designated places only. The permanent staff needs to be informed about the used chemicals. Storage of flammable chemicals in the designated cabinets only. Gloves and protective eye wear is required.</p>
Installation on the masts including climbing	<p>Task that involve climbing need to be reported and discussed with the coordinator. The climbing is only permitted with special training and health certificates according to AFS2000: 6. A second person, able to carry out a rescue has to be on the site and a plan for a potential rescue has to be made in advance.</p>
Driving the Station car	<p>The coordinator needs to be informed in advance about a planned use of the station car. Driving is only allowed with a valid driving license. Vehicles used in the service must always be kept in a roadworthy condition therefore report any damage to the coordinator.</p>
Accommodation	
Overnight stay	<p>There are 4 rooms with a total of 10 beds. Sheets, covers will be provided as well as a towel.</p> <p>Note that smoking or open fire is prohibited in the houses and close to the houses. Make yourself aware of escape routes and the location of the fire extinguisher. The escape ladder adjacent to the room must be folded down for the night. The gate at the gravel road needs to be kept open.</p>
Cleaning after overnight stay	<p>You are kindly asked to vacuum clean the room you have used as well as the common areas. Clean the kitchen if you have used it and start the dish washer. Drop the used bed sheets and covers into the washing machine or in the marked IKEA bag next to the heat pump.</p>

Safety instructions regarding visits and work at Hyltemossa Scientific Research Station– Part II

To be completed by the guest and retained by the coordinator

I have read and understood the rules for a safe workplace

.....
Name

.....
Project

.....
Mobilnr

.....
E-mail

.....
Date + Signiture

Emergency Contact

.....
Namn + Relation

.....
Mobilnr

I not am allergic / have an illness that I have informed the coordinator of

I am allergic / have an illness that I have informed the coordinator of

Comments:

Safety instructions regarding visits and work at Hyltemossa Scientific Research Station– Part II – Groups

As a course/excursion leader you need to read the safety rules for SE-Htm and you need to make sure that all participants have read understood the rules as well. Please fill the upper part of the form and make sure that every participant signs the list below. Return the form to the Staff at the Station. Form will retained at Hyltemossa Research Station

I, as a course/excursion leader, have read and understood the safety rules. I have made sure that all participants have read and understood the safety rules as well.

Institute and Course/Excursion name:

I am allergic / have an illness:

.....
Name of course leader

.....
Mobilnr + E-mail

.....
Emergency Contact

.....
Date + Signature

This part has to be filled and signed by the participants:

Nr	Name	Mobilnumber	Emergency Contact (Name and Phonenumber)	Allergies/Illnesses	I have read and understood the Safety rules (Signiture)
1					
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3					
4					
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6					
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11					
12					
13					

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	Name	Mobilnumber	Emergency Contact (Name and Phonenumber)	Allergies/Illnesses	I have read and understood the Safety rules (Signiture)
14					
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