**Checklist for PI´s/group leaders/supervisors**

This document is intended for persons responsible for the systematic work environment in their group or for the work environment of employees/students.

**New staff/students:**

[ ]  Badge or Temporary card.
[ ]  Staff: Access to Office.
[ ]  Staff: Safety introduction, <https://staff.ki.se/kis-laboratory-safety-introduction>
[ ]  Students: Access to locker / Seat in touch-down areas.
[ ]  Code of conduct.
[ ]  Lab rules KI and ANA Futura.
[ ]  Next of kin.
[ ]  Introduction to the facilities and work environment (from lab coordinator or division coordinator). Provide access to the facility.
[ ]  All risk assessments related to work must be read.
[ ]  Fire safety introduction, specific for Ana Futura (1 hour with Marjan) or other facilities.
[ ]  Inform about rules and regulations regarding solitary work.
[ ]  Dress code for the lunchroom and offices.
[ ]  Liquid nitrogen course (if needed).
[ ]  Introduction to laboratories (given by room coordinators). Provide access to the laboratory.
[ ]  Introduction to instruments and methods.

**Yearly check-ups or events, part of the systematic work environment:**

[ ]  Performance dialogue.

[ ]  Fire safety training (3 hours).

[ ]  Updating and revision of all risk assessments (HUMRA, BARA, KLARA, others) together with group members.

[ ]  Exchanging chemicals to less dangerous ones if needed.

[ ]  Revise if solitary work needs to be conducted, follow guidelines if needed (individual risk assessments).

[ ]  Meeting about work environment with group.

[ ]  Repeat courses if needed: laboratory safety test and fire safety training (every 4th year).