**A logo with text on it

Description automatically generatedChecklist 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).