

RECEPTION OF NEW EMPLOYEES – CHECKLIST



Name:

Date of accession:

Closest unit (section/group/project) leader:

Activity/task to be completed:	Responsible:	Date of completion:	Not applicable
Introduce employee to research group and lab personnel (if working in a lab environment), or office colleagues	Section/group/ project leader		
Provide a tour of the building, introducing employee to new colleagues as well as Head of Department and Head of Administration	Section/group/ project leader		
Welcome employee as a new colleague in the Department newsletter. NB! Every employee are expected to read the Newsletter	Julie/Janne		
Adjust and adapt the lab workplace and equipment	Group/ project leader		
- Provide office space - Get door sign w/name - Register phone number - Info on office supplies	Eli Gunn Eli Gunn Eli Gunn Julie/Janne		
- Provide general IT-access - Register to Department e-mailing lists - Purchase IT equipment (if necessary)	Eli Gunn Eli Gunn Torstein		
- Provide ID/access key card and/or other necessary keys	Eli Gunn		
Provide photo shoot for online/ID purposes: "Foto- og tegneseksjonen", Faculty of Medicine and Dentistry. Contact: Anne Sidsel Herdlevær, tel. 86840	The employee		
• Provide updated information on rights and duties as an employee and Department routines (such as work hours, leave of absence/sick leave, vacation etc.) • Introduction to PAGAwab • Introduction to UiB's Employee Pages	Julie		

Deliver the HSE folder to the new employee, who reads it (and signs for this) before the folder is returned	Section/group/ project leader		
Take the new employee on a “safety tour” of the building. This includes a briefing on fire escapes, exits and fire safety in general.	Local (floor) fire warden		
EcoOnline – routines and training	Group/project leader/lab warden		
Provide written and oral information about: 1. General rules for operating equipment (never without preliminary training) 2. Mandatory use of protective equipment such as lab coats, goggles, gloves, etc. 3. Handling expensive equipment frequently used (such as automatic pipettes) 4. Routines and/or any special instructions regarding the cleaning of equipment 5. Proper use of scaling rooms/areas 6. Safety routines (such as handling protective equipment during use of N₂) 7. Routines concerning use of the cold storage room/freezer 8. Routines concerning use of ethanol 9. Routines concerning use of radiation counter room 10. Cleaning routines 11. Trash/garbage disposal routines 12. Routines for reporting injuries, accidents or near-accidents 13. Other, locally important lab routines 14. The locations and contents of nearby medicine lockers 15. Emergency phone number (for security at Haukeland hospital - 55 97 20 04)	Group/project leader/lab warden		
If working with animals: - Health check and vaccination. Make appointment with the HSE-section at the UoB - Approved (Norwegian) course in animal laboratory science (MEDVET) If not already completed, the supervisor/group leader is responsible for entering the employee into the course.	Eli Gunn The employee, supervisor/ group leader		
Deliver completed form back to Julie for filing	The employee		