#### The application must be submitted to oonagh.shannon*@med.lu.se*

#### 1 Applicant

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| --- | --- |
| Name\*:       | Personal code number:       |
| Email:       | Phone:       |
| [ ]  By checking this box I verify that I have read the course syllabus and the course description both found on the homepage and understand the importance of collecting the project plans and reports in a portfolio and carefully keep a laboratory logbook. |

#### 2 Supervisor

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| Name\*:       |  |
| Department:       |  |
| Address:       | Email:       |
| Zip code:        | City:       | Phone:       |

*\* with these words I accept the assignment to supervise the project.*

**3 Project description**

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| 4.1 Project title:       |
| 4.2 I will start the project       (yymmdd) | With a rate of study       (100%, 50% or 25%) |
| 4.3 The ethical committee has approved the project or application is filed: Yes: [ ]  Not needed: [ ]  *Specify taken under Ethical considerations and health hazards in the research plan.* |
| 4.4 Does the project involve work with special health hazards (biohazards class 2 or higher, radioactivity etc)No: [ ]  Yes: [ ]  *If yes, specify the risks for the student and protective measures taken under Ethical considerations and health hazards in the research plan.*4.5 The supervisor is aware of and will sign and send in the document “OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY FOR STUDENTS” (see page 3-6) [ ]  |

**6 Research plan**

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| Should contain hypothesis, background, experimental design, methods, significance, ethical considerations, and a time schedule. The total length should not exceed 2 A4 pages.Hypothesis      |
| Background      |
| Experimental design      |
| Methods       |

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| Significance      |
| Ethical considerations and health hazards      |
| Time schedule*About 2 weeks should be reserved for writing the report and prepare for the oral presentation*      |

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OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY FOR STUDENTS

Certificate

I hereby confirm      ,

Research team leader/researcher for the group

at the Dept. of

that I have gone through the following for the student

who will perform a project work in our research group during this time period       -      :

* Introduction to the work according to the checklist as if the student were a new employee at our department. The checklist has been signed by the student and is filed in the HMS binder,
* a risk assessment has been done (if it does not already exist) for the work that the student will perform,
* the student is provided with the necessary personal protective equipment in the form of e.g. a lab coat and safety glasses,
* the student has been offered the required medical checkups which I will pay for,
* accidents/incidents are reported according to LU routine,
* the checklist “Checklist for students working in research groups” is completed and attached.

Place:       Date:

Signature:

Email:

Phone:

*Sign this page and send it together with the completed “Checklist for students working in research groups” to: the course coordinator Oonagh Shannon,* BMC B14, HS66.

Checklist for students working in research groups

Student´s: name:

|  |  |  |
| --- | --- | --- |
| The supervisor´s assurance | YES | NO |
| The student has passed an introduction program for new employees according to the routines of the research laboratory and this has been documented and is filed in the HMS binder.  | [ ]  | [ ]  |
| Animal experiments are included in the project  | [ ]  | [ ]  |
| If yes, has the student been offered a general medical examination? | [ ]  | [ ]  |
| * + The student has declined the offer
 | [ ]  | [ ]  |
| * The student has accepted the offer and the examination has been completed :       (yy-mm-dd)
 |  |  |
| Work with biological agents (according to the requirements in AFS 2005: 1 Microbiological health and safety risks – infection, toxin effects, hyper sensibility) is included in the project | [ ]  | [ ]  |
| * If there is risk of blood contamination, is the student vaccinated against Hepatitis B?
 | [ ]  | [ ]  |
| * If yes, has the student been offered a general medical examination?
 | [ ]  | [ ]  |
| * + The student has declined the offer
 | [ ]  | [ ]  |
| * + The student has accepted the offer and the examination has been completed :       (yy-mm-dd)
 |  |  |
| Noisy work, vibration exposure, or exposure to artificial optical radiation (laser, etc are included in the project. | [ ]  | [ ]  |
| * If yes, has the student been offered a general medical examination?
 | [ ]  | [ ]  |
| * + The student has declined the offer
 | [ ]  | [ ]  |
| * + The student has accepted the offer and the examination has been completed :       (yy-mm-dd)
 |  |  |
| Work with thermosetting plastics, synthetic inorganic fibers, asbestos, lead, cadmium, scuba diving or radiological work are included in the project. | [ ]  | [ ]  |
| * If yes, has the student been offered a general medical examination?
 | [ ]  | [ ]  |
| * + Date of the completed control:       (yy-mm-dd)
 |  |  |

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| The student´s assurance: |
| I have read, understood and I agree to abide the rules of work in the research group |
| Place | Date | Student´s signature | Name in block letters |
|  |  |  |  |

Occupational health and safety responsibility for students working in research groups

Undertaking project work/thesis work in research groups is comparable to undertake the professional education programmes VFU (verksamhetsförlagd utbildning). VFU normally takes place within Region Skåne (or municipal services) and therefore there is a cooperation agreement, which shows that students in the VFU should be considered as staff with regard to occupational health and safety. Agreement is needed for collaboration with non-LU organizations, but for activities within the university there is a collaboration liability without a contract.

Students participating in research groups are subject to the same rules as employees. It is therefore incumbent on the Board Chairman, who holds primary occupational health and safety responsibilities, that students are trained for laboratory work and introduced to work in the lab by researchers as if the students were employees.

The Board Chairman has delegated certain occupational health and safety responsibilities to the programme directors. These require the programme director “In conjunction with course coordinators to:

* Ensure teachers and students comply with all laws, regulations and procedures applicable to occupational health and safety.
* Ensure students and programme management meet to review occupational health and safety each semester.
* Ensure course coordinators instruct students on how equipment, facilities and other infrastructure should be maintained and operated.
* Ensure any newly arising health and safety issues that may affect students (of any level), which course coordinators are unable to resolve in accordance with the action plan for occupational health and safety, are reported to the Board Chairman.
* Ensure all accidents, incidents and deviations are reported.
* Ensure any occupational health and safety matters unable to resolve at the programme director level are referred to the Board Chairman.
* Ensure occupational health and safety cases are reported each academic year in the programme financial statements.”

This means that programme directors, in this case (with students in research groups) have a legal responsibility to ensure course coordinators for thesis work instruct researchers with students operating in their laboratories:

* Students and employees have an equivalent right to a safe working environment;
* Students must receive sufficient training on occupational health and safety as part of their introduction to laboratory work to achieve these conditions; and
* In case of any accident or incident, these must be reported according to LU routine and the course coordinator must also be contacted.

It should also be acknowledged that despite these precautions and the reduction of risk to health and safety, the possibility of injury and accident may still remain due to the inherently dangerous nature of the activity. Accordingly, for each project the course coordinator shall conduct a risk assessment. For certain types of work, the student must undergo medical examination. For other types of work the student shall be offered such an examination. Due to the current absence of agreement between the university and the health care providers for medical checkups for students, the supervisor must offer this through the Occupational Health Services and pay for it with department funding. The Biomedicine Programme does not offer any financial compensation. Should this impede the implementation of the project then the project cannot be implemented. The Biomedicine Programme will offer the student vaccination if the work involves risk for Hepatitis B infection (the student should contact the educational administrator). For further information please see EMW website in health, environment and safety, HMS

<http://www.med.lu.se/expmed/om_emv/haelsa_miljoe_och_saekerhet_hms>

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| **What I must do …** |
| Before the student begins the project, i.e. in connection with the student writing the project plan, a risk assessment must be done regarding all health and safety risks.There are special rules for certain tasks.  |
| If animal experiments are involved: | The student shall be offered medical checkup | The research group ensures that this has been offered. |
|  | If the student accepts | The research group will arrange and pay for such a checkup. If this is not possible the student must choose another project. |
| If work with biological agents is involved | The student shall be offered medical checkup | The research group ensures that this has been offered. |
|  | If the student accepts | The research group will arrange and pay for such a checkup. If this is not possible the student must choose another project. |
| If work with blood contamination is involved | Is the student vaccinated against Hepatitis B? | The student shall contact the Educational Administrator for the Biomedicine Programme regarding vaccination paid by the Programme. |
| If the project involves noisy work, vibration exposure, or exposure to artificial optical radiation (laser etc.)  | The student shall be offered medical checkup | The research group ensures that this has been offered. |
|  | If the student accepts | The research group will arrange and pay for such a checkup. If this is not possible the student must choose another project. |
| Work with thermosetting plastics, synthetic inorganic fibers, asbestos, lead, cadmium, quartz, scuba diving work, or radiological work are included in the project | The student shall be offered medical checkup | The research group will arrange and pay for such a checkup. If this is not possible the student must choose another project. |
| The student is to be considered as a new employee and introduced as such. Checklists for new employees shall be available at the work place and reviewed together with the student. Special rules not covered by a more general checklist (chemicals, waste management, safety equipment, etc.) shall also be subject to the introduction.  |
| If an accident occurs | The research group reports incidents/accidents according to the LU rules and regulations | The head of the research group makes a notification about incident or work injury  |
|  | The research group informs the course coordinator on the Biomedicine Programme  | The Programme handles insurance claims. |