

# INFORMATION AND CHECKLIST FOR NEW EMPLOYEES AT THE DEPARTMENT OF ONCOLOGY- PATHOLOGY WORKING AT: CCK, KI Campus, Huddinge

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New employees must go through the information and checklist with the help of the group leader, or the person appointed by the group leader. It is a help for the new employee to get into the routines we have at the department, and is necessary for the work environment.

To affiliate a new employee to KI, contact OnkPat IDAC: [idac@onkpat.ki.se](mailto:idac@onkpat.ki.se)

For employees and students, who are active in KI's laboratory activities or other activities with corresponding risks, is the course **KI's Laboratory safety introduction** mandatory. There are different modules for administrative and laboratory staff. Sign up to the basic laboratory safety introduction here: <https://staff.ki.se/kis-laboratory-safety-introduction>. After completed course, send the certificate to [Paula Mannström](mailto:Paula Mannström).

When the checklist is completed and signed, send it electronically to OnkPat coordinator Paula Mannström, [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se)

When leaving the group, you may use our [checkout list](#). It is a reminder of what to do with samples, data etc. and assignments, which needs to be handed over before leaving.

## HR DOCUMENTS

### REASON FOR STAY

Only for co-workers who **don't** have an employment/scholarship/decision of affiliation at KI

Please keep the original in your research group and send a copy of this page to [hr@onkpat.ki.se](mailto:hr@onkpat.ki.se) together with;

- Copy of your residence permit (when applicable)
- Copy of "Personbevis" (if registered in Sweden) or copy of passport (if not registered in Sweden)

**Name:** .....

**Position:** Student, PhD, Postdoc, Researcher, Guest Researcher, T/A-staff,

Other: .....

**Employed/Scholarship by another employer:** .....

**Exchange student from another University:** .....

**Master thesis/project for studies at KI:** .....

**Master thesis/project for studies at another University:**

.....

**Other reason:** .....

**Period for staying at OnkPat**

From: ..... To: .....

[Information regarding the insurance](#) that applies during working hours and to/from work.

For affiliation to KI, contact OnkPat IDAC [idac@onkpat.ki.se](mailto:idac@onkpat.ki.se)

.....  
Signature employee/student

.....  
Signature group-/team leader

**Closest relative / next-kin  
Person to contact in case of EMERGENCY**

**Students/scholarship holders should fill in this form**

Surname, first name	Nationality
Phone number (home/mobile)	Address
E-mail	

**Name of the Group Leader**

Surname, first name	Phone number
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**Information about closest relatives / next-kin**

Name of closest relative 1:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:
Name of closest relative 2:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:

**Signature**

Date	Signature employee/student
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**Please keep the original in your research group!**

## INFORMATION FROM THE HR-ADMINISTRATION

**Head of the Department:** Lars Holmgren, E-mail [lars.holmgren@ki.se](mailto:lars.holmgren@ki.se)

**Head of Administration:** Maria Von Witting, E-mail: [maria.von.witting@ki.se](mailto:maria.von.witting@ki.se)

**Head of HR:** Anne Jensen, E-mail [anne.jensen@ki.se](mailto:anne.jensen@ki.se)

### Contacts to the Administration

Employees and students at the Department have access to administrative and service functions within economy, HR, education, IT and infrastructure. Please find the contacts to the Administration [here](#).

### Your employment

At the web page, [Your employment](#) you will find more information regarding rules and regulations for your employment, where you can read about working hours, holidays, insurance and occupational health service among other things. Also, please read the introduction for new staff [here](#).

### PA-web

[PA-web](#) is the system where KI-employees can report sick leave, apply for vacation (only technical and administrative personnel) or parental leave and make expense claims. Here you can also see your wage statement, change your address and register your competence.

### Emergency contact ICE

Contact details for the emergency contact(s) are needed in the event of, for example, illness or an accident that you may suffer as an employee during working hours. It is important that the employer can reach people close to you if something were to happen.

You as an employee register/change your emergency contacts yourself by clicking [HR-archive](#), information for at least one person needs to be provided. When the employee's employment is terminated, the information for the emergency contact(s) is automatically deleted. More information is found here: <https://staff.ki.se/emergency-contact-ice>

Students/scholarship holders should fill in the form closest relative/next kin page 3 and give to the supervisor to be kept in the research group.

### Calling in sick

If you get sick, you must report it in the [PA-web](#) on the first day. Also, inform your group leader when you are sick. When you are back at work, report this in the PA-web, otherwise it will affect your salary. Sick pay and sickness benefits KI pays sick pay from the first day of sickness, at 80%. A withdrawal deduction (Karensavdrag) is made from the sick pay and the size of the deduction depends, among other things, on the extent of the absence and any other current leave.

You must submit certification from your doctor to your workplace on day 8 if you have been sick for more than seven calendar days. If you are sick for more than 14 calendar days, the HR department will send a report to the National Insurance Office (Försäkringskassan) who will take over the responsibility for your sick leave payment from the 15th day. In addition, KI pays out a sickness allowance supplement up about 90% of your regular salary.

If you get sick during vacation, you need to report this to the workplace and in the PA web on the first day of the sick leave. If it is not reported on the first day of illness, the employee must submit a medical certificate that is valid from the first day of illness.

How to register your sick leave in the PA web:

1. Log into the PA web: <https://primula.ki.se> or go to <https://staff.ki.se/> and choose PA web in the Digital tools menu
2. Click on My page → Sick leave and register your sick leave
3. Register your return in the PA web your first day back at work

### **Vacation**

Teachers, researchers and research students have a standard vacation, which means that it is assumed that all vacation days are taken out during the year. The vacation supplement is normally paid out twice a year: once in the summer and once in the winter.

Employees with a standard vacation do not use the PA-web to apply to take out vacation days but technical and administrative staff must apply in the system. However, everybody should always apply for vacation to their group leader and is responsible to keep track of their vacation during the year.

### **Reporting secondary occupation**

**Employees who have secondary occupations must report these annually in the PA-website.** Employees who do not have a secondary occupation shall not report. Any possible changes of the secondary occupation must be reported on an ongoing basis. The obligation to report also applies when the secondary occupation during the parental leave, leave of absence or sick leave. KI continues to make an exception for employees whose employment rate is 20 percent or less. These employees are recommended to instead report secondary occupation to their main employer.

### **Performance management dialogue at KI (Medarbetarsamtal 1)**

Employee performance should be a structured dialogue between managers and employees about overall operations and strategy and how each employee can contribute to work development. It is important that managers and employees have an opportunity to discuss the conditions for achieving good results, for example regarding resources, work environment and collaboration. Every year all employees will be given the opportunity to have a performance management dialogue with their manager and it is the manager's responsibility that the dialogue will take place.

### **Avonova – occupational health service**

If you are an employee or a scholarship-funded doctoral/post-doctoral student, you can turn to [Avonova](#) in the event of any work-related health issue. By work-related, we mean that there must be a connection between your health and your ability to work, and to the demands at work.

### **Staff support by Falck Healthcare**

Telephonecounselling: 0200-21 6300

The staff support includes both work-related and private matters. The service assists with matters concerning, for example, relationship problems, addiction issues, personal crises and questions regarding legal matters (e.g. tenancy agreements) or personal finances.

The service may be used by KI employees and scholarship-funded doctoral and post-doctoral students. The service is available round the clock (a social worker answers your call). You are entitled to up to three confidential counselling calls with a specialist per case/situation. The specialist could be a financial/legal counsellor or a psychologist/behavior scientist. For more information, read about [staff support](#).

### **Discrimination or harassment**

Read about KI's work concerning equal opportunities [here](#). In cases of discrimination or harassment, get in contact with any of the dedicated contact persons at the Department. Contact information can be found in a document on this [web page](#).

### **Threats and violence**

Threatening and violent behavior is a serious working environment problem for our staff and students. KI will not tolerate any such behavior in the workplace. If you or a colleague is affected, contact your immediate supervisor, the Safety representative or the Chief Security Officer.

### **Code of conduct – for a good working atmosphere at KI**

The code of conduct is based on the fundamental core values of KI. It clarifies the responsibilities of all co-workers at KI and what is expected of each individual, mainly from a psychosocial work environment perspective. [Code of Conduct](#) for new co-workers at KI (appendix to agreements for employment or affiliation) 2015-03-16  
Version: 1.0. 2015

### **Sustainable development and environment**

KI has set up a major goal for contributing to a better environment and more sustainable development through an integration of a sustainability perspective into its research and educational activities. Significant environmental aspects are considered in such priority areas as research, education, energy, travel, procurement, purchasing, laboratory safety and waste. Accordingly, KI has developed a program and an action plan to decrease the negative impact of its activities on the environment. All employees at KI should be aware of this program and the guidelines to environmental and sustainability work and such rules relating to their own work. Please, watch the video [One KI for Sustainable Development - KI PLAY](#). Learn about sustainability at OnkPat at [Environment and sustainable development at OnkPat | Karolinska Institutet \(ki.se\)](#)

### **Ethics**

It is mandatory for all researchers at KI to use KI ELN electronic lab book, follow this link <https://staff.ki.se/ki-eln-the-electronic-notebook> All experiments you perform should be documented in your electronic laboratory notebook. It should be explained in a way that it is possible for anyone, especially the supervisor, to understand what you have done and to be able to reproduce the procedure/experiments. For information about collecting and storing research data, follow this link: <https://staff.ki.se/research-data-management>

### **IT support, rules and safety**

When new at OnkPat dpt, please book an appointment with [Fixit@ki.se](mailto:Fixit@ki.se) to arrange with computers, softwares, telephones and get information about how to store and share of research data and other IT-related issues. In BioClinicum, computers connected to the wired network need a certificate installed, which is handled by FixIT. Eduroam is the wifi to be used on KI Campus. Instructions on how to connect your computer to the Eduroam printer and use your e-service card are found here: <https://staff.ki.se/print-scan-and-copy-for-employees>

KI policy prohibits surfing on dubious sites. You are not allowed to give out passwords and access codes to anyone outside the lab. No private computers are allowed to be connected to KI network.

The email system is for business-related tasks. Private use is only allowed to a limited extent and as long as it does not affect your work.

### **Returning computers and telephones to FixIT**

All IT equipment purchased with KI funds should be returned to FixIT even if they are to be taken over by a colleague.

Computers that are to be discarded must be sent to Fixit for destruction. If another person in the group takes over your computer, this must be reported to Fixit for administrative and inventory purposes.

FixIT can reset and update the computer and telephone and help the new user to get going with their computer and telephone. FixIT will store the computers or telephones with

peripherals if no new user is going to use the equipment.

### **Confidentiality**

Scientific presentations made at lab meetings or scientific discussions between different group members are confidential.

### **Purchase and public procurement**

Since KI is a Swedish agency, you need to use frame agreements or make a procurement if you want to buy a product or service. More information can be found at <https://staff.ki.se/purchase-and-public-procurement>. You may contact OnkPat's procurement officer [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se) or for guidance in direct procurements over SEK 100 000 contact the central purchasing coordinators (CIS): Madeleine Gråbergs, [madeleine.grabergs@ki.se](mailto:madeleine.grabergs@ki.se), tel. 08 – 524 860 08, 070 – 22 09 437 via Teams or email to [inkopupphandling@ki.se](mailto:inkopupphandling@ki.se)

## **GUIDELINES FOR WORKING SAFELY**

For detailed information about laboratory safety, follow this link: <https://staff.ki.se/laboratory-safety>. Karolinska Institutet and the work environment group at OnkPat want all coworkers and students to work in a safe and secure manner. To be able to follow the safety routines within KI sign up to the basic laboratory safety introduction: <https://staff.ki.se/kis-laboratory-safety-introduction>. After completed course, send the certificate to [Paula Mannström](mailto:Paula Mannström). Make sure you have knowledge about fire safety, a mandatory fire safety training should be conducted within 6 months from employment and then repeated every 4<sup>th</sup> years. For information and link to fire safety training, please visit <https://staff.ki.se/fire-safety>

### **Lab work: general information**

During laboratory work, it is important to protect yourself and your fellow workers against hazards and injuries. It is the responsibility of each group to **inform about the risks** in our premises to people from outside when entering our workplace. Remember to have labels and handling instructions clearly visible. Follow all steps in the working instructions; **use proper protective clothing**. Always make sure to mark all the lab containers that you use with your name (Do not label directly on the containers, use etiquettes for labelling) date and content and warning labels if needed. Before putting glassware for washing, **rinse thoroughly** and make sure to remove the marking. Never put glassware used for bacteria cultures for dishwashing.

When you begin to work with a certain method/protocol, **first step = read the risk assessment before you start**. If there is none for that protocol, you need to write it before starting the experimental work. Add comments if anything is changed or modified when using the protocol.

Eating, drinking and smoking are prohibited in the laboratory.

Hazard chemicals should ONLY be used in a designated chemical hood.

**Never use any equipment without being instructed by a person who knows the equipment.**

**Remember: Everybody is responsible for keeping the laboratory clean and tidy!**

### **Chemicals/chemical room**

For specific question about chemicals, please contact chemical representative Anna Malmerfelt, [anna.malmerfelt@ki.se](mailto:anna.malmerfelt@ki.se) or consult <https://staff.ki.se/chemical-safety>

- All chemical used at Karolinska Institutet has to be registered in KLARA,

[https://secure.port.se/alphaquest/app\\_kikem/pcmain.cfm](https://secure.port.se/alphaquest/app_kikem/pcmain.cfm). Each group have a responsible person who register all chemicals in the system. In KLARA, you can search for chemicals and find the safety data sheets (SFDS) without signing in.

- Chemicals are stored in the ventilated cabinets in the chemical room or labs assigned to the PI.
- Handle all flammable chemicals on the ventilated bench
- Flammable chemicals are stored in the fire safety cabinets assigned to the PI.
- Acids and bases are not stored together and always below waistline.
- Risk assessments for carcinogenic, mutagenic and/or toxic for reproduction (CMR) products have to be done in KLARA together with a [documented investigation for replacement products](#). Examples of CMR products to less toxic ones can be found following this link: <https://www.vgregion.se/om-vgr/organisation-och-verksamhet/miljovgr/miljoplan-2017-2020/kemikalier/nationella-substitutionsgruppen/>
- Disposal of empty bottles/containers in the appropriate places is each person's responsibility, as is keeping order/cleanliness in this room.
- The use of chemicals and the work in the chemical room must be done according to GLP (good laboratory practice).
- Prior to work with allergenic substances (marked H317, H377); a statutory medical check-up is required. <https://staff.ki.se/chemical-safety> Contact Avonova to book the check-up.

### Risk assessments

The risk assessments are living documents and should continuously be updated in KLARA and signed by the group leader. The risk assessment should include description of the method and risks in the procedures, personal protection, action in case of spill and accident. It is important that the risks and handling instructions are displayed in the lab and known to all people who works in the laboratories, including groups who share labs. Pregnant and breastfeeding co-workers are entitled to an individual risk assessment of their work environment together with the group leader. Remember that the risk is substantial at early stages in pregnancy. For more information, follow this link: <https://staff.ki.se/pregnant-and-breastfeeding-co-workers>

### Biosafety

Working with genetically modified, contagious microorganisms (GMM) requires notification (safety level 2) or permit (safety level 3-4) from the Swedish Work Environment Authority. Handling instructions according to the risk assessment must be followed. OnkPat's contact person for Biosafety is [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se). Direct your applications and question regarding biosafety issues to her.

### Handling of human material (blood, tissue etc.)

All human material is potentially infectious, and therefore with outmost care, carried out in a BSL2 laboratory. Before handling human material, you need to receive an introduction and take part of or perform a risk assessment, HUMRA. Vaccination against hepatitis B is offered from [Avonova](#). If you for some reason do not wish to be vaccinated, you need to have a signed agreement with your PI and the head of department. You are obliged to follow the handling instructions. Gloves, lab coats and working in microbiological safety cabinets are mandatory. Centrifugation of human samples needs to be carried out in adaptors with lids. Waste, which has been in contact with blood etc., should be discarded in yellow boxes with correct labelling. Place lids on the boxes, when the box is full, seal the lid firmly and put it in the trolley inside the environment room. Discard sharp items like needles, scalpels and pieces of glass in the special yellow containers with safety lids to avoid injuries.





### Animal experimentation

[Comparative Medicine](#) is the unit at KI who is responsible for information, application and education related to animal experimentation. All employees who are going to work with animals must perform the mandatory animal course and are offered a free of charge allergy test at [Avonova](#). Only organs/tissues from animals can be handled at BioClinicum.

### Security

Do not open doors to strangers without asking about their business in the premises. Do not be afraid to stop anyone who you do not recognize. Laptops, phones or other valuables should never be left unattended.

### Working alone

Hazardous work should be avoided when working alone after working hours or during weekends. In case of accident, emergency/switchboard numbers must be known. **A risk assessment for working alone must be done with your supervisor.** Temporary students are **NOT** allowed to work alone after working hours or during weekends.

### Accident/Injury

**In case of emergency, call 112.**

**For chemical accident, read in the risk assessment/handling instructions or in the safety data sheet for the specific chemical found in [KLARA](#).**

*Splashes into the eyes:* rinse immediately with plenty of water, at least 20 min. There is special equipment for rinsing eyes.

*Spills on the skin:* rinse with water; remove contaminated clothes, shoes, watch, rings etc. Wash with soap and water.

*Spills on the floor/bench:* Use “vermiculite” to absorb larger spills of solvents. You can find it in the waste room. For smaller spills, there are “spill kits” next to the emergency showers. Follow the instructions of the spill kit.

*Inhalation:* Sit down and breathe fresh air.

*Ingestion:* Do not induce vomiting! Especially not if it is an organic solvent you swallowed. Poison information center (010-456 6700).

*Burns:* If the clothes are burning, extinguish the fire by lie down on the floor and protect the face. Apply water or use a **foam fire extinguisher**, or suffocate the fire with a fire blanket, starting from the head. In case of huge spills of aggressive liquids or fire, use emergency showers in the corridor.

### Report an incident

It is important to report if you have been involved in, or witnessed some kind of irregular or unlawful situation or noticed a potential danger. Contact your supervisor and safety representative. The more we get to know, the more effectively we can act for a safer, more secure and sustainable workplace. In the report system on this site: <https://staff.ki.se/report-an-incident> you can report:

- near incidents – an unwanted event (discrimination, harassment or incident that could have led to a personal injury/ill health)
- accident at or travelling to/from work
- work-related sickness

Thefts should also be reported to the police: <https://polisen.se/utsatt-for-brott/polisanmalan/>

## CHECKLIST & SIGNATURES

- I have read and understood the information above.
- For co-workers who don't have an employment/scholarship contract:* Hand in the "Reason for stay" form to the HR-administration.
- Fill in the document for [closest relative/next kin](#) to be saved within your research group
- I have read and signed the document "[Code of conduct](#)".
- Performed <https://staff.ki.se/kis-laboratory-safety-introduction> and sent the certificate to Paula.
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- Attended KI's basic fire safety training, link to booking is found here: [https://secure.port.se/alphaquest/app\\_kikem/inc.cfm?fil=../aqdok2/bokstat/stat\\_frame&pv=36&pf=&lang=1&menid=91](https://secure.port.se/alphaquest/app_kikem/inc.cfm?fil=../aqdok2/bokstat/stat_frame&pv=36&pf=&lang=1&menid=91) Date: \_\_\_\_\_
- Are introduced and trained in using the equipment needed for your work by the group leader/supervisor or other dedicated person. Equipment cannot be used without proper instructions.
- Have been presented to members in the same lab core
- Have been presented to the safety representative at the core, name: \_\_\_\_\_

Sign and send this page by e-mail together with approved KI lab safety certificate to [paula.mannstrom@ki.se](mailto:paula.mannstrom@ki.se)

..... Date	..... Responsible for introduction	..... Printed name
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..... Date	..... Employee/Student	..... Printed name
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..... Date	..... Group Leader	..... Printed name
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