



# Safety at the Department of Human Geography

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All staff are to read the information and instructions provided below to minimise the risk of illness and accidents. The information has been retrieved from lu.se. For more information and procedures for reporting incidents, go to lu.se/emergency.

## ILLNESS AND ACCIDENTS

There are first aid kits at the reception desk and in the student area on floor 1. Several department employees are trained in cardio-pulmonary resuscitation (CPR). Contact details of CPR trained staff are posted in the corridors on all floors.

In order to prevent repetitive strain injury and other occupational injuries, consider the ergonomic design of your workplace and your working practices.

## Health promotion

The University offers its employees the chance to engage in physical activity during the working day, to ensure a healthy workforce. As an employee, You are entitled to 60 minutes of health promotion activity/walking per week, between 11:00 and 14:00 (for full-time employees). Going out to buy lunch or run other errands does not count as health promotion. You can

receive up to SEK 1870 per calendar year as reimbursement of a gym membership, which you purchase yourself.

## If you fall ill

Report illness in Primula Web. If you are ill for more than 7 calendar days, you must submit a doctor's certificate to your manager responsible for human resources and to the salary office. The salary office reports the case of illness to the Social Insurance Office (Försäkringskassan) after the period of sick pay, i.e. on the 15th calendar day. It is your responsibility to ensure that the Social Insurance Office receives the doctor's certificate. In most counties, your doctor can send the certificate electronically straight to the Social Insurance Office.

## Occupational injuries

It is compulsory to report occupational injuries incurred in: work accidents, transport accidents to and from work, occupational illness, violence or abuse and contagion. The employee's injury is to be reported and investigated by the employer, i.e. the head of department. The report is to be made in consultation with the health and safety representative and usually also the injured party. The Social Insurance Office then determines whether occupational injury has been incurred.

## **Incidents**

An incident is an event which could have led to an accident. By law, all incidents at the department or in connection with departmental activities must be reported. Incidents are reported to the head of department, who is required to complete an incident report together with you and your health and safety representative.

## **Accidents and incidents among the students**

By law, all accidents and incidents at the department or in connection with courses at the department must be reported. Students report accidents and incidents to their study adviser. A report is then submitted by the department to the Registrar, who forwards the case to the Social Insurance Office/Swedish Work Environment Authority/Kammarkollegiet. The document must be signed by the student and by a representative of the University. With the signature, the University confirms on the one hand that the report concerns a person covered by the insurance, and – if possible – that the injury was incurred during scheduled study time or during direct transfer between the person's home and the study location.

## **INSURANCE**

All employees are covered by an occupational injury insurance which automatically applies on the way to and from work as well as during working hours. If you suffer an occupational injury, you must notify your employer and your health and safety representative at your workplace immediately; see Occupational injuries.

All government employees are also covered by a group life insurance. This means that the family of an employee can receive financial support in case of the employee's death. The insurance applies automatically. Read more about insurance on the Kammarkollegiet website.

## **Business travel**

All employees who go on a trip on University business are covered by Kammarkollegiet's business travel insurance. The basic coverage of this insurance applies for all national and international business trips and assignments on behalf of the University. A person does not need to be a University employee in order to be covered.

It is possible to get insurance coverage for accompanying family members as well. The insurance premium is paid by the employer.

The insurance coverage applies even if your trip abroad includes some annual leave. For coverage to be continuous, the interruption for the period

of leave cannot exceed the length of the actual business part of the trip.

## **Business travel to EU/EEA countries**

As an EU citizen, you are entitled to healthcare benefits in other EU countries in accordance with their national social insurance. In order for the agreement on healthcare benefits to apply immediately at the time of care, the traveller must carry a European health insurance card (EU card). The card can be ordered from the Social Insurance Office (Försäkringskassan).

## **Business travel to other parts of the world**

In case of business travel beyond the EU, the employee must carry a Swedish state business travel insurance certificate. This can be obtained from the administrative director of studies.

## **Abroad on University business for more than 6 months**

If the employee is to be stationed abroad for more than six months, a specific contract must be drawn up. In connection with this, a URA insurance policy is also signed with conditions adapted to a long stay in another country.

## **EXCURSIONS**

In case of excursions, the lecturer responsible is always to carry a mobile phone which can be used in case of emergency or incident. The students are to have appropriate and sufficiently warm clothing and are not permitted to bring children or pets.

In case of excursions abroad, even if only for half a day in Denmark, the students need an additional insurance signed by LU, unless there is a written agreement that you are going to meet someone at the excursion destination. The lecturer responsible can contact the administrative director of studies or the study adviser to sign the supplementary insurance. The students must carry their EU cards on excursions within the EU/EEA and Switzerland. The lecturer responsible is to inform the students of any relevant regulations. If the excursion is considered hazardous, a risk assessment is to be conducted.

“Everyone, whether employee or student, is responsible for implementing safety management within their own area of responsibility and work.”

## FIRE SAFETY

Fire is always serious and can have catastrophic consequences for individuals and organisations. Everyone in the workplace is to be familiar with the evacuation alarm, evacuation routes and fire extinguishing equipment and to have basic knowledge of fire prevention. According to the vice-chancellor's decision (18 December 2003), all staff are to undergo fire safety training once every five years.

Signs showing the evacuation routes (evacuation plans) are displayed on each floor and in the entrance. Check the evacuation route nearest your usual workplace, and locate the nearest fire extinguisher.

### Fire and evacuation precautions

ALERT those around you that a fire has started.

SAVE and help people who are in immediate danger and evacuate the premises. If possible, close doors and windows to reduce the spread of fire and smoke. In a fire, smoke rises which is why it is easier to see and breathe close to the floor. Crawl out of a burning or smoke-filled room.

CALL the emergency services by activating an alarm or via SOS Alarm by phone 112 or 0 112 if you are using an internal phone, if necessary. Geocentrum has an automatic fire and evacuation alarm that also alerts the fire brigade.

EXTINGUISH the fire if you think you can do so without taking any unnecessary risks. Fire extinguishers are located in the corridors. Their exact location is shown on the evacuation plans.

EVACUATE the building via the evacuation routes indicated on the plans and guiding signs. Choose a smoke-free route and evacuate via the stairs – lifts must never be used in an emergency. Help each other and especially people with disabilities. Calm behavior can save lives in a catastrophe. The evacuation routes must always be kept clear. To prevent the spread of smoke and fire, the evacuation routes are equipped with fire doors which close if the alarm sounds. The fire doors must never be blocked in an open position.

- *When teaching:* each lecturer engaged in teaching checks that all students, and any other participants, have left the classroom before the lecturer leaves the premises last and closes the door. Then the students and lecturer gather at the assembly point.
- *Student areas:* If there are staff members at the reception, they check the student areas before leaving the building.

- *Offices:* other staff help each other to ensure that colleagues in adjacent rooms evacuate the building.
- *If it is impossible to evacuate.* Each floor and the stairwell constitute separate fire cells. If you cannot get out of the building, go to a fire cell where there is no fire and contact the emergency services.

An EVACUATION LEADER on each floor is required during evacuation. The evacuation leader verifies that all rooms on the floor are empty, including toilets and elevator, and then reports this to the emergency services. He/she finally, monitors the entrances, so that no one re-enter the building. If you have the possibility to act as evacuation leader on a floor, put on the yellow vest hanging in the hallway and follow the instructions by the vest.

HEAD FOR THE ASSEMBLY POINT and wait there



for information from the management or fire brigade. Students gather around their teacher. If anyone is missing or injured, report it immediately. The assembly point for the building is clearly marked on the evacuation plans and the location is signposted. Do not return inside the building until permission is given by the emergency services.

The assembly point for Geocentrum 1 is at the southern end of the parking lot behind the building (between Geocentrum 1 and Gerdahallen, in the direction of the city centre).

Keep an eye on those around you. The University security staff usually act as communication officers in an evacuation. Look for people in high visibility jackets marked "UNIVERSITY SECURITY".

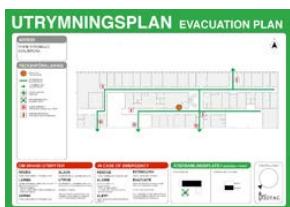
### Foam extinguisher (skumsläckare)

Foam extinguishers effectively extinguish fire in fibrous materials (e.g. wood, paper and textiles) and flammable liquids. The foam extinguisher can also be used on burning electrical appliances. The foam settles closely over the fire and extinguishes and cools the fire. The foam is then left to protect against re-ignition.

## Important signage



Alarm button Fire extinguisher Evacuation route



Evacuation plan

## IMPORTANT PROCEDURES

- Lights are to be switched off in rooms not in use.
- Coffee machines/kettles are only to be plugged in to sockets equipped with a timer.
- Rooms and corridors are to be neat and tidy. Evacuation routes must be kept clear.
- Smoking is not permitted within 15 meters of the entrances, to avoid smoke being sucked into the building by its lower pressure. Cigarette butts are to be disposed of in appropriate containers.
- Storage of flammable goods or chemicals is not permitted on departmental premises.
- Waste is to be sorted according to instructions. The waste sorting room constitutes a separate fire cell.
- Report incidents, or if you discover something that requires measures to be taken, to the fire safety officer, head of department or building supervisor.
- Parties on departmental premises must be authorized by the building supervisor.
- No overnight stays on the premises are permitted.
- Candles must not be placed close to flammable objects. Tea lights must not be positioned close together as they can overheat. Hold your hand behind the flame when blowing out candles so that parts of the wick do not come off. Do not blow out all candles at once, as this can produce enough smoke to set off the fire alarm. Never leave lit candles unattended.

- If there is a power cut, the alarm system and the emergency lighting system will stop working after a time. The ventilation and climate control systems stop working. The lifts have battery-powered back-up for their alarm connected to the emergency services. In case of power cuts during working hours, the person in charge of the reception that day checks that nobody is stuck in the lift. Doors with electronic locks work for a time on battery power.

- In case of hot work (soldering, cutting, etc.) the contractor is to have a valid hot work certificate. Contact the caretaker.

## TELEPHONE NUMBERS AND CONTACT INFO

### Emergency and on duty phone numbers

#### 24/7 Emergency number

Alerting SOS, ambulance, emergency services, police, poisons information:

Ring 0 112 from university telephones

Ring 112 from other telephones

#### Other useful telephone numbers

*Overall responsibility, finance, human resources*

Karl-Johan Lundquist (head of department) 046 222 84 13, karl-johan.lundquist@keg.lu.se, Room 321

#### Work environment, fire safety

Linda Stihl (administrative director of studies) 046 222 84 24, linda.stihl@keg.lu.se, Room 417

#### Safety issues, accidents, incidents

Ola Hall (health and safety representative KEG) 046 222 84 09, ola.hall@keg.lu.se, room 419



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