

General Regulations and Information for Employees at the Division of Nuclear Physics

This document contains general rules and information for employees at the Division of Nuclear Physics. All employees shall have read and understood the information in this document. This is to be certified by signing the form “Declaration – General Rules and Information at the Division of Nuclear Physics”. This Declaration is to be repeated every year, at an annual information meeting organized by the Executive Committee.

You are invited to make suggestions for further improvements. Please notify us if something is out of date. This document will be updated at least annually and otherwise when necessary (employees will be notified via email).

General information

Yulia Lindholm (yulia.lindholm@nuclear.lu.se) is the administrator in charge of the Division’s administrative matters. Report all guests and Master’s students to her and the Head of Division. Report any mistakes or omissions in the staff list to the administrator.

General information relevant to the Division’s employees can be found on the Nuclear Physics website <http://www.nuclear.lu.se/english/>. You can log on to the Division’s intranet with your LUCAT identity. Under the link “Internal pages” you will find a booking system (for the portable projector and room B113) an emailing list, a phone list and a photo gallery.

The regulatory framework for Lund University includes most of the rules that must be followed at the Division: <http://www.medarbetarwebben.lu.se/organisation-och-styrning/regler-och-beslut/regelverket> (in Swedish).

Employment, vacation, etc.

Forms relating to personnel matters can be found on <http://www5.lu.se/o.o.i.s/3336> (in Swedish).

Applications for annual leave, other holidays, leave for care of a sick child, 10-day parental leave for fathers and change of address are made via Primula-web at: (<https://primweb.adm.lu.se/>).

Please note that doctoral students should also apply for holidays via Primula-web.

If an application is not submitted for annual leave, it will be assumed that the employee’s whole annual leave will be taken from midsummer and onwards (for teachers). All employees on fixed-term (temporary) appointments (including postdoctoral research fellows and doctoral students) must take all outstanding vacation before the term of their employment expires.

Please enter the dates of your holiday on the holiday notice board in corridor B200.

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All information on Lund University identity cards is available at

<http://www.medarbetarwebben.lu.se/stod-och-verktyg/lokaler-och-parkering/passerkort-lu-kortet>.

You can also claim reimbursement of up to 1870 SEK/year for sports and training activities using the form “Friskvårdsersättning” at <http://www5.lu.se/o.o.i.s/3336> (in Swedish).

Notification of sickness

If you are ill, this is to be reported via Primula-Web (<https://primweb.adm.lu.se/>). Do not forget to inform a colleague, the head of your research group, or the administrator.

New employees

As a new employee you will be invited to participate in a number of introductory meetings, by the University the Faculty, and the Division. One introduction meeting does not exclude the other, they are complementary, and you should attend them all.

Information provided by the Faculty of Science for new employees can be found at:

<http://www.science.lu.se/for-employees/human-resources>

Information provided by LTH, the Engineering Faculty, is available at:

<http://www.lth.se/medarbetare/anstaellning/nyanstaellda/?L=2> (in Swedish).

Information provided by Lund University is available here:

<http://www.staff.lu.se/employment/for-new-employees>

Doctoral studies

Most of the information you will need about doctoral studies in physics is collected under “Information for PhD students” on the Division’s intranet:

<http://www.nuclear.lu.se/internt/information-fr-doktorander/> (in Swedish).

Further information can be found at <http://www.fysik.lu.se/intranat/doktorand>.

A guide for PhD studies (in Swedish) can be found at http://www.fysik.lu.se/fileadmin/fysikportalen/intranet/Policy/Lathund_foer_forskarutbildningen_vid_fysiska_institutionen.pdf.

Business trips

All information regarding business trips can be found at:

<http://www.staff.lu.se/support-and-tools/business-travel>

The entire trip must be financed by your own research grants. If you do not have your own means of financing your trip, it must be sanctioned in advance in writing by both the person providing financing and by the Head of Division or Deputy Head of Division. Supervisors can

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approve travel for doctoral students provided that the supervisor is financing the trip with own research funds.

When on business trips, employees should always take with them an insurance card from *Kammarkollegiet*. This can be obtained from the Division's administrator.

Economy

Applications for joint financing of research **must** be filled in and signed by the Head of Division **before** the application is submitted. In some cases, these should also be signed by the head of the research group (the person in charge of financing) and/or the Head of the Physics Department. Application forms for joint financing (including a total cost calculation) can be found at: http://www.nuclear.lu.se/internt/information_fr_anstllda/blanketter/ (in Swedish).

Requirements that we follow governmental framework agreements are increasing. This means that from 1 January 2014 all purchases, except travelling, must be made through LUPIN. For travel and hotel bookings you may contact the travel agency directly (see the information provided above on business trips).

When ordering goods, the following information must be specified:

Postal Address:	Invoice Address:	Delivery Address:
Lund University Nuclear Physics	Lund University Nuclear Physics	Lund University Dept. of Physics
Ref: <i>First Name Last Name</i>	Ref: <i>First Name Last Name</i>	Division of Nuclear Physics
PO Box 118	PO Box 188	Ref: <i>First Name Last Name</i>
SE-22100 Lund	SE-22100 Lund	Sölvegatan 14 SE-223 62 Lund

Invoices are attested in LUPIN. If you require information to log in to LUPIN, please contact the Division's administrator.

Security in offices, labs and communal areas

Unfortunately, there are frequent thefts at the Department. Therefore, always lock your office and laboratories when you leave them, even for short periods. Ensure that all the windows are closed when you leave for the day.

The kitchen and coffee room

It is important that everyone keeps the lunch room clean and tidy. Support each other! If you put food in the fridge or freezer make sure it is labelled. If the dishwasher is running, wash up by hand and put your things away. On the door of the coffee room there is a list of who is

responsible for making coffee each week, and who will provide buns or cakes on Friday afternoon. These duties are shared equally between all those who work on corridor B200. During the working week, coffee and tea should be made by 3 p.m., and the dishwasher should be emptied. The person finishing lunch last should start the dishwasher. All coffee- and tea-making appliances must be fitted with a timer to avoid the risk of fire.

Door alarms

The exterior doors are locked, and are equipped with an alarm system. These doors may only be opened from the inside by pressing the button with a key symbol located beside the doors. If the doors are open for more than 90 seconds, an alarm is sent to a security company, which sends out a security guard. It is therefore important that locked doors are not held or propped open. Please contact the Department of Physics reception if you need to have the door open for a long period of time.

Fire

Fire alarms should always be taken very seriously. There is an escape plan on all corridors which must be studied carefully by every employee. This contains information on the locations of fire alarms, escape routes (smoke-filled routes should not be used), assembly points, fire-fighting equipment and other equipment. Think about how you can help others, for example students, in an emergency situation. In the case of fire or another kind of emergency you should take the following actions.

1. **Save people** in immediate danger.
2. **Ring the emergency services, tel. 112.** (Dial '0' first to get an outside line if calling from an internal phone). Tell them where the fire is, whether people are trapped in the building, what has happened and who is calling.
3. **Warn others** in danger.
4. **Extinguish the fire** if possible. Close all doors.
5. **Evacuate the premises** in an orderly fashion, according to the evacuation plan.
6. **Go to the assembly point.** The assembly point for corridor B200 is at the bicycle stands on *Professorsgatan*.

NB: If the fire alarm sounds, always follow the above instructions, regardless of the reason for the alarm.

Teachers have a particular responsibility to ensure that all students are told to evacuate the building, regardless of what they are doing, including examinations. See also related information under the tab "HMS" and "Lärarsidor" on the Nuclear Physics intranet (in Swedish):

http://www.fysik.lu.se/fileadmin/fysikportalen/intranet/Undervisning_LTH/Utrymningsinfo_ver4.pdf

[Instruktion för personal och studenter vid brand och utrymning](#)

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(HMS= Hälsa, Miljö och Säkerhet - Health, Environment and Safety).

All employees must attend a fire safety course arranged by the University. The course must be repeated every 5 years. A list of who has attended the fire course is available at the Division's internal home page.

First aid

Two of 15 employees should have attended the first aid courses "Första hjälpen och krisstöd" and "Hjärt- och lungräddning" arranged by the University (only given in Swedish). The course must be repeated every 3 years. A list of who has attended the first aid courses is available at the Division's internal home page. Persons who have attended these courses have diploma on their office doors.

In case of emergency

If an incident occurs that requires you to contact the emergency services centre or another authority, use the telephone numbers listed at

<http://www.staff.lu.se/support-and-tools/in-case-of-emergency>.

Checklists and action plans for crisis management can be found at

<http://www.science.lu.se/for-employees/crisis-management>

SOS alarm: tel 112

Akademiska hus (owner of the University buildings – report malfunctions at <http://www.akademiskahus.se/vara-kunskapsmiljoer/forvaltning/felanmalan/?campusId=lu3>

Areas of responsibility

A list of those with specific areas of responsibility at the Division can be found at: http://www.nuclear.lu.se/internt/ansvariga_ansvarsomrden/ (in Swedish).

Divisional meetings

Divisional meetings are normally held during term time on the first Friday after the first Monday of the month (unless this day is a public holiday). Specific dates can be found at the Division's internal home page. Attendance at divisional meetings is compulsory. Absence is permitted only in exceptional circumstances such as at teaching obligations, vacations, parental leave and sickness, and the Administrator must be notified in advance.

Divisional meetings are held at 3.15 p.m. H422, unless otherwise announced. Everyone is welcome to make proposals and comments at divisional meetings.

The agenda for divisional meetings can be found under the tab "Information for employees" (in Swedish "Information för anställda") on the Nuclear Physics intranet.

The Executive Committee

The Head of Division appoints an Executive Committee which meets on Tuesdays (the day after the Department's meeting of heads of division) at 8.30 a.m., and 14 days thereafter. The members of the Executive Committee are listed on the Nuclear Physics intranet. The agenda (usually in Swedish) for the Executive Committee meetings can be found under the tab "Information for employees" (in Swedish "Information för anställda") on the Nuclear Physics intranet.

Everyone is welcome to make suggestions and comments for discussion at these meetings.

The chemistry labs

Mattias Olsson can help you when you need to use the chemistry labs. Before being given access to the chemistry labs, you must have gone through the Division's Specific Safety Regulations with **Mattias Olsson**, and signed the corresponding declaration (see below, and under the tab "HMS" on the Nuclear Physics intranet).

NB: All use of chemicals requires that a risk assessment is completed (see below).

The aerosol lab

A safety course must be completed before working in the aerosol lab at IKDC. Contact the superintendent of the aerosol lab, **Patrik Nilsson**.

The Medicon Village lab

A safety course must be completed before working in the Medicon Village lab, please contact **Anders Terfelt**. It must be reported in advance during what period of the work will be performed (in order to inform the guard and to get an access card).

The LIBAF lab

For access to the LIBAF lab (through the LU access card) you must have gone through special safety instructions with **Mikael Elfman**, who is the Division's radiation safety officer. The information contains e.g. radiation protection, radiation sources, log book and access to the lab in case of presence of neutrons in the lab. It is required to use a film dosimeter at the lab (administered by **Mikael Elfman/Gunnar Hyltén**). Access to the lab is given by **Charlotta Nilsson**.

Specific safety instructions

Specific safety instructions for the Division of Nuclear Physics can be found in the document “Specific Safety Regulations for the Division of Nuclear Physics” available on the Nuclear Physics intranet, under “HMS”. All employees must have read and understood the information in this document. This is certified by signing the form “Declaration”. This Declaration is to be repeated every year, at an annual information meeting organized by the Executive Committee.

Risk assessment

When starting a new project that may involve new risks, a written risk assessment must **always** be made. Generally, work may not begin until an investigation and risk assessment have been conducted, as well as the necessary measures taken to prevent occupational health risks and accidents. See also “Specific Safety Regulations for the Division of Nuclear Physics” on the Nuclear Physics intranet, under “HMS”.

Radiation protection

Mikael Elfman (together with **Gunnar Hyltén**) deals with radiation protection issues. According to University regulations, all those who handle radioactive substances, or who work in areas with elevated radiation levels, must have completed the University’s General Radiation Protection Training Course, or equivalent in-house training, and must have read and understood the local radiation protection rules. Fulfilment of these criteria is recorded in a list held by the Division’s administrator.

Mikael Elfman is responsible for ensuring that all employees who handle radioactive substances have the relevant education and training in radiation protection, in cooperation with the University’s radiation physicist. The Division’s activities involving ionized radiation are checked by the radiation physicist, who performs an inspection once a year.

Mikael and Gunnar are responsible for the film badge dosimeters that are to be carried by everyone exposed to elevated levels of radiation. Mikael determines who is to be given access to the “*radiation crypt*” in the basement of building C. He can also help in the correct disposal of radioactive waste.

See also “Specific Safety Regulations for the Division of Nuclear Physics” on the Nuclear Physics intranet, under “HMS”.

Other regulations apply when working with radioactive substances in the aerosol lab (contact **Göran Frank**).

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Contact with the workshop

Mikael Ekholm is responsible for in-house contact with the workshop, as well as practical matters regarding the furnishings and equipment in offices and labs. **Mikael Elfman** and **Pavel Golubev** are both very knowledgeable in electronics.

Computers

Until further notice, please email **Mikael Elfman** if you want to connect a new computer to the Department of Physics' network (see instructions on the Nuclear Physics intranet under the tab "Information for employees"). **Mikael Elfman** is the software coordinator for the Division, and has access to all the software covered by the University's agreements. A research group may, of course, also buy and install software with their own separate licenses, and the group is then responsible for that software.

It is your responsibility to ensure that your computer has an updated operating system and an anti-virus programme with a current virus database.

It is recommended that you **back up** your data and documents on a regular basis. **Store these backups at a different location from your computer**, e.g., at home. Bear in mind that the hard disk on your computer can crash. Power failures or voltage spikes, for example, during a thunder storm, may also damage your computer if it is turned on.

Your computer can also be stolen.

The University's rules for internet use are to be followed at all times:

<http://www2.ldc.lu.se/security/regler.shtml> (in Swedish).

See also these useful [instructions](#) from **Mikael Elfman** on, for example, software, under "Information for employees" under the sub-tab "Computers" ("Datorer" in Swedish).

Dirk Rudolph

Head of Division

Jan Pallon

Deputy Head of Division

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