



Instructions regarding visits and work at Hyltemossa Scientific Research Station

Hyltemossa Scientific Research Station is a unit within Lund University and belongs to the Centre for Environmental and Climate Research, CEC.

Each visitor at the Station is kindly asked to read the following rules in order to make the stay and work on site as safe as possible.

Liability issues

Each employee and guest is obliged to follow the instructions given, and assist in providing a safe working environment. All employees and visitors should on their own initiative, remedy shortcomings in the work environment; if it can't be done in their own power, they are to call the attention of the immediate supervisor and/or the safety responsible person of the site (coordinator) to the problem. The coordinator is responsible for ensuring that work is carried out in accordance with following rules.

SOS Emergency number for accidents, fire	Call 112
Poisons information	08-33 12 31
Healthcare advice	Call 1177
Police (non-emergency)	114 14

Contacts for Hyltemossa Station:

Station manager/Safety representative on site	Tobias Biermann	+46 70 795 02 39; tobias.biermann@cec.lu.se
Site Principal Investigator ICOS	Michal Heliasz	+46 70 742 13 67; michal.heliasz@cec.lu.se
Site Principal Investigator ACTRIS	Adam Kristensson	+46 70 64 74 99 5, adam.kristensson@nuclear.lu.se

Employees at Lund University with links to Hyltemossa Station:

Work environment manager for the whole of CEC	Henrik Smith, Director, Centre for Environmental and Climate Research CEC, tel. 046 222 9379
Employee to whom work environment duties for Hyltemossa Station have been delegated by the director of CEC	Tobias Biermann, CEC, tel. +46 70 795 02 39
Safety representatives at CEC	Financial administrator, Åsa-Katrin Erlandsson, CEC, tel. 046 222 0181
	Researcher Wilhelm May, CEC, tel. 046 222 0120
	Res. Eng. Erling Jirle, Dept. Biology, tel 046-222 4999

General Rules

Be aware that there might be potentially harmful work carried out at the site. In case of ongoing work in a tower wear a helmet and stay as much as possible clear of the tower in a radius of 2/3 of the working height. Be aware of 230V cables in the forest leading to experimental installations.

Smoking	Due to ongoing aerosol measurements and fire risk smoking is prohibited at the station
Cleaning	Everybody is asked to keep the station clean and tidy. Cleaning utensils are provided.
Waste disposal	<p>Waste is to be sorted and placed in designated bins in the house.</p> <p>On the last workday of the week: Empty the garbage bins in the house. The big garbage bins are found next to the gate on the gravel road.</p>
Computers & WiFi	The WiFi network password is Icos2014. There is no guest computer. Everybody is expected to bring their own computer.
Leaving the station/Lock up	<p>Check that all doors/windows of the houses and bars are locked. Turn on the alarm. When driving out lock the gate on the gravel road.</p> <p>If a guest is the last to leave the station for the day and not expected back soon, the guest will agree with the staff about how to return the key.</p>

Emergencies

First aid equipment	Available in both station buildings and the station car.
Fire	<p>No smoking or open fire allowed in the houses. Smoke alarms are installed. Everyone is obliged to make themselves aware of the location of the fire extinguishers. In case of a fire call 112 and report. If needed push the fire alarm button on the Alarm panel in the Main house to inform other people on the site. Fight the fire only if it is possible to do so without risk for you.</p>
Risk of infection and poisoning animals	<p>Ticks can cause Lyme disease and infection with TBE virus. Check the skin and remove ticks.</p> <p>At viper bites, ask to be driven to the nearest hospital or call an ambulance.</p> <p>Report if stung by a wasp or bee. Sensitive individuals should bring medication for allergic reactions. Inform the permeant staff and colleagues of hypersensitivity and give instructions how they can help.</p>
Incidents/accidents	Shall be immediately reported to the coordinator. He is responsible for to immediately report to Lund University.

Rules for a safe workplace	
Work	Only carry out work for which you have received the right training, equipment, instruction and information for. Use the appropriate safety equipment like hearing protection, safety glasses etc.. Wear a helmet if work is carried out on the towers.
Measurements	Before installing your equipment consult with the site PI and coordinator in order to avoid conflicts with other measurements. Inform the staff on how your measurement work and if needed about inspection, maintenance and potential risk. Equipment and all installations, cables etc. need to be removed once the project is finished.
Procedures when working alone	When working alone, keep a mobile phone at hand. Inform others about your plans and whereabouts. Avoid working alone in hazardous jobs.
Safety and security equipment	Protective equipment should be worn where required, e.g. PPE for mast climbing, Gloves, hearing protection or protective glasses. Bring your own personal safety equipment as we cannot provide it for all visitors. However if you are missing the right equipment, need something in addition or are in general unsure which equipment is needed ask the coordinator.
Tools, machines	Great care should be taken when using sharp tools and machines. Power tools must only be used by those who received training and have the required safety equipment.
Chemicals	Work with chemicals has to be carried out with great precaution and at designated places only. The permanent staff needs to be informed about the used chemicals. Storage of flammable chemicals in the designated cabinets only. Gloves and protective eye wear is required.
Installation on the masts including climbing	Task that involve climbing need to be reported and discussed with the coordinator. The climbing is only permitted with special training and health certificates according to AFS2000: 6. A second person, able to carry out a rescue has to be on the site and a plan for a potential rescue has to be made in advance. When work is carried out on the mast make sure other people are aware of it and if working in a radius of 2/3 of your work height wear a helmet.
Driving the Station car	The coordinator needs to be informed in advance about a planned use of the station car. Driving is only allowed with a valid driving license. Vehicles used in the service must always be kept in a roadworthy condition therefore report any damage to the coordinator.
Accommodation	
Overnight stay	<p>There are 4 rooms with a total of 10 beds. Sheets, covers will be provided as well as a towel.</p> <p>Note that smoking or open fire is prohibited in the houses and close to the houses. Make yourself aware of escape routes and the location of the fire extinguisher. The escape ladder adjacent</p>

Cleaning after overnight stay	<p>to the room must be folded down for the night. The gate at the gravel road needs to be kept open.</p> <p>You are kindly asked to vacuum clean the room you have used as well as the common areas. Clean the kitchen if you have used it and start the dish washer. Drop the used bed sheets and covers into the washing machine or in the marked IKEA bag next to the heat pump. Take out trash to the bins next to the gate on the gravel road.</p>
<p>Data usage</p> <p>ICOS Sweden</p>	<p>Data from ICOS Sweden stations are open under the Creative Commons Attribution 4.0 International License following the FAIR principles. We thus require a proper reference and citation of the ICOS data, using the exact citation (including the provided doi or pid) as provided by ICOS. We kindly ask you to inform the data providers, traceable through the metadata connected to the provided DOI or PID, when the data is used for publication(s), and to offer them the possibility to comment and/or offer them co-authorship or acknowledgement in the publication when this is justified by the added value of the data for your results.</p> <p>If the main content of a scientific paper is based on ICOS Sweden data, we kindly ask to acknowledge the Swedish Research Council (SRC) who co-finance ICOS Sweden under the Grant number 2015-06020.</p>

Read also:

Working at Hyltemossa Scientific Research Station - Annex I - Encounters with wild animals

Working at Hyltemossa Scientific Research Station - Annex II - Risk of infection and poisoning animals