
FOR TEACHERS IN THE LABS

DEPARTMENT OF GEOSCIENCE



This brochure is a quick introduction to the responsibilities that teachers and instructors (local or external) must consider, when having a lab course at the Geoscience laboratories.

FOR TEACHERS IN THE LABS

PLANNING THE LAB WORK

Book relevant laboratories well in advance. Note that some areas or instruments need separate reservations. Contact the head of the laboratories for availability and instructions.

Also make sure that equipment is ready to use, and you have all consumables and utensils needed. Some consumables must be ordered.

A lab technologist is normally assigned for lab courses to assist with scheduling and ensure an up-to-date risk assessment. Ask the head of the laboratories whom to contact.

One lab (1672-240) has a projector; however, you need to bring your own laptop that can connect to VGA.

BEFORE YOUR LAB COURSE STARTS

Consult the head of the laboratories for a one-to-one briefing on health and safety issues. This includes a short introduction to work environment at the department, as well as the location of emergency equipment and the evacuation procedure at Aarhus University.

Make a risk assessment of the processes/chemicals you intend to work with. The risk assessment should be performed in cooperation with a lab technologist, who is updated on Danish laws and chemical regulations.

FOR EXTERNAL GUEST LECTURERS

Discuss the use of all chemicals with the head of the laboratories in advance: There are local restrictions on the use of some substances.

If you need network access, go to <https://medarbejdere.au.dk/en/administration/it/guides/network/wirelessnetwork/>

If you want to access the parking lot by car, you need an access card. Contact the secretariat for a guest-card as well as information on how to have your car registered to park freely on AU parking lots. Normally, guest-registration can be given on a day-to-day basis by AU staff at <https://sts.parkzone.dk/ParkCare/>.

SOME BASIC LAB RULES

- Never leave students unsupervised.
- Our labs are used for research purposes simultaneously: Do not interrupt ongoing experiments by moving equipment (or part thereof) or change configurations or conditions.
- Keep doors and windows closed to optimize process ventilation and prevent noise from reaching other areas.
- Use computers and personal IT equipment at your own risk.
- You may not change any settings or install software on laboratory computers or equipment.

WHAT YOU MUST BE FAMILIAR WITH

- Relevant **Geoscience regulations** for lab work. Most information can be found online (requires AU network) and by completing the online course *Geoscience Online Safety* (mandatory for AU staff).
- The whereabouts of eye rinsing systems and first aid kits as well as the nearest **emergency** exit(s): In case of an emergency, you must be able to assist the students.
- The procedure for **evacuation** at Aarhus University: You must help guide the students to the nearest meeting point.
- **Waste-handling:** Examples are glassware, geological materials, chemicals, paper, plastic etc.

ENSURE THAT ALL STUDENTS KNOW

- Use the 16 metal lockers outside lab 1672-240 to temporarily store personal items (bag, jacket, computer, etc.). Bring a padlock and share a locker, if necessary.
- Never bring food or beverages to any lab.
- Do not move or disconnect equipment (computers, balances etc.).
- In case of accidents students are covered by their personal insurance only.

BEFORE LEAVING A LAB

- Clean tabletops, sinks, balances etc. after use. Sometimes it may be necessary to wipe the floor too.
- Empty the black buckets with sediment and rock material into the designated container in the basement of 1674.
- Turn off light, power off equipment and lower the front sash of fume hoods (if used). Close doors. Turn off computer.
- If you leave any equipment or samples (or have on-going experiments) to the following day, please label with full name, date and contact information.
- If you experience any irregularities with infrastructure or safety, always inform relevant staff and the head of laboratories as soon as possible.

CONTACT INFORMATION

Head of Geoscience laboratories:

Charlotte Rasmussen 27 78 28 09 or charlotte.rasmussen@geo.au.dk

Geoscience secretariat:

93 52 25 70 or sekretariat@geo.au.dk



Direct link
<https://geo.medarbejder.e.au.dk/en/work-environment/>

WORK ENVIRONMENT 2024-2027

DEPARTMENT OF GEOSCIENCE

DAILY WORK ENVIRONMENT LEADER, HEAD OF LAMU



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FURTHER INFORMATION

Geoscience rules and regulations regarding physical and psychological work environment are located on the staff homepage of the department