



25 November 2016

Reg. no STYR2016/1458

## LUNDS UNIVERSITET

Naturvetenskapliga fakulteten

Centre for Environmental and Climate Research

### **Work environment policy and procedures at Hyltemossa research station**

Approved by the CEC board on 25 November 2016.

Hyltemossa research station is a unit within Lund University's Centre for Environmental and Climate Research, CEC.

The Hyltemossa research station carries out assignments for ICOS Sweden and ACTRIS Sweden. *ICOS Sweden* is a research infrastructure to monitor and understand the exchange of greenhouse gases between the earth's surface and the atmosphere. ICOS Sweden is part of a European research infrastructure. *ACTRIS* is a European research infrastructure for observations of aerosols, clouds and trace gases.

Two people are stationed at Hyltemossa and they are employed within ICOS Sweden as research engineers. Their employment position is located at CEC. There is also one employee within ICOS Sweden whose main placement is in Lund at the Department of Physical Geography and Ecosystem Science, INES. Within ACTRIS, there is one part-time employee who is linked to Hyltemossa and two part-time employees placed in Lund. They are at the Department of Design Sciences and the Department of Physics. Visiting researchers and students also come to the Hyltemossa research station to carry out measurements.

#### **Employees at Lund University with work environment duties for Hyltemossa:**

CEC work environment manager	Director Henrik Smith, Centre for Environmental and Climate Research, tel. 046 222 9379
Work duties on work environment issues for Hyltemossa by delegation from director H Smith	Senior lecturer Maj-Lena Linderson, Director of ICOS Sweden, employed at the Department of Physical Geography and Ecosystem Science, tel. 046222 8407, 072 553 36 82
Health and Safety representative	Finance officer Åsa-Katrin Erlandsson, Centre for Environmental and Climate Research, tel. 046 222 0181
Principal Health and Safety representative	Research engineer Erling Jirle, Department of Biology, tel. 046 222 4999

**People employed at/linked to Hyltemossa. The coordinator at Hyltemossa is responsible for ensuring that rules and procedures are in place, updated and observed.**

<b>Name</b>	<b>Project Department</b>	<b>Main location</b>	<b>Working hours</b>	<b>Function</b>	<b>Contact</b>
Tobias Biermann	ICOS/CEC	Hyltemossa	100 %	Research engineer <b>Coordinator</b>  Climber of the 150 m mast.	+46 707950239
Michal Heliasz	ICOS/CEC	Hyltemossa	100 %	Research engineer Principal Investigator ICOS Sweden <b>Deputy coordinator</b>  Climber of the 150 m mast.	+46 707421367
Jutta Holst	ICOS/INES	Lund	100 %	Data manager	+46 46 2224039  +46 767917849
Patrik Nilsson	ACTRIS Div. of ergonomics and aerosol technology	Hyltemossa	50 %	Research engineer  Climber of the 30 m mast.	+46 46 2223284
Göran Frank	ACTRIS Div. of nuclear physics	Lund		Research engineer	+46 46 2227635
Adam Kristensson	ACTRIS Div. of nuclear physics	Lund		Assoc. senior lecturer  Climber of the 30 m mast.	+46 46 2227645
Marcin Jackowicz-Korczynski	INES	Lund		Research engineer (and his future replacement)  Climbing back-up	+46 730947235

SOS Emergency accident, fire	Call 112
Poisons information	010 456 67 00 <a href="https://giftinformation.se/">https://giftinformation.se/</a>
Healthcare advice	Call 1177
Police (non-emergency)	114 14
Rescue services in Perstorp	0435-384 80 <a href="http://www.perstorp.se/raddningstjansten.html">http://www.perstorp.se/raddningstjansten.html</a>

Description of activities	<p><b><i>What work is carried out by employees?</i></b>  Lab work: servicing and calibrating instruments, producing parts for instruments, drying soil and plant samples.  Fieldwork: checking and maintaining installations. Making new installations. Clearing access to installations.  Mastwork: work is done on two masts, one 150 m tall for ICOS and one 30 m tall for ACTRIS. Maintaining, servicing, installing and calibrating instruments. Maintaining the mast and the mast lift.  Transport by car.  Office work.</p> <p><b><i>What work is carried out by visiting researchers?</i></b>  Installation and measurements in the forest. Installation and measurements on the masts. Installation and measurements in the lab. Office work.</p>
Ownership of the land and buildings, maintenance	<p>There is to be an agreement clarifying these matters.  Landowner: Gustafsborgs Säteri AB (has no responsibility for the facility itself, but is responsible for taking care of the forest).  Owner of the staff building, masts and laboratory building: ownership structure is currently being investigated within Lund University.</p> <p>Snow clearing: Gustafsborgs Säteri AB is responsible for this.  Storm-felled trees: Staff to contact Gustafsborgs Säteri AB.  Lund University is responsible for electricity, water, sewage and ongoing maintenance.  In case of power cuts, contact is to be made with the electricity supplier/electrician.</p>
Masts and maintenance	<p>Recommendation from the Ramböll company:  Conduct a visual inspection once per year, which can conveniently be carried out in conjunction with the safety inspection.  A thorough check of items such as cables and bolts is done every five years.</p>

	<p>Such a check may also be needed if there has been a storm, for example, and several trees have fallen against the cables. These checks should be carried out by an external consultant. Records of the checks are to be kept with the administrative head at CEC, while one copy is to be sent to the director of ICOS Sweden and one to remain at Hyltemossa. There are two masts at the location, of which the most recent was added during 2016.</p>
--	--

<b>Safety and risk management</b>	
Rescue vehicles	<p>Rescue vehicles have access all the way to the facility. Rescue services are informed of the research station and its exact location.</p>
Fire safety Systematic fire safety management	<p>The coordinator is to have undergone fire safety training. All those who spend time at the site are to be informed of the location of fire extinguishers and evacuation routes. These are clearly marked.</p> <p>Fire extinguishers are plainly visible, in the entrance of the main building and in the hall on the upper floor, and one in the workshop.</p> <p>There are fire alarms in all rooms.</p>
Procedures when working alone	<p>Avoid working alone as far as possible. If working alone, the following rules apply:</p> <ul style="list-style-type: none"> <li>-A functioning mobile phone connection is to be available.</li> <li>-No work which involves danger is to be undertaken when alone at the site, e.g. chain-saw work, climbing, heavy lifting.</li> </ul>
Weather conditions such as snow, storm	<p>In order to avoid being snowed in or isolated or injured by falling trees, staff are to leave the facility when the weather forecast indicates such risks.</p>
Climbing training and health check-ups	<p>Before the staff at Hyltemossa assign mast work to someone for the first time, the employer must ascertain that the employee has undergone sufficient training and has the knowledge required for the job.</p> <p>For the purposes of the present regulations, a person who has hired an external contractor to carry out work in the organisation is considered to be the employer.</p> <p>Anyone climbing the mast is to have undergone specific theoretical and practical training for this type of work. In addition, they are to have undergone a special health check-up.</p> <p>There is to be a record of completed climbing training and medical check-ups for staff, kept by the administrative head at CEC, in Hyltemossa and with the director of ICOS Sweden.</p>

	<p>The coordinator checks that any visitors who are to climb the mast have undergone climbing training and a medical check-up. In addition, any visitors who are to climb the mast are to use protective equipment and must be informed about the risks of height work.</p> <p>Chapter 3 Section 12 of the Work Environment Act places responsibility for safety on the person who controls a workplace. This responsibility for safety can become relevant when an employee, who works on masts and poles, is not employed by the person who owns the facility or otherwise has the right to dispose of it. In such cases, it can be difficult for the employee's employer to check e.g. the condition of a wooden pole before work on the pole begins. The responsibility for ensuring that the check is done rests with the person who runs the facility and thus controls the workplace.</p>
Mast work safety	<p>Mast work requires approved personal equipment to be used: a safety helmet with a chin strap and fall protection equipment. Where necessary, protective gloves, an eye shield, protective footwear and protective clothing are to be used. These are to be checked annually by an expert. Equipment for retrieving an injured person from the mast is to be readily available. To call for help, employees on the mast must have appropriate alarm and communication equipment. There must be a plan for immediate rescue of a person who is injured or in need of assistance. Tools and equipment used on the mast are to be chosen for their suitability for the work to be done and where necessary, secured so that they do not constitute a risk by being dropped or in some other way.</p> <p>Mast work is not to be carried out when there is a risk of injury or accident due to uncontrolled falling ice or snow, or due to unsuitable meteorological conditions. It is not permitted to stay on the mast in the case of an impending or ongoing thunderstorm.</p> <p>Mast work is not to be carried out alone. The work colleagues on the ground must be in service and authorised for height work, in order to be able to rescue an injured colleague from the mast immediately if necessary. When mast work is underway, everyone on the ground is to wear a protective helmet and to be as far from the mast as possible to avoid being injured by falling objects.</p>
Measurements in the trees	A tree surgeon is to be contracted for work which requires climbing trees.
Chemicals, gas	<p>Chemicals are to be listed in the KLARA database. This is to be done continuously. The coordinator is responsible for ensuring that the chemicals are entered in KLARA. This is done by the principal safety representative after a report by the manager.</p> <p>There is no toxic or flammable gas. The containers that are on site are to be chained up. Leakage tests are to be conducted at</p>

	<p>each switch.</p> <p>Flammable chemicals are to be stored in special cabinets in the workshop.</p> <p>In general, for all work involving chemicals, everyone is to be well informed on the relevant chemical's properties and any associated risks.</p> <p>Personal protective equipment such as safety goggles, gloves and overalls, is to be used.</p> <p>All bottles and jars are to be clearly labelled and kept in a manner appropriate to each chemical.</p> <p>Premises where chemicals are used and stored are to be kept in good order.</p> <p>Food or drinks are not to be prepared or stored in the vicinity of a hazardous chemical.</p> <p>Skin which has come into contact with chemicals is to be cleaned immediately.</p> <p>If in doubt after contamination with chemicals, contact a doctor.</p>
Radioactive substances	ACTRIS will be using these in the future. When the time comes, all regulations on this are to be observed and a management plan included here.
Information for visitors on safety procedures etc.	An information leaflet on safety is to be distributed to all visitors. It is also to be signed by all visitors to certify that they have read the information. This information is to be available in both Swedish and English.
Vehicles and transport	<p>People and goods are to be transported by car.</p> <p>The service vehicle is always to be kept in a roadworthy condition.</p> <p>The service vehicle is to be serviced regularly.</p> <p>Tyres are to be changed when the tread is reduced to a depth of 3 mm for winter tyres and 1.8 mm for summer tyres.</p> <p>The vehicle is to be loaded correctly.</p> <p>All traffic regulations are to be scrupulously respected.</p>
Machines, power tools, chain saw work and other work requiring hired labour	<p>Work requiring a chain saw – there is no chain saw at Hyltemossa. If one is required, a contractor is to be hired to do the work.</p> <p>When hiring contracted workers, a risk assessment is to be carried out. The risk assessment of the work for which one is planning to hire a contractor should be done in sufficiently good time to enable the specification of the person to be hired to be adapted to the work and the risks that it entails.</p>
Waste management	Household waste is to be sorted and placed in the rubbish bins.

	Other waste is to be driven to the recycling station.
Risk of infection and poisoning from small animals and insects	<p>Ticks can cause Lyme disease, infection with TBE viruses and other diseases. Check your skin and remove ticks to reduce the risk of infection. <i>See separate information.</i></p> <p>Viper bites require a hospital visit. <i>See separate information.</i></p> <p>For wasp stings, <i>see separate information.</i></p> <p>Sensitive individuals should bring medicine against allergic reactions with them. Work colleagues are to be informed of any hypersensitivity and of which medicine is to be administered and where to find it.</p>
First aid equipment and training	<p>First aid equipment is always to be accessible in a specific place. It is to be found in the workshop, in the laundry in the main building and in the car.</p> <p>Staff is to have undergone first aid training.</p>
Safety inspections	Safety inspections are to be carried out once per year. In between inspections, checks are to be done. Safety inspections are to be attended by the employees at Hyltemossa, the ICOS director, the health and safety representative, the principal health and safety representative and others who wish to take part.
Accidents and incidents	<p>These are to be reported immediately to the coordinator, who is responsible for ensuring that the incident or accident is immediately reported further within Lund University.</p> <p>If an incident happens that is a close call that ends well, this is also to be reported to the coordinator, so that accidents can be prevented in future. This is also to be reported further within Lund University.</p>
<b>Premises</b>	
Kitchen and office	The coffee machine, stove and other electrical equipment should be fitted with a timer.
Overnight rooms	<p>There are 4 rooms with a total of 10 beds on the upper floor of the main building.</p> <p>There is a fire alarm in each room.</p> <p>A fire extinguisher is located in the hall outside the rooms on the upper floor.</p> <p>There are fire escape ladders at each gable.</p>
Access barriers to the facility. Alarm, locks, codes, fences Risk of theft	The research station can be reached from two directions via a gravel road. To reach it, one of the access barriers on each side must be opened. The barriers are locked with a combination padlock. When someone is at the station, one of the barriers is to be open. In addition, the rescue services have the combination for the padlocks.

	The mast is surrounded by a locked fence, which is two metres high. All the locks have the same key. The workshop has another lock with a combination. There is an extra key at the office at Gustafsborgs Säteri AB. Keys are available for loan to visitors.
<b>Administrative issues for staff</b> <b>Psychosocial work environment</b>	
Working hours Annual leave Illness Leave of absence Travel expense reports Orders Invoices Health promotion Glasses for screen work etc.	For employed staff, listed as CEC staff, the <i>work environment policy in place for CEC</i> also applies. This is a separate document. For those who are listed as staff of a different department, see the policy for the relevant departments.

### Laws, regulations and guidelines – a selection

On the web pages of LU Estates about the work environment, you will find a list of laws and guidelines. See

<https://www.staff.lu.se/employment/work-environment-and-health>  
<http://www.hr-webben.lu.se/arbetsmiljo>

#### Laws and guidelines – a selection

[Work Environment Act, SFS 1977:1160](#)

[Work Environment Ordinance, SFS 1977:1166](#) (in Swedish only)

Provisions of the Swedish Work Environment Authority, AFS

[Systematic work environment management, AFS 2001:1](#)

[Mast and pole work, AFS 2000:6](#) (in Swedish only)

[Chemical hazards in the work environment AFS 2014:43](#)

[Organisational and social work environment, AFS 2015:4](#)

Swedish Work Environment Authority regulations, AF

[Use of chain saws and brush cutters 2012:1](#) (in Swedish only)

[Act 2003:778 on accident prevention](#) (in Swedish only)

[Ordinance 2003:789 on accident prevention](#) (in Swedish only)

[Swedish Civil Contingencies Agency regulations, SRVFS](#) (in Swedish only)

[Environmental Code 1998:808](#)

[Chemical products and biotechnical organisms ordinance 2008:245](#) (in Swedish only)

[List of provisions of the Swedish Chemicals Agency, KIFS](#)

[Medical check-ups in working life AFS 2005:6](#) (in Swedish only)



Lund UniversityWork Environment PolicyWork Environment Action Plan

Procedures and other decisions affecting the work environment at Lund University such as

[Regulation regarding children's visits to sites of work or studies](#)

[Ban on overnight stays on the premises of Lund University](#)

[Ban on smoking in and close to university buildings](#)

[Ban on keeping personal pets on university premises](#) (in Swedish only)

[Regulations on health promotion at Lund University](#)

[First aid training for staff](#) (organised by Occupational Health Service at Lund University)

[Guidelines on alcohol and other drugs](#)

CEC

Work environment policy and action plan for CEC

Plan for gender equality and equal opportunities