

Principles for Access to Work and Storage Rooms With Special Risks at TEK ¹

Criteria for Gaining Access to Rooms with Special Risks

Applies to All

- Employees and students must basically have access to relevant workspaces.
- It must be ensured that everyone has received and understood the safety instructions before gaining access to rooms with special risks.
- The instruction must be repeated at least once a year, and always when there are changes in risk.
- The two-person rule: Planning must take into account that enough people have access to ensure that no one works alone with dangerous processes/machines/substances. There must be at least someone within sight or earshot who has access to the room and can assist in the event of accidents.
- The institute assesses who needs access to the individual workspace. The Head of Department is overall responsible for granting rights and access.
- It must be simple to manage access.

Especially for Students

- The students must confirm with their signature that they have received and understood the safety instructions, and the signature sheet is kept together with the risk assessment with safety instructions. Feel free to use templates no. 7a-d on MS Teams: [Templates](#).
- When requesting access for students, both a start and an end date for the access must always be specified. Students are only granted access one semester at a time.
- The relevant supervisor, teacher, room manager, or others who are responsible for the students' access, are also responsible for communicating the rules clearly to the students. This applies to both safety, photography/video, general behaviour, that you do not let people in without permission, etc.

Guests – Guided Tours, Photography, Filming, etc.

- To protect research against security risks, the Rectorate has as of July 2023 decided to set university guidelines for photography in research laboratories and workshops: Guests in SDU's research laboratories and workshops must be accompanied by a researcher or laboratory manager, who can grant special permission for photography or filming.
- In general, it is recommended that you arrange tours, photography, and filming etc. in laboratories and workshop areas as far in advance as possible every time to ensure:
 - That the room is neat and tidy
 - That there is something interesting to show
 - That there is a person associated with the laboratory/workshop present who can demonstrate, answer questions, and help ensure that the safety rules are observed, as well as possibly give permission for photography or filming

¹ For example, laboratories, workshops, chemical and waste rooms, where there is a risk of accidents due to chemicals/substances, machines, lasers, etc.

- **Employees who have permanent access** to the laboratories/workshops without accompaniment from the responsible institute, e.g., TEK management, employees in TEK Kommunikation, TEK Innovation, and others:
 - Must have received and understood the risk assessment and safety instruction at overall room level, if not accompanied by a person from TEK who has received the instruction.
 - The instruction must be repeated at least once a year, and always when there are changes in risk.
 - Do not film or take photographs without the permission of the responsible researcher or laboratory manager.
 - Are not allowed to bring guests without prior agreement, including agreements with guests regarding photography/filming, cf. above.
 - Are generally responsible for the guests whom they may bring, and that everyone complies with the agreed rules for the room(s).
 - The agreement is made with the room manager and approved by the Head of Department.

Roles, Competence, and Responsibility

- The Head of Department has overall responsibility for who gets access to rooms with special risks.
- The Head of Department must also ensure a procedure to ensure that access is only granted when overall criteria are met, but can however delegate competence under the agreed criteria.
 - It must appear from the overview on MS Teams for working environment laboratory files ([MS Teams for arbejdsmiljø-laboratoriefiler](#): documents no. 9a and 9b) who is authorized to grant access.
 - The person responsible for the lab/room has the practical responsibility for ensuring that criteria for access are met.
 - Lecturers/supervisors must ensure that coordination of access for their students takes place under the criteria for access and is agreed with the room manager.