

# Introduction of new group member

To ensure a proper introduction of all new group members working in the iNANO house, LAMU strongly encourages all groups to include the following check-list in the on-boarding procedure when new people arrive.

The list should assist the group in passing all relevant practical information to the new person as well as ensuring that the new person has been made aware of the mandatory safety information present at the iNANO website (<https://inano.medarbejdere.au.dk/>).

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<b>iNANO</b>	Introduction to the secretariat and student helper functions		
	Receive an office key		
	Got a keycard/opened the keycard for iNANO		
	Get a tour of the building		
<b>Work environment</b>	Introduction to the daily safety manager		
	Identify the relevant work environment group and it's members		
	Localize the policy for handling offensive behavior/harassment		
	Localize the policy for handling pregnancy		
	Localize the form for reporting an accident /near-accident		
	Localize the Work Place Assessments (WPA)		
	Read and understand the Fire and evacuation procedure		
	Localize the nearest yellow & orange west station		
	Localize the assembly point		
	Localize all emergency exits from the lab/office		
	Localize relevant fire extinguishers/eye wash/emergency showers		
	Localize the first-aid kit belonging to the group		
	Localize the defibrillator at iNANO		
<b>Waste management</b>	Introduction to the waste management room		
	Read and understand the Waste Management guide		
	Introduction to the handling of office waste		
	Introduction to management of glass waste, cardboard and paper waste		
<b>Chemical risk</b>	Introduction to Kiros (short by the group)		
	Sign up for a Kiros course		
	Introduction to the local chemical storage		
	Introduction to how Chemical risk assesments are done in the group.		
	Sign up for the 2 day Safety course at Chemistry.		

<b>Biological risk</b>	Identify the laboratory classes used in the group		
	Read and understand the safety procedures relevant for the laboratory classes used in the group		
	Introduction to autoclaving procedures		
	Introduction to working with GMO		
<b>Personal Safety equipment</b>	Introduction to the group policy regarding labcoats and safety goggles in the individual laboratories		
	Get a labcoat and safety goggles		
<b>Group</b>	Introduction to technicians etc.		
	Introduction to specific equipment		
	Localize the position of equipment manuals for the group		
	Introduction to the journalization procedure in the group		
	Introduction to data management in the group (Getting it from equipment and storing it after treatment)		