

Document responsible: Siv Lise Bedringaas
Document owner: Maria Holmaas
Valid from: 17.11.21
Version: 1

Organizational placement: Department of
Clinical Science
University of Bergen

Information for New Employees at Department of Clinical Science (K2)



All new employees should receive general information regarding administrative rules and regulations, and HSE guidelines.

Table of contents

Table of contents.....	1
1. Welcome to Department of Clinical Science (K2)	3
2. General information	3
2.1 Scope	3
2.2 Responsibility	3
2.3 Changes from the previous version.....	3
2.4 Abbreviations	3
3. Overview of Main Topics.....	4
4. Administrative Rules and Regulations.....	5
4.1 Meeting with group leader and contact person	5
4.2 Registration in Sebra	5
4.3 Information about you and your working relationship.....	5
4.4 Employee Pages and Handbook.....	5
4.5 Mitt UiB	5
4.6 K2 Nytt (News).....	6
4.7 Booking of work-related travels.....	6
4.8 Courses	6
5. Self-service Portal.....	6
5.1 Working hours	7
5.2 Time registration	7
5.3 External work.....	7
5.4 Holidays	8
5.5 Sickness	8
6. Health, Safety and Environment (HSE).....	8
6.1 HSE manual and HSE-procedures Handbook	8
6.2 Safety representatives/delegates	9
6.3 Reportingg of unwanted incidents	9
6.4 Fire safety	9
6.1 HMS-quiz	9
6.2 Eco Online and EcoExposure	10
6.3 Vaccination.....	10
6.4 Working with laboratory animals.....	10

6.1	Waste handling.....	10
6.2	Laboratory safety	10
6.3	Courses	11

1. Welcome to Department of Clinical Science (K2)

We are pleased that you have decided to work with us and hope that you will enjoy your stay at the institute and that you will be with us for a long time.

K2 is the largest department at the Faculty of Medicine with approximately 350 employees, 21 research groups, research schools, core facilities and research centers. The department's main tasks are to conduct medical research, supervision and teaching at a high international level in order to achieve the faculty's vision of "new knowledge for better health". The department has important role both in medical education, master's degree programs and PhD education in medicine and pharmacy.

To get to know K2 better, follow this link: <https://www.uib.no/en/clin2>

2. General information

2.1 Scope

This instruction is intended for all new employees at the institute.

2.2 Responsibility

The group leader is responsible that all new employees get proper and safe training. This Instruction is made as a helpful tool to cover some of the topics that everyone should be familiar with.

It is the employee's responsibility to participate in the training, familiarize her or himself with the rules and regulations at the Department and the local workspace.

2.3 Changes from the previous version

None, this is the first edition.

2.4 Abbreviations

HSE	Health, safety, and environment
K2	Klinisk institutt 2 (department of clinical science)

3. Overview of Main Topics

The table below lists the different topics that you should receive information about during the beginning of your employment. The topics in this list are elaborated further down in this document. It is important that you yourself follow and register when you have received this information.

	Signature	Date
Administrative rules and regulations <ul style="list-style-type: none">- Employee's handbook- K2 Nytt (news)- Reporting of unwanted incidents- Booking of work-related travels- Guided tour of the building with a focus on safety and fire. It is also wanted that you get to meet the head of department, head of administration and the apprentice at the front desk		
HR-portal <ul style="list-style-type: none">- Working hours- Time registration- Holidays- Sickness		
Health, Safety and Environment (HSE): <ul style="list-style-type: none">- HSE handbook- Safety representatives- Fire safety- Eco Online- Vaccination- Working with laboratory animals- Courses- Waste handling- Laboratory safety		

4. Administrative Rules and Regulations

4.1 Meeting with group leader and contact person

Your group leader or someone in the group appointed about your contact person will go through this introduction with you.

4.2 Registration in Sebra

To get access to the UoB IT-systems, you must get an employee or student account by register at: <https://sebra.uib.no/>

4.3 Information about you and your working relationship

K2 is a large institute, with many employees spread across several locations. If you haven't filled in already information about you and your working relationship, we ask that you register the necessary information on the following link during your first week at work:

<https://skjemaker.app.uib.no/view.php?id=5283868>

4.4 Employee Pages and Handbook

On the Employee pages, you can find information that might be useful for you as an employee at UoB with direct link to important tools and services and a calendar of events (courses and workshops).

Link to Employee pages: <https://www.uib.no/en/foremployees>

In the Employee's Handbook all employees at UoB can find useful information related to their employment. This entails information regarding working hours, holidays, etc. Some of the crucial information from this handbook is listed below, but please refer to the handbook in its entirety for more detailed information.

Link to the Employee's handbook: <https://cp.compendia.no/universitetet-i-bergen/employee-handbook/>

4.5 Mitt UiB

Mitt UiB is a learning platform with integrated services for online resources for self-help for students and staff / teachers.

Link to mitt UiB: <https://www.uib.no/en/learninglab/93700/mitt-uib-uibs-new-learning-platform#training-of-staff>

4.6 K2 Nytt (News)

K2 Nytt is the official newsletter for the Department of Clinical Science (K2) and is published once per week. It contains plenty useful information regarding events at the institute, HSE, employee info, etc.

Link to K2 Nytt: <http://k2info.b.uib.no/en/om-k2nytt/>

4.7 Booking of work-related travels

All travels related to your work have to be carried out in the quickest and cheapest way possible for the state, taking into account all expenses, and with an efficient and responsible completion of the travel/task. All business travels must be booked through *Berg-Hansen travelling bureau*.

Link to travel preparations: <http://www.uib.no/en/foremployees/90247/travel>

4.8 Courses

As an employee at the Department of Clinical Science and in the current research group, there are many courses/electronic courses you should consider taking/ have to take. Please clarify with your nearest leader before you enroll into expensive courses that are not mandatory. A list of relevant courses is provided below:

- I. E-learning for new employees (several topics):
<https://www.uib.no/en/foremployees/117430/e-learning-courses>
- II. Upcoming events. <https://www.uib.no/en/foremployees/calendar>

5. Self-service Portal

The self-service portal and DFØ app are the university's salary and personnel system, which you automatically get access to once you are registered with an active employment account at UoB.

Please familiarize yourself with the system and fill in contact and family information.

Link to the portal and app: <https://www.uib.no/en/self-service-portal>

Below are some examples of what you have access to

5.1 Working hours

Academic staff

The majority of the academic staff falls under the "especially independent position" category. Employees in especially independent positions are "independent" in terms of how and at what times they organize and perform their work. However, also academic staff must be present during the UoB core hours/flexible hours.

Technical/administrative staff

On an annual basis, the working hours are an average of 37.5 hours per week, including a 30 minute lunch break per day.

As a general rule, the daily working hours shall be divided between summer/winter in the following way:

15 May - 14 September 08.00 to 15.00

15 September - 14 May 08.00 to 15.45

Flexible working hours

Flexible working hours denotes the time-points (core hours) during which every employee has to be present at his/her workspace, and the time-points (flexible hours) during which an employee can decide to start/stop his/her work.

06.00	09.00	14.30	21.00
Flexible working hours	Core hours		Flexible working hours

5.2 Time registration

All administrative and technical employees must register their working hours in the self-service portal or app. This rule applies regardless of whether a person is a permanent or temporary employee or is working full-time or part-time.

5.3 External work

External work is work that is carried out and offices held in addition to the ordinary position, regardless of whether it is paid or not. Also work that is carried out through a business or company that is wholly or partially owned by the employee is regarded as external work. Your employer's guidelines for external work and owner interests can provide more information

External work shall be registered and maintained by the individual concerned.

Here you will find more information about external work at UoB (Norwegian only):

<https://www.uib.no/om/81720/sidegj%C3%B8rem%C3%A5l-ved-uib>

5.4 Holidays

Employees are entitled to 5 weeks' holiday per year (25 working days). Employees have the right to a minimum of 3 weeks continuous holiday between 1st June and 30th September.

Employees over the age of 60 have an extra holiday week.

The deadline for registering your summer holidays is 1st April, whilst the deadline for registering any leftover holidays is 1st October. These deadlines are also annually announced in [K2 Nytt](#).

All holidays should first be clarified with your nearest leader. Consecutively, you must register your holiday in the portal prior to taking days off.

All other leaves (e.g., religious festivals, personal leave of absence) and time off, must also be agreed upon with nearest leader, and registered in the self-service portal.

5.5 Sickness

Each employee has a self-certification ("egenmelding") period of eight calendar days per sickness absence, with a total upper limit of 24 days during a 12-month period. Employees can also use 24 individual self-certification days during a 12-month period. However, absences of over eight days must be documented by a medical certificate.

All sickness leaves must be reported to your nearest leader and registered in the self-service portal.

Please refer to the [Employee's Handbook](#) for further information.

All Ph.D. and Postdoc employees are also encouraged to report their sick leaves, as they are entitled to get these days "back" at the end of their contract.

6. Health, Safety and Environment (HSE)

6.1 HSE manual and HSE-procedures Handbook

The Department of Clinical Science has its own HSE manual and HSE procedure -handbook which all new employees should read through and familiarize themselves with. The manual contains general information regarding the institute, organization and HSE policy, regulations and Systematic HSE work.

The HSE -procedure handbook contains HSE relates recruitments, guidelines and procedures for systematic HSE work. Some of the crucial information from this handbook, plus some other information, is listed below, but please refer to the handbook in its entirety for more details.

Link to the HSE manual: <https://w3.uib.no/en/clin2/118912/hse-manual-department-clinical-science#general-information>

Link to the HSE-procedure handbook: <https://hmsk2.w.uib.no/en/hse-handbook-part-2/>

6.2 Safety representatives/delegates

Each employee must be familiar with who the safety representatives (verneombud) of the institute are, whose tasks are to take care of the employees' interest in matters relating to the working environment.

6.3 Reporting of unwanted incidents

Any unwanted incidents/ HSE non-conformities that may have resulted or may result in harm to people, the environment and property, must be reported.

All HSE non-conformities must be registered in the notification form in [UiBhelp](#).

6.4 Fire safety

Each employee must be familiar with regulations regarding fire safety, including evacuation routes, fire alarms, extinguisher, etc. A fire safety round will be given to you during your first week at your new workspace.

Additionally, all employees at UoB must attend fire safety training, both theory and practical. Employees at the Department of Clinical Science have to register for safety training on the HSE-portal.

Link to information on fire safety: <https://w3.uib.no/en/hms-portalen/79867/fire-safety>

For employees working in laboratories applies:

6.1 HMS-quiz

For your own safety, it is important that you familiarize yourself with the HSE rules at UoB. An HSE-procedure handbook has been prepared, which you must familiarize yourself with. Here you will find answers to most of the questions in the quiz.

Link to the HSE-procedure handbook: <https://hmsk2.w.uib.no/en/hse-handbook-part-2/>

In addition, there is a lot of information to be gained in the HSE-gateway, <https://www.uib.no/en/hms-portalen>, which is UoB's official HSE pages.

If your workspace is in a laboratory, it is mandatory to take the HMS-quiz. You will find the link on the webpage for the HSE manual, or you can click on this link:

<https://b.socrative.com/login/student/>

Room name is **STAVNES**

Please complete the quiz within **your first working week**.

6.2 Eco Online and EcoExposure

EcoOnline is an online chemical inventory for registration of biological and chemical substances, and for assessing health and environmental hazards. Using this tool, you can easily have an overview of what chemicals/materials your laboratory has available and where you can find them. Additionally, you can register any exposure you might have had to carcinogens, mutagens biological factors, radiation, etc.

Link to EcoOnline: <http://www.uib.no/en/hms-portalen/80340/chemical-inventory>

6.3 Vaccination

Everyone working with biological material (e.g., human blood and bone marrow) are given the opportunity to be vaccinated against **Hepatitis B**.

Work with laboratory animals requires you to be vaccinated against **Tetanus**.

It is your own responsibility to contact the HSE-section to be vaccinated.

Link to the vaccination: <https://w3.uib.no/en/hms-portalen/79826/vaccination>

Phone: 55 58 20 54

E-mail: post@hms.uib.no

6.4 Working with laboratory animals

To be eligible to work with laboratory animals and acquire access to the animal facility, you must have sufficient education and training. This is obtained by taking courses in laboratory animal science (LAS 301, LAS 302/303), and completing the required amount of practical training.

Additionally, you need to be vaccinated for tetanus and do spirometry tests at the HSE-section.

It is your own responsibility to contact the HSE-section for vaccination and other health checks:

<https://www.uib.no/en/hms-portalen/90280/health-checks>

Link to the laboratory animal facility: <http://www.uib.no/en/rg/animalfacility>

6.1 Waste handling

Handling and disposal of all kinds of waste must be done in accordance with the rules set by the department, Helse Bergen and the laboratory. In the central waste rooms, you will find boxes, plastic bags, labels, etc. for properly disposing off your waste.

Please refer to the **Waste handling posters** and **HSE-handbook** for detailed information.

6.2 Laboratory safety

All employees with the laboratory as a workspace should be properly trained in e.g. safety regulations, protective cloths and equipment, laboratory and research procedures, and potential risks concerning the work.

As an example, you should be able to distinguish between safety cabinets and LAF-benches and have knowledge when to use them (regarding working with virus, cytostatic, radioactive material, etc.).

For more information see HSE-procedure handbook: <https://hmsk2.w.uib.no/en/hse-handbook-part-2/>

6.3 Courses

As an employee at the Department of Clinical Science and in the current research group, there are many courses/electronic courses you should consider taking/ have to take. Please clarify with your nearest leader before you enroll into expensive courses that are not mandatory. A list of relevant courses is provided below:

- III. E-learning : HSE in the laboratory for new employees/students: :
<http://www.uib.no/en/hms-portalen/110248/e-learning-new-employees-and-students-who-have-laboratory-workplace>
- IV. Upcoming **HSE** events: <https://www.uib.no/en/hms-portalen>
- V. First aid at the laboratory: <http://www.uib.no/en/hms-portalen/74710/first-aid-laboratory>
- VI. Course in blood sampling and sample treatment: <https://helse-bergen.no/seksjon/LKB/Sider/Kurs-i-blodpr%C3%B8vetaking-og-pr%C3%B8vebehandling.aspx>
- VII. Laboratory animal science: <https://www.uib.no/en/rg/animalfacility/63395/training-laboratory-animal-science-information-and-registration>