



BESLUT

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Beslutat av Jens Zander, skolchef 	Expeditionsdatum 2016-12-07 / KA
Föredragande Nils Nordell 	För åtgärd Per Wehlin
Övriga närvarande	För kännedom Nils Nordell, Electrumlaboratoriet Abdusalam Uheida, Funktionella material Elizabeth All, personalenheten

## Beslut om fastställande av disciplinära åtgärder avseende ICT-skolans laboratorier

### Beslut

Skolchefen beslutar att fastställa befintliga disciplinära åtgärder vid överträdelse av förhållningsregler i skolans laboratorier.

I instruktionen 'Disciplinary Actions for Misconducts at ICT-school Laboratories' beskrivs vad som kan leda till en disciplinär åtgärd och vilken åtgärden kan bli vid olämpligt uppförande i skolans laboratorier.

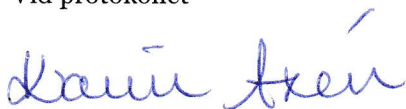
Ansvarig för laboratoriet äger rätten att besluta i frågor rörande disciplinära åtgärder.

### Bakgrund

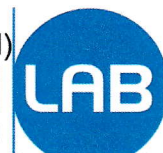
Beslutet är taget med bakgrunden att en uppdatering av regelverket för disciplinära åtgärder gjordes.

Bilaga: Disciplinary Actions for Misconducts at ICT-school Laboratories

Vid protokollet



Karin Axén



## Disciplinary Actions for Misconducts at ICT-school Laboratories

Violations of safety rules or irresponsible behavior may result in disciplinary action. The Laboratory Director for the relevant laboratory has the right to decide in these cases.

The penalty for milder offense will be a written admonition and for more serious offenses, suspension from the laboratory. More than two admonitions will automatically lead to suspension. The length is determined by the seriousness of the violation/behavior, and is determined by the Laboratory Director. The suspension time can range between 1 and 6 months. Three suspensions lead to permanent suspension.

All working rules are compiled in the laboratory introduction course material and for the Electrum Lab in the Quality manual: [www.electrumlab.se/KTHAcreeo/UserInformation/ElectrumQualityManual.aspx](http://www.electrumlab.se/KTHAcreeo/UserInformation/ElectrumQualityManual.aspx)

Examples on violations that may lead to disciplinary action and will receive sanctions in accordance with the current regulations are:

- To enter without authorized entry card (personal card or department card) in the Laboratory.
- To work outside of normal working hours (Monday –Friday 7:00 to 18:00) in the Laboratory without a lab buddy or without notification to the safety personnel before noon the same day.  
Electrum cleanroom: Electrum Lab group and alarm group  
Nanosynthesis laboratory: Lab Director
- To use process equipment handling potentially hazardous gases and chemicals outside normal working hours without permission from the Laboratory Director.  
See also document "Tool usage restrictions" for list of process equipment for the Electrum cleanroom.
- To perform service of equipment handling potentially hazardous gases and chemicals outside normal working hours.
- To enter unauthorized areas.
- To bring in un-authorized personnel without permission from the Lab Director.
- Failure to follow instructions issued for the tools (such as "Operating instructions" and "Service Instructions").
- Failure to use systems for exhaust gases, such as "scrubber" and "burner", connected to the equipment.
- Not following instructions from the safety personnel.
- To manipulate the safety and/or alarm systems (e.g. toxic, fire, gases, emergency showers, etc).
- Misuse or hazardous use of chemicals or gases.

The decision can be appealed to the Dean.

For questions contact the Laboratory Director for the relevant laboratory.