

Contract between Trainee and Project leader for short-term involvement through UNISprout, bioCEED – Arctic Biology Department (AB), UNIS

1. Terms of agreement

1.1 Parties

The present agreement regulates the work relationship between the following parties:

Project leader (technician, MSc- or PhD student, postdoc, academic staff)

Trainee (Bachelor student)

Contact information, Project leader (use capital letters):

Name:

Position:

Phone:

E-mail:

Supervisor/principal investigator:

Contact information, trainee (use capital letters):

Name:

Street address (home address):

ZIP code and City:

Country:

Phone:

E-mail - UNIS:

1.2. Purpose and background of the agreement

The present agreement concerns an unpaid work relationship between project leader and trainee, with all the rights and obligations this includes. The agreement is to ensure satisfactory work and learning conditions for the trainee, and satisfactory completion of the project tasks for the project leader.

1.3 Scope

The agreement concerns UNISprout-project #... (see attached copy).

1.4 Attachments and appendices

The following documents are provided along with this contract to the trainee by the project leader before the work relationship is put into effect: Copy of UNISprout project description, as well as list of contacts and HSE documents.

2. Responsibilities and rights of the project leader

2.1. Project leader's responsibilities

The project leader is obligated to provide a positive work environment and comply with current regulations and guidelines for HSE as defined by UNIS. The project leader is obligated

to provide the trainee with tasks that are both meaningful and relevant to the topic of the scientific discipline. The project leader shall also ensure that the work period does not exceed 40 hours.

2.2 Project's rights

The project leader has the right to terminate the work relationship if the trainee's behavior is inappropriate and if the trainee does not conform to HSE rules and routines at UNIS. The project leader has also the right to terminate the work relationship due to unforeseen circumstances which make it not possible to carry out the work within the initially defined work period that the project leader and trainee have agreed upon.

3. Responsibilities and rights of the trainee

3.1 Trainee's responsibilities

All UNISprout trainees must have completed the HSE course Arctic Survival and Safety AS-101 or other similar safety courses at UNIS. Safety courses is mandatory for all students at UNIS and each student is obligated to have completed it before signing this agreement. The trainee is obligated to follow all HSE rules and routines relevant to the UNISprout tasks or project. Furthermore, it is mandatory for every trainee get information about current CoVid-19 regulations and health measurements at UNIS and in Norway generally, and follow those. The trainee shall be punctual during the work period and follow the schedule agreed upon with the project leader. The trainee must also check that her or his own involvement does not exceed 40 hours for individual UNISprout projects. The trainee shall keep a log of the work time put in during each project. The trainee must also check that the UNISprout work do not interfere with classes in courses he/she is taking. The trainee is obligated to possess appropriate insurances that is valid on Svalbard and applies to travel, accident, and health. The insurances shall cover accidents or loss of property that might happen during travel, cruise, fieldwork, and lab work.

3.2 Trainee's rights

The trainee has the right to terminate the work relationship if the project leader's behavior is inappropriate. The trainee can also terminate the work relationship if the project leader does not provide work conditions that comply with the HSE rules at UNIS.

3.3 Confidentiality

The trainee is obligated to keep confidential all details surrounding the work relationship. This extends to personal details, trade secrets and/or business relationships with others.

By signing below, you agree to the terms and conditions of this agreement.

Place/date

Place/date Place/date

Trainee

Project leader

UNISprout - representative



If you encounter any problem in the course of your UNISprout project, take contact immediately with the UNISprout coordinators listed below. Should you need more info about other bioCEED projects, contact the bioCEED coordinator.

Queries about the courses at AB can be addressed to the Student Administration.

If you have any concern about your health and safety, HSE routines and procedures in the frame of your project, you should take contact with the HSE responsible or the safety representatives.

UNISprout coordinators

Tina Dahl, tina.dahl@unis.no, + 47 99110141

bioCEED coordinator

Tina Dahl, tina.dahl@unis.no, + 47 99110141

Student Administration

Study@unis.no, +47 79 02 33 00

Health Safety Environment (HSE) responsible and safety representatives

You may contact the following HSE responsible and safety representatives if you have questions about your health and safety in connection to the tasks that you perform during your participation to the UNISprout projects.

HSE responsible: Fred Skancke Hansen, fred.skancke.hansen@unis.no, +47 79023340

Main safety representative: Kjell Ivar Haugnes, kjell.ivar.haugnes@unis.no, +47 79023361

Lab safety representative: Anna Vader, anna.vader@unis.no, +47 79023359

Logistic / Field safety representative: Stefan Claes, stefanc@unis.no, +47 79023330

Classroom / office safety representative: Ragnheid Skogseth, Ragnheid.skogseth@unis.no, +47 79023377

Health, safety and environment (HSE)

 unis.no/resources/hse/

HSE plans and measures

Health:

Self-declaration on health condition

A large part of UNIS' activities includes fieldwork which often takes place far from Longyearbyen and with limited access to medical assistance. All persons participating in UNIS activities have an ***obligation to report chronic conditions or other health related conditions***, which could be of importance when it comes to accomplishing the most demanding field activities, and must fill in and submit a self declaration on his/her health condition:

[Personal statement of health and next of kin information](#)

Safety:

[Emergency preparedness plan \(PDF\)](#)

[HSE fieldwork plan \(.doc\)](#) – to be filled out before fieldwork

UNIS safety folder (PDFs)

[English](#) [Norwegian](#) [German](#) [French](#) [Russian](#)

UNIS fieldwork instructions (PDFs)

[UNIS safety instructions for fieldwork and excursions \(PDF\)](#)

[Acknowledgement of reading the safety instructions \(PDF\)](#)

Routines for borrowing firearms

[UNIS firearms policy \(PDF\)](#)

[Firearms letter \(PDF\)](#)

(Can be attached when you apply for a weapons license or certificate of good conduct at your national police authority) [Lending declaration \(PDF\)](#)

Registration form for Norwegian students and staff that wants to have access to UNIS rifles and need a «politiattest»: [Online form](#)

Natural environment and cultural heritage:

UNIS Environmental Standard

UNIS engages in field-based research and education over much of Svalbard throughout the year. Thus, UNIS will conduct field-based teaching and research so as to cause the minimal impact on Svalbard's fragile environment. We shall have a thorough understanding of how our activity may negatively impact the environment and how we can avert the impacts. All persons at UNIS shall have necessary training so as to be able to use the tools and aids that will prevent harmful impacts during their fieldwork.

Please have a look at our environmental standard goals before your arrival in Svalbard:

[UNIS environmental standard goals \(PDF\)](#)

Working environment:

UNIS has a working environment committee, whose main task is to ensure a fully satisfactory working environment at UNIS. The committee participates in planning the safety and environment work and follows up closely questions relating to the safety, health and welfare of the employees at UNIS.

Read more about the the regulations made by the Norwegian Labour Inspection Authority:

[The Working Environment Act](#)

Divergency reports (doc):

[Internal divergency report](#) [Internal report on damage or loss of material](#) [Internal report on personal injury](#)

Field safety information lessons:

UNIS emphasizes strongly HSE matters. Whether you are an incoming student or researcher planning to come to Svalbard, you can find useful information below in the different PDF presentations highlighting the challenges you will meet in the Svalbard environment. Please have a look at them to prepare yourself for your Svalbard stay. *Note that these presentations just give a general overview of risk factors you will encounter in Svalbard.*

Possible risk scenarios in Svalbard

[Risk scenarios – winter fieldwork \(PDF\)](#)

[Risk scenarios – summer fieldwork \(PDF\)](#)

Clothing and First aid

[Correct clothing in Svalbard \(PDF\)](#)
[\(PDF\)](#)

[Practical first aid in Arctic conditions](#)

Glaciers

[Glaciers in Svalbard \(PDF\)](#)

[Dangerous areas on glaciers \(PDF\)](#) **Sea ice**

[Introduction \(PDF\)](#)

[Sea ice and risks \(PDF\)](#)

[Travelling on sea ice \(PDF\)](#)

Avalanches and weather

[Avalanche basics \(PDF\)](#)

[Weather conditions in Svalbard \(PDF\)](#)

Snowmobile driving [UNIS](#)

[snowmobile course \(PDF\)](#)

Wildlife:

Information from external websites:

[Svalbard's wildlife](#) [The Polar Bear](#)

[The Flora of Svalbard](#) [The Cruise Handbook for Svalbard](#)

[Rabies in Svalbard](#) [The vole parasite \(*Echinococcus multilocularis*\)](#)

Videos

Instructional videos in weapons' handling made by the Logistics department at UNIS:



<https://youtu.be/YpVW4p2WmBw>



<https://youtu.be/bLe6QszkK5l>

Lab services

 unis.no/resources/lab-services/

UNIS Laboratories

UNIS can offer new, modern laboratory facilities. Planning and execution of lab work at UNIS will be implemented as follows:

- New employees are informed about general procedures and security in the labs in a separate meeting with the lab responsible at arrival. New students receive a general orientation during the safety course in January, and are otherwise informed in advance of their work in the labs.
- When working in the cold lab, chemistry lab or steril lab, specific security instructions apply. Work in these labs requires a specific review with the user and lab technician. Safety instructions for these labs need to be signed as understood by the user.
- In advance of all lab work, the following procedures are followed;
 - Reviewing work with lab responsible. As evidence of this review the “HSE documentation for lab work at UNIS” should be filled out. In connection with this review, the following should be considered in particular:
 - The need for risk analysis of the work procedure
 - Need for risk assessment of chemicals and substitutes
 - Need for registration in ECO online
 - Clearing and cleaning the lab.
 - If you need a risk analysis or registration in ECO online, this will be controlled by the lab responsible before work starts. Forms filled out in connection with these analyses shall be kept together with “HSE documentation” in the “Working in lab” box in the reception while working. The forms will also be recorded electronically in Public 360.
 - When the work in the lab is completed, the user and the lab responsible will conduct a joint inspection of the lab.

Safety instructions (PDF):

[Safety instructions for laboratory use at UNIS](#)

[Cold laboratory regulations](#)

[Chemistry laboratory regulations](#)

[Sterile laboratory instructions](#)

HSE documentation for laboratory work at UNIS (doc/xls):

HSE documentation for labwork

Standard Operating Procedure – UNIS Labs

Risk assessment of chemical health hazards

Waste management

Protocol Deviation report

Routines for Exposure Registry

Divergency reports are found on the [HSE page](#)

Chemical inventory

[In English \(Eco online\)](#)

[In Norwegian \(Eco online\)](#)

