



Welcome
to the Department of
Bioscience
(BIOS) Silkeborg



Welcome to the Department of Bioscience, Silkeborg

When you join the Department, you will receive this manual, as it contains many useful links. The manual has been written to help new employees get the best start as possible when joining us. Save the link so that you can always find it online. We will update the file continuously, and the links can be opened in the electronic version. In case you erase the link by accident, but you do have a printed version, you can find the manual at

<http://bios.medarbejdere.au.dk/en/employee-handbook/i/introduction-of-new-employees/>

Science and Technology is a large faculty that includes many departments, among these one of the largest is the Department of Bioscience, which is spread out of four locations: Silkeborg, Kalø, Aarhus and Roskilde.

The manual does not include all information, as much of the information you need can be found electronically on AU's and the Department's intranet. You will learn where you can find more information and become more familiar with your new workplace over time.

If you have input for the manual, please contact one of the department secretaries, as they update the manual regularly.

Enjoy and best of luck!

Organization

On the Department's intranet <http://bios.medarbejdere.au.dk/>, you can find a detailed description of the organization and a strategic plan for 2016 – 2020 (only available in Danish).

Below is a list of key people that you should know:

Heads of Department

Roskilde, Silkeborg og Kalø
Peter Henriksen pet@bios.au.dk
Tlf. 871 58 557
Mobile 30 18 31 49

Aarhus
Hans Brix
hans.brix@bios.au.dk
Mobile 28 99 20 31

Vice Heads of Department

Each location has a vice head of department in charge of daily management.

Roskilde
Mikkel Tamstorf mpt@bios.au.dk
Ph. 871 58 684
Mobile 30 18 31 49

Silkeborg
Christian Kjær ckj@bios.au.dk
Ph. 871 58 814
Mobile 29 24 83 23

Kalø
Flemming Skov
fs@bios.au.dk
Ph. 871 58 861
Mobile 23 34 32 74

Aarhus
Angela Fago
angela.fago@bios.au.dk
Ph. 871 55 992

Administrative Officer

The Department also has an administrative officer based in Aarhus.
Camilla Nissen Toftdal cnt@bios.au.dk
Ph. 871 56 556
Mobile 22 20 99 29

Administrative staff

Administrative staff in Silkeborg consists of 7 people, who maintain a variety of tasks. If your tutor is unable to help you in a certain situation, feel free to contact one of the administrative staff below.

Department secretary/ time registration	Ninna Skafsgaard	nsk@bios.au.dk	871 58 816
Department secretary/ home pages/	Else Vihlborg Staalsen	evs@bios.au.dk	871 58 751
Project secretary	Charlotte Kler	cek@bios.au.dk	871 58 829
Project secretary	Anne Mette Poulsen	amp@bios.au.dk	871 58 747
Secretary/Captia	Susanne Nørtoft Jensen	snj@bios.au.dk	851 51 364
Secretary	Lilly Bach Christensen	libc@bios.au.dk	871 51 363

Staff supervisors

All of the four locations have staff supervisors (heads of specific sections). Staff supervisors in Silkeborg are:

Vice head of department	Christian Kjær	ckj@bios.au.dk	871 58 814
Head of section	Morten Tune Strandberg	mts@bios.au.dk	871 58 837
--	Henrik Fossing	hfo@bios.au.dk	871 58 804
--	Brian Kronvang	bkr@bios.au.dk	871 58 746
--	John Jensen	jje@bios.au.dk	871 58 915
--	Torben Linding Lauridsen	tll@bios.au.dk	871 51 762
--	Annette Baattrup-Pedersen	abp@bios.au.dk	871 58 776

A complete list of staff groupings can be found on Biosphere -> Organisation -> Sections (personnel groups) <http://bios.medarbejdere.au.dk/organisation/sections/>

Especially during the first couple of days, it may be difficult to know where to find the various contact persons. For this reason, Lilly in A1.18 has made a list of all employees in the building with their phone and office numbers. Stop by Lilly to ask for a current phone list.

Emergency response plan – defibrillator – first aid – fire alarm

It is important to know how to act in case of emergency situations. You must be familiar with the emergency response plan for our building. All information about safety and work environment has been gathered here.

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/>

In case of cardiac arrest, help must be provided within minutes. A defibrillator is available by the entrance. It is hanging on the wall by room A1.16.

Many of our employees have been trained in administering first aid. People trained in administering first aid have a green sign by their office door.

Dressing cases are available in the small tea kitchens. In addition, Lilly in A1.18 and Ninna in room M2.06 each have a supply of headache pills.

During your first days at work, you will be given a tour of our facilities by a member of our OSH organization. If you have not yet been contacted when you read this manual, please ask your tutor who will be giving you the tour.

IT-systems

Intranet = Biosphere

At the top of the page on our [Biosphere](#), there is a shortcut to useful administrative information (an ABC). If you do not find what you are looking for here, you can look on AU's intranet, where you will find a more general page called "Employee services", including a "Subject index" containing information on anything and everything: <http://medarbejdere.au.dk/administration/emneindeks/>. It is possible to search in English wording, but please search on the Danish site.

If you are unable to find what you are looking for, you are always welcome to ask someone from the administrative staff listed on page 3.

Registering your work hours electronically

All employees of Bioscience Silkeborg must register their work hours in the electronic time registration system; however, graduate students are exempt from this. The time registration system, ProMark, can be accessed via the Department's intranet <http://bios.medarbejdere.au.dk/>. There is a link in the upper right corner. We recommend that you register your hours continuously, but no later than at the end of the month. Ninna (see page 3) can guide you in using the time registration system correctly.

Employees working in Silkeborg, but who are not employed by Bioscience, may have special rules. Contact your staff supervisor for further information.

Registering absence electronically - Outlook

All absence (internal and external meetings, travel, vacation, working from home, flex and sickness) must be registered in your electronic calendar, Outlook. If you are absent for several days due to e.g. a conference or vacation, remember to turn on your "Out-of-office-assistant" in Outlook.

If you fall sick, you must call Ninna before 9 a.m. on **ph. 30 78 31 64**. You are welcome to send her an SMS or an e-mail (nsk@bios.au.dk) instead, if you are unable to get through. Remember to let her know when you are healthy and back to work.

It is our intention that Outlook should reflect reality. For this reason, please allow the following 5 people access to edit your calendar, e.g. when you call in sick: libc@bios.au.dk (Lilly Bach Christensen), cek@bios.au.dk (Charlotte Kler), amp@bios.au.dk (Anne Mette Poulsen), evs@bios.au.dk (Else Vihlborg Staalsen) and nsk@bios.au.dk (Ninna Skafsgaard).

There may be special additional rules for employees who work in Silkeborg, but are employed directly by AU – not Bioscience. As a rule, the above text at minimum applies to everyone who works from the Silkeborg location.

Filing mail electronically - Captia

Each individual employee is responsible for filing relevant external mail in the electronic filing system, Captia. This includes mail related to a project or other mail that may be important to keep. Master and project students are, however, exempt from doing this. In order to access Captia, you need to be registered as a user, after which Captia can be accessed from our intranet ([Biosphere](#)) and can be used straight from Word and Outlook. Please contact Susanne (see page 3) to help get registered in the system and for guidance in using the system or any other questions related to filing and Captia.

Registering purchases electronically - IndFak

IndFak is AU's electronic purchasing system. Currently, the purchase itself must be made by contacting the supplier by phone or e-mail. When placing the order, you must provide the name of the department and the requester along with the project and activity numbers. AU's procurement contracts must be respected. Find more information on AU's home page <http://medarbejdere.au.dk/administration/oekonomi/indkoeb/>

Be very careful to provide the correct EAN-number! [See it here](#).

When the electronic invoice is registered by accounting at AU, it is sent to the requester to acknowledge receipt of goods and then to the project economist for verification via IndFak. Important! The requester is always the name of the project supervisor, even if the task has been delegated to another person.

Most of us do not make purchases very often, so please contact Ninna and she will guide you.

Electronic library - BIBOX (specifically for scientific staff)

You can access DMU's journal database by using the link <http://bibox/tid/tsdb.asp>. Use the column "Favorit" ("Favorite") to quickly select your favorite journals. By clicking on the heading "Tidsskrift" ("Journal") in the menu, you get an overview of the various journals' "impact factor" under Journal Impact Factor (JIF). [Contact librarian see here for support and obtaining scientific publications](#). Aarhus University has on-line access to many journals, from which articles can be downloaded free of charge.

Registering products electronically - PURE (specifically for scientific staff)

PURE <http://medarbejdere.au.dk/pure/> is used to register AU's publications and activities. If you are first author on a publication (e.g. scientific articles, reports, papers, etc.), you are obligated to and responsible for registering your product in PURE. Likewise, activities (e.g. participating in conferences, lectures, teaching, peer review etc.) must be registered in PURE. Feel free to contact one of the administrative staff for help.

VPN-access

You can access the Department's network and servers from home by filling out the form "Aftale om VPN-adgang for ansatte og studenter" ("Agreement on VPN access for employees and students"). Talk to Ninna about this (see page 3).

The cafeteria

We are affiliated with the cafeteria in the Ferskvandscentret located just a few meters from here. You can buy a voucher for 10 lunches in the cafeteria (it is possible to use your Danish credit card for this). The buffet currently costs 325 kr. for 10 lunches, but you pay 35 kr. for each lunch if you buy it without using the voucher. Salad bar is 175 kr. for 10 vouchers. Remember to let them know that you are from Bioscience when you buy the voucher! We get a discount.

The cafeteria in the Ferskvandscentret is open from 11:30 a.m. to 2:30 p.m., the buffet from 11:00 am to 1:30 p.m.

Many of your colleagues prefer to eat their packed lunches instead, and we have several small tea kitchens that you are welcome to use. We also have our own canteen, where you can eat your packed lunch. Use the refrigerators in the tea kitchens for your lunch bag. Do not use the refrigerators in the laboratories! The canteen is located on the second floor in block A.

Laboratories - and field safety, working environment

The Department of Bioscience has a common health and safety committee (LAMU).

Bioscience Silkeborg has 3 OSHs (AMO). The three groups are listed on the board outside the canteen on second floor, but a complete list of members can also be seen on the intranet (link re. AMO Silkeborg):

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/>

The purpose of LAMU is to ensure a safe and secure working environment in laboratories, offices and in the field.

All employees and students are required to get well acquainted with the health and safety regulations and adhere to them. You can read more about this on the link mentioned above. Here you can also find the safety manual.

Prior to initiating laboratory or field work, you **must** be introduced to the health and safety regulations and take a tour of the laboratories you might be using.

On the link mentioned above, you can read various guidelines, e.g. re. field work in Greenland or Africa. Make sure that you know the rules. Each updated manual can be downloaded via the link. If you have any questions, ask you OSH representative or our daily safety manager, Else Vihlborg Staalsen (evs@bios.au.dk).

Laboratory equipment (specific for laboratory technicians)

If you require field equipment for your project, please contact the relevant laboratory technicians who are coordinating the field activities prior to initiating field work.

Work in chemical laboratories (specific for laboratory technicians and scientific staff)

Workplace instructions (APB) are mandatory in connection with work in chemical laboratories involving hazardous substances.

It is important that you, as project leader, make sure that an APB is prepared and that you, as a laboratory technician, are aware that an APB exists.

If working with carcinogens, you must fill out the form "Arbejde med kræftfremkaldende stoffer" ("Work with carcinogens"). The most important guidelines are of course available in English too. See the page on [arbejdsmiljø](#) (work environment) and pay particular attention to:

- The safety manual
 - describes our work environment initiatives in broad strokes
- Manuals for Bioscience Silkeborg
 - explain how to act re. workplace instructions (APB)
- Manuals re. chemicals and carcinogens
 - descriptions of and tables related to working with these substances

Vejledninger og retningslinjer
Læk til gamle sider - se nye findes herunder

Arbejde	Generelt om sikkerhed
Arbejds-udbydere	Beskrivelse af arbejdspladsernes sikkerhed
Arbejdsinstruktioner	Retningslinjer for sikkerhedsarbejde
Arbejdsinstruktioner & Fremdrift	Sådan arbejder vi med arbejdsmiljø i AU
Arbejdsinstruktioner	Retningslinjer ved arbejdspladser, herunder forsikringspligt
Arbejdsinstruktioner	Arbejdsinstruktioner i forbindelse med gravarbejde og smitte
Arbejdsinstruktioner	Vejledning for brug af smittehætte
Arbejdsinstruktioner	Hygiejneinstruktioner
Arbejdsinstruktioner	Rygesikring
Arbejdsinstruktioner	Reaktioner og kræftfremkaldende stoffer
Arbejdsinstruktioner	Procedure for arbejde med kræftfremkaldende stoffer
Arbejdsinstruktioner	Fremgangsmåde for registrering af kræftfremkaldende stoffer
Arbejdsinstruktioner	Til udførelse inden brug af kræftfremkaldende stoffer
Arbejdsinstruktioner	Til udførelse ved opstart af brug
Arbejdsinstruktioner	Til udførelse ved slutning af arbejde for brug
Arbejdsinstruktioner	Vejledning for anvendelse af nanopartikler i arbejdsinstruktioner
Arbejdsinstruktioner	Vejledning for anvendelse af personlige værnemidler
Arbejdsinstruktioner	Vejledning om håndtering og transport af kemikalier
Arbejdsinstruktioner	Feltarbejde
Arbejdsinstruktioner	Vejledning om sikkerhed ved arbejde i Afrika
Arbejdsinstruktioner	Vejledning om sikkerhed ved arbejde i Grønland
Arbejdsinstruktioner	Planlægning af smitteudløst arbejde uden hule og fælder
Arbejdsinstruktioner	Vejledning om sikkerhed på skibe >20 bruttonøgletons
Arbejdsinstruktioner	Vejledning om sikkerhed i både < 20 bruttonøgletons
Arbejdsinstruktioner	Vejledning om sikkerhed i småbåde
Arbejdsinstruktioner	Vejledning om sikkerhed ved arbejde fra fly
Arbejdsinstruktioner	Specielt for det enkelte Qvæstested
Arbejdsinstruktioner	IKK har og se links i højre side
Arbejdsinstruktioner	IKK har og se links i højre side
Arbejdsinstruktioner	IKK har og se links i højre side

Sikkerhedshåndbøger

- Kilde til:
- Risikoliste til:
- Silkeborg
- Aarhus

APV

- APV arbejdsplads på AU
- APV - sikkerhed til udførelse i de tre til højre på job (der skal bruges)
- Procepon (psykisk APV)
- Håndlingsplan for APV
- Håndlingsplan for APV Kilde (ikke drevet)
- Håndlingsplan for APV Risikoliste (ikke drevet)
- Håndlingsplan for APV Silkeborg
- Håndlingsplan for APV Aarhus (ikke drevet)
- Håndlingsplan for APV (ikke drevet)

Meetings and committees

Several committees are established in the Department, and they meet regularly. Minutes from meetings can be found on the Department's intranet. You are welcome to read more on <http://bios.medarbejdere.au.dk/>

Initially, the following meetings/committees are of special interest:

Academic activities

The Department has a number of academic activities that you may have interest in. To find more information about the present activities, please see <http://bios.medarbejdere.au.dk/academic-activities/>.

Information meetings and department meetings

An informal information meeting is held every Thursday in the canteen at 10:10 a.m. The meeting does not have an agenda and minutes are not always taken, but important news will be published here: <http://bios.medarbejdere.au.dk/en/committees-and-meetings/>. The meeting is normally headed by the vice head of department, Christian Kjær. Our head of the BIOS RKS, Peter Henriksen, will participate frequently.

Management meetings

The department's management meet approximately once a month. Dates for meetings can be seen on the intranet, and as the meetings are held, the minutes can also be seen here. See "Ledelsesmøder" here: <http://bios.medarbejdere.au.dk/en/committees-and-meetings/>

Liaison committee

Information about the committee, its members and minutes from meetings are on the Department's intranet See "Tjenestestedsmøder Silkeborg" <http://bios.medarbejdere.au.dk/en/committees-and-meetings/>

Employee benefits

Coffee, tea and fruit

Coffee and tea are free of cost. In addition, each employee may take 1 piece of fresh fruit a day. Fruit is delivered in cardboard boxes in the goods reception, and some of your colleagues take turns in delivering it to the canteen (2nd floor in block A) every day at 10 a.m.

Massage

It is possible to get massage at work. You need to "flex out", thereby not using working hours for the actual massage. Read more about prices and booking an appointment on <http://bios.medarbejdere.au.dk/staff-offers/silkeborg/massageordning/>

Printers

Follow this link: [\\print.uni.au.dk](http://print.uni.au.dk). Choose the desired printer. The single printer name is stated on each printer in the house. Right click and choose "Connect".

Mail

All mail addressed to you will be put in your mail box on the floor on which your office is located. Mail is distributed no later than 12 p.m. every day. Out-going mail should be delivered to A1.17. If you need to send something by courier and need help, please contact one of the project secretaries (see page 3).

Travel

Booking your ticket

All tickets must be booked through our travel agency, Carlson Wagonlit Travel, with whom AU has a contract. You are responsible for booking your own tickets. The project secretaries will make sure that you have a profile with the agency. You will receive an e-mail informing you of how to log on to the gateway. You must apply for a credit card with company liability. Ninna (see page 3) can help you do this. More information about travel and booking tickets can be found on AU's home page:

<http://medarbejdere.au.dk/administration/oekonomi/organisering/central-oekonomifunktion/regnskab/rejsegruppen/>

Travel reimbursement

Upon your return from a business related trip, immediately, and at the latest 14 days following your return, your expense report must be entered into AURUS. Remember to save all documentation related to your trip (air-/train-/bus tickets (also electronic ones), boarding cards, taxi-receipts, etc.). All documentation must be scanned and attached to your electronic report. Feel free to ask Ninna for guidance (see page 3).

Travel insurance card

You need to get a travel insurance card, so that you are covered when travelling on business. Please contact Ninna (see page 3) to get a card and fill the required form.

Social activities

Fitness room

If you feel like exercising, there are lots of outdoor possibilities, e.g. running. Ask around – some of your colleagues use flex time to go for a run now and then during the day. It might be nice to run with someone? We have locker rooms and shower facilities in the basement. In addition, we have an employee club that has invested in fitness equipment which is located in the fitness room (C0.17) in the basement.

FriDa

FriDa is our employee club. FriDa arranges lots of activities that you can participate in, if you are a member. See more on <http://bios.medarbejdere.au.dk/staff-offers/silkeborg/>. You can join FriDa on this page as well.

Company cars

BIOS disposes over a number of company cars that can be used for business travel. To book a car, you need to write in the specific car's calendar – there is a calendar for each car –in room C1.01-03. Cars may e.g. be used in connection with meetings in Aarhus or Kalø, field work, etc. and may only be used by employees directly employed by BIOS.

If you intend to bring passengers who are not employed by the Department, please ask permission to do this from the vice head of department. Please be aware and tell your guest, that there's no special coverage of insurance for accidents.

Please check up before any company drive how you are insured. As a rule we would always recommend to make your own full-time insurance in case of any accidents. Even if you are covered in the single case, it is not a large sum you will be offered afterwards. The present rules are explained on our insurance site on Biosphere.

Sikkerhedshåndbøger	
>	København
>	Roskilde
>	Silkeborg
>	Aarhus

APV	
>	APV arbejdet på AU
>	APV - glemmer til udfyldning (se link til højre på nr. siden åbnes)
>	Proceduren fysisk APV
>	Kontaktvalget ved APV
>	Handlingplan fysisk APV København (ikke aktiv)
>	Handlingplan fysisk APV Roskilde (ikke aktiv)
>	Handlingplan fysisk APV Silkeborg
>	Handlingplan fysisk APV Aarhus (ikke aktiv)
>	Handlingplan fysisk APV (ikke aktiv)

If you damage a company car, please call John Rytter 2170 4425 immediately. Please contact one of the administrative staff to learn more about booking a car and using the petrol cards.

You can also see a more detailed description here (Safety manual re. field work):

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/>

Be particularly aware that due to tax legislation you are not allowed to take a company car home, even if you intend to take it for field work or a meeting the next day. In case you find yourself in such a situation, it is best to get a written permission in advance from Christian Kjær (see page 2).

Other useful information

Work after 5 p.m.

If you leave our workplace outside normal working hours, the alarm may have been activated at the exits. Prior to the alarm being activated, the guard will make a round in the building, and if you meet him, he will let you know that the alarm will be activated. But as a rule, if you leave the building after 5 p.m., you should act as if the alarm has been activated. Please see the alarm instructions by the main entrance, but **do not** use that exit! This is all written in the alarm instructions.

Remember that it is not permitted to work on your own in the laboratories. See the guidelines under [Arbejds miljø](#) (Work environment).

Visitors at BIOS Silkeborg

If you are expecting a visitor, it is a good idea to notify A1.17/18 at ext. 51363 or by e-mailing both snj@bios.au.dk (Susanne) and libc@bios.au.dk (Lilly). Never leave your guests without supervision. They are your responsibility!

Snacks and meals in connection with meetings

If you are hosting a meeting with people employed outside Bioscience Silkeborg and would like tea or coffee for the meeting, you are welcome to brew it in the canteen and buy bread from outside. You can borrow a card to the bakery "Byens brød" from Ninna or ask one of the secretaries for help.

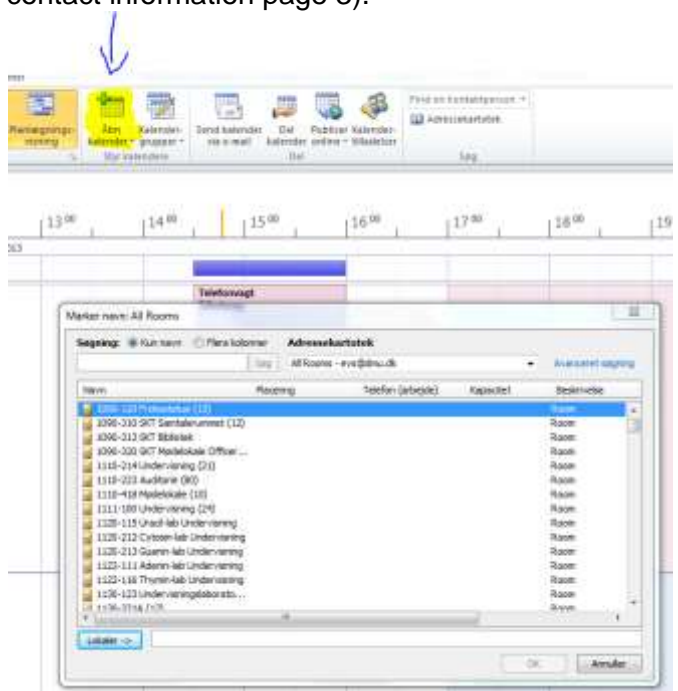
Office supplies

Office supplies are located in the basement (D0.03). If you are unable to find particular supplies here (e.g. calendars), please order through Ninna (see contact information page 3).

A letter balance, electronic labeling and laminating machines are located in the room A1.18.

Meeting rooms

The Department has several meeting rooms, of which one has the capacity for videoconferencing (M1.10). Further, we have a mobile videoconferencing possibility: [Silkeborg BIOS \(videolink\) 8611104@130.225.0.58](#). All rooms must be booked using the calendar in Outlook. In the calendar, you can also see how many people are allowed in each room at one time. Look at the calendar for meeting rooms via your own calendar, choose "Open calendar" -> from the list of rooms":



Keys to the building

You need to get your key for entering the building from Ninna (see contact information page 3). The key gives you access to external doors.

Charging the electric car

It is possible to get your car recharged by [Ferskvandscentret](#). Ask one of your Danish colleagues what to do.

Bulletin boards

Bulletin boards are placed at various locations in the building and have information relating to employees and groups. A bulletin board of particular interest is located outside the canteen on second floor, block A. In addition, in the canteen there is a calendar where employees can write their name if they want to treat their colleagues to morning bread, e.g. to celebrate a birthday or something else. If you participate in eating bread, it is expected that you treat in kind when it is your birthday. ☺

PC-support

Please contact our support at (or ask your tutor to get in touch):

<http://medarbejdere.au.dk/administration/it/ithovedomraader/it-st/roskilde-silkeborg-kaloe/>

Opening hours and holiday closure

The Department's official opening hours are:

Monday through Friday kl. 9 a.m. to 3 p.m.

The house is normally closed between Christmas and New Year's at BIOS Silkeborg, this includes receipt and sending of mail and consignments. Sometimes other days in connection to holidays the same. This will always be announced some days ahead.

Re. IT, the central systems will function normally, but they will run without supervision, as IT employees use the Christmas holidays to use unspent flex hours.

We encourage you to use unspent vacation days and extra flex hours in the days between Christmas and New Year's.

Last, but not least

If you have not yet set up our intranet page as your "favourite", it is a good idea to change it. On it you can find lots of helpful items. [Biosphere](#) also links up to the main pages, e.g. Aarhus University and DCE (National Center for Miljø og Energi), with which we are affiliated.

See Biosphere here: <http://bios.medarbejdere.au.dk/>

Make Biosphere your opening page like this:

