

# Welcome to the Department of Mathematics

During the first weeks of your stay at the [Department of Mathematics](#) (MI), you will encounter a lot of new people and routines. While you get to know your new workplace, it is important that you always feel safe and that you get acquainted with our safety rules and regulations. These rules have been defined by the HSE (Health-Safety-Environment) section and committees at the University of Bergen and the Department of Mathematics. They ensure that everyone knows what to do, where to go and who to contact in case of problem or danger.

The Department has a [safety delegate](#), the safety delegate looks after the employees' interests in matters concerning the working environment. The safety delegate represents all employees in working environment matters. The safety delegate has a supervisory role, as well as being a collaborative partner for the management. If you have questions regarding your work environment, you can contact the management or the safety delegate for help and advice. Remember that you are not only allowed to, but strongly advised to seek help whenever you feel unsecure or unsure about something. Please read the document carefully and remember that following HSE rules are mandatory.

## Have a nice and safe stay at the Department of Mathematics!

### *Get to know your workplace.*

During the first weeks at MI, use a bit of your time to find out where safety equipment is located so you know where to find extinguishers, blankets, and hoses, and locate the closest exit as well as an alternative exit.

UiBhjelp is a self-service solution where employees and students may find information about administrative services, and you can register and follow calls to administrative support services. Find UiBhjelp on <https://hjelp.uib.no>

Find your way at UiB with [Mazemap](#), an indoor map service that helps you find places at UiB and the way there.

### *In case of emergency*

Where there is a danger to life, health and safety, the fire service (110), police (112) and ambulance (113) should always be notified first.



General guard duties in and around the university buildings is carried out by an external security company. The guards also deal with enquiries from employees of the operational areas after 2.30 pm on all weekdays.

#### CONTACT

Security centre at UiB:  
55 58 80 81

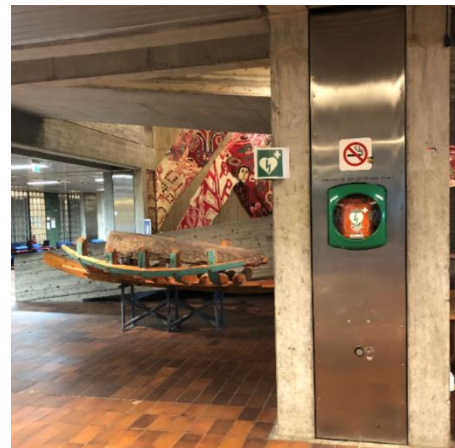
The operating areas (MI are situated in operating area 3) also have a contact telephone for users, to be used in cases of urgent need during working hours (07:00 to 14:30 daily): +47 55 58 93 93.

[Sikresiden.no - Emergency info online](https://www.sikresiden.no) provides preventive training and advice on what to do in an emergency. You must always assess yourself what is best to do in a specific situation.



#### First Aid AED - Automated External Defibrillators are placed in the common entrance-area (ground floor) by the ramp.

UiB offers free First aid courses in both Norwegian and English, and we recommend all our employees to attend a course atleast once. Upcoming courses can be found in the [HSE Course calendar](#), and you register yourself.



#### Fire prevention course



Photo: Colourbox.com

All UiB Employees **must complete a fire prevention course** which consists of a digital part, and a practical part on how to put out fires. **This is required by law.** Employees are required to sign up for the practical part of the course themselves. You can do this by following the link to the form [here](#) for your preferred date and time below (Note: the forms are in Norwegian).

The digital part of the course will be sent to all participants by email. The first time you take the course the email will be sent from your manager, following years the email will be generated automatically. It takes approximately 30 minutes to complete the course. You can also find the course by following this link: <https://nettkurs.tiv.no/en/app/my-courses/12656/show> (Sign in with Feide).

### *In case of minor injuries*

You will find a first aid cabinet in the administration hallway. It contains first aid items such as bandages, tape, sterile gauze dressings, scissors, plasters, etc. These items will help in case of small injuries such as cuts and minor burns. Please note that medication such as painkillers are not handed out by the Department.



### *In case of an alarm*

If you hear an alarm (bell ringing) proceed to evacuating the building immediately:

- Keep calm and leave your workplace; don't waste time trying to take personal belongings with you unless they are close to you.
- Evacuate the building by using the nearest emergency exit- never use elevators.



- Meet at the fire assembly point (Bottom of stairs outside the south end).
- NEVER go back into the building unless the fire safety officer has given a clear signal that the situation is resolved.



### *In case of fire*

- Keep calm, evaluate the situation, and act fast.
- If the fire is manageable, use fire hose, blankets or extinguishers  
Trigger the fire alarm (red boxes)
- Close all doors and windows to contain fire and smoke.
- Call 110 (Fire Department) and report:
  - Who is calling, what has happened, where the fire is.
  - Evacuate the building and meet at assembly point.



Photo: Colourbox.com

### *How to contact maintenance.*

If you need help of the UiB maintenance, you register it through [Lydia](#) (Login through dataporten) or [UiBhjelp](mailto:post.eia@uib.no), external users use e-mail ([post.eia@uib.no](mailto:post.eia@uib.no))

You can report the following:

- Lighting, broken electrical outlets and other electrical issues (not IT which is reported to BRITA)
- Heating and ventilation
- Cleaning and waste
- Doors and windows
- Leaking taps and toilets
- External: graffiti, loose paving stones, holes in asphalt, park, stairs, and ramps, etc.
- Transport and supplies (Employees only)

The operating areas (MI are situated in operating area 3) also have a contact telephone for users, to be used in cases of urgent need during working hours (07:00 to 14:30 daily): +47 55 58 93 93.

Telephone for security company on contract to UiB staffed around the clock: + 47 55 58 80 81.

### UiB IT service desk- BRITA

If you need help from the IT division you do so through the IT service desk for employees, students and visitors at [UIBhjelp](#), or chat here <https://itchat.uib.no/>. You can also reach IT-department on phone number 55584700. More information regarding IT-divisions service can be found on their [homepage](#).



Photo: Colourbox.com

IT assistants are available to help *lecturers* with the technical equipment in teaching rooms in all faculties. For immediate help for teaching rooms at our faculty call 55584110 (workdays 08-18).

### Consumer Waste

You will not find a waste bin in your office, but consumer waste at UiB should be sorted and disposed of at the recycling collection point located in hallway close to your office. For a description of what goes where at our recycling stations you can read [here](#). We have special bins for food waste on the kitchen bench.



#### Non-recyclable waste

- Food waste
- Dirty plastic or paper
- Paper cups and paper plates
- Napkins
- Styrofoam
- Hard plastic and all plastic not used as packaging
- Mixed packaging, i.e. windowed envelopes



#### Plastic packaging

- Plastic bags and plastic foil
- Plastic cups, tubes, boxes or cans used for packaging
- Coffee bags or chips bags etc.
- Plastic bottles (single use)
- All other clean and dry plastic packaging

**Please note: Must be clean, rinse with cold water.**



#### Glass and metal packaging

- Tin cans
- Metal corks and lids
- Aluminium trays and foil
- Glass bottles (single use)
- Glass jars

**Please note: Must be clean, rinse with cold water.**

**Single-use batteries** must be put in *red waste disposal box* in the copy room by the administration when they are spent. Remember to tape the poles of the batteries before you dispose them to avoid fire hazard.

**Paper** is sorted in a dedicated box in the copy room by the administration.



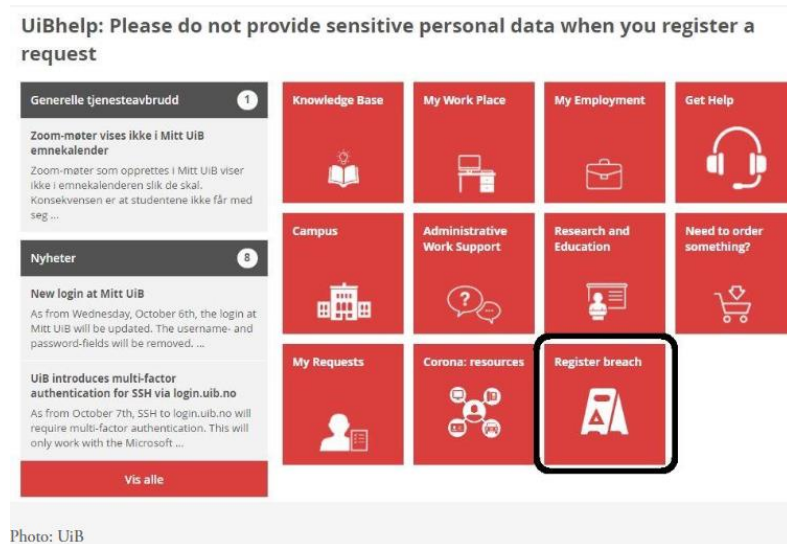
Photo: EIA

You can also find containers for cardboard, glass/metal EE/PC waste in the basement of Mathematics and Natural Sciences Building in room [KE4d](#).

### **Report HSE non-conformities!**

UiB's definition of HSE non-conformities is "Adverse events and matters that have resulted in or may result in harm to people, the environment or material values". HSE non-conformities include breaches of the management system for securing buildings and values, burglaries and unauthorized entry, major building damage and damage/loss of physical assets because of fire, theft, vandalism, leaks, or issues related to indoor climate.

### **[Report form for HSE non-conformities](#)** (UiBhjelp)



You can read more about HSE non-conformities and how to report on the [UiB HSE-gateway site](#).