Procedures for risk management at the NT faculty.
Guidelines for:
**Pregnant or breastfeeding women in the laboratory.**

Approved by:  
Date:

What risks do pregnant or breastfeeding women need to know about?
Chemical and biological factors. Special care must be taken with drugs tagged with:

- R45: May cause cancer
- R46: May cause heritable genetic damage
- R49: May cause cancer by inhalation
- R60: May impair fertility
- R61: May cause birth defects
- R62: Possible risk of impaired fertility
- R61/63: Possible risk of fetal damage
- R64/R68: Possible harm to children who are breastfed
- Ionizing radiation and electromagnetic radiation and ergonomic conditions.

Substitution Principles:
One should initially consider whether there are other chemicals available with less risk.
One should also consider whether a different approach may involve less or no use of the hazardous chemical.

**Ionizing Radiation and Electromagnetic Radiation:**
Pregnant women **should not** perform work involving ionizing radiation, which exposes the fetus to doses that exceed 1mSv during pregnancy. Pregnant women **should be** transferred to work without occupational exposure to ionizing radiation.
The effect of electromagnetic radiation has not been fully clarified and any limits are therefore not resolved. The precautionary principle must apply.

**Ergonomic Factors:**
Continuous standing or long periods of physically demanding activities contribute to an increased likelihood of premature birth and should be avoided. Heavy lifting poses a risk of birth defects and premature birth.
Prolonged exposure to loud noise and vibration should be avoided. An unborn child's hearing can be affected by exposure to very high or very low frequency noise during pregnancy.
Work in laboratories and workshops should be organized in accordance with the regulations.

**Liability and the Employer:**
It is important that the working environment is at all times fully acceptable for all workers, so that there is no manner of risk to the employee, student, or fetus. Employers have a duty to conduct risk assessments and determine any safety and security measures that should be taken.

**Responsibilities of the Employee or Student:**
The pregnant woman is responsible for deciding whether there are conditions in the work environment that may have adverse effects on fetal development. The pregnant woman has the right and obligation to take other and more suitable work that the employer offers in exchange for work that may be harmful during pregnancy.

**General**
A risk assessment must take into consideration the unique position of a pregnant or lactating woman. The department manager must consider the possibility of organizing work routines so that the pregnant woman may be at work. If the conclusion is that it is not possible to adjust the routine to accommodate the woman, then the woman is entitled to maternity benefits under the National Insurance Act. The department manager should fill out and sign the appropriate form. The pregnant woman will then deliver the signed form to the Social Security NAV. Student assignments should be suitably adapted where possible.

Pregnant and breastfeeding women should under no circumstances be put to work when the risk assessment shows that the work may present the risk of reproductive harm. The employer shall ensure that all necessary protective and safety measures are taken, and the employee is obliged to follow the actions taken. Risk assessments must be repeated regularly and whenever there are changes in risk factors. Occupational Health Services can assist the business in adapting the work of an individual at risk.

**What is Risk?**

*Risk is the possibility that something unwanted will happen and that there will be unwanted consequences to this happening.*
Practical Arrangements for Pregnant Students

The lecturer’s duty is to facilitate laboratory work and field-work, as much as academically acceptable, so that pregnant women are not exposed to chemical and biological agents, radiation, noise, and certain ergonomic conditions. If laboratory work and field-work cannot be suitably adapted or modified, this work must be delayed until the student is able to carry out the work safely. In instances where the work is delayed, a medical certificate must be presented.

Responsibilities of the Student and Teacher

• The pregnant student is responsible for informing her supervisor or lecturer of her pregnancy.
• The duty of the lecturer is undertake a risk assessment and determine which safety and security measures that should be taken.
• The department has the responsibility to take action.

The pregnant student must

• Contact the lecturer for a lecturer/supervisor meeting.
• Apply for any necessary deferment of laboratory work or field-work.
• Present a doctor’s certificate for deferment of laboratory work or field-work.
  
  NOTE: Progress in the study curriculum may be adjusted or staggered if these activities are a mandatory part of studies. The student is responsibility for completing missing laboratory work or field-work.
• Consult a physician or midwife for advice and guidance on certain ergonomic conditions.
• Acknowledge the right and obligation to comply with the measures presented.

Lecturer, department, and faculty must

• Conduct a student-supervisor meeting (lecturer).
• Evaluate the organization of laboratory and field work assignments (lecturer).
• Conduct ongoing risk assessments as the working conditions change (department). See Guidelines for Risk Assessment.
• Implement safety and security measures (department).
• Allow for the ability to delay or not complete laboratory or field-work assignments if necessitated by the completed risk assessment (department).
• Follow up laboratory and field-work assignments to see they are completed (department).
• Consult the HSE department or occupational health services to assist with the adaptation of work for the student (department).
• Be familiarized with the existing facilities for nursing mothers (department).
• Grant a deferment or leave and follow up on the student’s academic progress (faculty).

See risk assessment page 6
Practical Arrangements for Pregnant PhD-Students

The supervisor has a duty to facilitate laboratory work and field work so that pregnant women are not exposed to chemical and biological agents, radiation, noise, and certain ergonomic conditions. If laboratory work and field work cannot be suitably adapted or modified, then such work must be delayed until a later time when the student is able to carry out the work. In instances where the work is to be delayed, a medical certificate must be presented.

Responsibilities of the Student and Supervisor

- The pregnant student has the responsibility to inform her supervisor or lecturer of her pregnancy.
- The supervisor has a duty to undertake a risk assessment and determine any safety and security measures that should be taken.
- The department has the responsibility to take action.

The pregnant woman must

- Contact her supervisor.
- Consult a physician or midwife for advice and guidance on certain ergonomic conditions.
- Consult the HSE department or occupational health services to assist with the adaptation of work for the student.
- Acknowledge the right and obligation to comply with the measures presented.

The supervisor and department must

- Conduct a student-supervisor meeting (supervisor).
- Consider reorganizing laboratory or field-work (supervisor).
- Carry out ongoing risk assessments as environmental factors change (department).
- Implement Guidelines and risk assessments (department).
- Implement safety and security measures (department).
- Become familiar with central and state reimbursement programs (department).
- Allow for the rescheduling of the implementation of laboratory and field work (department).
- Become familiar with existing facilities for nursing mothers (department).

See risk assessment page 6
See pregnancy benefit page 5
Practical Arrangements for Pregnant Employees

The Institute has a duty to facilitate laboratory work and field work so that pregnant women are not exposed to chemical and biological agents, radiation, noise, and certain ergonomic conditions. If laboratory work and field work cannot be suitably adapted or modified, then such work must be delayed until a later time when the employee is able to carry out the work. In instances where the work is to be delayed, a medical certificate must be submitted.

Responsibilities of the Employee and Employer

• The pregnant student has the responsibility to inform her employer of her pregnancy.
• The Institute has a duty to undertake a risk assessment and determine any safety and security measures that should be taken.
• The department has the responsibility to take action.

The pregnant woman must

• Contact her supervisor.
• Consult a physician or midwife for advice and guidance on certain ergonomic conditions.
• Consult the HSE department or occupational health services to assist with the adaptation of work for the employee.
• Acknowledge the right and obligation to comply with the measures presented.

The department must

• Implement student-teacher meetings.
• Consider reorganizing laboratory or field work.
• Carry out ongoing risk assessments as environmental factors change.
• Implement Guidelines and risk assessments.
• Implement safety and security measures.
• Become familiar with central and state reimbursement programs.
• Consult the HSE department or occupational health services to assist with the adaptation of work for the employee.
• Become familiar with existing facilities for nursing mothers.

See Risk assessment page 6
See Pregnancy benefit page 5
For Ph.D students and Staff

Pregnancy Benefit

Maternity benefits are given if there are factors at work that may harm the fetus and reassignment is not possible. Factors include work that is physically strenuous or stressful and working with chemical or biological elements. A teacher, doctor, or midwife can assess whether there are factors that can harm the fetus.

The financial allowance equals the amount provided in maternity leave. The benefit period is in addition to the parental benefit period, and the employer receives the refund from NAV.

For more information, please review the following:

NAV: [www.nav.no/page?id=331](http://www.nav.no/page?id=331)
Labour Inspection: [www.arbeidstilsynet.no/fakta.html?tid=78194](http://www.arbeidstilsynet.no/fakta.html?tid=78194)

Alternative 1: Leave

The Institute will, in conjunction with the pregnant student or employee, attempt to reassign the job duties to others in the same department. This is often not possible when the student or employee has a specialized skill. If reassignment proves to not be possible, the department can submit a substantiated application for maternal leave. This letter is to be sent to Norwegian Social Insurance (NAV). Use the Norwegian Labour Inspection Authority form, “Facilitation or Redeployment Due to Pregnancy”. The form must be signed by the pregnant student or employee and the employer.

Alternative 2: Facilitation Measures

If the pregnant student or employee wishes to work full time, and it is determined that the work can be safely carried out, the department may apply to NAV for financial support (Facilitation Grant) to cover expenses incurred in the facilitation of the work (e.g., the hiring of additional employees to carry out tasks that the pregnant employee cannot complete). See the regulations at [www.lovdata.no/cgi-wifl/ldles?doc=/sf/sf/sf-20031219-1671.html](http://www.lovdata.no/cgi-wifl/ldles?doc=/sf/sf/sf-20031219-1671.html)

The Norwegian Labour Inspection Authority form, “Facilitation or Redeployment Due to Pregnancy” must also be used.

Application for a Facility Grant must be submitted in collaboration with the faculty using the forms found at [www.nav.no/813.cms](http://www.nav.no/813.cms). The forms must be signed by the pregnant student or employee and the employer.

Examples of Ergonomic Facilitation Measures

- more flexible working hours
- lighter workload
- less heavy lifting or less tiring work
- opportunities to sit down
- redeployment to other work
- purchase or lease of special equipment
- height adjustable desk
Risk Assessment of General Hazards and Hazardous Situations

It is up to each employer to decide which measures are most appropriate for their situation, taking into account the obligations imposed by current legislation.

Help in carrying out Risk Assessments can be found in excerpts of Regulation 587 of the Labour Inspection Authority.

Identification of Risk Factors:
Checklist for identifying risks to pregnant or breastfeeding women in the laboratory: checklist
Assessment of risk:
Skjema risikovurdering
Link to forms and guidelines on risk assessment:
http://www.ntnu.no/hms/retningslinjer/HMSR26B.pdf

Reference Links:
Reimbursement arrangements: central and state
Gravide arbeidstakere - NTNU
http://www.nav.no/Familie/Svangerskap%2C+f%C3%B8dsel+og+adopsjon

Links to NAV:
Maternity allowance: http://www.nav.no/page?id=331
Facilitation measures: http://www.nav.no/813.cms

Links to the Labour Inspectorate:
Leave: http://www.arbeidstilsynet.no/skjema.html?tid=78135

Pregnancy and the work environment: http://www.arbeidstilsynet.no/fakta.html?tid=78194

Procedures for hazardous tasks.
Link to form under the general (adaptation and redeployment):
http://www.arbeidstilsynet.no/skjema.html?tid=78135

Links to Lovdata:
Regulations on facilitation grants: