

Present:

Anne Lillevang
Tina Drejer
Tina Fuglsang Daugaard
Jakob Le Fèvre Harslund
Birgitte Mønster Christensen
Thomas G. Jensen
Steen Nedergaard

Minute taker:

Ulla Vosegaard Als

1. Godkendelse af dagsorden / Approval of agenda

Agenda approved.

2. APV-opfølgning – opdatering fra APV-følgegruppemøde / Work Place Assessment (WPA) follow-up – update from the WPA focus group

Birgitte informed that the WPA focus group has had its concluding meeting. It was noted that numerous initiatives have been undertaken, and many of these action areas will need to continue. To ensure everyone at the department is informed, a document detailing all activities will be prepared by Birgitte and Ulla. This document will highlight that the actions stem from the WPA (Workplace Assessment) and emphasize the importance of responding to the WPA survey, as it leads to tangible improvements. Thus, the documentation is also intended to motivate individuals to participate in the WPA survey in 2025. At the FAMU meeting, it was discussed that action areas should not end with the completion of a new WPA; some action areas will continue as they remain relevant. An WPA focus group for FAMU has been established, of which Anne is a member, and she would also like to be a member of the local WPA focus group which will be set up by LAMU after the next WPA primo 2025.

It was noted that several actions plans have not been completed in the WPA system, Birgitte/Ulla will follow up on those. After the next WPA, it was discussed that representatives follow up on tasks instead of delegating them to others in the system. This approach will ensure tasks being completed in the system without delays. For issues related to the building, it was suggested to report them via Dalux instead of delegating them to Conor Leerhøj.

3. Flytning – opdatering, incl. inddragelse af AMO ved Thomas G. Jensen / Relocation/Move – update incl. involvement of the occupational health and safety group by Thomas G. Jensen

Thomas informed that the Bartholin building soon will be finished and ready to be taken over by the department. The Health Building services will modify the building to the current plan in collaboration with the deputy department heads. The relocation from Skou to Bartholin is planned to take place by new year. The plan for the relocation is soon finalized. It is difficult to decide when it makes good sense to involve the occupational health and safety group (AMO). AMO has already been involved in the purchase of office furniture. Based on previous experience training may be needed on the relocation of chemicals: Certain items must not be transported together. Training on the transport of dangerous goods – 1.3 certification. Helle Salling Gittens, Mogens Koed, Anne Lillevang, Tina Drejer, Hande Login and Henriette Gram Johansen are certified. When moving from Bartholin to Skou, handcarts

and rolling tables were used. Kim Henningsen needs to be informed about this. Cathrin Guldager can be contacted for further information. Kim Henningsen is also to ask Cathrin Guldager about potential issues when moving from class 2 lab in Skou to class 2 lab in Bartholin.

4. Kemisk Risikovurdering – Hvordan går det? Er flere grupper kommet i gang? / Chemical Risk Assessment – How is everyone doing? Have more groups started doing the CRA?

More groups are now doing chemical risk assessments (CRA). It is an ongoing process and new CRAs must be made when a new chemical is taken into use, or a procedure is being updated. AMO will continue to ask the groups how they are doing regarding the CRAs. From now on it will also be mentioned regularly in the department newsletter, as it the responsibility of the group leaders that the CRAs are carried out. The template in Kiros makes doing the CRA easy and the project plan from the Animal Facilities can also be used, as it contains relevant information, as well as the CRAs already saved in Kiros. The advice is to keep it simple!

5. Orientering om arbejdsulykker / Briefing on occupational accidents

Birgitte informed that since the last LAMU meeting we have had two accidents. One was an attack of asthma due to sawdust exposure when emptying a container with sawdust. The other was a prick from a pin which had been used to fixate a mouse. No health and safety group has been involved in the latter report and the filing has been made anonymously. Apparently, it was a student related accident, and efforts will be made to find out which health and safety group is to do the follow up so similar accidents can be avoided in future. Birgitte will ask AU HR if they have more information.

6. Behandling af ansøgninger til well-being arrangementer (0 ansøgninger modtaget)/ Processing of applications for well-being events (0 applications received).

The offer will continue twice a year – with deadlines for application in January and June.

7. Fastsættelse af næste frist for ansøgning til well-being arrangementer fx 15/1-25. Setting of date for deadline for next application to well-being events eg 15/1-25.

The date was accepted.

8. Evakueringsøvelse – Fastsættelse af tidspunkt / Evacuation drill – setting of date

The next evacuation drill will take place in week 39. The exact date is not set yet. Anders Moestrup is to be invited to supervise again this year.

The plan for the evacuation is as follows:

*Biomedicine South 1231 (teaching wing) at 10.13
Biomedicine South (research wing) at 10.30
Building 1160 + 1182 at 10.50
Bartholin Building 1241 (teaching wing) at 11.13*

Skou Building at 11.30

9. Universiteternes Arbejds miljøkonference

Among the leaders in the occupational health and safety group, Birgitte is the only one who has signed up to participate in the conference. Most of the representatives in LAMU have signed up. The conference takes place on October 9-10, 2024.

10. Health's arbejdsmiljøorganisation Temadag om nudging / Health's Occupational health and safety organization: Day on nudging

Health's Occupational Health and Safety Organization invites all in the Occupational Health and Safety Organization to a theme day on nudging. The event is in Danish. The cost of participating is DKK 850, and the department will pay for all participants.

It was furthermore commented that the event is in Danish and thus excluding non-Danish speaking representatives of the occupational health and safety organization.

11. Eventuelt / AOB

*Occupational Health and Safety – Faculty (FAMU)
WPA focus has been discussed under item 2.*

Thomas informed about the new guidelines for close personal relationships including family and friends. Among other things, regulations regarding teaching have been tightened e.g., close relationships are not allowed in classroom teaching. Openness is important.

The stress leaflet must be kept visible. QR codes should be placed on notice boards, as they might help address issues before they arise. Life phases will also be addressed and included in the stress brochure.

The guidelines for close personal relationships and the stress leaflet will also be addressed at house meetings.

There are new regulations regarding inspection of fume cupboards which are to be overseen by the building management. Users must also ensure that the fume cupboards are functioning properly before they use them. The Department of Dentistry and Oral Health is pilot on this initiative.

*Thomas also informed about the upcoming department day, which will feature a presentation *The powerful potential of self-mastering* by Dennis Nørmark and a presentation on *Engagement, involvement and co-decisions* by Dean Maja Horst, Faculty of Arts. The diversity award as well as the colleague of the year award will be presented. In the evening, the summer party will be in a tent in front of the Skou building.*

Thomas continued to inform about the research evaluation, and the visit from the panel which will take place 24+25/6-24. At the end of the programme of the second day, the panel will evaluate and produce a report (1-2 pages), to which the department has 6 months to respond by making an action plan which is to be sent to rector. Rector has made the decision that the research evaluation is to take place at all departments of the university. Rector and

the dean at Health have underlined that it is the research of the department, and not the individual research group that is being evaluated. At 3 meetings the local liaison committee (LSU) has been involved in the report and have had the opportunity to comment on the report.