

LAMU-meeting 2024 11 06 at 13- 15 in room 1116-348A

Present:

Anne Lillevang
Tina Drejer
Tina Fuglsang Daugaard
Birgitte Mønster Christensen
Thomas G. Jensen
Steen Nedergaard
Jeannette Madsen

Minute taker:

Ulla Vosegaard Als

Absent:

Jakob Le Fèvre Harslund

Dagsorden

1. Godkendelse af dagsorden / *Approval of agenda*

The agenda was approved.

2. Kontorplads til laboranter og bioanalytikere efter flytning – forslag til drøftelse v/ Jeannette Madsen (bilag 1) / *Office space for lab technicians – proposal for discussion /Jeannette Madsen (App 1)*

Jeannette presented the proposal for office space for laboratory technicians and bioanalysts for discussion. The proposal is based on a request from laboratory technicians who will move to Skou/ Bartholin and require a place to work on a computer, where it may not be appropriate to work in the laboratory due to, for example, disturbances. According to Jeannette, approximately 18% of all touchdown desks will be dedicated to laboratory technicians and bioanalysts. It is anticipated that there will be 8 desks in the Skou building and 5 in the Bartholin building. The desks will be equipped with a screen, keyboard, and mouse, so to use them, one must bring a laptop. The desks will be in the same room and do not need to be booked in advance. After the move, a relocation workplace assessment (WPA) will be conducted, and the initiative can be evaluated then.

3. Update på APV – Skriv vedr. APV 2022, samt forberedelse af APV 2025 (Bilag 2 og 3) / *Update on WPA – Communication re. WPA 2022 as well as preparation of WPA 2025 (App 2 and 3)*

Birgitte informed that, as a follow-up on the WPA 2022, it is planned to share with the department what has been accomplished over the past three years. Line Rønn from HE Communications has been assigned to draft an article summarizing the initiatives taken in connection with WPA 2022, including an interview with Tove Christensen. The article is scheduled for release in January, ahead of WPA 2025, to encourage participation in the upcoming WPA. It will be emailed to all and may also be published at the faculty level.

Strategies to increase response rates were also discussed. These include highlighting results (e.g., “47% have answered the WPA, have you?”), sending invitations via Outlook, personal nudging by PIs, and using the info screens. Appendices 2 and 3 will be discussed at the AMO meeting in December. Given that many will move right after WPA 2025, the emphasis must be on the psychological WPA, as the physical aspect is less relevant and a new physical APV will be conducted after the move.

The next WPA follow-up group will include members from LSU and AMO. Anne Lillevang has expressed interest in participating, as she is also a member of the FAMU follow-up group.

4. Drøftelse af forskelle i data for langtidssygefravær for VIP, TAP og PHD på tværs af fakultetet / *Discussion of differences in data for long-term illness absence for VIP, TAP and PHD across the faculty*

Birgitte reported that during the FAMU meeting in June, long-term sick leave statistics were discussed. It was noted that long-term sick leave is more prevalent among PhD students and Technical Administrative Personnel (TAP) compared to the scientific staff (VIP). Except for IOOS, the Department of Biomedicine has one of the higher rates of long-term sick leave within the faculty.

5. Stresspjece – hvordan styrkes kendskabet til stresspjece? / *Stress leaflet – how do we strengthen the knowledge of the stress leaflet?*

The stress leaflet has been updated, and it is important to raise awareness about its existence. It is already included in the newsletter twice a year and can be easily found through a Google search. To further increase awareness, it could be displayed on the info screens. We can also learn from other departments to see how they promote similar resources. The link to the leaflet is [here](#), and laminated copies can be placed in the copy rooms.

6. Samarbejdsaftale om arbejdsmiljøet mellem Health og Regionen (Bilag 4) / *Cooperation agreement on the working environment between Health and the Region (App 4)*

Cooperation Agreement for employees working off-site, eg. employed at the department but working at the hospital and vice versa.

This agreement will be available on the website under the AMO Groups section. Currently, the agreement is only available in Danish.

7. Notat om arbejdsmiljøorganisationens (AMO) inddragelse i byggesager (Bilag 5) / *Minute on the working environment organisation's involvement in construction matters (App 5)*

The involvement of AMO has previously been discussed by LAMU. The note suggests that AMO's involvement is extensive and early in the process. This note will be posted on the website under the AMO section. Thomas G. informed that efforts are already being made to involve AMO as much as possible. Moving coordinators will be invited to a meeting. There was a meeting with Cathrin Guldager Sørensen on 4/11-24 regarding transport of chemicals and other items between the buildings. Another meeting will be held before the move to Skou.

8. IATA-pakkekursus / *IATA packing instruction course*

To send packages containing dry ice, and to pack dry ice, one must complete this course. The course lasts three hours and must be renewed every two years. This information needs to be widely shared. More information can be found [here](#).

9. DALUX (opfordring til at indmelde i Dalux løbende og før APV 2025) /*DALUX (encourage to report in DALUX now ie. before WPA 2025)*

We need to encourage reporting physical issues in Dalux before the WPA 2025 – either via mobile or PC. There is no need to wait for the WPA. The Health facility management team responds quickly and resolves problems efficiently. If something cannot be resolved, you will also receive that information.

10. Nyt fra FAMU / *News from FAMU*

Birgitte informed that there was an extraordinary FAMU-meeting regarding the Department of Public Health as the Center for Register Research will now be under that Department. The center has previously been part of BSS. The discussion focused on how the center will be integrated and incorporated into our organization.

11. Emner til AMO-fællesmøde / *Topics for AMO-meeting*

Lab coats Morten Pless/ Mia Daugaard

WPA 2025

Suggestions from FAMU / Ambassadors

Weighing room

Stress leaflet

Liquid Nitrogen

The move to Bartholin / Skou by Kim Henningsen

The incident on the AU campus

12. Evaluering af evakueringsøvelse / *Evaluation of evacuation drill*

The evacuation went smoothly. However, in the teaching wing, no one, including the instructors, wore vests. For the next evacuation, the alert should specify that instructors are responsible for wearing vests and making sure that the students leave the building. In Biomedicine West, there are still two assembly points, and there is a discrepancy between the map of assembly points and the actual assembly point. This is likely the last evacuation drill while the department is in these buildings. In building 1160, there were issues with activating the alarm, and it only sounded for a few seconds. Susie Mogensen will follow up on this. In Biomedicine South, a person wearing on-ear headphones was alone on a floor and could not hear the alarm. It is important to be able to hear what is happening. The use of on-ear noise-canceling headphones will be mentioned in a newsletter.

13. Hændelse i uniparken – information til medarbejdere / *Incident on campus - information to employees*

The information flow from the crisis management team was not as good as it should have been. A committee has been established to evaluate the communication process to prevent a similar situation for employees in the future. Employees did not receive direct notifications and had to stay updated via social media, the media, and AU's website. Only students received a quick notification. The management of Biomedicine was also informed late and sent out information to employees as soon as they had it. How can all employees be informed effectively? The AU Evacuate app might be further developed. Any initiatives can go through FAMU.

14. Orientering om arbejdsulykker / *Briefing on occupational accidents*

Birgitte informed about the four occupational accidents since our last LAMU meeting. Three of them involved accidents with animals – mouse bites. The fourth involved 50xTAE buffer being spilled on a foot and making skin contact, when diluting to 1xTAE.

15. Kommunikation med office aids / *Communicating with office aids*

Everyone should be spoken to respectfully. This topic will be addressed at the next house meeting.

16. Eventuelt / *Any other business*

In the October newsletter, there was a paragraph about providing explanations upon receipt of goods in Indfak, noting that laboratory and office supplies are exempt. Nevertheless, many submissions have been rejected by Accounting, and invoices have been returned for additional comments. This issue will be brought to Morten Pless for follow-up.

Language Buddy Program – Jeannette informed that she is looking for two Danish-speaking participants.