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Minutes of the Working Environment Committee meeting on September 1, 2021

Participants: Casper Schou, Jette Marie Christensen, Karina Kjeldgaard Ludvigsen, Kjeld Pedersen, Thomas Sørensen Quaade.

Unable to attend Peter Fojan

Item 1. Approval of minutes and agenda

Appendix: Link to MP's intranet "Minutes from meetings"; see Minutes of AMIU June 10, 2021: <https://www.intranet.mp.aau.dk/committees-councils/amiu/minutes/>

Approval of minutes from the last meeting and approval of the agenda for today's meeting.

Minutes and agenda approved.

Item 2. Orientation from chairman and deputy chairman

Chairman and deputy chairman orientates about working with handling of chemicals and status on construction among other things.

Construction

Reconstruction of FIB 16. As mentioned via MP's intranet the employees shall rehouses in PON 103 from March 2022 to December 2022 where the reconstruction is in motion. The students are to be located at Fredrik Bajers Vej 7F in the spring semester. We are working on getting the students in FIB 10 by fall semester. The scheduling of it all has begun. The amount of space in PON 103 is a lot tighter than in FIB 16, so we need to find some workable solutions to this together. Once there's news on this, it will be announced.

Generally every institute at the university are short on lecture halls because of the 1st study year moves out and there are many buildings still under construction.

Reconstruction of FIB 14 and building of cleanroom. We are compiling the laboratories on FIB 14 and are currently identifying the possibilities of how to fit the different types of laboratories in the same building. When we have got clarity on the matter, we will need to make a profound project plan. We will gather all employees for a digital information meeting, when we have gotten that far. The plan is not to close FIB 14 while the construction goes on. That will undeniably be an inconvenience, but we will try to plan around that, so it will be as little as possible. It is the goal for the reconstruction to be done in 2025.

Chemicals – Cancer causing substances



We have a challenge in regards to registering of employees who works with cancer causing substances under their employment – it needs to be registered and saved so it is possible to track it.

It is problem that needs to be solved university-wide and not just on each individual institute. The employees are working across different laboratories at the university.

Follow up:

Thomas will bring up the issue about registration to HAMIU.

Item 3. Approval of working environment discussion

Appendix 2: Proposal to minutes of the meeting from working environment discussion 2021

Recommendation: Can the proposal “Minutes of the meeting from working environment discussion” get approved by the committee? Discussion of how to convey the goals and get them to be “lived” in the day-to-day.

Approved. Kjeld will send a mail out to all employees about the working environment discussion, the specific goals and the suggestion to use the occupational health and safety representative.

We will put out a point of discussion at the next AMIU meeting about the specific goals and how we will handle them.

Item 4. Status action plan

Appendix 3: Link to action plan 2021 on MP's intranet: <https://www.intranet.mp.aau.dk/committees-councils/amiu/AMIU+APV/>

Assessment of action plans – what's the status and next steps? Including discussion about input from the central section for occupational health and safety about being “more sharp/precise in regards to scheduling” in the action plans in general. As well as “Action plans for physical mechanics needs a clarification in regards to whom is responsible.

Action plans gone through – generally we are in the process of doing something about each point.

Action plans for physics and mechanics has not been gone through since Peter is absent – the local occupational health and safety group takes initiative regarding status and assessment.

Follow-up:

Updated action plans to be sent to Anne as soon as possible, who will put it on MP's intranet.

Item 5. Corona – follow-up on returning

Lay of the land: How is the atmosphere in the different sections/divisions on the institute in regards to being back on campus? Is there a need for additional initiatives in the attempt to “rebuild” the good workplace relationships and unity crosswise?

It's going the right direction, many have returned to the campus – it's a good sign that many people are showing up to “Friday bread”

There is currently no need for further initiatives.



Item 6. Sharing of knowledge – offensive behavior

Those members of the committee who attended the course on August 23 “Prevention and handling of offensive behavior” are sharing their knowledge and newly acquired tools to handle offensive behavior. Discussion of how to use the new knowledge amongst us.

Casper and Jette told about the course – main points:

- Focus and articulation is important in the prevention – presented different dialogue tools.
- Clarification of concepts/understanding of “offensive behavior” – bullying or conflicts: the challenge is apparent, if and how often it happens.
- Anonymous trap – you can always work with how to handle conflicts and how we talk to each other.
- Psychological comfort – create a culture, where we can talk about the “heavy stuff”.
- Presented for a dialogue game “Step in” (probably not a tool that will work for us).
- You can’t talk about everything – an immediate “here and now” intervention may not always be the best solution.

Follow-up:

Jette will send the slides from the course to the committee and to the MP management group.

Item 7. Any other business

Questions from Casper regarding lawful workplace risk assessment for pregnant women – how do we handle that?

Jette will check up on the procedure, so that HR can give the immediate managers and occupational health and safety representative word, when we have a pregnant employee on the institute so that the workplace risk assessment can be done.

Item 8. Communication to the institute

Is there anything exceptional from today’s meeting that needs communicated and who will do it?

Minutes of the meeting on MP’s intranet as usual and information about the working environment discussion. (See item. 3).