


Agenda/Minutes for AMIU – Working Environment Committee


28 September 2017



AALBORG UNIVERSITET
Department of Materials and Production

| Present | | Absent | | | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Members: | Minutes taker: Heidi Juul Sørensen Kjeld Pedersen (KP) Henrik Wiberg (HW) Jørgen A. Kepler (JK) Jette Marie Christensen (JMC) Thomas Sørensen (TS) Marianne Meyer Jønsson (MMJ) Johnny Jakobsen (JJ) Peter Hasle (PH) Casper Schou (CS) Karina Boller Jensen (KBJ) Peter Fojan (PF) Flemming Kristoffersen (FK) Mette Herold-Jensen (MHJ) Invited from Arbejdsmiljøsektionen/AMS; Barbara Samuelsen Svend Ole Hosbond Poulsen | Volker Krüger (VK) Lazaros Nalpantidis (LN) | | | | |
| Agenda | | | | | | |
| Items | Enclosures/suggestions | I/D/D M | Time: | Comments/ responsible: | Minutes | |
| 1. | Agenda approval and approval of previous minutes | | I | 09:00-09:05 | KP | Godkendt |
| 2. | Working environment situation in CPH Status |  Final action plan for psychosocial work em | I | 9:05-9:20 | PH | PH: In the spring, a dialogue-based APV-process was conducted. We still have focus areas in the Lab. MHJ and the Robotics group are currently looking into it and finding solutions. On the base of the results from the APV and the focus areas from Arbejdstilsynet, action plans were composed. See action plans under 'enclosures'. |

| | | | | | | |
|----|-----------------------------|--|------|------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <p>We are looking into an updated allocation system, which pays regard to the definition of repeated vs. new courses.</p> <p>Furthermore, we are working on how to process the on-boarding of new employees – especially international employees.</p> <p>Regarding the notice from Arbejdsmiljøtilsynet: The department has forwarded relevant materiale to arbejdsmiljøsektionen within the given frame works. Whether the department will receive the notice depends on Arbejdsmiljøtilsynet is considering the new initiatives before we have seen the full effect.</p> <p>KP: AMiU/SU will be informed ASAP.</p> |
| 3. | The good APV-process | | D/DM | 9:20-10.05 | Arbejdsmiljøsektionen | <p>Barbara Samuelson/Svend Ole Hosbond Poulsen:</p> <p>Introduction to how a good process can be conducted and to be aware of:</p> <ul style="list-style-type: none"> - Pay attention to pitfalls. - Focus on solutions on overall level. - Focus on where you can change something. - Be specific in what you prioritize. - Ensure safe contact points, for employees to address sensitive issues. - Clear messages from management as often it is necessary – preferably monthly meetings or similar. - Involve employees to a degree where they also feel ownership. - Remember transparency and inform on a regularly basis. - Prioritize follow-ups. |

| | | | | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----|---------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <ul style="list-style-type: none"> - Not everything is related to academics – social aspects and relations are often as important. - Vi er hinandens arbejdsmiljø. <p>For MP AAL the mapping of the working environment is done and next step is to compose relevant action plans.</p> <p>Kjeld is participating in group meetings during autumn/Winter.</p> |
| 4. | Further work with the results of APV AAL. | <p>- How to approach from now?</p> <p>- e.g. task groups?</p> | DM | 10:05-10:35 | KP/HSO | <p>The working environment groups deliberated the results overall. A new meeting for AMiU Aal is necessary. ASAP a new meeting is called with single focus on APV AAL.</p> <p>Before this meeting, the working environment groups have deliberated internally on their own results and looked into the department results in general. On the meeting a deliberation on how to proceed. The meeting will be set to 2 hours.</p> <p>Jens H. Andreasen and Astrid Heidemann Lassen will be invited due to their functions as section heads.</p> |
| 5. | <p>FIXED ITEMS</p> <p>Psychological. Cases regarding working environment incl. "Near Misses"/"Tæt ved-sager" and incidents.</p> <p>Laboratory Secretariat VIP</p> |  oversigt.docx | I | 10:35 – 10:45 | ALL | <p>Externalize students: It is acknowledged, that there is a challenge. The general opinion is to have a policy on how to handle cases. This goes regarding:</p> <ul style="list-style-type: none"> • Notifying the police • Psychic state of alert <p>Exam supervisor will need the information when ready.</p> <p>Our material will take stand in already existing materials from AAU. JMC will look into it.</p> |

| | | | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|------------------|-----|------------------------------------------------------------------------------------------------------|
| 6. | FIXED ITEMS Physical. Cases regarding working environment incl. "Near Misses"/"Tæt ved-sager" and incidents. Laboratory Secretariat VIP | | I | 10:45 – 10:50 | ALL | |
| 7. | Etc. | | | 10.50 – 11.00 | All | MMJ: HAMiU will work on a new working environment policy. It will become effective in 2018. |