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|  | **Present** | | **Absent** | | | |
| **Members:** | Minutes taker: Heidi Juul Sørensen  Kjeld Pedersen (KP)  Henrik Wiberg (HW)  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) | | Jørgen A. Kepler (JK)  Volker Krüger (VK)  Lazaros Nalpantidis (LN) | | | |
| **Agenda** | | | | | | **Minutes** |
| **Items** | | **Enclosures/suggestions** | | **I/D/DM** | **Comments/ responsible:** |
|  | **Approval of agenda/previous minutes and messages from Head of Department**  Vice Heads |  | | I | KP |  |
|  | **Follow up on physical inspection rounds: Offices at fib 16 + 14**  Attached: | Suggestion:   * General issue should be handled by a few representatives. * Each group takes action on related issues. | | I | JJ + MMJ | Generelle retningslinjer for instituttet. Marianne og Mette arbejder på et udkast.  Ergonomics: Flemming will look into internal possibilities. He will participate in ergonomics class 7 June 2017.  Follow-up from Flemming:  <http://www.arbejdsmiljoe.aau.dk/ergonomi/> |
|  | **Follow up on physical inspection rounds: Lab** |  | |  | MHJ | Inspection rounds at Fibigerstræde 14 are completed.  List: <https://aaudk.sharepoint.com/sites/MP/_layouts/15/guestaccess.aspx?guestaccesstoken=f%2bDAuxaVw37jrmomSSnyZZ1tXkCKj%2b%2bORvsVGrNnAgE%3d&folderid=2_125480b2e37d34c52802f1d2456008bea&rev=1>   1. Overall clean-up   Everybody needs to clean their own mess.  At Skjernvej 2 yearly cleaning days/ 1 cleaning day per semester which include supervisors and students. This initiative will be introduced at Fibigerstræde.   1. Epoxy   Users who work with epoxy will be given joint instructions. .     1. More than 4 different local exhaust ventilation (punktsug)/exhaust systems (udsugningstyper) and instructions.   All systems must be provided with correct instruction sheets.  It is possible that another solution is necessary in the long run.  Another solution could be to make a note in the materials all students are receiving.  Items are divided among the responsible.    PH is requesting an inspection round in lab CPH – MHJ will be visiting CPH in August. |
|  | **Crecea report’s impact on Aalborg**  Results from task group. | Deliberation on suggested solution.  Attached:  Suggestion from group will be forwarded ASAP. | |  | JMC | Greeting new personnel:  The secretariat will call for a workshop with relevant key persons. The output will be varied input.  It is requested:   * Structured approach of the process with relevant material. * Overview of the responsible in the process. * Output which is reflecting match of expectations.   In addition an item is requested as main focus areas: relocation. How to prepare employees for the change and the relocation itself?  KP: It is relevant, but will be at focus in 2018.  Many of the activities in the CPH action plans will include the whole department.  Physical inspection rounds will be conducted at Skjernvej in September due to internal relocation.  Psychosocial working environment will be mapped through a questionnaire and be distributed through mail ASAP.  PH is describing the process and situation in CPH.  The main focuses are transparency and well-functioning research groups.  The current official action plan for all AAU has not been approved by Arbejdstilsynet/ the Danish Working Environment Authority. It is not specific enough, but the consequences are not clear yet. |
|  | **Follow-up from members/ AMG**  Anything relevant can be brought up, for information purpose, knowledge sharing etc. (Near-misses, psychosocial working environment etc.) |  | | I/D | ALL | Near-misses: A student reacted violent during an exam.  The case is currently located at Rector’s office.  It will be discussed in HAMiU. |
|  | **AOB.** |  | |  |  | Questionarie for mapping the psychosocial working environment in AAL is divided in sections:  Lab, secretariat, Materials and Productions.  It is distributed per mail ASAP.  Deadline 30/6.  If anonymity can be sustained the results will be published in sections.  How to handle future relocation including employees will be an item for 2018. |