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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)  Johnny Jakobsen (JJ)  Volker Krüger (VK)  Casper Schou (CS) Karina Boller Jensen (KBJ)  Peter Fojan (PF)  Flemming Kristoffersen (FK)  Mette Herold-Jensen (MHJ) | | Marianne Meyer Jønsson (MMJ)  Lazaros Nalpantidis (LN)  Peter Hasle (PH)  Jørgen A. Kepler (JK) | | | | |
| **Agenda** | | | | | | | **Minutes** |
| **Items** | | **Enclosures/suggestions** | | **I/D/DM** | **Time:** | **Comments/ responsible:** |
|  | **Agenda approval** |  | |  | 12:00-12:05 | KP | Ok |
|  | **Approval of previous minutes** |  | |  | 12:05-12.10 | KP | Ok |
|  | **Messages**  Regarding action plans in CPH. |  | | I | 12:10 – 12:30 | KP | New action plans for CPH have been launched. They are as relevant for the whole department as only for CPH and will thereby cover the whole department.  A lot of the responsibility for completing the action plans is placed with the departments, but some may be raised to faculty level.  They do both cover VIP and TAP, though with an overrepresentation of VIP-related areas.  An update on how the action plans will affect the AMiU work will be giving on next meeting. |
|  | **New AMIU – Work tasks and responsibility**  Deliberations and matching of expectations.  General information regarding working environment in English:  <https://workplacedenmark.dk/en/>  Danish:  Bekendtgørelse om samarbejde om sikkerhed og sundhed:  <https://arbejdstilsynet.dk/da/regler/bekendtgorelser/s/samarbejde-om-sikkerhed-og-sundhed-1181>  Vision for arbejdsmiljøarbejdet på Aalborg Universitet:  <http://www.aauhaandbog.aau.dk/faces/viewDocument/10169>  More info:  [Working Environment Section (Danish)](http://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/) | **Suggestions:**   1. Define the AMG for each area. See the attached draft for inspiration.      1. Decide on a “Rule of procedure”. Inspired by previous official material a suggested version is attached.   **Enclosures:**  AMG  **Old version of groups –REMOVED.** | | D/DM | 12:30 – 12:50 | KP | The new AMiU consists of the members from previous MAKE - AMiU and Physics - AMiU.    The organizations of the previous committees have varied.  But at MP AMiU the organization will be divided in groups mainly concerning their working area.  The representatives for each group were identified.  CS will be supported by KBJ due to him being the only representative from the *Production*-group.  In those groups where no management representative is present, the employee representative may need to involve its management in relevant cases.  ‘Rules of procedure’ is approved.  **Enclosures:**  Updated Overview of Groups |
|  | **APV and psychosocial working environment.**  Given the organisational changes a plan has to be devised. Suggested plan attached.  Physical inspection rounds are planned. Results will be presented at upcoming meeting.  The results of the “Wellbeing Barometer” are ready and attached.    How to conduct the psychosocial inspection rounds? | Suggestions for psychosocial inspection rounds:   1. At the workplace, the AMG members call on each staff member in person and ask them to describe their psychological work environment. 2. AMG members address the staff members in small groups and encourage the groups to describe and discuss their psychological work environment. 3. Questionnaire. (Attached is Physics’ solution. For inspiration.) | | DM/I | 12:50 – 13:20 | HSO/KP | Skjernvej/Badehusvej shared their experience with combining questionnaire and personal interviews/inspection rounds to map the psychosocial working environment.  A questionnaire as an indication of which areas possesses potential challenges are seen as a possible approach.  The majority wishes for knowledge on how CPH’s approach.  Regarding the physical working environment at Lab; relevant groups will share knowledge on procedures for how to conduct inspection rounds twice a year.    **Update from Peter Hasle & KP after meeting:**  CPH approach: An individual interview which covered both psychosocial and physical environment.  On the basis of this and input from AMiU members KP decided that each group has free choice of methods to conduct the needed information to map the psychosocial environment this time. The committee must find a unified strategy for the APV 2018. |
|  | **Future meetings and themes**  Suggested plan for future meetings.  Are 3 meetings sufficient? | **Plan:**  **6/6-2017** –  *Follow-up on APV*  **28/9-2017** -  *Health and safety discussion*  **27/11-2017** –  *Follow-up and plan APV 2018* | | D/DM | 13:20 – 13:30 | HSO | Ok |
|  | **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 | 13:30 – 13:45 | ALL | OK |
|  | **AOB.** |  | |  | 13.45 – 14.00 |  |  |