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|  | **Present** | **Absent**  |
| **Members:** | Minutes taker: Heidi Juul Sørensen Kjeld Pedersen (KP)Henrik Wiberg (HW)Jette Marie Christensen (JMC)Casper Schou (CS)Karina Boller Jensen (KBJ)Peter Fojan (PF)Flemming Kristoffersen (FK)Mette Herold-Jensen (MHJ)Catalina-Gabriela Sanporean (GABI)Anders Paarup Nielsen (APN)Jørgen A. Kepler (JK) | Lazaros Nalpantidis (LN)Christine Steenberg Pedersen (CSP)Thomas Sørensen (TS)Johnny Jakobsen (JJ) |
| **Agenda** | **Minutes** |
| **Items** | **Enclosures/suggestions** | **I/D/DM** | **Time:** | **Comments/ responsible:** |  |
|  | **Approval of minutes and agenda + messages from Head of Department**  |  | I | 10:00 – 10:05  | KP |  |
|  | **Working environment CPH** * Overall status.
 |  | I/D | 10:05 – 10:15  | KP/LZ/APN | Status: In August, KP + Peter Hasle + Lars Brodersen will have a meeting with Arbejdstilsynet. Unfortunately, it seems as they are not convinced of our initiatives – but the purpose of the meeting is still not clear. One of the three departments, which received the enforcement notice is not called for a meeting. KP will look into what they have done different from us.  |
|  | **Follow up: Inspection round LAB**  |  | I | 10:15 – 10:20  | MHJ | This item is a future fixed point on the agenda. LAB will have a preliminary meeting to AMIU meetings and go through the list of items, which need to be handled. Lab initiatives: * Epoxy procedures is in translation to English.
* Started to look into how epoxy lab can be upgraded to meet the needs.
* Mandatory yearly check on hand tools
* AMS is contacted about the brandenheder at both Fibigerstræde and Skjernvej
* Registration of equipment according to biosafety will begin after June.

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|  | **Follow-up on results from APV**What was the results of the workshops and do the groups need AMiU’s support?  |  | I/D/B | 10:20 – 11:10 | All groups | Composed draft for action plan is available here: [https://aaudk.sharepoint.com/:x:/s/MP/EScza4nHMPlCi-y4tTftamkBSuhvCo\_dDxt4g8uIVTDO1g?e=NmleLg](https://aaudk.sharepoint.com/%3Ax%3A/s/MP/EScza4nHMPlCi-y4tTftamkBSuhvCo_dDxt4g8uIVTDO1g?e=NmleLg) Meeting planned in June to compose actions. |
|  | **New AMiU organisation**We have an upcoming election in September. How should the future AMiU-organisation be?The appointed working group has composed a proposal. |  | D/B | 11:10 – 11:30 | Working group | Suggestion from AAU was taken into consideration, when composing the suggestion. With this organization the working group hopes for stronger AMGs which would support the daily work with the local working environment In addition, it is suggested that;* Once a year all representatives and leader get together for the yearly deliberation.
* Substitute in each group.

The committee added the following: * ‘Subgroups are fine’
* Lab would like to have ‘1-2 AMR’
* ‘it is preferable, if all locations (Fib, SKJ, CPH) can be represented.’

Proposal approved with the few corrections.  |
|  | **Election** Based on the new organisation, how shall we organise election in the units? |  | D/B | 11:30 – 11:45 | all | Item is postponed to next meeting when AMS has sent a suggestion.  |
|  | **Follow up:** * Ergonomics – When the committee analysed the results from APV 2017 it was agreed to evaluate the need of external ergonomic support by 2018 Q2.
 |  | D/B | 11:45- 11:50 | All  | Will be added to intranet:<http://www.arbejdsmiljoe.aau.dk/ergonomi/> A mail will be sent to all employees.  |
|  | **AOB.** |  | I | 11:50 – 12:00 | All  | It is appointed, that students do not always have the mandatory courses to handle the tool in the workshop.  A systematization of the offers to the student would help. MHJ will contact Techcollege and will look into the possibilities we have to implement procedures.  |