

Minutes AMiU – Working Environment Committee Meeting

14 November 2018



AALBORG UNIVERSITET

Department for Materials og Production

05.12.2018

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| | Present | | | | Absent |
| Members: | Minutes taker: Lisbeth Fredberg Kjeld Pedersen (KP) Anders Paarup Nielsen (APN) Casper Schou (CS) Catalina-Gabriela Sanporean (GABI) Flemming Kristoffersen (FK) Henrik Wiberg (HW) Jette Marie Christensen (JMC) Johnny Jakobsen (JJ) Karina Boller Jensen (KBJ) Mette Herold-Jensen (MHJ) Thomas Sørensen (TS) | | | | Christine Steenberg Pedersen (CSP) Lazaros Nalpantidis (LN) Peter Fojan (PF) |
| Agenda | | | | | Minutes |
| | Items | Enclosures/Suggestions | I/D/DM | Responsible/ time: | |
| 1. | Approval of agenda and minutes. Messages from Head of Department | Minutes from AMiU meeting 29 August 2018 | I | KP 10:00 – 10:10 | Agenda and minutes were approved. The AMiU election has been postponed until next year. |
| 2. | Incidents since the last meeting | | I | All 10:10 – 10:20 | JMC: An incident which could be considered to be either an accident at work or an occupational disease. It was decided that it was an occupational disease, and these are handled through the doctor. KHJ: A minor accident where a student lost a piece of a tooth. The student received immediate dental care, a report was sent to the Work Environment Section (AMS) and to AAU insurance. |

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| | | | | | TS: A minor explosion in a fume cupboard with only material damage. Precautions have been taken to ensure that it will not happen again. |
| 3. | Follow-up on previous items Alarms Fib. 16, department sparring | | I | JMC 10:20 – 10:25 | JMC: Problem with the alarms in Fib. 16. Employees do not take the alarms seriously. The department has asked CAS if it is possible to distinguish between a fire alarm and a burglar alarm. We await an answer from CAS. Department sparring with Department of Electronic Systems takes place 22 November. The MP section in Copenhagen has spared with the Danish Building Research Institute (SBI). Department sparring will be an item on the agenda for the next meeting. |
| 4. | APV method for the next mapping | | DM | KBJ/all 10:25 – 10:45 | KBJ: Technically it was not possible to have our own questions sent out together with the questions sent out from the central administration. We think that we are covered by the central questions. At our last meeting we discussed the possibility of a workshop since we could not send out our own questions. We await the results of the central survey. |
| 5. | Status of APV proces Including decision on inspection rounds Dec/Jan | APV-proces på AAU | I/D | KBJ/JMC 10:45 – 11:30 | The committee agreed <ul style="list-style-type: none"> • that a full-scale inspection round is carried out in the administration in the light of the administrative reorganization. JCM and KBJ are responsible for the inspection. • that the employees in the remaining offices are offered an inspection. Head of section and/or a representative from each group are responsible for the inspection. • to follow up on action plans • to follow up on the satisfaction measurement. <p>The inspection rounds take place in December/January.</p> |

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| | | | | | <p>The laboratories have inspection rounds twice a year.</p> <p>In Copenhagen LN and APN have talked about having an inspection round in December.</p> <p>KBJ: We are located at different addresses. There must be room for flexibility, but we should aim at more alignment in the work assessment work (APV).</p> <p>It was agreed that the first AMiU meeting in 2019 is held in the beginning of February.</p> |
| 6. | Follow-up on work with action plans | | D | All 11:30 – 11:55 | <p>MHJ: The doors to the building are locked at 3:30 p.m. Why are the doors locked so early? And is it possible to change the time? MHJ has talked to CAS. CAS states that the doors are open in the 'fix time' and must be locked at the same time all over AAU. It might be possible to postpone the time with half an hour if we can argue that it is necessary with regard to receiving parcels. We still await an explanation from CAS. Also the doors inside the building are locked at 3:30 p.m. CS has reported locking of inside doors, and CAS will change the time where possible.</p> <p>The Rambøll tool is shut down after 1 January 2019. We will work with the action plans in excel and in Workzone. It will be an item on the agenda for the next meeting.</p> <p>Escape route plans at Badehusvej: AMS is expected to inspect in week 47.</p> <p>JMC: We have had problems with the cleaning in Fib. 16. Inform JMC if it is still an issue. JMC has a contact person in CAS who follows up with the external supplier on reported problems.</p> |
| 7. | AOB | | I | All 11:55 – 12:00 | Nothing. |