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Dato: 29-03-2021  
Sagsnr.: 2020-255-00070

## **Minutes of Working Environment Committee Meeting (AMIU), 25 March 2021**

**Time:** Wednesday on March 25, 2021 at 10:00-12:00

**Place:** Teams

**Participants:** Kjeld Pedersen, Casper Schou, Jette Marie Christensen, Karina Boller Jensen, Karina Kjeldgaard Ludvigsen, Niels Gorm Rytter, Peter Fojan.

**Absent:** Niels Gorm Rytter

## **Minutes**

### **1. Approval of minutes and agenda**

*Approval of minutes from the last meeting and approval of the agenda for today's meeting.*

*Enclosure 1: Link to the intranet "Minutes from meetings"; see Minutes of AMIU meeting from November 11, 2020: [https://www.intranet.mp.aau.dk/digitalAssets/921/921416\\_referat-amiu-111120.pdf](https://www.intranet.mp.aau.dk/digitalAssets/921/921416_referat-amiu-111120.pdf)*

Follow-up on the minutes from November 11, 2020 - item 2:

Cleaning and alcohol: the person responsible for the cleaning at AAU and also contact-person for Alliance+; Mary Christensen has been informed about the problem (that cleaning staff are exposed daily to fumes from organic solvents due to disinfection (Covid-19)). It has been pointed out that some cleaning products contain powerful perfumes, which are also not healthy for the cleaning staff to breathe in. AAU has a policy which says that hand alcohol and cleaning products must not contain perfumes. Mary has a meeting with Alliance+ in early December 2020, where she will mention these observations.

Replacement of rubbish bins in the auditoriums has also been discussed. The current open rubbish bins on Skjernvej are replaced on a trial basis with closed rubbish bins to minimize the alcohol fumes in the room. CAS has had the same idea, and it has been agreed that Mary will contact Karina Boller before Christmas to hear our experience with the replacement – before all rubbish bins are eventually replaced at the entire AAU.

However, we have not yet found out if the new rubbish bins work due to long delivery time and then repatriation. The rubbish bins have been delivered, but there are no people at work at the moment and otherwise it is easier for the cleaning staff to empty the old ones. Therefore, we will wait to use them until all employees are back.

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Minutes and agenda approved.



*Who does what: -*

## 2. Information from the chairman and vice-chairman

*Kjeld and Karina inform – among other things about corona situation and home workplaces.*

*Enclosure: none*

### **Corona status**

The latest announcement is that more students will have access to the University, and that everyone must present a negative test when on campus. We are currently awaiting guidelines. Everyone must still have permission and must be registered to enter the campus.

### **Home workplaces**

This topic has also been discussed at HSU (Main Joint Consultation Committee) and in the Joint Consultation Committee (SU) at MP. The Working Environment Act has not been repealed during the repatriation. It is important that we prevent and nip any working environment damage in the bud. In MP Inside News we have encouraged employees who experience working environment and health challenges to contact their immediate leader, so we together can find a solution to the specific problems.

### **Election result AMR / AMIU**

There has been contested election in the Laboratory and Production. Casper was elected in Production. Thomas Sørensen Quaade joins AMIU instead of Karina Boller as a representative of the Laboratory. Peter and Karina Ludvigsen have been re-elected without opponents in an uncontested election.

Thanks to Karina Boller for many years of commitment and cooperation.

It is positive that there are many employees who are interested to be a part of the working environment work.

*Who does what: -*

## 3. Well-being barometer

*Discussion of this year's well-being survey. Are there conditions we need to be aware of and efforts that we need to start based on the results? How do we continue from here and ensure good well-being in the workplace?*

*Enclosure 2: Link to reports from well-being survey 2020 on MP's intranet – <https://www.intranet.mp.aau.dk/Guidelines/staff-wellbeing-barometer>*

*Enclosure 3: 'Fra tal til dialog og handling' – a guide from the Working Environment Section regarding follow-up on the results of the well-being barometer: [https://www.arbejdsmiljoe.aau.dk/digitalAssets/481/481027\\_guide-til-trivselsbarometer-p---aau.pdf](https://www.arbejdsmiljoe.aau.dk/digitalAssets/481/481027_guide-til-trivselsbarometer-p---aau.pdf).*

Well-being in general is better at MP than before. That is very positive. The production section is generally lower than the other sections / groups. A pattern that is also seen in previous years. It is worrying that we have reports of harassment and unwanted sexual attention. Those numbers have risen markedly. Based on the data we have, we can conclude that it is primarily bullying / harassment that we are dealing with. Several employees say that they have spoken to the immediate leader about this.

The well-being survey has also been discussed in the Joint Consultation Committee (SU). Kjeld has subsequently sent an email to all employees with following: 1) a clear invitation to contact the immediate leader,



AMR, TR or another person you trust if you have been exposed to abusive behavior. 2) a request that we at MP together create a culture where it is okay to say no, and where we continuously have an open dialogue about boundaries, about what is okay and what is not okay to say / do .

**Main points from the discussion:**

- The data we are provided with from the well-being survey are not sufficient if something is to be done about the problems. We will send a written appeal to HAMIU and AMS, where we will draw attention to the challenges we are experiencing and we will request possible action from their part. It must be included as an effort in the cross-cutting action plan.

Well-being: We believe that there may be a connection between well-being and employment conditions (employment category / length of employment), but we cannot obtain the necessary data to “prove” this hypothesis.

Offensive behavior: We cannot see what the numbers cover, whether it is bullying, violence, harassment or unwanted sexual attention. And whether it goes across sections, departments and groups (students, VIP, TAP). On top of that, we are missing tools and ideas for how we at the department level can get closer to the core of the problem and work with challenges like these. Could some of it, for example, be culturally conditioned?

- The digital reality we are in the middle of does not make the problem of abusive behavior any smaller – it is e.g. more difficult to read body language on the screen – and the twinkle in the eye easily disappears when we communicate by email.
- We must have ongoing attention to abusive behavior and have an open dialogue about it at the MP and in the individual sections / groups. The topic should be addressed at regular intervals. The working environment representatives and the management have a special responsibility to stick to this task and ensure that an open dialogue takes place.
- What can we do across the department in relation to abusive behavior? It is not only a dialogue that must take place in the individual sections / groups. Visibility must also be created across the department. Proposal for a different joint event with an external – we leave this opportunity on hold until we are once physically back and where many people can gather again.
- We will discuss abusive behavior with the Joint Consultation Committee in connection with the annual working environment discussion.

*Who does what: Casper provides input for a letter to HAMIU, Anne helps with dissemination, the committee approves and Kjeld sends.*

**4. Absence statistics**

*Discussion of the absence statistics for the department and the individual groups/sections. Are there conditions we need to be aware of and efforts that need to be initiated based on the results?*

*Enclosure 4: Link to absence statistics 2020 on MP's intranet: <https://www.intranet.mp.aau.dk/Guidelines/Sickness+absence+statistics/>*

Absence has decreased significantly – this also applies to the university in general. This is probably due to corona repatriation and fewer long-term illness reports. It is very gratifying that we do not have colleagues who are on long-term sick leave.

*Who does what: -*



## 5. Accidents at work

*Discussion of our handling and prevention of work accidents in the working environment groups. New documents have also been submitted for reporting and registration. We currently have no work accidents at MP.*

*Enclosure: none.*

The occupational health and safety section has just held a webinar on occupational accidents. The reporting procedure and the registration of occupational accidents and near-accidents have also been updated (smoother work-flow).

In 2020, we did not report any work accidents and near-accidents at MP – and that is of course good, but one could be worried about whether it is because we do not get them reported? Or maybe the information about an incident does not reach the manager / working environment representative at all?

We miss the chance to prevent and improve conditions in the workplace if we do not detect and report the episodes that have occurred. It is AMIU's request that the working environment groups discuss this topic and also have it as a point of attention in the future.

*Who does what: The working environment groups discuss the problems and possible solutions in their group / section.*

## 6. APV process - mapping

*A status from the work environment groups – how is the mapping going? What issues have arisen? Are there cross-disciplinary topics?*

*Enclosure: none*

Status from:

- **Production.** Mail surveys of employees with an invitation to provide input + talk with researchgroup coordinators point to the following themes:
  - corona shutdown creates (continued) work hump.
  - corona shutdown requires more of employees (skills and time) – digital teaching, activities in general.
  - service level when supervising students – there is a difference in what the individual researcher delivers when they supervise, and this creates imbalance, unnecessary pressure and confusion among both staff and students. This should be discussed with the Chairman of the Study Board and the head of the study; make a clarification of what to deliver as a supervisor and as a teacher.
  - request for flexible opening / reboarding.
  - there are no reports of problems (physical and mental) related to home workplaces.
- **Physics and mechanics.** Still mapping, but some of the things that fill right now are:
  - corona shutdown – employees really want to go back. The employees miss the social life at work and they feel isolated.
  - teaching and supervising is in focus – there is no time for research and theoretical work.
  - experience among the employees that we “keep it running, but it does not run on” – the time horizon for when we are back is missing.
- **Laboratory.** A joint meeting was held for employees and the starting point was a questionnaire from the Work Environment Section. The review showed:
  - overall satisfaction and generally no problems.
  - ventilation must be looked at again – it will be included in the action plan.



- **Secretariat.** An individual talk (digital meeting) was held with each employee under the heading "free speech". There was talk about well-being, motivation and physical working environment at home, culture in the team, communication with management. The results have been discussed with the leader and presented in key points at a staff meeting with respect for anonymity. Team coordinators and the head of the secretariat are called for further discussion. In general it can be said that:
  - it is very busy and everyone feels used and worn out due to shutdowns and constant changes.
  - the atmosphere is ok, we take care of each other.
  - digital meetings take up an incredible amount of time.
  - there is a focus on communication about abusive behavior. During the conversations, Karina drew attention to tools and possible options for action.
  - many employees wants to continue working at home – others really wants to return to the workplace.
- **Copenhagen.** A digital meeting was held with David who could answer for all employees in Copenhagen.
  - there are no special challenges.
  - everyone takes the corona shutdown as a challenge and sees it as an exciting task. Employees are good in taking care of each other and finding solutions.
  - the completion of the educations in Copenhagen is going well and it is thanks to good communication with the head of studies and the head of department.

*Who does what: Working environment representatives continue to work with mapping and then with action plans for their respective section / group.*

## 7. APV process – action plans and follow-up

### 1) How do we approach it concretely?

*There is a fixed excel template we must use, we must be able to document our work and the action plans must be available to all employees. Suggestions for practice: The main document is in the Workzone (documentation). A pdf is generated each time the document is updated and placed on MP's intranet (available to all employees). Each working environment group is responsible for continuously updating their part of the action plan (sheet) and sending it to Anne, who transfers it to the main document in Workzone and uploads it to MP's intranet. Will it be beneficial to have a fixed roll for updating (it can also help ensure focus and ongoing follow-up)?*

### 2) How do we ensure the ongoing follow-up so that we reach the goals we have set?

### 3) How do we become better at visualizing and communicating the results we achieve?

*Enclosure 5: The working environment section's info and materials on action plans: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359210>*

Ad 1) Adopted, but there must be a firm roll to ensure focus and follow-up. We will hold an extraordinary meeting in early May (see item 9, AOB), to finish the action plans and make the cross-cutting action plan which will, among other things, contain an item about the inquiry to HAMIU about abusive behavior.

We must also document our mapping; Working Environment Representatives (AMR) will send it to Anne (Workzone).

Ad 2) and 3) It is important that all working environment groups talk about how they can best communicate about the reduced goals and action plans. We need to become better at making visible what is actually being done in the field of working environment, how we work with things and that we actually achieve some results.



Idea: In the Secretariat we have made a Well-being group; an extended work environment group with a representative from SU and a representative from each of the three teams. Could it be an idea to have a contact person / ambassador in each research group?

*Who does what: Working environment representatives will send mapping to Anne when it is ready. Anne prepares templates and process around action plans for the working environment representatives, who are responsible for preparing action plans and following them up.*

### 8. Planning of this year's working environment discussion on June 10

*The discussion will take place at our next meeting on 10 June. How do we approach it this year? - it requires a little preparation. Is there a need for a planning meeting? The Joint Consultation Committee is invited to provide their input and views.*

*Enclosure 6: The working environment section's info and materials about the working environment discussion: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359211>*

Decision: Jette and the vice-chairman of the committee prepare the working environment discussion.

*Who does what: When the constitution of the new AMIU is in place, and we know who will be the vice-chairman, Jette and the person concerned will take on the task.*

### 9. AOB

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*Enclosure: none*

We are holding an extraordinary meeting in May – on the agenda: the constitution, adjustment of the AMIU organization, approval of the rules of procedure, and preparation of cross-cutting action plans.

*Who does what: Anne books an extraordinary meeting.*

### 10. Communication to the department

*Is there anything from today's meeting that we especially need to communicate to the employees and who does it?*

*Enclosure: none*

There is nothing we need to communicate specifically to the employees, but we will post minutes etc. on the intranet as usual.

*Who does what: Anne posts minutes on MP's intranet and also mentions it in MP Inside News.*