

**Meeting date:** 4 March 2021  
**Meeting place:** Zoom  
**Meeting subject:** Kick-off meeting

**Attendees:** Janni Nielsen (JN), Dennis Wilkens Juhl (DWJ), Ken Howard (KH), John Lundsgaard Hansen (JLH), Bjarke Rolighed Jeppesen (BRJ), Troels Skrydstrup (TS), Lise Refstrup Linnebjerg Pedersen (LRLP), Annette Wandahl (AW), Morten Foss (MF) and Kurt Vesterager Gothelf (KVG)

**Regrets:** Jeppe Kristensen

### 1. Presentation of organisation

KVG welcomed all participants to the meeting and stressed that in future the iNANO leadership will put greater emphasis on a good working environment at iNANO. KVG informed that MF has been appointed as daily safety manager. Following the welcome MF presented the new work environment committee.

### 2. Election of deputy chairman and secretary

Lise Refstrup Linnebjerg Pedersen was unanimously elected as deputy chairman, representing the employees in the committee. Annette Wandahl was chosen as secretary.

### 3. Occupational health and safety training

MF mentioned that all members of the work environment committee must take part in the mandatory working environment education. Therefore, MF urged all new members to sign up for the course this spring and mentioned several options for taking the course.

### 4. LAMUs duties and responsibilities

MF listed the duties and responsibilities of the members of the work environment committee.

### 5. APV (arbejdspladsvurdering)/WPA (workplace assessment) (Covid-19)

As our working conditions have changed significantly due to the COVID-19 pandemic, AU and thus also iNANO is obligated by law to carry out an extraordinary workplace assessment. It was decided that LRLP would prepare the questions for the extraordinary work place assessment based on AU HR's suggestions and send the questions for consultation among the rest of the committee members. The plan is to send the survey to all iNANO employees next week.

### 6. Communication/info

In order to inform the organisation about the new make-up of the work environment committee it was decided to send an e-mail to everyone in the iNANO House as well as all employees and PhD students. It was also decided to display the text in the weekly newsletter and on the info screens. Furthermore, it was agreed on to mention the composition and work of the work environment com-



mittee in the newsletter and on info screens every second month to create awareness about the committee and its readiness to interact with all employees and PhD students at iNANO.

**7. Dates for future meetings (how often)**

It was decided that the committee will meet every second month, i.e. six times per year. If necessary, regular sub-meetings in the different work committee groups, e.g. the clean room, can be scheduled.

**8. AOB**

Nothing to report