

Meeting date: 7 May 2024

Meeting place: 1590-213

Meeting subject: Work environment committee meeting

Attendees: Bjarke Rolighed Jeppesen (BRJ), Ken Howard (KH), Dennis Wilkens Juhl (DWJ), Janni Nielsen (JN), Annette Wandahl (minute taker, (AW)), Lise Refstrup Linnebjerg Pedersen (deputy chairman, LRLP), Carsten Pedersen, Jeppe Kristensen (JK), Lutz Lammich (LL), Thomas Vosegaard (chairman, TV) and Morten Foss (MF)

Regrets:

1. Approval of agenda and minutes from the last meeting
The agenda was approved without any comments. It was agreed that the minutes from the last meeting should be sent to the committee members following the meeting and any comments should be submitted within a week to either DWJ or AW.
2. Toilet hygiene problems
Dennis outlined the current toilet hygiene problems that include faeces found repeatedly on the floor and in the bins, no flushing after use of the toilet, paper towels and water on the floor, etc. In an effort to combat these problems, DWJ suggested an elaborate communication plan. The communication plan includes the following points:
 - Involve supervisors in communicating the problem (making 1-2 slides to be presented at group meetings)
 - Distribute flyers on all desks to highlight the health and safety issues
 - Inform about the problem at the next staff meeting
 - Send another email to everyone in the house

Also, all current signs in the restrooms will be removed and exchanged with a more formal sign advocating good toilet manners.

Following a lengthy discussion, the committee agreed to the communication plan, but pointed out that the communication should focus on the health and safety issues of the problem, and that the tone used should be direct, but non-offensive.

3. Follow-up on ventilation

DWJ expressed his concerns about the lack of communication about ventilation and opening hours from the management since the last meeting. TV explained that the decision whether or not to extend the opening hours was not our own decision to make but had to be coordinated with the other departments including the NAT-TECH administration center. Now all iNANO's partner departments have the same opening hours. The opening hours have been communicated by email.

Also, TV pointed out that from an environmental point the use of power should still be limited when the offices and labs are not in use and that he continues to be in communication with the facility management staff about how to manage this intelligently in the future. The money saved on power can be used for other things.

4. Gas cages

There are several problems with the gas cages as some of them are not well organised and there are too many bottles in them. Also, several of the gas bottles have not been labelled with the responsible owner name and the different kind of gas are mixed in the cages.

In addition, too many bottles are stored in the gas cages. The cages should not be a storing facility and each group should only have one or two bottles stored at a time.

Following a brief discussion of the problems, the committee agreed that a policy for the storage of gas bottles should be drawn up. DWJ was assigned with the task. He will make a draft and send it for the committee's approval.

5. LAMU re-organisation

The committee was informed that LRLP has to give up her seat in LAMU as she has been assigned with other exciting tasks. An election for the available LAMU-seat will be held per email.

6. Follow-up on previous safety service visits

At the last LAMU-meeting it was suggested to follow up on the previous safety service visits before initiating this year's round in the fall.

DWJ presented the list of outstanding issues from the previous safety service visits, and the committee discussed the different items as they went through the list.

The committee agreed that for many items on the list they would have to evaluate the status during the upcoming safety service visit.

7. Updated guidelines for close personal relationships
DWJ presented the updated guidelines for close personal relationships at AU and the committee discussed them briefly.
8. AOB
The next meeting in the committee is scheduled for 12 June 2024.

It was discussed that a summer vacation plan including a telephone list should be drawn up.

Also, it was mentioned that the facility management staff needs help with signs for waste sorting for the containers.