

Meeting date: 22 March 2021

Meeting place: Zoom

Meeting subject: Work environment committee meeting

Attendees: Bjarke Rolighed Jeppesen (BRJ), John Lundsgaard Hansen (JLH), Jeppe Kristensen (JK), Ken Howard (KH), Morten Foss (MF), Dennis Wilkens Juhl (DWJ), Janni Nielsen (JN), Annette Wandahl (minute taker, (AW)), Kurt Vesterager Gothelf (chairman, KVG), Lise Refstrup Linnebjerg Pedersen (deputy chairman, LRLP)

Regrets: Troels Skrydstrup (TS)

1. Labbook space for work environment committee: Work Environment Committee – iNANO

a. Purpose and content so far (agendas, minutes)

A Labbook space for the work environment committee has been set up. The contents on the space will include among other things agendas and minutes from the meetings. All committee members have been invited to the group and are encouraged to visit the space and familiarize themselves with its contents. It was agreed upon that the work environment course certificates should be sent to AW, who will file them in Workzone according to the AU guidelines.

2. Website for work environment

a. Work environment: <https://inano.medarbejdere.au.dk/work-ing-environment/>

b. Work environment committee: <https://inano.medarbejdere.au.dk/committees/committee-for-work-environment/>

The webpages for the work environment at iNANO have been updated and the committee members are also encouraged to visit them to have a look at the contents.

3. Mandatory work environment course - status

MF mentioned that all new members of the work environment committee must remember to sign up for the mandatory work environment course this spring. The course should be taken within 3 months from the election/appointment. Upon completion of the course a course certificate will be issued and you have to be able to present the certificate when/if the Danish work environment authority makes an inspection.

4. Distribution / allocation of room/equipment for which you are responsible as a work environment representative.

Following a brief discussion of how to best distribute the areas of the iNANO house between the work environment committee members, it was decided that MF, JN, DWJ and LRLP will make the division. If it is unclear how some areas should be assigned MF and LRLP will set up a

tour with the work environment committee members in question. Once the diversion has been done, all work environment committee members should take a close look at the diversion to see if they agree with the assignment of the different areas of the house.

5. Inspection round at iNANO – how to put it into practice.
MF emphasised that it is important that the work environment committee makes inspection rounds once in a while to make sure that nothing hazardous is going on in especially the laboratories. The inspection rounds should be made when there is someone in the laboratories and they should be documented. On the committee's Labbook site check lists for inspections rounds will be made available. The committee briefly discussed that it is essential that the inspection rounds are seen as a means towards ensuring a safe work environment at iNANO and that they are carried out to help the employees feel safe at work at iNANO and are done as a service and guidance. It is important that the employees do not feel policed by the inspection rounds. To develop a common understanding of the purpose of the inspection rounds, it was decided that an email is send around before each inspection round. The inspections round should also be announced in the newsletter and on the info screens. It was agreed upon that the inspection rounds should be carried out before the meetings in the work environment committee every second month. In this way, the results of the inspection round and possible points of action can be discussed at the meeting.
6. Enforcement of safety procedures
It was discussed how the safety procedures at iNANO can be enforced in the best way. It was agreed upon that if the work environment committee see examples of breaches of the safety procedures in the laboratories, no safety goggles or lab coats, etc., the person breaching the procedure should be told to amend the problem immediately. If this does not happen, then the work committee members should contact MF, who will contact the group leader. If improvements are still not made, MF will contact head of department who will talk to the group leader and ask him/her to correct the problem.
7. Safety course for new employees/students?
employees (pregnancy)

The committee discussed whether we should have a safety course tailored for new employees/students in the iNANO house. It was agreed upon that it would be most pragmatic to use the safety courses already available at the partner departments. However, the problem is that some students or new employees have not undergone a safety course or do not know that they should. Therefore, it was agreed that MF and DWJ would look into how we can ensure that anyone - both student and staff - working in the laboratories in the house knows that they must undergo a safety course and where and how to take such a course.

Furthermore, it was mentioned that maybe a general safety course should be made part of the curriculum for the nanoscience education. The issue of safety at the work place for pregnant employees will be addressed at the next committee meeting.

8. COVID-19 APV

a. Short presentation of results

LRLP presented the results from the COVID-19 APV survey. The response rate was 66% and the results can be seen on the labbook page. An email will be sent to the cooperation committee to inform them about the results as well. There was consensus that it was nice to see that people feel relatively safe about going to work in the iNANO House during COVID-19.

b. Proces

The process for how to follow up on the COVID-19 APV survey was discussed, and it was agreed upon that a task group should be set up. LRLP, MF and JN volunteered for this task group. In addition, it was agreed upon that as many staff members have gone through the trouble of answering the survey, they deserve some kind of feedback so that they know that we are taking the survey seriously and that a process for the follow-up has been initiated. DWJ stressed that everyone in the work environment committee should read the report and comments should be sent to the task group.

9. AOB

LRLP will settle the next meeting date and send out a calendar invitation.