

**Meeting date:** 31 May 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. Approval of agenda  
The agenda was approved.
2. Approval of minutes from last meeting  
The minutes was approved. In future LRLP will send out the minutes two weeks in advance of a work environment committee meeting. If no comments are received after the two weeks, the minutes are considered approved.
3. Status of work environment courses completed  
Except for a few, most new committee members have completed the mandatory work environment course. As a plan for the remaining few committee members who are yet to complete the course has been drawn up, the requirements for course attendance can be considered met.
4. WPA follow-up

Status

Distribution of tasks in connection with specific comments

Alternatives for height-adjustable tables

Returning to the iNANO buildings - back to "normal" in a good way - reboarding

LRLP gave a status on the follow-up of the WPA with focus on the tasks already undertaken and those still to be carried out (see power point presentation for more details).

The members of the work environment committee will receive an email outlining the tasks they are asked to undertake in connection with the WPA follow-up. In this connection, MF mentioned that the faculty's work environment committee has stressed the importance of reporting important points and input to the Rambøll system used for the WPA

follow-up. For iNANO MF and LRLP are responsible for entering reports into this system.

The committee reflected on the COVID-19 situation, which has been a situation out of the ordinary and there was consensus that useful experiences gained during this period should be gathered and evaluated with a view to establishing best practices in various areas. It was agreed that KH will be responsible for gathering information from teaching situations during COVID-19. Also, it was stressed that it should be communicated that when we get back to working physically in the building 100% again, it is not back to normal but back to a new normal, where some things will have changed, for example people are probably going to work more from home, etc. LRLP mentioned that during the inspection rounds it is a good idea to ask about COVID-19 experiences to gather information and feedback in that way. Also, it was mentioned that now would be a good time to reassume the VIP social coffee breaks on Monday afternoons.

## 5. Inspection rounds

Contact person in research groups

Check lists

Procedure: when, how, code of conduct

MF explained the plan for the inspection rounds. MF, JN and DW have gone through all offices and labs and divided them into the different work environment groups. The group leaders have to assign a contact person for each research group. Several meetings with the same contact person should be avoided so it has been decided that the inspection of the office rooms can be carried out without the contact person present. A "conversation" list to be used for the inspection rounds has been drawn up. The list contains issues to be addressed with each contact person during the inspection rounds. It was stressed that especially the first time the inspection round should be done informally and be more a tour of the lab than actually inspection. It was agreed that the "conversation" list should be sent to the contact persons for each group with cc to the group leader. The contact person is responsible for distributing the list to the rest of the group so they know which issues will be addressed and can carry out a self-inspection round before the actually inspection round if they choose so. MF will follow-up on the list of contact persons to make sure that all groups have assigned one.

## 6. Using headsets/headphones/smart phones, etc. in the lab

It was discussed whether headsets/headphones/smart phones, should be allowed in the lab. It was decided that the topic is to be discussed at an iNANO VIP Lunch meeting.

7. Reportning near accidents

Form on <https://inano.medarbejdere.au.dk/working-environment/> for easy reporting

Being aware of near accidents makes it possible to anticipate and avoid "real" accidents

The new form for reporting near accidents available on the web site was discussed. The committee agreed that the new form is excellent and suggested that the opportunity to report near accidents should be communicated to all employees and students via the newsletter and info screens. It was agreed that the procedure for follow-up on reported incidents would be that LRLP receives the reports, discusses them with MF where after the reports are distributed to the relevant work environment group who will then look into the incident. It was suggested that the name of the web page for the work environment committee be changed to [inano.au.dk/safety](https://inano.au.dk/safety).

8. AOB

The next meeting was settled for 30 June 2021 at 3 p.m. KVG thanked everyone for their efforts and work on the committee as he will hand over the chairman seat to Thomas Vosegaard as of 1 June 2021.