

Meeting date: 3 October 2024

Meeting place: 1590-213

Meeting subject: Work environment committee meeting

Attendees: Bjarke Rolighed Jeppesen (BRJ), Ken Howard (KH), Dennis Wilkens Juhl (DWJ), Annette Wandahl (minute taker, (AW)), Jeppe Kristensen (JK), Line Mørkholt Lund (LML), Lutz Lammich (LL) and Thomas Vosegaard (chairman, TV), Carsten Pedersen (CP)

Regrets: Morten Foss (MF), Janni Nielsen (JN)

1. Approval of agenda
Following the addition of item number three to the agenda, it was approved.
2. Approval of minutes from the last meeting
As the minutes had not been approved by the chairperson prior to the meeting, it was decided to circulate it after the meeting. As part of a new procedure each meeting will start with a recap of the items dealt with at the last meeting. As soon as the minutes have been approved by the chairperson, they will be added to the web page.
3. Election of new vice chair among the employee representatives
LL was elected as the new vice chair of the committee by the employee representatives.
4. Evacuation drill
The evacuation drill planned for 27 September was cancelled due to bad weather, and a new date is yet to be fixed. However, it was suggested that the new date will be given with a much shorter notice of only two days. Following a brief discussion of the pros and cons of this suggestion, the committee decided to adopt it.

Additionally, prior to the meeting a member of the committee had put forward some questions and comments about the AU and iNANO evacuation procedures, and these were discussed at the meeting. The iNANO and AU instructions are unfortunately inconsistent as to whether an evacuation should be done by pushing the red button and/or whether to call 112. DWJ will look into this and make sure to update the iNANO homepage accordingly. Also, DWJ will look into the AU instruction about evacuation notifications and updates given only on AU social media. Furthermore, it was clarified that following an evacuation everyone should stay at the assembly point until told otherwise. However, students that have to attend classes in other buildings are allowed to leave.

5. New AU smoking policy

DWJ presented the new AU smoking policy that will come into force this autumn. Smoking is to be moved away from the entrance points and pathways. Also, there is only going to be one or two smoking areas near each building. The new designated smoking areas at iNANO were presented, including the flexible solution for the terrace which Nanorama will be responsible for as it will only be used during their parties and Friday bars.

6. Malfunctioning doors

Several doors in the building do not close correctly, which is unfortunate as we have quite a few rooms and laboratories from which the emission of fumes, etc. is problematic. The building service has been asked to give them a service check, and as the doors should be maintained regularly, AW will address this item with the head of the building service.

7. Gas cylinders policy suggestion

DWJ had modified the policy slightly based on the comments from the last meeting and presented the new suggestion:

- All gas cylinders must be labelled with a tag with group name and contact information
- Gas cylinders should be separated according to the signs shown on the cages
- The gas cages should not be used as a storage facility and the research groups are encouraged to order only the number of gas cylinders they need
- LAMU members can ask the groups to reduce their stock of gas bottles in the cages if they are too full

When all research groups have informed DWJ about the number of tags they need, the student helpers will produce them according to the template presented by DWJ at the meeting. The research groups must label all their gas cylinders, and unlabelled cylinders will be returned. TV will present the new policy at an upcoming VIP meeting.

Also, the Kosan gas has been unavailable since June and as there has been no complains or other reactions, it has been decided that the cylinders should be returned as soon as the building service has

time to do it.

8. Safety service visits

DWJ announced that the new round of SSV will begin this autumn and should preferably be concluded before week 13, where DWJ will go on parental leave.

All research groups must receive a visit, and the research groups have been divided into two subgroups. Four LAMU members have been assigned to each subgroup. Three LAMU members will attend each visit, and in each subgroup one LAMU member will be responsible for planning the visits, taking notes, and uploading the notes to Labbook. LML will replace LRLP in the office group, and each LAMU group has to visit 12 groups. If possible, a visit should be planned every two weeks, and the LAMU groups were encouraged to avoid the month of December. To get the visits planned, each subgroup should hold a meeting.

For each visit the LAMU members should talk to the safety contact person in the research groups, and each visit should be scheduled for two hours. The email template to be used when scheduling the visits has been updated and can be found on Labbook. The committee decided that during this round of safety service visits, they will have extra focus on the working environment and the wellbeing of staff members.

9. AOB

The committee was given an update on the special toilet situation as discussed at the last meeting.

The committee will hold its annual health and safety discussion on 6 November 2024.

The next LAMU meeting is to be held in January or February, and on the agenda will be the follow-up on safety service visits.