

**Meeting date:** 8 March 2023

**Meeting place:** 1590-213

**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), Carsten Pedersen, Annette Wandahl (minute taker, (AW)), Thomas Vosegaard (chairman, TV), Lise Refstrup Linnebjerg Pedersen (deputy chairman, LRLP), Trine Møller Hansen (guest) and Ida Johanne Haugaard Sørensen (guest)

**Regrets:**

1. Onboarding of new employees by Trine Møller Hansen and Ida Johanne Haugaard Sørensen

Trine Møller Hansen and Ida Johanne Haugaard Sørensen from the secretariat presented the new procedure for onboarding of new employees and PhD students, specifically the buddy programme. The concept of introducing a buddy for new employees and PhD students and suggestions as how to adapt it at iNANO was explained, including the list of topics to be covered by the buddy and the new staff member.

The committee commented that the new concept is a good opportunity for the smaller groups to get help from other groups when receiving new staff members. Also, it was suggested to merge the buddy programme with the current check list for new employees. In addition it was suggested to introduce an informal welcoming event a couple of times per year. The LAMU committee could join forces with the social committee to hold the meetings in a more social setting. It was mentioned that new staff members should be introduced to the check list including the items from the buddy programme immediately upon arrival as they need the information in their daily work so the welcome event should be an opportunity to clarify any uncertainties and to meet colleagues from other groups. Furthermore, it was mentioned that the groups should make sure to introduce new staff members to the concept of LAMU and the members of the committee. Also, it was mentioned that there should be an onboarding programme for senior staff members, which the management should be involved in developing as new senior staff members would need a broader introduction to the organisation that they become member of.

Finally, it was decided to include a photo and a small text about new staff members in the iNANO newsletter.

2. Safety Service Visits

DWJ gave a status on the safety service visits so far. The visits are progressing according to plan as both lab groups are almost done, and AW and LRLP have completed one floor. Some of the common observations made during the visits are that many groups have improved their safety since the last visits, and several safety issues are moving in the right direction. Many groups are very appreciative of the visits and find them useful. However, there are also several

items that still need to be solved. The items range from minor and less serious such as who is responsible for changing the eye wash bottles, to more major and serious ones such as the need for more flow benches in the house to be able to carry out bacteria experiments in the correct manner. Also, some of the groups have suggestions for improvements such as whether iNANO could help with the storage of organic solvents such that groups who only need solvents in small amounts could get it from that storage and whether procedures in case of spills (chemical and biological) could be established. In order to follow up on the outstanding items, DWJ suggested that each member of the lab groups should pick a task from the list of outstanding items and then he would try to solve the rest.

3. Procedure in connection to shutdown of ventilation

Due to an incident before Christmas where the ventilation had to be closed down urgently because of external events, it became apparent that a procedure is missing for such events. Therefore, a procedure has been drawn up. The committee approved the procedure with the two modifications that 1) laminated signs saying that the building is closed should be readily available from the student helpers' office and put up on the front doors to prevent people from entering the building when it is closed, and 2) it should be stated that LAMU will take charge in case of such an event, and everyone must follow their directions. It was decided that the procedure should be circulated to the entire house and also be presented at a VIP meeting.

4. Accidents and near accidents

DWJ reported on the accidents and near accidents that have happened since the last meeting. Concerning the accident that happened outside on the pavements before Christmas it was decided to let the AU Gardeners know. AW will take care of that.

Concerning the near accident that happened on the 3th floor it was agreed that a sign telling people to wear safety glasses in the lab should be put up on the door to the lab. Also, it was mentioned that when samples are transported from one lab to another a box or a container with a lid should be used.

5. WPA follow-up

LRLP presented the status on the WPA action plan, including both the action points and the solutions that have been implemented in the ten different areas. It was mentioned that the stair case to the NMR room needs cleaning (southern end of 1593) and that TV should follow up on staff development dialogues with the senior scientific staff at an upcoming VIP lunch meeting.

6. Initiatives to come

a) Introduction to risk assessment

A one-day course on how to make risk assessments on the different subjects will be offered two to three times per year. The course will be aimed at new staff members and our own students.

b) Guidelines for working with microorganisms at iNANO

The guidelines that the committee has agreed on will be implemented.

c) LAMU website

DWJ has started to re-organize the LAMU website. He has made a new layout and re-arranged some of the content, although nothing has been removed.

d) iNANO online safety quiz

The iNANO online safety quiz has been a little delayed due to difficulties in deciding on the right platform. The work group hopes to be able to launch it this semester.

7. AOB

The committee discussed future first aid courses and their frequency. As there was a course in November 2021 and one in January 2023, there should be a follow-up course in November this year according to the guidelines. However, it is under consideration to postpone it due to the current financial situation. MF mentioned that from an organizational point of view it would be preferable if at least one person in the house had an updated first aid certificate. Therefore, it was decided to review the prices for the follow-up courses and alternatively also to investigate whether it is a possibility to follow the AU offered courses.

Finally, the next meeting in the committee will take place in May, and the focus of that meeting will be the follow-up on the safety visits.