

Meeting date: 12 June 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), Line Mørkholt Lund (LML), 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 comments. As for the minutes the committee was asked to submit any comments to AW and DWJ within a week. If no comments are received, the minutes are considered approved.

2. Follow-up on last meeting
 - a) Toilet hygiene problems
The flyers have been distributed as agreed upon at the last meeting and at the time of the meeting they had not given rise to much talk among staff members. AW mentioned that the secretariat members would like to see the flyer as they had not received one. Also, at the time of the meeting, it was too early to make a conclusion as to whether the flyer had helped or not. DWJ will make new framed signs for the restrooms.

 - b) Gas cages
DWJ went through the different gas types stored in the gas cages currently. It has been noticed that the Kosan gas has not been used for several years or at least the usage has been very low. As nobody knows which laboratory that uses this specific gas, DWJ suggests removing the gas. The relevant staff members will be informed by email. The bottles will be closed and returned one week following the notification. In addition, DWJ has drafted a policy for gas cylinders, which he presented to the committee. The committee discussed the proposed policy in some detail, and it advised that especially the paragraphs on storage and labelling of bottles needed more consideration. The committee members commented that if all bottles were labelled correctly, the contact persons can be contacted when too many bottles are stored in the storage cages. It was suggested that the safety contact persons should also be the contact persons for the gas bottles, and a small sign saying that each group may only store a limited number of gas bottles in the cages should be put up. Bottles with labels should be returned. Also, it



was suggested that it could be good if the supplier, Air Liquid, could label the bottles with the name of the person who orders the bottles upon delivery. It was agreed that AW should investigate this. DWJ will revise the suggested policy according to the comments made.

c) LAMU reorganisation

As mentioned at the previous meeting, LRLP will step down from the committee due to a change in her work tasks. To find her replacement, an election among the employees will be held by email on 6 June 2024.

3. Summer schedule

It was decided to make an overview of the committee members' summer holidays to make it clear and transparent who are present in the iNANO house at which time in case of any emergencies. The schedule will also be circulated to the secretariat and the student helpers

4. AOB

The next meeting in the committee will be held in September and the safety service visits will start in the autumn.

Also, the annual reoccurring fire drill will be organised in September.