

**Meeting date:** 19 January 2022

**Meeting place:** Online via 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)), Thomas Vosegaard (chairman, TV), Lise Refstrup Linnebjerg Pedersen (deputy chairman, LRLP),

**Regrets:** Troels Skrydstrup (TS)

1. Approval of agenda

The agenda was approved without any comments.

2. Approval of minutes from last meeting on 28 October 2021

The minutes were approved without any comments.

3. Status on first aid course - English version in 2022

The first course was held in November 2021. 13 participated and the feedback was positive. A request for a similar course in English has been put forward. Following a brief discussion the committee agreed that first aid courses should be offered to all permanently employed staff at iNANO and that they should alternate between Danish and English courses, especially considering the recommendation that 3-hour brush-up courses should be held within 2 years from the original course. Thus, LRLP will contact the organisers and set up an English course for the autumn.

Furthermore, at the first aid course the instructor mentioned that it would be a good idea to move our defibrillator outside to make it accessible to the wider public. In addition to making the defibrillator more available, other advantages would include free service checks. Every time a defibrillator has been in use, the ambulances take it with them back to the hospital where the defibrillators get a service check. Based on a brief discussion the committee agreed to look into moving the defibrillator outside. However, as it is a bit expensive to move the defibrillator it was decided that it should be investigated whether the Tryg Foundation would sponsor such a move as mentioned by the course instructor. AWA will investigate this point.

Also, it was agreed to purchase pocket masks to be stored together with the defibrillator as recommended by the course instructor.

4. First aid kits in hallways

Following an email sent to all safety contact persons by MF about how to get first aid kits from the student helpers' office, a suggestion about putting the kits up in the hallways was put forward. The suggestion was briefly discussed, but as it was uncertain who would have the responsibility for maintaining the kits in the hallways the committee agreed that the first kits should remain in specific offices in the groups and that a sign showing where first kits can be

found should be put up above the doors of the offices with the first aid kits.

5. Status on safety service visits

MF gave a status on the safety services visits; one group has finished all their visits and the rest have not. The group that has finished their visits have started working on solving the issues they have gathered during their visits.

MF hopes that the first round of safety service visits will result in major improvements in the safety standards in the groups.

6. Onboarding of new employees

During some of the safety service visits it has been mentioned that maybe iNANO could do more in terms of onboarding of new employees. Various suggestions were put forward including setting up a buddy mentorship for new employees, a postdoc society, etc. It was decided that before a course of action is initiated it would be a good idea to get an overview of what kind of actions and processes that are already currently in place. LRLP will look into this together with Trine Møller Hansen from the secretariat.

Also, DWJ mentioned that it would be a good idea to encourage more communication between the different levels of staff in the iNANO house, for instance between members of the technical-administrative staff so that mutual problems could be discussed. In addition, MF mentioned that the Monday afternoon coffee breaks for the senior scientific staff will resume once the COVID-19 restrictions have been lifted.

7. Announcements

In connection with the upcoming APV 2022 certain changes in the organisational hierarchy have been made. In past APVs it has been difficult to pin out which groups that had had issues as there have been too few people in the different units to get a report showing where the actual problems were. Therefore, at a recent meeting with the HR department it was decided that in connection with the upcoming APV 2022 certain units will be merged, which means that we will get more than 10 answers in each unit and therefore reports can be generated and it will be possible to act on the answers made in the APV. The following units have been merged 5218 & 5219, 5217 & 5224, 5220 & 5221.

8. Next LAMU meeting

As a few committee members had other commitments on the date suggested for the next LAMU meeting, LRLP will find an alternative date.

9. AOB

List of procedures

Many tasks in the iNANO house are repetitive and also a lot of knowledge about different topics already exist within the house, therefore, a list of procedures will be attempted to be drawn up.

**Slippery pavement:**

MF has been in contact with the AU Parks and Gardens section as in winter our pavement is often very slippery. They suggest that either a combination of sand and salt or just sand be used on the pavement instead of salt only. Also, they are happy to put up a jar outside the building so we can put sand or salt on the slippery pavements whenever needed. After some deliberation, it was decided to ask the AU Parks and Gardens section to put sand on our pavements and also to put up some jars with sand outside the building. However, it was stressed that even though jars with sand will be put up it is still the AU Parks and Gardens section that is responsible for avoiding slippery pavements in winter.

**Vacant committee seat in NAT FAMU**

There is currently a vacant seat on the NAT FAMU. If anyone is interested, please contact Lise by 6 February 2022 at the latest.