

**Meeting date:** 30 March 2022

**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), 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 19 January 2022

As the minutes were sent out just a couple of days prior to the meeting, MF invited the committee members to send comments about the minutes once they have had a chance to read them.

3. Status on safety service visits

Three new groups have been included in the safety service tour as they were missing from the original plan. The three groups are Liv Hornekær, Jan Skov Pedersen and Torben René Jensen. A few safety service visits are remaining, but they have all been scheduled and will be carried out before Easter.

Following the remaining visits and the follow-up, the plan for the safety service visits including both the teams and the responsibilities will be reshuffled and some of the tasks will be split up. Next year the work environment teams will be re-organized and re-scheduled to visit new groups. The safety service visits are to be carried out once per year. MF suggested that a subgroup that will be in charge of the follow-up and the organisation of the next round of safety service visits including revising the discussion list and re-organizing the work environment teams be established. DWJ and JN volunteered for the subgroup. TV and AWA will participate in a follow-up meeting with the subgroup.

4. Pregnancy policies

JN explained that MBG has a nice leaflet with a lot of useful information about their pregnancy policies and working in labs. MF and Duncan Sutherland have already adapted the leaflet to their group. LRLP suggested that the MBG leaflet is adapted to iNANO until we have the resources necessary to make an iNANO specific leaflet. MF will obtain permission from Erik Østergaard to use the leaflet at iNANO.

5. Checklist for safety intro in research groups

JN and DWJ have made a checklist to be used as a safety intro for new group members, which they suggest become mandatory for all research groups. The checklist includes a lot of good points from the discussion list for the safety



service visits and has been requested by many of the research groups. DW explained that when the safety quiz is ready, it will become part of the checklist. Also, the checklist should be signed both by the group leader and the new group member to encourage the new group member to read some of the safety instructions on the homepage. In addition, there is room on the form to add group specific safety questions. MF decided that the list should be sent to the committee members for evaluation and after a week, it will be sent to all the research groups for implementation.

6. Chemical safety: locking up chemicals, labeling small samples  
Currently, none of the research groups lock their cabinets with toxic chemicals, which is unfortunately not in accordance with current legislation. As a possible solution the corridor doors could be locked and therefore, the facility management staff is looking into obtaining an offer for locks on the corridor doors. TV commented that given the safety issue and current legislation iNANO would have to set aside resources on the budget for such an investment and that it is an issue that the iNANO management team will look into a solution to. When a solution has been found, the suggestion will be presented to the committee before implementation.

In addition, the committee discussed how small containers with dangerous chemicals should be labelled. MF has consulted the AU HR work environment unit about this question, and the rules are that it is not necessary to label containers only used shortly during experiments, but they cannot remain unlabelled for days. If such containers are stored overnight, they should be labelled. It is sufficient to label the box that the small racks are placed in and there is no need to label the individual tubers. Freezers containing toxic chemicals should also be label. JK says that homemade chemicals are not always labelled, but should be.

7. Onboarding of new employees at iNANO  
LRLP presented iNANO's current onboarding procedure, which she has mapped together with Trine Møller Hansen from the secretariat. One of the issues that the secretariat faces is that they are not always notified about new guest researchers or guest PhD students, making it difficult for them to make the necessary preparations before the guests arrive. iNANO is not the only department at AU that is currently evaluating its onboarding procedures. Both Computer Science and Biology are going through the same process. At Biology a buddy scheme for new employees has been set up. The committee agreed that it seems relevant to establish such a scheme at iNANO as well. It would be a low-hanging fruit to ask the research groups to appoint a buddy for a new group member. Also, the introduction list from Biology as well as the safety checklist should be adapted. It was decided that AWA should make a suitable procedure for the appointment of a buddy together with Ida Johanne Haugaard Sørensen and Trine Møller Hansen from the secretariat.

Following COVID-19, it is now time to resume the Monday afternoon coffee breaks for VIPs. Espen Drath Bøjesen will facilitate these meetings when he returns from parental leave.

The committee also suggested that information meetings for all technical-administrative could be held.

8. Pets at iNANO

The committee discussed its position on pets at iNANO. Following a brief discussion, TV decided that the issue should be discussed in the cooperation committee as well.

9. Announcements

Status on near accidents

LRLP gave a status on the recent near accidents. In this connection it was suggested that gas masks should be kept in MF's office or at the student helpers' office to provide easy availability for everyone.

Fire course

MF is in contact with Peter Hald, and a fire course will be held just before or after the summer holidays

First aid course in English this fall

This course is scheduled for November, but LRLP is waiting to hear back from HR about the specific date.

Evacuation drill

The last one was in September 2021 and will be repeated in September 2022. 1-year students should also attend and this time the ventilation will be turned off, and there will be smoke effects. The drill will be scheduled to take place before noon.

Instruction for changing gas flasks

Air Liquide has offered to visit iNANO to give instructions on how to change gas flasks. MF will settle a date with Air Liquide and make sure that a written instruction is provided as well.

Salt instead of sand

According to the Park and Gardens Section sand destroys the inside floors so they are only allowed to use it in case of black ice.

Unauthorized people in the building

Recently, unauthorized people have been spotted in the building, and therefore, we should all keep an eye out for thieves

Phones in the basement

It is a problem that there is no cell phone signal or emergency phones in the basement. The problem should be looked into.

Purchase of lab chairs

If a laboratory needs new lab chairs, iNANO can pay if the annual budget allows for it.

Also, pocket masks have been ordered and will be stored together with the defibrillator

**WPA**

The total response rate for AU is 75%. For NAT the response rate is 69% and for TECH 80% and for Health 63%.

The committee briefly discussed that Part A PhD students, guest students and the student helpers are not part of the WPA. It was, however, decided to make a separate WPA for the student helpers in the form of a safety service visit.

**10. Next LAMU meeting**

The next LAMU meeting will be held on 23 May 2022 at 2.15 p.m.

**11. AOB**

DWJ mentioned that there is no need to move our defibrillator outside as there is another AU defibrillator just 100 meters down the road.