

**Meeting date:** 28 October 2021

**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 2 September 2021**  
The minutes were approved without any comments.
- 3. Progress and acting in the work environment committee**  
MF began the meeting by appraising the committee members for their efforts since the committee was established in March. A lot of action has been taken, and the committee has enjoyed some success. However, MF made clear that we are still only at the base camp of the mountain so to speak, and we have a long way to go. Therefore, it would be really nice if everyone on the committee help each other solve the tasks at hand.
- 4. Status of course diplomas**  
MF reminded the committee to remember to send their course diplomas to AWA for archiving in Workzone. It was agreed that AWA would contact the persons who are still to send in their diplomas. MF mentioned again that it is important that everyone knows where to find the APV reports and the actions plan on the website as the Danish Arbejdstilsynet will ask about them when/if they visit.
- 5. Evacuation drill - follow-up**  
The evacuation drill was one of the successes that the committee has enjoyed. The buildings were evacuated in four minutes, which is very good. However, a few points of improvement for future drills would be that people should use the closest emergency exit - also in the auditorium and the lecturers should be informed of the evacuation procedure by the start of every new semester, - the drill should be carried out before noon, and the ventilation should be shut down to make the evacuation drill more realistic even though it would be more time consuming. A how-to on evacuation drills has been made and is available on Labbook.
- 6. Safety service visits - status from work environment groups**  
MF gave an update on the safety service visits. He has appointed a new group coordinator for the groups he is in (see slides from the meeting on Labbook). Groups 2 and 4 gave a short update on their experiences from the safety service visits so far. The overall impression is that all groups are positive about

the safety service visits and welcome them. According to group 2 many of the problems mentioned by the groups are very similar, i.e. questions about how to store chemicals and biological materials correctly, the amount of organic solvents they may store, lack of written risk assessments for experiments, first-aid kits, and knowledge about how to carry out fume hood checks, classified labs experiencing problems with visitors from other groups not following the rules, etc. One of the ideas to remedy some of the problems would be to create a general checklist about the work environment in each group for new group members. The checklist should among other things contain information about what female staff who are pregnant or who are planning to get pregnant should do as there is much uncertainty about this. MF mentioned that he is looking into the issue at the moment, and actually MBG has a good description which we can use as a starting point. Also, an idea would be to create a central storage for solvents similar to the shop at Chemistry. Such a shop could also be combined with a centralization of the procurement of laboratory articles at iNANO. TV mentioned that it would be a good idea to make a prioritized list of tasks to be solved, arranged according to impact and solution potential. Also, he supports the idea of central storage facilities for solvents and a shop as there would be many advantages and maybe the creation of such could be combined with the arrival of the new CO<sub>2</sub> Center.

Group 2 who are visiting the offices reported that they have nice conversations with staff members about cleaning, indoor climate, first aid equipment, evacuation drill both before and after, near-accidents and accidents, etc. Learnings include the fact that the temperature can be very different in the offices facing south compared to the offices facing north, especially in summer, many chairs need to be changed, some of the offices facing south are having problem with noise issues, and in general the staff members who are in offices with several people are coping well, and there are very few complaints. The committee briefly discussed the number of m<sup>2</sup> per staff member and agreed to look more into this issue.

7. Annual health and safety discussions (required by law) - 16 November at 14.00  
The annual health and safety discussions are required by law and have to take in a separate meeting. The discussions will take place on 16 November at 2 p.m. and all committee members are encouraged to attend the meeting.
8. First aid course - status  
The first aid course has now been planned. It will take place on Monday 29 November and 14 people will attend, including the work environment committee members and a few technical-administrative staff members (Carsten Pedersen, Pia Bomholt and Trine Møller Hansen).

About the fire extinguisher training course, Peter Hald from Chemistry is happy to assist, but the course will not take place until next year.

9. Introduction to Kiros by Carsten Pedersen - follow-up  
Introduction courses to Kiros are held by Carsten Pedersen. In future JN will coordinate the course with Carsten. So far the course has been held four times and in total 22 people have participated. Already nine more people have signed up for the next course. The course gives iNANO employees knowledge

about Kiros. As a supplement to the course a power point presentation in English will be distributed to the group leaders for easy introduction to new group members.

10. Safety course for new employees/students

The committee agreed that the group leaders should be able to see which safety courses that are available and that there should be two mandatory courses to choose from. Also, there was agreement that everyone carrying out laboratory work at iNANO should take the safety course at Chemistry as that is the most comprehensive one. The chosen safety course should also be made part of the nanoscience student curriculum. As for people arriving from other universities/countries, it was agreed that it would be easiest if they also followed the Chemistry safety course. Furthermore, if relevant, staff members should also be able to take the MBG safety course. TV promised to discuss the recommendation about the Chemistry safety course with both the iNANO management team, but also the head of department at Chemistry.

11. Information about:

a. New certificates for shipment of dry ice (UN1845) and biological substance cat. B (UN3373)

Six people now hold the dry ice certificate at iNANO. On our website the names and contact details of those who are authorized to approve shipments with dry ice (UN1845) and biological substance (Cat. B (UN3373)) can be found.

As of 1 November iNANO will no longer have its own IATA certified shipper. Instead Procurement and Chemicals Coordinator Jonas Rask Christensen at Chemistry should be contacted. Jonas' contact details also appear on our website.

b. End-user declarations

It is now mandatory to fill in end user declaration in order to receive chemicals of a certain concentration. The end user declaration poses several problems as only very few people are authorized to sign them, and the signer must state sensitive personal data. It has become a complicated process, and the committee suggested that the problem could be solved with the establishment of a central store.

c. Control programme for fume hoods

The efficiency of the fume hoods in the iNANO buildings must be checked four times per year; three times per year by the groups and one time per year by the facility management staff. MF went through the rules for carrying out the check-ups. Currently, the facility management staff are very busy, and therefore they are unfortunately behind schedule for the annual test of the fume hoods. The situation is similar at other departments.

d. Status for accidents and near-accidents

LRLP reported on the status for accidents and near-accidents. There has not been reported any accidents and only one near-accident. As the near-accident occurred in connection with the change of gas flasks, a need for formal instructions of how to change gas flasks has been highlighted. It was therefore agreed that MF will contact Air Liquide to inquire whether they provide such service.

**12. Safety introduction to cleaning staff**

On 29 September JN, DWJ, and MF met up with the cleaning staff and gave them a tour of the laboratories with special focus on the cleaning standards. The cleaning staff's list of how to clean laboratories is very general, so the committee members toured with them to answer questions about the specific laboratories including what the cleaning staff are allowed to do and what they are not allowed to do in the different laboratories.

**13. Next LAMU meeting. Physical meeting**

The next work environment meeting will be held on Wednesday 19 January 2022.

**14. AOB**

Carsten Pedersen will repeat the Kiros course on 22 November if anyone from the work environment committee would like to attend.

KH inquired whether there was any news about the paths outside the house. AWA promised to help MF find out whom to contact to have the problem with the slippery paths in winter solved.