

Meeting date: 2 September 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 30 June 2021
The minutes were approved without any comments.
3. Status of course diplomas
MF reminded the committee that it is important that all new members send their course certificate from the work environment course to AW. Due to the GDPR rules the course certificates should be archived in Workzone. Should Arbejdstilsynet visits us, we must be able to show them the course certificates. However, if it is impossible to retrieve the course certificates from Workzone when Arbejdstilsynet visits iNANO, they have confirmed that we may send the certificates afterwards. Arbejdstilsynet mentioned, however, that is very important that all members of the work environment committee are familiar with the work place assessment and the action plan, so MF encouraged the committee members to have a look at the material on the Labbook committee member space.
4. Certificate for shipment of dry ice (UN1845) and biological substances cat. B (UN3373)
The groups that ship parcels with dry ice need a certificate to be able to do so. A date for an upcoming certificate course has been announced and so far six people from iNANO have signed up for the course. JK will investigate whether someone from the chemistry groups can join the course.
5. Revised smoking policy at AU is out for consultation
The revised smoking policy for AU is out for consultation and MF has sent an email asking for comments and suggestions. All members of the committee are encouraged to read the documents and send their comments to LRLP by Friday morning 3 September 2021.
6. Safety discussion rounds
As agreed upon at the latest meeting the clean room group has been added to the table of groups that should receive a safety service visit. All members agreed to the current groupings. LRLP went through the procedure for the safety service visits. The committee agreed that it was important to observe the following points during the safety visits:



- Dates for the safety visits should be settled and the visits should preferably be done by the end of September
- The group contact persons should be contacted to settle a date for the safety visit in their group
- The visit should take approx. 2 hours and together with the contact person it should be agreed upon which of the items on the safety discussion list that should be addressed at the first meeting (the aim is that all items on list have been addressed after a year)
- Together with the contact person any items that should be followed up on or mended before the next safety service visit should be agreed on and noted
- Notes taken during the visits should be uploaded on the designated Labbook page
- Any inadequacies or redundancies in the safety discussion list should be noted and will be discussed on the next LAMU meeting
- The next round of safety service visits is scheduled for January 2022
- LRLP will send an email with specific "COVID-19"-APV comments to relevant members of teams

7. First aid course - status

MF has contacted AU HR-support, which has an agreement with an external company that can make a first aid course for us. The course can be attended by up to 14 people. The committee agreed that members of the work environment committee should attend the course as well as some of the technical and administrative staff located in the iNANO house. MF will send suggestions for course dates in the autumn.

As for a fire course Peter Hald from the Department of Chemistry is happy to assist some time during the autumn. Suggestions for dates for this course will also be sent to committee members.

8. iNANO representative at FAMU AMR meeting on 8 September 2021
FAMU has requested that an iNANO work environment representative attend the next FAMU AMR meeting on 8 September 2021 to tell FAMU about iNANO's latest initiatives within the work environment. It was agreed that LRLP should attend the meeting.

9. Status for accidents and near accidents

LRLP gave a status of recent accidents and near accidents as well as the measures that have been put in place to prevent similar accidents in the future. A small group consisting of committee members will meet with the team leader for the service staff on Monday 6 September to discuss safety procedures in laboratories for service staff with a view to avoiding accidents in the future.

Also, KH mentioned that the pavement near the bicycle parking lot tends to become very slippery in winter. MF and LRLP will look into the problem with a view to getting it limited.

10. Online iNANO safety Quiz

As Brightspace has turned out to be a suitable system for an online iNANO safety quiz, the design of the quiz can begin. It was decided that a work group consisting of LRLP, DWJ and JN will formulate the questions that the quiz should contain and have it set up. The quiz should take approx. 20-40 minutes and it will be mandatory for new employees and students to take it. The student helpers will follow-up on whether or not new employees and students take the quiz. MF will include the quiz in the bachelor's workshop.

11. Evacuation exercise by the end of September

As an evacuation exercise should be carried out once a year, MF is currently planning one for the end of September. The exercise will be scheduled for mid-afternoon on a day where there are no important meetings or conferences in the house. Peter Hald from the Dept. of Chemistry will assist and the members of the work environment committee will act as observers on the day. The exercise will be announced in an email to everyone in the buildings and in an email addressed to the contact persons. The emails will include the safety guide as well as a link to the AU emergence response video. Once completed, the exercise will be evaluated.

12. Intro to KiroS by Carsten Pedersen on 15 September 2021 at 13.00-14.30

Carsten Pedersen will give a short introduction to KiroS on 15 September 2021. An email has been sent to all safety contact persons. Members from the work environment committee are welcome to participate.

13. Next LAMU meeting. Physical meeting

The next work environment meeting will be held on Thursday 28 October 2021 at 13.45 p.m.

14. AOB

Nothing to report