

Meeting date: 30 June 2021

Meeting place: 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
The minutes were approved without any comments.
3. Status of work environment courses completed
All new members have now attended the mandatory work environment course.
4. Status of plan for safety service visits
At an information meeting for the safety contact persons held on 22 June 2021, the concept of the safety service visits was introduced. Four teams have been created and each team has been assigned to the various research groups (see also the table in Labbook). All contact persons were informed about the issues to be discussed during the visits and a hard-copy of the list of focus-points was handed out. Now the dates for the first visits after the summer holiday can be settled. The persons indicated by red in the table in Labbook should take the initiative to book the meetings. BRJ mentioned that the cleanroom group was missing from the table. It was agreed that the cleanroom group should be added to the table as the fifth group. Also, it was agreed that the table is dynamic and should be adjusted according to staff turnover.
5. Theme day about the work environment at AU on 10 June 2021

Take home messages by Annette and Lise

LRLP and AW both attended the AU Theme day about the work environment on 10 June 2021. LRLP attended the session about the future forms of workplaces at AU and the take home message from that session was that AU is not going to make rules about the future work forms for the entire organization. It is up to the individual departments to define the framework for work forms at their own department. AW



attended the session about returning to work post covid-19. The take home message from that session was that when returning to the work place managers should be clear about the framework for reboarding but also allow room for different reactions and speed at which employees are able to return physically to work, as employees will have reacted differently to the COVID-19 crisis.

6. Planning of evacuation exercise by the end of September 2021

MF explained that an evacuation exercise must be carried out every year. However, due to COVID-19 it was not possible to hold one last year. Therefore, he is planning to have one carried out at the end of September. The committee discussed whether it was a good idea to notify people in advance or whether the exercise should simply go ahead without any prior notice. It was decided that MF will ask Peter Hald at the Chemistry Department about their experiences. Also, it was agreed that if it is decided to notify people in advance, the evacuation leaflet should accompany the notification. In addition, the committee stressed the importance of the evacuation procedure being communicated to new staff members. In this connection, AW will find out whether the AU digital welcome includes information about the evacuation procedures at AU. Furthermore, TV underlined that the group leaders should inform new staff members about the safety- and evacuation procedures at iNANO as part of the general information provided about the safety procedures in their labs and at iNANO.

7. Visibility of the safety organisation (inano.au.dk/safety)

At the previous meeting it was suggested that a short cut from the general iNANO website to the safety website were made. However, it is only possible to make a short cut from the staff pages to the safety site as the safety pages are part of the internal web pages. Thus, LRLP has made the short cut: inano.staff.au.dk/safety.

8. Status for accidents and near-accidents

On Friday 25 June 2021 a work-related accident unfortunately happened at iNANO when one of the service staff was pricked by a needle when emptying the trash bins in one of the laboratories. As a precaution, the service worker is currently undergoing the necessary medical tests and evaluations. MF spoke to the service staff's team leader and it was agreed that she and MF will both follow-up on this accident. The committee briefly discuss whether the service staff should continue to empty the bins in the laboratories. However, the committee assessed that relieving the service staff from that task would not eliminate the problem as students and staff would just be in risk of being pricked instead. It was agreed that it is important to communicate about the accident at a VIP lunch meeting and in emails and the newsletter. Furthermore, all laboratories should have the necessary yellow boxes for disposal of needles, and following the summer holidays a small group consisting of JN, DWJ and MF will meet up with the team leader for the

service staff to discuss safety procedures in laboratories for the service staff.

Concerning the near accident in the clean room BRJ and JLH have analysed the situation and currently the necessary work to eliminate the problem is being carried out. Once the work has been completed, LRLP will archive the incident report.

9. Notes from informal meetings stored in a shared drive
MF and LRLP meet every second week to discuss work environment and trade union representatives' issues. LRLP and JN have discussed that it would be a good idea to make the notes from these meetings available to the work environment committee and should committee members require more information about particular subjects they are welcome to contact LRLP and/or MF. Notes from the previous day's meeting will be the first to become available. Also, it was agreed that it is a good idea to store notes from other informal work environment meetings on the Labbook pages. A shared drive is also available although it is perhaps easier to store the information on Labbook.
10. Discussion of demonstration of defibrillator (Falck), fire course (Peter Hald/Morten Foss), first aid course brush up
MF mentioned that the AU central work environment unit is willing to offer departments first aid courses for groups of up to 12-14 people. The course includes a demonstration of the defibrillator. The committee agreed that such a first aid course should be offered to all work environment committee members and a few selected administrative and technical staff as they are most often in the building. MF will make the necessary arrangements and will send round the necessary information after the summer holidays.

MF mentioned that it would be a good idea that more people than him have taken a fire course as this would increase the safety level in building. Following some discussion, it was decided that MF will approach the Chemistry Department to ask whether they would mind giving a fire course to selected people at iNANO. MF will come back with suggestions and dates.

11. Safety course for students/employees
Quiz (fx via Brightspace)
Maria Kragelund from the secretariat has investigated what kind of safety courses our partner departments offer their students and employees. The Chemistry department has a two-day mandatory course for students, Molecular biology has a 2-hour mandatory course and Physics has various decentralised courses offered to both students and employees but no centrally organised course. It was agreed that the supervisors should be made aware of the safety courses at the different department so that they can choose the right one for their students.

Also, it was agreed that it is a good idea that all students have undergone a safety course before they are allowed into the laboratories. MF, JN and a few other people will look into how this could be organised, including an online safety course in Brightspace offering greater flexibility as to time and place for attendance. MF will approach Maria Kragelund with a view to getting her assistance in making a Brightspace online safety course for iNANO students. All members of the committee are more than welcome to send MF input for this course.

12. News from labbook pages

LRLP informed the committee about the new pages that have been added to the work environment space in Labbook. The new pages include a list of contact persons, information about the shared folder, notes from informal meetings, information about the safety meeting on 22 June 2021 and the discussion list for the service visits. The contents in the Labbook space is available to the work environment committee, members but restricted to everyone else.

13. Next LAMU meeting. Physical meeting

The suggestion for the next meeting is to be revised as some of the committee members are still on holiday on the proposed date. LRLP will look into a new date.

14. AOB

Dry ice shipment - certificate

In order for iNANO staff to be able to ship parcels with dry ice and other dangerous biological substances a certificate is needed. At the moment quite a few certificates have expired, and therefore we have to get them renewed. It was agreed that all groups that ship parcels with dry ice should have at least one certificate. In that case it was estimated that we need 10-15 people to sign up for the dry ice certificate course. Information about the course and the need for people to attend will be sent to the group safety contact persons. MF will be in charge of this.