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# FACULTY OCCUPATIONAL HEALTH AND SAFETY COMMITTEES/ADMINISTRATION OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (FAMU/AAMU)

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## **The Faculty Occupational Health and Safety Committees and the Administration Occupational Health and Safety Committee ensure systematization**

The Faculty Occupational Health and Safety Committees and the Administration Occupational Health and Safety Committee (FAMU/AAMU) plan and coordinate the faculties' and the administration's occupational health and safety work.

The Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee set objectives for the efforts and ensure that decisions are implemented in practice throughout the faculties/administration. The committees advise the local management on occupational safety and health issues, and help to ensure that the occupational health and safety work is systematic, preventive and efficient. The Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee report to the local management and to the Main Occupational Health and Safety Committee (HAMU) at AU.

## **Who are the members of the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee?**

The dean/university director is responsible for appointing him/herself or another relevant manager as chair of each committee. In addition, each committee consists of two occupational health and safety representatives and two management representatives, and possibly a student representative.

If requested by the management, the number of committee members may be increased. Regardless of which manager chairs the committee, the chair must always be able to act on behalf of the dean/university director in questions about occupational health and safety.

The occupational health and safety representatives on the committee are elected by and from among the members of the local occupational health and safety committees or from among the members of the occupational health and safety groups at the departments/schools/units, if no local occupational health and safety committees have been established. The management representatives also appoint representatives from the local occupational health and safety committees or occupational health and safety groups. Thus, the committee cannot be composed until the occupational health and safety groups and the local occupational health and safety committees have been established.

The members of the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee contribute to coordinating and raising the standards of the faculties'/administration's occupational health and safety work based on their knowledge of local conditions and their experience with the local occupational health and safety work. It is therefore recommended that the members broadly represent the faculty's/administration's fields of work and job categories.

**Tasks of the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee are to:**

- coordinate and prioritise the occupational health and safety work
- ensure that the decisions of the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee are implemented at department/school/administrative division/unit level
- prepare the annual occupational health and safety review for the faculty/administration
- help ensure that AU's overall occupational health and safety initiatives are carried out
- plan, coordinate and follow up on the faculties'/administration's workplace assessment (WPA) work
- cooperate with the faculties'/administration's liaison committees on the psychological work environment and well-being
- integrate occupational health and safety considerations in physical tasks in relation to operations and planning
- initiate local interdisciplinary initiatives, cooperation and knowledge sharing with AU's other

faculties, HR organisation and liaison committees on common occupational health and safety issues

- raise relevant issues with the Main Occupational Health and Safety Committee.