
OCCUPATIONAL HEALTH AND SAFETY GROUP

Handles the daily occupational health and safety tasks

The occupational health and safety group handles the daily occupational health and safety tasks in the department/school/unit. The manager is always formally responsible for ensuring that the tasks are performed. An occupational health and safety group is able to create the best results when it enjoys the support of colleagues, and when all the employees work together to strengthen the work environment. The group must communicate its results, and handle any occupational health and safety problems at the workplace as they crop up. All departments/schools and administrative areas at AU have one or more occupational health and safety groups. The number and composition of the occupational health and safety groups is defined by the manager after discussions in the local occupational health and safety committee.

Who are the members of the occupational health and safety group?

An occupational health and safety group generally consists of an appointed manager and an elected occupational health and safety representative. In special cases, there may be several occupational health and safety representatives in a group.

If the management representative and the occupational health and safety representative are not present at the same time, the person who is present handles the occupational health and safety group's tasks. The person who has been absent must be informed as soon as possible of any events/incidents which have happened during his/her absence.

The occupational health and safety group's tasks:

The occupational health and safety group must perform the tasks which are defined in section 18 of the ['Order on cooperation respecting safety and health at the workplace \(Bekendtgørelsen om samarbejde om sikkerhed og sundhed\)'](#).

In addition, the occupational health and safety group's tasks are to:

- create focus on daily occupational health and safety, and prevent occupational health and safety problems
- pass on information that helps to create a good work environment
- find the necessary solutions to unacceptable occupational health and safety conditions
- participate in local workplace assessment (WPA) work and involve the employees
- participate in visits from the Danish Working Environment Authority and any subsequent dialogue and remedying of occupational health and safety issues
- raise any issues with the local occupational health and safety committee which the occupational health and safety group is unable to resolve itself
- prevent and analyse work-related injuries
- strive to ensure good cooperation in the group and with the rest of the occupational health and safety organisation.

Be visible and accessible

All employees must know who the members of the occupational health and safety group are, and how the group can be contacted in the event of an occupational health and safety problem.

The occupational health and safety group can, for example, use staff meetings to maintain and strengthen its contact with colleagues.

Create a good occupational health and safety culture

The occupational health and safety group is an important role model and culture bearer in the efforts to ensure a good work environment in the unit.

Among other things, the group can help focus on the occupational health and safety consequences of any changes introduced in the unit. The occupational health and safety group's focus on whether the workplace is harmonious and thriving can help to make life easier for the members' colleagues, thereby ensuring that everyone can focus on the core task.