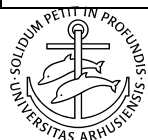


Time schedule for elections to the occupational health and safety organisation 2017–2018

Phase 1: Preparation and communication	
September/October 2017	The Faculty Occupational Health and Safety Committees (FAMU) and the Administration Occupational Health and Safety Committee (AAMU) start discussing the structure of the occupational health and safety organisation.
3 October 2017	Meeting of the Main Occupational Health and Safety Committee (HAMU) Approval of time schedule.
Mid-October 2017	General information for the occupational health and safety organisation about the forthcoming elections.
1 December 2017	Deadline for the faculties' and the administration's feedback to AU HR on the structure which has been decided for the occupational health and safety organisation.
6 December 2017	The rector is informed of and approves the structure of AU's occupational health and safety organisation.
6 December 2017 – 8 January 2018	Nomination period for candidates for election to the occupational health and safety organisation. Employees who wish to stand for election as occupational health and safety representatives must notify AU HR.
3 January 2018	Deadline for the management's appointment of management representatives to the Main Occupational Health and Safety Committee as well as chairs of the occupational health and safety committees, for example deans on the Faculty Occupational Health and Safety Committees (FAMU), heads of department/heads of schools/administrative centre managers/deputy directors on the Local Occupational Health and Safety Committees (LAMU).
3 January – 2 February 2018	Period during which the management appoints local managers to the occupational health and safety groups.
Phase 2: Elections to the occupational health and safety groups and occupational health and safety committees	
11–26 January 2018	Election period for electing occupational health and safety representatives to the occupational health and safety groups.
2–9 February 2018	Period for appointing managers to the Local Occupational Health and Safety Committees – from the occupational health and safety groups.
2–9 February 2018	Election period for electing occupational health and safety representatives to the Local Occupational Health and Safety Committees – elected from among occupational health and safety representatives from the occupational health and safety groups. The occupational health and safety representatives elected to the Local Occupational Health and Safety Committee elect a vice-chair of the Local Occupational Health and Safety Committee from among themselves.
22 February – 6 March 2018	Period for appointing managers to the Faculty Occupational Health and Safety Committees and the Administration Occupational Health and Safety Committee from the Local Occupational Health and Safety Committees.
22 February – 6 March 2018	Election period for electing occupational health and safety representatives to the Faculty Occupational Health and Safety Committees and Administration Occupational Health and Safety Committee – elected from among the occupational health and safety representatives on the Local Occupational Health and Safety Committees. The occupational health and safety representatives elected to the Faculty Occupational Health and Safety Committee elect a vice-chair of the Faculty



	Occupational Health and Safety Committee from among themselves.
1 March 2018	The term of office starts for the occupational health and safety representatives elected and the managers appointed to the occupational health and safety groups.
7–15 March 2018	Election period for electing occupational health and safety representatives to the Main Occupational Health and Safety Committee – elected from among the occupational health and safety representatives on the Faculty Occupational Health and Safety Committees and the Administration Occupational Health and Safety Committee. The occupational health and safety representatives elected to the Main Occupational Health and Safety Committee elect a vice-chair of the Main Occupational Health and Safety Committee from among themselves.
Phase 3: Training members of the occupational health and safety organisation	
Q2 2018	Theme meeting for the occupational health and safety groups and occupational health and safety committees.
Q2–Q3 2018	Statutory occupational health and safety training for newly elected occupational health and safety representatives and newly appointed managers. The dates will be published on the election website in autumn 2017.

Key dates:

- 1 December 2017 Deadline for deciding the committee structure.
- 8 January 2018 Deadline for nominating candidates for occupational health and safety representatives.
- 2 February 2018 Deadline for appointing managers to the occupational health and safety groups.
- 26 January 2018 Deadline for elections to the occupational health and safety groups.
- 15 March 2018 The new occupational health and safety organisation is in place.

