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# MAIN OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (HAMU)

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## **The Main Occupational Health and Safety Committee advises the senior management team on occupational health and safety at AU.**

The Main Occupational Health and Safety Committee (HAMU) is the uppermost body in Aarhus University's occupational health and safety organisation. The Main Occupational Health and Safety Committee plays an important role in that it lays down and coordinates the university's occupational health and safety efforts at a general level, across the faculties and the administration and in close collaboration with the Main Liaison Committee. The Main Occupational Health and Safety Committee discusses the details of the occupational health and safety themes with a view to advising the senior management team.

### **Who are the members of the Main Occupational Health and Safety Committee?**

The committee consists of the rector, who is chair, an occupational health and safety representative and a management representative from each faculty as well as the university director and one or two student representatives.

The occupational health and safety representatives on the committee are elected by and from among the members of the individual Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU). The committee can thus only be composed once the Faculty Occupational Health and Safety Committees/Administration Occupational

Health and Safety Committee have been established. The management representatives are appointed by the rector.

The members of the Main Occupational Health and Safety Committee contribute to raising the standards of the university's overall occupational health and safety work based on their knowledge of and experience with the faculties' and the administration's occupational health and safety work.

### **The tasks of the Main Occupational Health and Safety Committee are to:**

- prepare and establish objectives and action plans within the field of occupational health and safety
- establish and implement general rules and guidelines for the occupational health and safety work
- implement rules and guidelines for the occupational health and safety work
- initiate interdisciplinary occupational health and safety projects and reviews, as required
- discuss solutions to occupational health and safety issues which cannot be resolved by the local occupational health and safety bodies
- obtain and use work environment data to launch joint initiatives for addressing cross-organisational problems at AU
- cooperate with the Main Liaison Committee on, for example, AU's staff policy and workplace assessment (WPA).

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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.

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# LOCAL OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (LAMU)

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## The Local Occupational Health and Safety Committees plan and advise on occupational health and safety initiatives.

The Local Occupational Health and Safety Committee (LAMU) analyses the occupational health and safety efforts, advises on solutions to specific occupational health and safety issues and follows up on whether the occupational health and safety work is effective and preventive. The Local Occupational Health and Safety Committee reports to the department management team/school management team/deputy director/administrative centre manager and the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU). The Local Occupational Health and Safety Committee coordinates and supports the efforts of the occupational health and safety groups.

### Who are the members of the Local Occupational Health and Safety Committee?

The Local Occupational Health and Safety Committees are generally chaired by the head of department/head of school/centre director/deputy director/administrative centre manager.

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 committee chair, 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 head of department/head of school/centre director/deputy director/administrative centre manager in questions about occupational health and safety.

The occupational health and safety representatives on the committee are elected by and from among the department's/school's/unit's occupational health and safety representatives. The management members of the unit's occupational health and safety groups also appoint two representatives from among themselves. The committee can thus not be composed until the occupational health and safety groups have been established, and it is recommended that the committee is composed to broadly reflect the department's/school's work areas, locations and job categories.

The members of the Local Occupational Health and Safety Committee represent all the occupational health and safety groups and their interests.

### Examples of the Local Occupational Health and Safety Committee's tasks:

The Local Occupational Health and Safety Committee must perform the tasks defined in section 17 of the 'Order on cooperation respecting safety and health at the workplace (Bekendtgørelsen om samarbejde om sikkerhed og sundhed)'.

### In addition, the Local Occupational Health and Safety Committee's tasks are to:

- prepare action plans and follow up on workplace assessment (WPA) work, including cooperation with the local liaison committee on well-being
- carry out the statutory annual occupational health and safety review for the department/school/administrative division/unit and prevent occupational health and safety problems
- ensure compliance with Danish occupational health and safety legislation as well as AU's internal rules and guidelines
- advise the occupational health and safety groups and support their work

- highlight and provide information about the occupational health and safety work and the occupational health and safety organisation at the department/school/unit
- raise any issues with the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU) which the Local Occupational Health and Safety Committee cannot resolve on its own.

The Local Occupational Health and Safety Committee advises the unit's management on which occupational health and safety groups to establish.

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# OCCUPATIONAL HEALTH AND SAFETY GROUP

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## 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.

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# MANAGEMENT REPRESENTATIVE

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## The management representative has a special role

The manager of a unit is legally responsible for occupational health and safety, and it is therefore natural that this person has a place in the occupational health and safety organisation.

## Cooperation in the occupational health and safety group

The manager and the occupational health and safety representative together make up the occupational health and safety group. The cooperation between the manager and the occupational health and safety representative is at the heart of the unit's occupational health and safety efforts.

## Management representatives are appointed

The head of department/head of school, administrative centre manager, centre director or deputy director appoints the management representatives to the department's/school's/unit's occupational health and safety groups. The management representative is usually the manager who is directly responsible for managing and thus directly responsible for supervising the work within the occupational health and safety group's area. The head of department/head of school can thus be the management representative.

## The management representative's responsibilities and duties

The manager must help to ensure safe and healthy working conditions within the occupational health and safety group's area. The manager makes decisions in the respective occupational health and safety fora following dialogue with the occupational health and safety representatives.

By virtue of the manager's position, he/she has a special responsibility for ensuring that the work of the occupational health and safety group is efficient and preventive. Staff and students must be familiar with the risks associated with the work, they must have received the necessary instruction,

they must work under safe working conditions and perform their work in a way that upholds satisfactory occupational standards. The management representative plays an important role in the daily work, and must signal to all employees that the occupational health and safety work is an important and integral part of the work at the department/school/unit.

## Occupational health and safety training

The manager in the occupational health and safety group must complete the statutory occupational health and safety training course no later than three months after having been appointed, unless he/she has already done the course.

The occupational health and safety training course:

- is a three-day course
- provides specific knowledge about occupational health and safety
- introduces methods for systematic occupational health and safety efforts.

The manager is also entitled to:

- two days of supplementary training within the first year
- one and a half days of supplementary training in each of the following years.



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# OCCUPATIONAL HEALTH AND SAFETY

## REPRESENTATIVE

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### **What does an occupational health and safety representative do?**

Occupational health and safety representatives are part of the occupational health and safety group and play an important role in:

- supporting management to ensure a safe and healthy work environment
- acting as the contact between employees and managers and passing on information that helps to create a good work environment
- creating focus on daily occupational health and safety, and preventing occupational health and safety problems
- participating in local workplace assessment (WPA) work
- analysing and preventing work-related injuries
- participating in the occupational health and safety work on the Local Occupational Health and Safety Committee (LAMU), the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU) and the Main Occupational Health and Safety Committee (HAMU).

### **Cooperation in the occupational health and safety group**

The manager and the occupational health and safety representative together make up the occupational health and safety group. The cooperation between the manager and the occupational health and safety representative is at the heart of the unit's occupational health and safety efforts.

### **Election of occupational health and safety representative**

An occupational health and safety representative is elected by the employees in the area to which the employee belongs, and which the occupational health and safety group covers – for example a small department/school or part of a department/school. The occupational health and safety

representative is an important role model in the joint efforts to improve the work environment, and it is therefore important that occupational health and safety representatives enjoy the confidence of their colleagues.

If no occupational health and safety representative is elected, the manager is the only member of the occupational health and safety group until the employees elect a representative.

### **How to become an occupational health and safety representative**

As an AU employee, you are eligible to be nominated for election as an occupational health and safety representative if you have been employed at AU for at least nine months. The occupational health and safety representative is elected by and from among all employees within the area covered by the representative, irrespective of professional affiliation.

Occupational health and safety representatives are elected for a term (election period) of three years. The three-year term makes it possible for the occupational health and safety group to develop an efficient method of cooperation and to implement preventive occupational health and safety initiatives.

### **Rights and obligations**

The manager must ensure that the occupational health and safety representative has the necessary time to handle the occupational health and safety work within normal working hours.

The occupational health and safety representative cannot resign from his/her position during the term of office, unless he/she leaves the workplace, the work area or is absent for a minimum of four months, for example due to leave or illness. Moreover, the occupational health and safety representative cannot be overthrown or forced out of his/her position.

### **Occupational health and safety training**

A newly elected occupational health and safety representative must complete the statutory occupational health and safety training course no later than three months after the election, unless he/she has already done the course.

The occupational health and safety training course:

- is a three-day course

- provides specific knowledge about occupational health and safety
- introduces methods for systematic occupational health and safety efforts.

The occupational health and safety representative is also entitled to

- two days of supplementary training within the first year
- one and a half days of supplementary training in each of the following years.

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# FUNCTIONAL DESCRIPTION FOR OCCUPATIONAL HEALTH AND SAFETY COORDINATOR

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## **The role of the occupational health and safety coordinator**

A department/school, centre, administrative division or administrative centre can choose to establish an occupational health and safety coordinator function if deemed necessary. The occupational health and safety coordinator advises the local management, and anchors the occupational health and safety work within the unit to ensure safe and healthy working conditions.

The occupational health and safety coordinator works with the local occupational health and safety organisation on the unit's overall occupational health and safety efforts. An important function is to ensure that decisions are implemented.

## **Making things happen**

The task of the occupational health and safety coordinator is to coordinate the occupational health and safety work and ensure that it works on an everyday basis. The occupational health and safety coordinator must ensure that progress is made in implementing the occupational health and safety tasks, for example the workplace assessment (WPA), that occupational health and safety is considered in connection with construction projects, the registration of chemicals etc. by following up on the tasks between the meetings of the Local Occupational Health and Safety Committee (LAMU) and the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU).

The occupational health and safety coordinator can act as the contact between the Local Occupational Health and Safety Committee and internal or external consultants.

## **Who can become an occupational health and safety coordinator?**

The occupational health and safety coordinator is appointed by the head of department/head of school, administrative centre manager, centre director or deputy director. The choice can, for example, fall on one of the members of the department's/school's local occupational health and safety committees or a person who is employed to handle the occupational health and safety work in collaboration with the occupational health and safety organisation. The head of department/head of school, administrative centre manager, centre director or deputy director can delegate some of the tasks of the occupational health and safety coordinator, e.g. coordinating the workplace assessment, to other employees if this is deemed to be the most expedient way of organising the occupational health and safety work.

The head of department/head of school, administrative centre manager, centre director or deputy director can assume the role and handle the tasks if no occupational health and safety coordinator is appointed. The manager is always formally responsible for occupational health and safety within his/her management area.

## **The tasks of the occupational health and safety coordinator include:**

- participating in the Local Occupational Health and Safety Committee's meetings and ensuring that the occupational health and safety efforts are implemented
- creating an overview and systematising the unit's occupational health and safety work
- keeping the unit updated on new rules and legislation within the field of occupational health and safety of relevance for employees at the department/school
- advising the local management so it can perform its responsibilities for the work environment

- acting as a coordinator for the special AU efforts to improve the work environment e.g. the workplace assessment
- preparing and maintaining work environment/safety instructions, for example for laboratories and fieldwork
- participating in the supervisory visits from the Danish Working Environment Authority and assisting in handling any orders imposed
- coordinating and ensuring the involvement of relevant occupational health and safety groups/committees in connection with local occupational health and safety initiatives, e.g. construction projects
- keeping AU HR (Development and Work Environment) updated on members of the occupational health and safety groups/committee.

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# STUDENT REPRESENTATIVE

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## Student representative in AU's occupational health and safety organisation

The study environment and the university's work environment affect your time at AU, and there are several ways in which you can influence the physical environment on campus. AU wants to further develop an attractive study environment, and one of the university's goals is to develop the physical surroundings to create a good study environment in step with changing needs. The students are therefore a natural part of AU's occupational health and safety organisation. If you are elected as a student representative, you must look after the interests of the students and help to improve the study environment.

AU works with the work environment at three levels: At department/school level, at faculty level and at the uppermost coordinating level in the Main Occupational Health and Safety Committee (HAMU). Students can be represented at all levels.

### How to become a student representative:

*Occupational health and safety group:* Students can be represented in the local occupational health and safety group. The election to the occupational health and safety group generally takes place through the students' local degree programme councils.

Student participation in the occupational health and safety organisation is regulated by the Act on the Educational Environment for Students (Lov om elever og studerendes undervisningsmiljø).

*Local Occupational Health and Safety Committee (LAMU)* Here, the student representatives are elected by and from among the students in the occupational health and safety groups.

*Faculty Occupational Health and Safety Committee (FAMU):* Here, the student representatives are elected by and from among the student members of the occupational health and safety committees/groups at the faculty's departments/schools. If

there are no student members on the local committees, the student representatives can be elected by the student councils at the individual faculties.

*Main Occupational Health and Safety Committee (HAMU):* Here, the student representatives are elected by and from among the student members of the faculty occupational health and safety committees. If there are no student members on these committees, the Student Council at AU elects representatives to the committee. At least one representative is elected.

As a student representative, you are typically elected for the same period as the rest of AU's occupational health and safety organisation at all levels of the occupational health and safety organisation. The election period is three years.

### The tasks of the student representative include:

- including the occupational health and safety problems of students in the work of the occupational health and safety organisation
- participating in the work surrounding the educational environment assessments (UMV), which take place every three years
- contributing input from students on the physical teaching environment in connection with construction projects, for example the interior design of classrooms, communal areas, canteens
- helping to create a good working relationship in the occupational health and safety group and with the rest of the occupational health and safety organisation.

### Occupational health and safety training

If you are elected as a student representative, you are entitled to participate free of charge in the occupational health and safety training course which is mandatory for all management representatives and occupational health and safety representatives. The course lasts three days, and will give you thorough insights into the occupational health and safety rules and AU's work environment.