

ELECTION DOCUMENT

Title:	'Vejlledning om valg' (election guide)	Purpose	Specific guidance for Local Occupational Health and Safety Committees/ Managers responsible for the election
Author	Martin	Start date/Version	Date 14092017 / V1
(S/B):	Charlotte K (S)	Document distribution date	Date YY

To: Heads of department/heads of school/centre directors/deputy directors/administrative centre managers

Cc. Secretariat managers

Guide to the election process in connection with elections of occupational health and safety representatives for occupational health and safety groups and occupational health and safety committees at Aarhus University 2018.

As chair of the Local Occupational Health and Safety Committee (LAMU)/manager with responsibility for holding the election to the occupational health and safety groups and occupational health and safety committees (LAMU and Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU)), below you will find a guide on how to organise the election in order to garner as much support as possible for the election and clarity about every aspect of the election for all the employees.

The election of occupational health and safety representatives to the occupational health and safety groups and then the occupational health and safety committees takes place in steps.

1. All employees elect occupational health and safety representatives to the occupational health and safety groups.
2. The occupational health and safety representatives in the occupational health and safety groups elect occupational health and safety representatives to the Local Occupational Health and Safety Committee (LAMU).
3. The occupational health and safety representatives on the Local Occupational Health and Safety Committees (LAMU) elect occupational health and safety representatives to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU).
4. The occupational health and safety representatives on the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee elect occupational health and safety representatives to the Main Occupational Health and Safety Committee (HAMU).

The appointment of managers to the occupational health and safety groups and then the occupational health and safety committees takes place in steps.

1. The head of department/head of school/centre director/deputy director/administrative centre manager appoints managers to the occupational health and safety groups (AMG).
2. The head of department/head of school/centre director/deputy director/administrative centre manager appoints managers to the Local Occupational Health and Safety Committee (LAMU) from the occupational health and safety groups (AMG).
3. The dean/university director appoints managers to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU) from the Local Occupational Health and Safety Committees (LAMU).
4. The rector appoints managers to the Main Occupational Health and Safety Committee (HAMU) from the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (not described below).

The guide has been designed as a schedule and consists of

- Two preparation elements
- Three elections
- Three appointments of managers

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- Three messages for amovalg@au.dk on elected occupational health and safety representatives and appointed managers.

Abbreviations

AMR: Occupational health and safety representative
 AMG: Occupational health and safety group
 LAMU: Local occupational health and safety committee
 FAMU/AAMU: Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee
 HAMU: Main Occupational Health and Safety Committee

Read more about the election at

<http://medarbejdere.au.dk/administration/hr/arbejdsmiljoe/organisation/valgprocessen/>

If you have any questions regarding the election, you can contact the work environment contact for your area – see: <http://medarbejdere.au.dk/administration/hr/arbejdsmiljoe/organisation/> or contact me.

Kind regards

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Time	Activity
Early December 2017	<p>PREPARATION (1)</p> <p>You receive an information email about elections from AU HR</p> <p>The email contains:</p> <ul style="list-style-type: none"> - This guide. - Motivational email – encouraging staff to stand for election - A ‘job ad’ – what does being an occupational health and safety representative involve? - Overview of the occupational health and safety organisation (valid from 1 March 2018) - Nomination form - Form for registering occupational health and safety representatives elected and managers appointed to the occupational health and safety groups - Form for registering occupational health and safety representatives elected and managers appointed to the Local Occupational Health and Safety Committee - Form for registering occupational health and safety representatives elected and managers appointed to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee - Proposal for internal guidelines for organising and holding elections. <p>PREPARATION (2)</p> <p>Inform the local occupational health and safety committees and occupational health and safety groups that elections are being held, and that managers will be appointed to the occupational health and safety groups. Any special local conditions are discussed in the Local Occupational Health and Safety Committees and by the occupational health and safety groups.</p>
3 January – 2 February	<p>APPOINTMENT of managers to the occupational health and safety groups within the unit</p> <p>The head of department/head of school/centre director/deputy director/administrative centre manager appoints managers to the occupational health and safety groups under the Local</p>

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2018.	Occupational Health and Safety Committees – see the overview of the occupational health and safety organisation.
11–26 January 2018.	<p>ELECTION of occupational health and safety representatives to the occupational health and safety groups.</p> <p>How to hold elections to the occupational health and safety groups. The occupational health and safety groups consist of one manager and, as a general rule, one occupational health and safety representative.</p> <p><u>Before the election</u></p> <ul style="list-style-type: none"> • Send out the motivational email, the ‘job ad’ and the nomination form. • Inform all employees within the Local Occupational Health and Safety Committee’s area which occupational health and safety group the individual belongs to. • Send out internal time schedule for the elections to the occupational health and safety groups (AMG) - Local Occupational Health and Safety Committee (LAMU) - Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU) - Main Occupational Health and Safety Committee (HAMU). • Inform employees at staff meetings – involve current occupational health and safety groups. • Set a date for the election between 11–26 January 2018. • Clearly communicate your internal rules for nomination and voting rights. • Choose the election procedure which is most expedient locally. <p><u>The actual election</u></p> <ul style="list-style-type: none"> • is held, for example, in connection with a staff meeting. • ONLY employees are permitted to participate in the actual election. • If relevant, appoint an impartial election leader (e.g. union representative). • Hold the election.
26 January – 1 February 2018.	<p>Announcement of occupational health and safety representatives elected and managers appointed to the occupational health and safety groups.</p> <p>The chair of the Local Occupational Health and Safety Committee/election leader announces the names of the managers appointed to the occupational health and safety groups and the names of the employees elected as occupational health and safety representatives to the respective occupational health and safety groups within the Local Occupational Health and Safety Committee’s area.</p> <p>Use the form for registering occupational health and safety representatives elected and managers appointed to the occupational health and safety groups (<i>Blanket til anmeldelse af valgte AMR’er og udpegede arbejdsledere til AMG</i>).</p> <p>Send the form to amovalg@au.dk</p>
2–9 February 2018.	<p>APPOINTMENT of managers to the Local Occupational Health and Safety Committees</p> <p>From among the managers in the occupational health and safety groups, the head of department/head of school/centre director/deputy director/administrative centre manager appoints the number of managers, based on the number of available seats, to the Local Occupational Health and Safety Committees (see any internal rules of procedure).</p>

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2–9 February 2018.	<p>ELECTION of occupational health and safety representatives and alternates to the Local Occupational Health and Safety Committees</p> <p>- How employee places on the Local Occupational Health and Safety Committee are filled with occupational health and safety representatives.</p> <p>There are two ways, depending on the number of seats on the Local Occupational Health and Safety Committee and the number of occupational health and safety groups:</p> <p><u>Option 1:</u></p> <p>There are just as many seats on the Local Occupational Health and Safety Committee as there are occupational health and safety groups.</p> <p>- In this case, all occupational health and safety representatives sit on the Local Occupational Health and Safety Committee, and no election is held.</p> <p><u>Option 2:</u></p> <p>There are more occupational health and safety representatives in the occupational health and safety groups than there are employee places on the Local Occupational Health and Safety Committee.</p> <p>- In this case, the occupational health and safety representatives elect the number of occupational health and safety representatives among themselves based on the number of available seats on the Local Occupational Health and Safety Committee.</p> <p>The occupational health and safety representatives in the occupational health and safety groups elect an alternate for each occupational health and safety representative elected to LAMU from among themselves.</p> <p>As a rule, the occupational health and safety representatives manage the election themselves. Once the election is over, one of the elected occupational health and safety representatives reports who has been elected to the Local Occupational Health and Safety Committee to the chair of the Local Occupational Health and Safety Committee.</p>
6–10 February 2018	<p>Announcement of occupational health and safety representatives elected and managers appointed to the Local Occupational Health and Safety Committee (LAMU).</p> <p>The chair of the Local Occupational Health and Safety Committee (LAMU)/election leader announces the names of the managers appointed and the names of the employees elected to the Local Occupational Health and Safety Committee.</p> <p>Use the form for registering occupational health and safety representatives elected and managers appointed to the Local Occupational Health and Safety Committee (<i>Blanket til anmeldelse af valgte AMR'er og udpegede ledere til LAMU</i>).</p> <p>Send the form to amovalg@au.dk</p>
22 February – 6 March 2018.	<p>ELECTION of occupational health and safety representatives and alternates to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU)</p> <p>The employee places on the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU) are filled as follows.</p> <p>All occupational health and safety representatives on the Local Occupational Health and Safety Committee within the faculty or the administration elect from among themselves the number of occupational health and safety representatives which must be represented on the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety</p>

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	<p>Committee (see the rules of procedure).</p> <p>The occupational health and safety representatives on the Local Occupational Health and Safety Committees elect an alternate for each occupational health and safety representative elected to FAMU/AAMU from among themselves.</p> <p>As a rule, the occupational health and safety representatives manage the election themselves.</p>
<p>22 February – 6 March 2018.</p>	<p>APPOINTMENT of managers to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee (FAMU/AAMU)</p> <p>Appointment of managers to the Local Occupational Health and Safety Committee within the unit.</p> <p>This is what you do:</p> <p>From among the managers in the Local Occupational Health and Safety Committees, the dean/university director appoints the number of managers, based on the number of available seats, to the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (see local rules of procedure).</p>
<p>6–10 March 2018</p>	<p>Announcement of occupational health and safety representatives elected and managers appointed to the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee</p> <p>The dean/director announces the names of the managers appointed and the names of the employees elected to the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee.</p> <p>Use the form for registering occupational health and safety representatives elected and managers appointed to the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (<i>Blanket til anmeldelse af valgte AMR'er og udpegede arbejdsledere til FAMU/AAMU</i>).</p> <p>Send the form to amovalg@au.dk</p>
<p>7–15 March 2018</p>	<p>ELECTION to the Main Occupational Health and Safety Committee (HAMU)</p> <p>- How employee places on the Main Occupational Health and Safety Committee are filled with occupational health and safety representatives.</p> <p>There are five seats available for the occupational health and safety representatives on the Main Occupational Health and Safety Committee. Each of the four faculties and the Administration Occupational Health and Safety Committee elect one occupational health and safety representative to the Main Occupational Health and Safety Committee. The election is held among the occupational health and safety representatives on the Faculty Occupational Health and Safety Committees/Administration Occupational Health and Safety Committee.</p> <p>As a rule, the occupational health and safety representatives on the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee manage the election themselves. Once the election has been held, one of the elected occupational health and safety representatives reports the names of those elected to the Main Occupational Health and Safety Committee to the chair of the Main Occupational Health and Safety Committee and to amovalg@au.dk</p>