



Who can answer my questions about the working environment?

pixi guidelines
from the HR Department



How to use these guidelines

These pixi guidelines have been produced to give you an *overview* of the working environment organisation at the University of Aalborg seen from a staff point of view.

The text consists of *extracts* from current laws and regulations about the working environment and cooperation in state enterprises and elsewhere. The purpose is to give you a clear overview, so some details have been omitted. On page 7 you will find references to current laws and regulations in this field, and this is where all the exact details can also be found. If you have any questions, please do not hesitate to ask your working environment representative or immediate superior.

These pixi guidelines include the joint consultation committee (SU) because there is a certain degree of overlap and some interfaces between the working environment organisation and the joint consultation committees.

Everything in these guidelines applies to the psychological, social, physical, chemical and biological working environment.

Terminology regarding departments and managers

The University of Aalborg is a complex organisation comprising many different structures and management titles. The rules governing the working environment and cooperation are broadly linked to the university's organisation and management structure, which is why we use the same references in these pixi guidelines.

But there is not enough room to write the whole series of management titles every time, so in general we have used the term "head of department/director" to refer to all *managers with responsibility for the working environment*, including heads of department, the SBi director, the senior librarian, the IT director, the university director and the managers of faculty offices.

Similarly, the abbreviation "department" is used as a common term referring to all relevant *workplaces*: departments, SBi, AUB, IT Services, administrative offices and faculty offices.

We hope you find the guidelines useful

HR Department



If you have any suggestions regarding the working environment

If you have any problems with the working environment

**Operational, everyday issues → ask your manager or
ask your working environment group**

**Strategic, political issues → ask your manager or
ask the working environment committee at your department***

If you do not know

- who is in your working environment group
- who is in the working environment committee

Just ask your immediate superior, department secretary or head of department/director**.

The working environment group (AMiG) consists of

- your working environment representa-
tive and
- a supervisor

The working environment committee (AMiU) consists of

- the head of department/director**
- management representatives and
- working environment representatives

* Departments, SBi, AUB, IT Services, administrative offices and faculty offices.

** Head of department, SBi director, senior librarian, IT director, university director and head of faculty office.



What does the operational, everyday working environment involve?

- Finding out whether working conditions *here and now* are completely in order in terms of health and safety
 - psychologically
 - socially
 - physically
 - chemically
 - biologically
- Keeping an open mind and predicting potential risks, for instance by observing the psychological working environment, inspecting the working environment, and being aware of areas where there may be a need for special methods or procedures. For instance in connection with pressure of work, noise, cables lying all over the place, allocation of tasks, lack of space, blocked escape routes and heavy lifting.
- Reporting near misses and accidental incidents.
- Observing whether there is any lack of information for both staff and management about the working environment.
- Are there guidelines about working procedures?
- Does the working environment behaviour of the staff and management set a good example?

What does the strategic, political working environment involve?

- Are there working environment topics for the annual working environment discussions?
- How can our working environment efforts be integrated more thoroughly in the strategic management and everyday operations of the department?
- Can the causes of illness, injury and accidents at work be identified; and can general measures be implemented to prevent their recurrence?
- Is there any lack of information about rules and regulations governing the working environment, including new legislation?
- Are the principles governing training and instruction clear, and are they checked to ensure that they are being observed?
- Are there any working environment issues in relation to the competence development plan at the workplace that the employer needs advice about?
- Is the working environment organisation the right size?
- Is the structure of the working environment organisation sensible, is the composition of members suitable etc.?

Everything in these guidelines applies to the psychological, social, physical, chemical and biological working environment.



Composition of working environment group

The working environment group covers (for instance)

- a location (address)
- a subject group
- a working area

The working environment group should not cover more than 50-70 people.

The working environment group consists of

- a working environment representative
- a supervisor

The working environment groups refer to the working environment committee.

What does the working environment representative (AR) do?

The working environment representative is elected from among all the staff under the head of department/director** in question.

The main task of the working environment representative is to cooperate with the employer regarding improvements of the working environment on an operational/everyday and strategic/political basis

Composition of working environment committee

The working environment committee covers the whole department* at all geographical locations.

There must be one and only one working environment committee under a head of department/director**.

The working environment committee consists of

- the head of department/director**
- management representatives
- working environment representatives

What does the working environment representative (AR) do?

The working environment representatives are elected from among all the staff under the head of department/director** in question.

The main task of the working environment representative is to cooperate with the employer regarding improvements of the working environment on an operational/everyday and strategic/political basis.

Composition of joint consultation committee

The joint consultation committee covers the whole department* at all geographical locations.

There must be one and only one joint consultation committee under a head of department/director**.

The joint consultation committee consists of

- the head of department/director**
- management representatives
- union representatives***

What does the union representative (TR) do?

The union representative is the local representative of your trade union.

The union representative is elected from among the members of the trade union at the workplace concerned.

The main task of the union representative is to cooperate with the employer regarding terms of employment, including salary negotiations.

* Departments, SBi, AUB, IT Services, administrative offices and faculty offices.

** Head of department, SBi director, senior librarian, IT director, university director and head of faculty office.

*** Or other employees nominated by the staff organisations entitled to negotiate (trade unions).



Tasks of the working environment group

Persuading individuals to behave in a manner that promotes their own health and safety and that of others.

Activities to protect staff and prevent risks.

Checking that working conditions are completely in order in terms of health and safety.

Checking that effective training and instruction is provided to suit the needs of staff.

Investigating injuries to health, accidents and poisoning, near misses and accidental incidents, and reporting them to the employer.

Preparing workplace assessments, including absences due to illness.

Helping to plan working environment work.

Being a link between the staff and the working environment committee.

Presenting general working environment problems to the working environment committee.

Responsibilities of the working environment committee

Advising the employer about solutions to working environment problems and integration in the strategy and everyday operation of the department.

Planning, leading and coordinating cooperation regarding the working environment. The working environment committee is responsible for the activities needed to protect the staff and prevent risks.

Carrying out the annual working environment discussions.

Checking working environment work and making sure that the working environment groups are informed and advised.

Preparing workplace assessments, including absences due to illness.

Investigating accidents, poisoning and injuries to health, and implementing measures to prevent their recurrence.

Preparing principles for training and instruction, and making sure that these instructions are observed at all times.

Determining the size and structure of the working environment organisation.

Agenda of the joint consultation committee

Goals, strategy and result contract.

Staff policy.

Budget and contributions to the state budget.

Rationalisation and adaptation projects, plus projects involving tenders and outsourcing.

Competence development.

Systematic follow-up on workplace assessments.

The psychological working environment including work-related stress.

Staff satisfaction, wellbeing and health.

Follow-up on absences due to illness etc.

Harassment and violence

Working on special terms.

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For more information



General information about the working environment. What is the “working environment” exactly?

www.arbejdsmiljoviden.dk

The Danish Working Environment Act. Basic rules:

<http://arbejdstilsynet.dk/da/regler/love/sam-1072-arbejdsmiljoven.aspx>

Executive order issued by the Danish Working Environment Authority on cooperation regarding the working environment. Information about working environment organisation, working environment committees, working environment groups, working environment representatives etc.:

<http://arbejdstilsynet.dk/da/regler/bekendtgorelser/s/samarbejde-om-sikkerhed-og-sundhed-1181.aspx>

What are the responsibilities, tasks and training of a working environment representative?

<http://www.arbejdsmiljoviden.dk/Viden-om-arbejdsmiljoe/NY-arbejdsmiljoerepraesentant>

Guidelines in combining joint consultation committees and working environment committees

http://www.samarbejdssekretariatet.dk/fileadmin/user_upload/documents/Vejledning_Paragraf8.pdf

General information about cooperation (joint consultation committees etc.). Basic rules.

www.samarbejdssekretariatet.dk

Cooperation agreement for state enterprises and institutions

www.retsinformation.dk and then search for "Cirkulære om aftale om samarbejde og samarbejdsudvalg i statens virksomheder"

What are the responsibilities, tasks and training of a union representative?

<http://hr.modst.dk/Arbejdspladsen/Samarbejdsudvalg%20og%20tillidsrepraesentanter/Tillidsrepraesentanter.aspx>

These pixi guidelines including the web links stated above can be found in electronic form at

www.aauhaandbog.aau.dk, where you should click on “working environment”.

If you have any further questions about the working environment organisation etc., please do not hesitate to contact the HR Department (Lars Brodersen, tel. 99407214, lbr@adm.aau.dk).



A good working environment is important

A good working environment means:

- Increased job satisfaction and motivation
- Fewer absences due to illness and better life quality
- Increased productivity in terms of both quality and amount
- A reduction in staff turnover
- Fewer costs caused by accidents and occupational problems

A bad working environment is expensive and undesirable

- Danish society wastes about DKK 64 billion per annum owing to bad working environment situations
- Half of all absences due to illness in state enterprises are due to work-related stress
- One-quarter of all absences due to illness in state enterprises are due to a poor psychological working environment

This is where we're heading, because it's worth it

