
WORK ENVIRONMENT

for staff at the
Department of Geoscience



This brochure is an introduction to procedures to ensure a safe and healthy work environment at the Department of Geoscience.

WORK ENVIRONMENT FOR STAFF

OCCUPATIONAL HEALTH AND SAFETY

The occupational health and safety organization (AMO) at the department is divided into different groups (AMG), representing the different types of staff. Each AMG consists of one or more elected occupational health and safety representatives (AMR) and an appointed leader (AML).

All are members of the local occupational health and safety committee (LAMU) which is chaired by the work environment leader. LAMU meets approximately 4 times per year. Meeting minutes will be distributed to all staff by email.

DUTIES OF THE AMO

The AMO ensures a safe and healthy work environment by preventing accidents and handling workplace-related problems. This is done by:

- Registering and following-up on problems including accidents and near-accidents to prevent future accidents.
- Provide information about rules and inform about prevention initiatives.
- Give instructions to employees, guests and students on how to work in a safe and responsible way at the Department of Geoscience.

USE YOUR AMG

Your health and safety representative can help you with situations that affect your health and safety at work. It can concern e.g.:

- Physical conditions (noise, indoor climate, laboratory safety, etc.)
- Ergonomy (working positions, repetitive work processes, etc.)
- Mental conditions (stress, bullying, conflicts, personal issues, etc.)

All matters of personal concern are treated confidentially.

WHAT CAN YOU DO

Employees is responsible for contributing to a safe and friendly workplace. You can contribute by:

- Contacting your AMR if you have questions regarding health- and safety.
- Always informing the AMG before requesting changes to laboratories, instrument purchases or moving office.
- Reading the specific guidelines (e.g. "Working Alone", "Handling HF acid", "Pregnant/breastfeeding women").
- Informing the AMG about situations or conditions that need to be addressed by the AMO/LAMU.

EVACUATION PROCEDURE AT AU

To prepare for the worst-case scenario of fire, serious incidents or large accidents that require an evacuation of the building, the AMO carries out an evacuation drill once a year.

During an evacuation, anyone should be able to take responsibility and act either as an evacuation leader (yellow vest) or meeting point leader (orange vest). Vests and accompanying instructions about the duties of these leaders are located in every building and on almost every floor in a wall-hung box. It is your responsibility to know the locations of these boxes, as well as the location of the nearest emergency exit at all times.

PSYCHOLOGICAL COUNSELLING

If you require psychological counselling you have several options:

- Counselling on referral (get in contact with your leader), generally 5 consultations.
- Anonymous counselling (contact a counselor yourself), generally 3 consultations. Call direct 7022 7612 (9am-3pm work days) or 7022 7610 (emergency).

WORKPLACE ASSESSMENT (APV)

To systematically identify and address possible health- and safety-related issues, an assessment of the work environment is conducted regularly by the university. Issues that are pointed out during a workplace assessment (and the subsequent action plans) are collected in a report. The latest report is available on the AU website.

You should continuously strive to improve the workplace for everybody by pointing out problems to your AMG, do not wait for the workplace assessment to identify and solve problems.

IF AN ACCIDENT OCCURS

In case of an accident or near-accident you need to notify your AMG about the work-related injury, damage or work-related illness. Get help from your AMR to register the incident and (if necessary) add witnesses to the documentation.

In case of fire, serious accidents or other life-threatening situations at the university (even if you activate the internal warning system) you need to call 112 and subsequently also the university emergency number: 87 15 16 17.

GEOSCIENCE HEALTH AND SAFETY ORGANISATION 2018-2021

WORK ENVIRONMENT LEADER



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SCIENTIFIC AND ADMINISTRATIVE STAFF

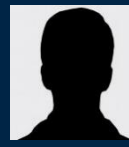
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FURTHER INFORMATION

Geoscience rules and regulations regarding physical work environment is located at the employee homepage of the department:

<http://geo.medarbejdere.au.dk/en/employment/work-environment/>