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# WORK ENVIRONMENT

# DEPARTMENT OF GEOSCIENCE



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

## WORK ENVIRONMENT FOR STAFF

### WORK ENVIRONMENT

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

All are members of the local work environment committee (LAMU) which is chaired by the work environment leader. At Geoscience students can choose 1 person with observer status for LAMU. LAMU meets approximately 4 times per year. Meeting agendas and minutes are available for all in a shared folder on the O-drive.

### 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.
- Instruct employees, guests and students on how to work in a safe and responsible way at the department.

### USE YOUR AMG

Your AMR 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.)
- Ergonomics (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

All staff are 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 a 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 or the department. 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 next official 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.

# WORK ENVIRONMENT ORGANISATION

## 2024-2027

### DEPARTMENT OF GEOSCIENCE

DAILY WORK ENVIRONMENT LEADER, HEAD OF LAMU



Charlotte Rasmussen  
charlotte.rasmussen@geo.au.dk

#### GROUP: SCIENTIFIC AND ADMINISTRATIVE STAFF

Thomas Lund Hansen (AML)  
tlh@geo.au.dk



Søren Munch Kristiansen (AMR)  
smk@geo.au.dk

#### GROUP: WORKSHOPS AND FIELDWORK

Charlotte Rasmussen (AML)  
charlotte.rasmussen@geo.au.dk



Per L Trinhammer (AMR)  
trinhammer@geo.au.dk

#### GROUP: LABORATORIES

Charlotte Rasmussen (AML)  
charlotte.rasmussen@geo.au.dk



Birte Eriksen (AMR)  
birte.eriksen@geo.au.dk



Rikke Brok Jensen (AMR)  
rbj@geo.au.dk

#### FURTHER INFORMATION

Geoscience rules and regulations regarding physical and psychological work environment are located at the employee homepage of the department

<https://geo.medarbejdere.au.dk/arbejdsmiljoe/>