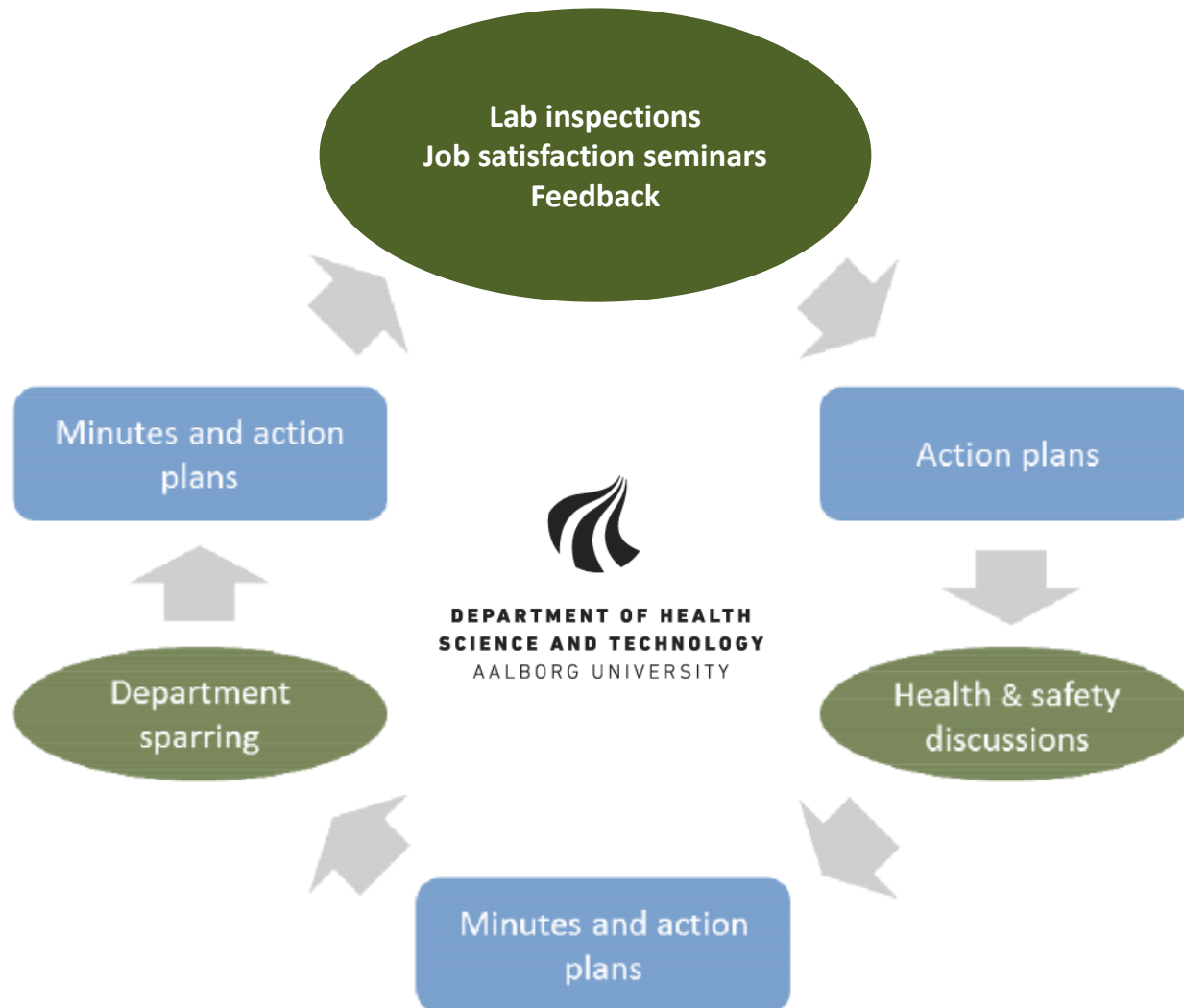


Workplace evaluation process (APV) 2015/2016



DEPARTMENT OF HEALTH
SCIENCE AND TECHNOLOGY
AALBORG UNIVERSITY



Inspection rounds



Inspection
rounds

Two processes:

- One relating to laboratories (focusing mainly on physical working environment)
- One relating to all HST employees' well-being in their work life in general (focusing both on physical and psychological working environment).



Laboratory inspections

Inspections of all laboratories at HST were conducted in December 2015 and January 2016.

Inspection
rounds

Results

Inspection rounds at HST's laboratories did not reveal any alarming circumstances that demanded immediate action.

Action plan

- Observations which required repairing or simple mending was reported to AAU Campus Service
- HST WEC's follow-up procedure will be optimized – a more specific action plan listing specific action points will be made in cooperation with the laboratory responsible (or his/hers appointed representative)



HST Job satisfaction seminars

The purpose of the seminars was to discuss both the psychological and physical working environment conditions at HST – with the aim of improving them together.

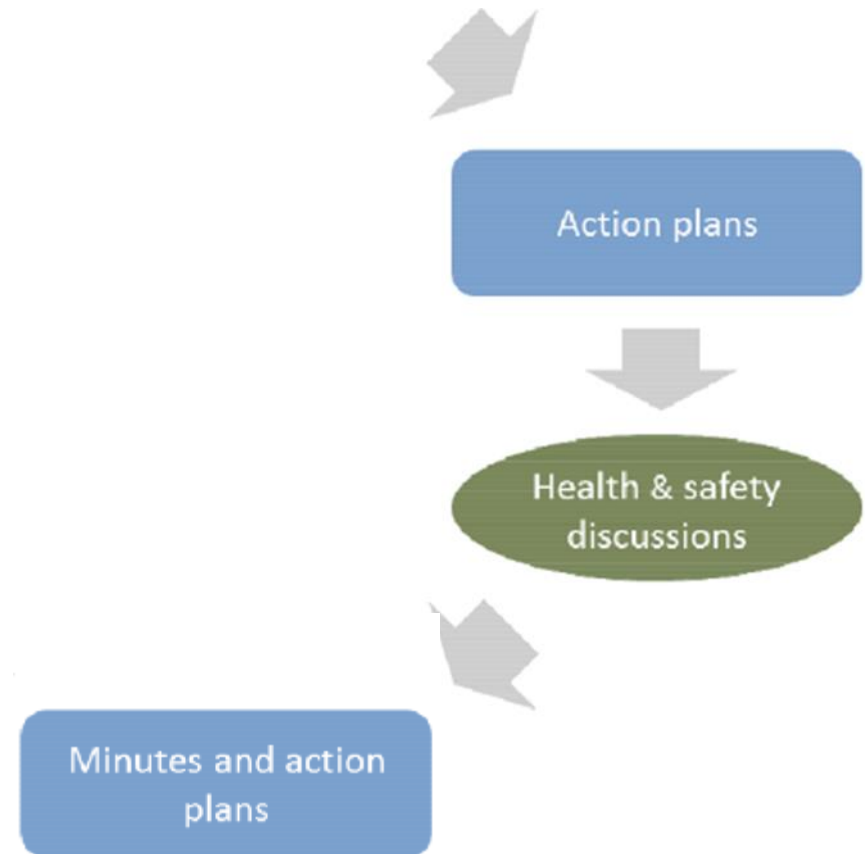
- Appr. 100 staff members participated in the two seminars
- Discussion themes were presented
- Staff members were divided into groups across professions
- All groups presented their statements and placed their notes on a board
- A plenum discussion allowed the groups to freely comment on each other's statements

Inspection rounds



Health & safety discussions

- HST's Working Environment Committee and Co-operation Committee held joint meetings where the collected employee statements were discussed, categorized, and prioritized
- Based on the outcome of the health & safety discussions the process continued and action plans were made – both small and large initiatives have been put into action



Outcome & actions

- a few examples

Udsagn fremsat af medarbejdere	Handleplan og kommentarer fra AMiU repræsentanter ved arbejdsmiljødrøftelsen 2016
<p>Fysisk arbejdsmiljø (individuelle indmeldelser der vedr. temperaturer, støj fra gartnerarbejde, fugle etc.)</p>	<p>HST AMiU mødtes med Campus Service i april 2016. Her blev punkter relaterende til det fysiske arbejdsmiljø indgivet.</p>
<p>"Ønskeligt med bedre balance mellem ressourcer og arbejdsmængde" "Mangler tid til at skrive artikler" "Mangler tid til øget administrativt arbejde" "Bureaucratic work without meaning. An increasing trend." "Ineffective administrative tasks: e.g. current semester description, is there a real quality improvement?" "Dictated unfinanced requirements from above, detailed implementations requiring resources, in particular semester organization/description"</p>	<p>HST ledelse er opmærksom på denne vanskelige udfordring. Statements relaterende til dette emne er (blandt andre) rapporteret videre til Fakultetets Samarbejdsudvalg på et møde afholdt den 6. juli 2016, hvorefter det rapporteres videre til AAU's Hovedsamarbejdsudvalg. Der er sket store ændringer i arbejdsopgaverne for f.eks. forskere. Vilka'rene har ændret sig og der kommer til stadighed nye opgaver baseret på eksterne fordringer. Det kan synes vanskeligt at forene og skabe synergi mellem opgaverne og ikke mindst fordelingen og prioriteringen af disse. Det er en stående udfordring for universitetet.</p>

Outcome - a few examples

Staff Appraisal Interviews (MUS)

Specific areas has been pointed out as focal points in connection with MUS 2017 - all of these subjects are included as a direct result of HST's Job satisfaction seminar

- Competence development (VIP/TAP)
- Funding (VIP)
- Feedback (VIP/TAP)



Outcome & actions - a few examples

Statements about balancing teaching, research and funding has led to:

HST Funding Seminar december 2016

Extra focus on teaching:

- Discussion meetings with all research groups at HST – JE & LRØ will run the process
- After the meetings the next steps will be planned accordingly
- The aim is to start a dialogue on various subjects relating to teaching, e.g capacity, working procedures, balancing efforts and hours etc.
- Strengthened collaboration between HST and SMH



Outcome & actions - a few examples

"Feedback from students is very important"

- New procedures and questionnaires have been developed by School of Medicine and Health

"More information to new employees"

- A new and more user-friendly intranet is under development



Outcome & actions

- a few examples

”It is important that we trust and respect our colleagues and that we maintain a positive tone when we communicate”

- We are all a part of our common working environment
- Insist on taking active part in building positive and professional collaboration with your colleagues
- Share constructive feedback with your colleagues
- Remember that whenever you communicate: perception is reality 😊



[Link to well-being barometer](#)

AAU STAFF WELLBEING BAROMETER 2017

**DEPARTMENT OF HEALTH SCIENCE
AND TECHNOLOGY**



HST WEC members

WORKING ENVIRONMENT GROUPS

VIP (EXCEPT BIOMEDICINE STAFF)

- Elected staff representative:
Erika Spaich
- Appointed management representative:
Michael Voigt

BIOMEDICINE (BIOMEDICINE STAFF INCLUDING PHD STUDENTS)

- Elected staff representative:
Brita Holst Serup
- Appointed management representative:
Svend Birkelund

ADMINISTRATIVE SUPPORT STAFF (A-TAP)

- Elected staff representative:
Debbie Pedersen
- Appointed management representative:
Jesper Franch

PHD STUDENTS (EXCEPT BIOMEDICINE STAFF)

- Elected staff representative:
Søren Leth
- Appointed management representative:
Mark de Zee

TECHNICAL SUPPORT STAFF (T-TAP)

- Elected staff representative:
Knud Larsen
- Appointed management representative:
Kim Dremstrup

<http://www.hst.aau.dk/safety/>

