

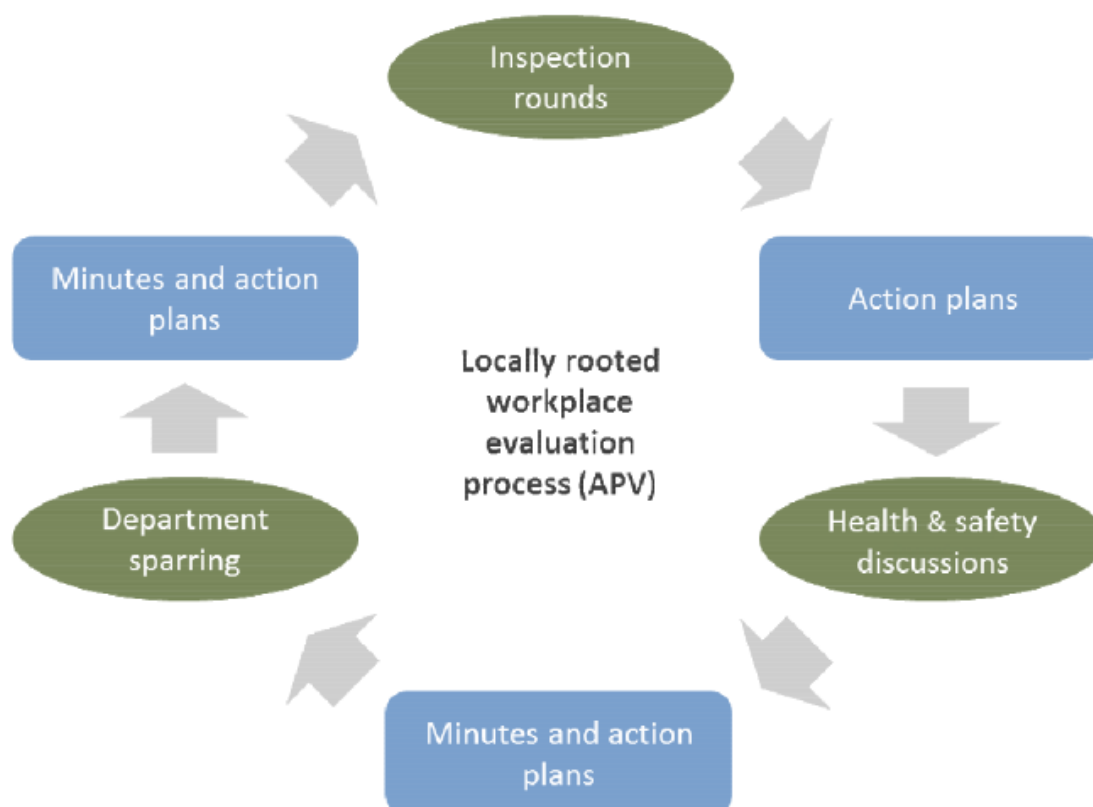
WORKPLACE EVALUATION 2015/2016

- Working Environment Committee (WEC) at Department of Health Science and Technology (HST)

In the spring of 2015 Aalborg University (AAU) launched a new model for its Workplace Evaluation (in Danish: Arbejdspiladsvurdering – APV), which is conducted annually. The model was developed by AAU’s Main Working Environment Committee. HST’s local WEC - Working Environment Committee (in Danish: Arbejdsmiljøudvalget – AMiU) has since the launch of the new model structured its work so that it follows the new overall AAU Workplace Evaluation process.

You can see the new workplace evaluation process below.

The mandatory basic model for the workplace evaluation process



You can read more about the new process [here](#).

On 1 July 2016 HST Working Environment Committee (WEC) held its annual “health and safety discussion”. Summarizing the outcome of the meeting, this document offers an insight into the past year’s HST WEC activities and results from inspection rounds, HST Job Satisfaction Seminars, and AAU’s overall workplace evaluation (APV) conducted by AAU’s central Section for Occupational Health and Safety. This document will also present examples of specific action plans which have been either fully or partly carried into effect.

HST'S HEALTH AND SAFETY DISCUSSION – AN OVERVIEW

AALBORG UNIVERSITY'S OVERALL WORKPLACE EVALUATION

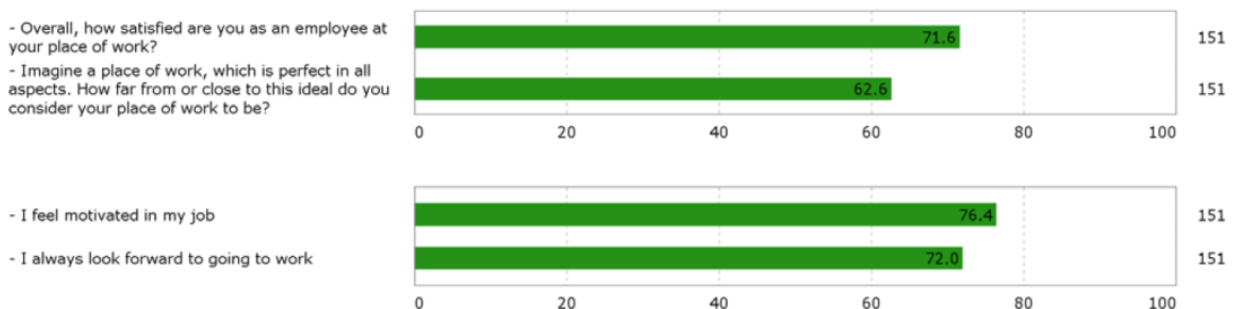
As part of AAU's new concept on workplace evaluations a mini-survey on staff well-being was conducted. A link to an online survey was sent by Aalborg University's Central Section for Occupational Health and Safety to all employees at AAU. The survey supplements the local analyses (from HST job Satisfaction Seminars) and will be included in the 2016 overall workplace evaluation process at the department.

Results/summarizing

Although comparing the results from questionnaires as these has proven a challenge, it gives a hint as to the present circumstances. The questionnaires are also useful for monitoring the development in the course of years to come. The collective response rate for AAU was 70% and 69% for HST. If a single result were to be highlighted, it might be that the general well-being was at 68.0 while HST was at 70.6. The difference in the results between the departments is fairly large, and HST ranks highly.

The results from HST's answers can be compared to AAU's collective results and to some of the other departments using the links below.

SCORE FOR EACH QUESTION



All results from the Central Section for Occupational Health and Safety's survey relating to HST are available [here](#).

Compiled results from all departments and faculties at AAU can be found [here](#).

INSPECTION ROUNDS

In order to conduct the inspection round in the best possible way HST WEC decided to divide it into two processes: one relating to laboratories (focusing mainly on physical working environment) and one relating to all HST employees' well-being in their work life in general (focusing both on physical and psychological working environment).

1. Laboratory inspections

During fall 2015 HST WEC started the planning of the laboratory inspections. Based on check lists covering all types of existing laboratories at HST the inspections were conducted during December 2015 and January 2016. Inspections of all laboratories (divided into groups according to location) at HST were conducted by HST WEC members – in most cases in collaboration with laboratory responsables.

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 has been 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)

2. 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. The job satisfaction seminars were held in Danish and in English. This was offered in order to let employees of HST choose their preferred language. During the seminars the participants were introduced to HST WEC's tasks and to its appointed and elected members. After this session, the discussion themes were presented and the staff members were divided into groups across professions. At the end of the seminar all groups presented their statements and placed their notes on a board where the various categories were listed. This resulted in a constructive plenum discussion allowing the groups to freely comment on each other's statements.

Results (summarizing the information collected)

The participating HST employees provided very constructive feedback during the job satisfaction seminars. Approximately 100 employees participated in the two seminars, which were both held in January 2016. After the seminars HST WEC and HST's Co-operation Committee has held joint meetings where they processed and dealt with the collected employee statements. The statements were categorized and prioritized. On the next page you will find examples of the statements given by HST employees at the seminars. The statements will be presented in their original form and language.

Statements presented by HST staff members	Action plan and comments from HST WEC members (extracted from the health and safety discussion 2016)
Fysisk arbejdsmiljø (individuelle indmeldelser der vedr. temperaturer, støj fra gartnerarbejde, fugle, etc.)	HST WEC met with Campus Service in April 2016. Topics relating to physical working environment (derived from HST's job satisfaction seminars) were discussed and reported.
"Bedre brug af onsdagsrundstykker til diverse information"	This suggestion has been taken into consideration. HST employees are encouraged to submit proposals for information topics (news from a research group, presentation of new colleagues, etc.)
"Indførelse af Tour de chambre på HST. Faggrupperne besøger hinanden f.eks. på laboratorier og præsenterer selvvalgt emne for de besøgende kollegaer"	This suggestion will be implemented. The first group in charge of hosting an event will be pointed out during fall 2016.
"Kompetencer og ansvar kan være svære at forene"	It is important that employees discuss the balance of competences and responsibility with his/her immediate manager. HST supports competency development and encourages individual employees to take the first step towards the desired development process – whether it relates to education or new areas of responsibilities.
<p>"Ønskeligt med bedre balance mellem ressourcer og arbejdsmængde"</p> <p>"Mangler tid til at skrive artikler"</p> <p>"Mangler tid til øget administrativt arbejde"</p> <p>"Bureaucratic work without meaning. An increasing trend."</p> <p>"Ineffective administrative tasks: e.g. current semester description, is there a real quality improvement?"</p> <p>"Dictated unfinanced requirements from above, detailed implementations requiring resources, in particular semester organization/description"</p>	HST management is fully aware of this complex challenge. Statements relating to this subject have (among other subjects) been reported to the Co-operation Committee of the Faculty of Engineering, Science and Medicine at a meeting held 6 July 2016. This committee will then report it to AAU's Main Working Environment Committee. Great changes have occurred lately in e.g. a researcher's work life and tasks. Terms have changed and new tasks based on external demands continuously arise. It might seem impossible at times to combine these new tasks with existing ones, to create synergy between them – and not least to divide and prioritize them. This is a general challenge for the university.
"Mere information til nyansatte"	During fall 2016 a list of practical details will be made. This sheet will serve as a to-do list for HST staff members when receiving and welcoming new colleagues at HST.
"Manglende viden om økonomi ift. ansøgninger – hvad koster en administrativ medarbejder, en PhD-studerende, lektor osv."	A role as a so-called "Resource planner" is under development (at AAU main level). This system is expected to relieve budgetary challenges in connection with fundraising. Until the system is released, please contact a colleague from HST Economy for assistance.
"Behov for at sikre medarbejdernes loyalitet med både egen gruppe og HST, så alle føler sig som en del af HST og forstår organiseringen af HST i grupper, centre osv."	<p>At HST social and professional cohesion is important. It might be a difficult balancing act to choose the correct affiliation in some situations. An HST staff member might feel strongly affiliated to a laboratory or a research group, but we are all connected by the terms HST, SUND, AAU.</p> <p>In relation to BFI points and VBN it is very important that affiliation is stated correctly (research group, if applicable, HST, and AAU) on all publications. As part of an effort in this specific publication area, HST's "affiliation guidelines" can be found on HST's intranet.</p>
"Feedback from students is very important"	In close collaboration with the affiliated study boards and Centre for Health Science Education and Problem-based Learning, School of Medicine and Health has formulated new questionnaires and procedures for semester evaluation and full study program evaluations. The procedures include new guidelines and methods for sending out questionnaires and collecting data. The process was started in the fall of 2015 and the first questionnaires have been sent out.
"Manglende feedback på sit arbejde fra ledelsen"	<p>Macro-level feedback (from management) is important, but in reality it most often happens at micro-level (from the immediate manager or colleagues). HST is a large institution where tasks are solved both collectively and <i>across</i> and <i>for</i> different groups and individuals.</p> <p>Feedback does not only mean praise, but can also occur in the form of explaining the meaning and consequences of a given task (transparency) and the value of the work done. It might be motivating for your colleague to know what he or she takes part in realizing.</p> <p>Feedback can be added to the Staff appraisal interview form in the course of the year – both by the manager and the employee – and can then be discussed at the meeting.</p>

As mentioned, this document provides an insight into the ongoing process of following up on the workplace environment evaluation. In addition to these examples, specific action plans or further review of other statements from employees have been initiated. This includes e.g. teaching (administrative tasks in relation to teaching hours and semester descriptions). The possibility of using Moodle as a tool of relief in connection with semester descriptions will e.g. be explored. Requests for various improved financial overviews were also put forward as well as correlation between tasks and internal groups or units. HST WEC and HST's Co-operation Committee will – together with HST Management and staff members of the department – keep focus on constantly optimizing the well-being at the workplace we share.

DEPARTMENT SPARRING

In October 2016 members of HST WEC will meet with WEC members from Department of Chemistry and Bioscience. This is a part of AAU's newly launched concept "Department sparring" – an element anchored in the new workplace evaluation process (APV). Members from each department and a representative from AAU's Central Section for Occupational Health and Safety will discuss selected parts of the hosting department's working environment. Subjects discussed during these sparring sessions must all relate directly to the everyday work life achievements or challenges at a given department (i.e. subjects that can be controlled from department level). You can read more about department sparring [here](#).

WORKPLACE EVALUATION CYCLE

The workplace evaluation cycle will be completed at the end of 2016, and then a new will start.

HST WEC MEMBERS

You are always welcome to contact the members of HST WEC:

- Kim Dremstrup, HST (chairman)
- Erika Spaich, SMI (deputy chairman)
- Brita Serup Holst, Biomedicine
- Debbie Pedersen, HST
- Jesper Franch, SMI
- Knud Larsen, HST
- Mark de Zee, SMI
- Merete Tomra Bertelsen, HST (secretary)
- Michael Voigt, SMI
- Svend Birkelund, Biomedicine

Please visit HST's website for further information [here](#).

[Minutes of HST WEC meetings are available at HST's intranet](#)