



HST Working Environment Committee (WEC) activities

(from fourth quarter of 2015 to fourth quarter of 2016)

- in relation to workplace evaluation (APV)

Date	Activity	RAVL and APV-related activities at HST
9 September 2015	HST WEC meeting	Item 5 on agenda: RAVL - discussion and planning of inspection round in laboratories and workshops at HST. Inspection list approved.
September – december 2015	Laboratory inspections conducted at the following locations: <ul style="list-style-type: none">• Fredrik Bajers Vej 3B and Fredrik Bajers Vej 7 A2-106 Inspectors: Brita Holst Serup and Svend Birkelund• Niels Jernes Vej 12 and Fredrik Bajers Vej 7A+E Inspectors: Jesper Franch, Mark de Zee and Knud Larsen	
8 December 2015	HST WEC meeting	Item 6 on the agenda: Feedback from the laboratory inspections conducted in 2015 (RAVL). Exchange of experiences and planning of the remaining inspections taking place in January 2016
January 2016	Laboratory inspections conducted at the following locations: <ul style="list-style-type: none">• Fredrik Bajers Vej 7 D1+D2+D3 Inspectors: Erika Spaich and Michael Voigt	
5 January 2016	Meeting: Final planning of HST Trivselsseminar/HST Job Satisfaction Seminar for all employees at HST Seminars taking place on 7 January 2016 in Danish and 15 January 2016 in English)	

7 January 2016	HST Trivselsseminar (in Danish)	<p>Purpose: To discuss both the psychological and physical working environment conditions at HST - with the aim of improving them.</p> <p>Seminar agenda:</p> <ul style="list-style-type: none"> • Introduction: WEC's tasks and purpose of seminar • Group work: Discussion of the working environment at HST • Plenum: presentation of subjects discussed in groups <p>HST's Job Satisfaction Seminar is a local initiative conducted – anchored in AAU's central APV survey.</p>
15 January 2016	HST Job Satisfaction Seminar (in English)	<p>Purpose: To discuss both the psychological and physical working environment conditions at HST - with the aim of improving them.</p> <p>Seminar agenda:</p> <ul style="list-style-type: none"> • Introduction: WEC's tasks and purpose of seminar • Group work: Discussion of the working environment at HST • Plenum: presentation of subjects discussed in groups <p>HST's Job Satisfaction Seminar is a local initiative conducted – anchored in AAU's central APV survey.</p>
13-18 January 2016	<p>Laboratory inspections conducted at the following locations:</p> <ul style="list-style-type: none"> • Fredrik Bajers Vej 7 D1+D2+D3 <p>Inspectors: Erika Spaich and Michael Voigt</p>	
15 January – 8 March 2016	Transcribing and analyzing data collected from HST Job Satisfaction Seminars	
8 February 2016	As a part of Aalborg University's (AAU) 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 will supplement the local analyses (from HST job Satisfaction Seminar) and will be included in the 2016 overall workplace evaluation process.
8 March 2016	HST WEC meeting	Minutes of meeting – not yet approved

16 March 2016	Kim Dremstrup participated in HAMiU and HSU	
16 March 2016	Meeting: Erika Spaich and Mark de Zee	Analyzing data collected
30 March 2016	Meeting: Erika Spaich and Mark de Zee	Analyzing data collected
11 April 2016	Knud Larsen, Brita Holst Serup and Jesper Franch met with representatives from Campus Service	HST WEC representatives presented topics relating to the physical working environment at HST. All topics derived from HST's Job Satisfaction Seminar. Campus Service will look into the reported topics and will revert.
26 April 2016	Joint meeting between HST WEC and HST Co-operation Committee	Discussing and prioritizing data collected at HST Job Satisfaction Seminars in January 2016.
5 May 2016	Kim Dremstrup participated in HAMiU meeting	
30 May 2016	Joint meeting between HST WEC and HST Co-operation Committee	Discussing and prioritizing data collected at HST Job Satisfaction Seminars in January 2016
16 June 2016	Meeting between Kim Dremstrup, Erika Spaich and Debbie Pedersen	Preparing presentation of APV process at HST – an overview for all HST employees
June 2016	Entering data into i central AAU databases (Campus Service, local APV data)	
1 July 2016	HST WEC meeting - Arbejdsmiljødrøftelse (annual status)	
6 July 2016	Kim Dremstrup will participate in Faculty Co-operation Committee meeting	
6 October 2016	“Institutsparring” – Brita Holst Serup, Erika Spaich, Mark de Zee and Kim Dremstrup will meet with WEC representatives from The Department of Chemistry and Bioscience	The purpose of this meeting is exchange of experience

Links:

[Minutes of HST WEC meetings](#)

[HST WEC representatives](#)

[List of HST laboratories](#)

Abbreviations:

AMiU – Arbejdsmiljøudvalget/Working Environment Committee - WEC

HAMiU – Hovedarbejdsmiljøudvalget/Aalborg University's central Working Environment Committee

Samarbejdsudvalget/Co-operation Committee

HSU – Hovedsamarbejdsudvalget

APV – Arbejdspladsvurdering /Workplace evaluation

RAVL - Retningslinjer for arbejdsmiljøet i AAU's værksteder og laboratorier/Guidelines for AAU's workshops and laboratories