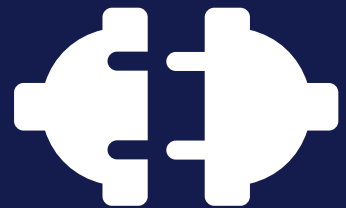


TIPS

The OHS meeting



Preface

The Occupational Health and Safety (OHS) meeting is the most essential part of the workplace assessment process; this is when you define your working environment.

OHS meetings contents:

1. A discussion and evaluation of whether the previous year's goals have been achieved.
2. What should be in focus in the year ahead?
3. A discussion and mapping of the co-operation
4. Goals (as concrete as possible) for the coming year
5. Other input
6. Approval of the working environment organisation
7. Preparation of competence plan

Formal requirements for the OHS meeting

According to Danish Working Environment Act, you must hold an OHS meeting once a year. The requirements for what the meeting should contain are set out in the points above.

If the Danish Working Environment Authority (WEA) comes for an inspection, you must be able to document that the annual OHS meeting was held in the form of minutes from the discussion based on the content above.

Input for OHS meeting

There are no rules on what may be used as input for OHS meeting. Some topics may be of particular relevance:

- The working environment groups' knowledge regarding the working environment in your department.
- Your mapping, focus group discussions, action plans and the AAU's wellbeing barometer
- Management feedback
- General aspects from performance and development review (MUS), group performance and development review (GRUS) and management performance and development review (LUS).

Participants in the annual OHS meeting

OHS meetings are conducted in the OHS committee, but consider holding them in conjunction with the meeting committee because both the OHS committee and the meeting committee are involved in staff wellbeing, framework conditions affecting the working environment, etc.

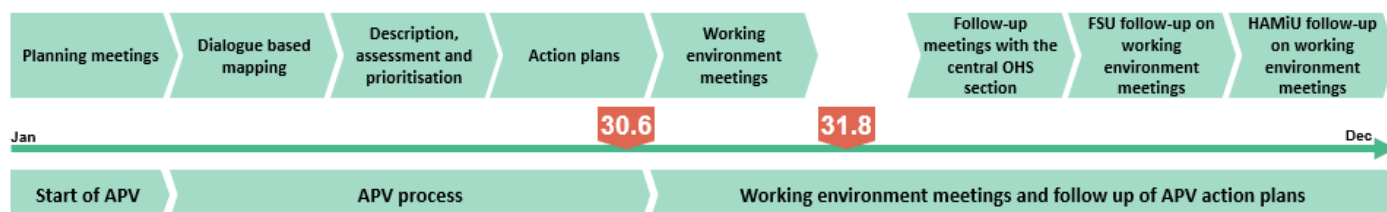
Output from the OHS meeting

Three key outputs from OHS meetings include:

- A better common take-off for the strategic co-operation as to the working environment task in the committee.
- Up-to-date action plans with the latest goals and agreements.
- Report to dean/director in order to obtain insight in the working environment condition for the main area

The minutes must be documented

Once the meeting has been held and the minutes have been approved, they must be recorded in order to document that the meeting was held. In addition, the minutes must be sent to the Central Section for Occupational Health and Safety (Arbejdsmiljøsektion@adm.aau.dk) which prepares a comprehensive report for the main area.



Questions for OHS meetings

1. Were the previous year's goals achieved?

It is necessary to assess whether the previous year's occupational health and safety goals were achieved. If you set a target of halving the number of work-related accidents, you will have to assess whether this goal was achieved.

- Special challenges: What experiences have you made - even when it has been difficult, e.g. reorganizations, savings, staff reductions etc.
- Did you reach the goals you set? If not, what prevented us?
- Did we have the right skills / knowledge, resources in relation to the work environment challenges we faced?
- Communication in the committee - did we conduct too few / too many meetings, how is the communication between committee members and chairmanship / secretary and staff ?

2. What will be the focus of the coming year?

Based on this year's mapping and priority action plans, what health and safety efforts do you want to focus on the coming year? Does the department/unit face specific challenges, for example in the form of new tasks, relocation, indoor climate, etc.

3. How should cooperation take place?

You need to discuss how cooperation should proceed in practical terms and how you will achieve your health and safety goals. For example, in order to achieve your goals, you can agree on meeting intervals, or how management and members of the OHS organisation regularly inform each other and staff members about how the health and safety work is progressing. If you are facing a reorganisation, it may also be relevant to discuss the future composition of the OHS organisation.

4. What are the new goals for the working environment?

Here you need to quantify your goals. For example, if you are focusing on sickness absence, you need to put a figure on how much you want to reduce it by. It is important that you formulate "measurable" and specific goals.

5. What other inputs are included in the discussion?

Include any input from action plans, local knowledge, management feedback or anything else that may be relevant.

6. Approval of the OHS organisation

See the organisation plan on the website of the Central OHS Section and verify/approve the members.

7. Competence development plan

Does the OHS organisation have the right competences and training to solve the health and safety problems you are facing?

The OHS representative and supervisor are entitled to additional occupational safety and health training equal to 1½ days in each year of function - 2 days the first year they are elected or designated. In this context, a competence development plan must be drawn up, based on the existing health and safety needs and the needs of the health and safety organisation for competence development. If the WEA comes for an inspection, you must be able to document that the members of the health and safety organisation were offered additional training.