

How the election of health and safety representatives at Aalborg University 2023 takes place

Step 1

Each department/FS-unit must define and name their local occupational health and safety groups. Local health and safety groups form the basis of their department's/FS-unit's occupational health and safety organisation (AMO); thus, the overall occupational health and safety organisation is defined within the local health and safety group.

Step 2

The head of department/shared service vice director is responsible for informing the department's/FS-unit's staff members of the health and safety representative elections which will be held (deadline) 17. March 2023, and for encouraging staff members to stand for election. Prior to nominations and election, it must be made clear to all staff members in which local health and safety group they are eligible for election and therefore also represented by. The working period of the current occupational health representatives expires per. 31. March 2023, and the elected term of office will therefore commence on 1. April 2023.

Step 3

Any staff members wishing to stand for election must notify their head of department/shared service vice director. Staff members may nominate themselves on an individual basis, or they may discuss the nomination of candidates at meetings.

Step 4

Prior to the elections, the head of department/shared service vice director is responsible for distributing the lists of candidates to staff members, allowing them to consider which candidate to vote for.

Step 5

In the event of a contested election, the candidates are allowed to run campaigns prior to the election. If each local health and safety group has only one candidate, the election is conducted as an uncontested election.

Step 6

The election is held.

Staff members may vote for a candidate nominated in the local health and safety group by which they are represented.

Step 7

The election result is announced to the head of department/shared service vice director, who is responsible for communicating this to the staff members of the department/FS-unit and, for

registration purposes, to Aalborg University's working environment section (AMS) (arbejdsmiljoesektion@adm.aau.dk). Please, do remember to describe the principle of subsidiarity (for example group of staff, section, address or similar) to which the elected refer, in your communication to both the staff and to AMS.

The elected staff member may choose to inform their trade union of the election result and their new title of health and safety representative; being a trade union member, however, is not a prerequisite for being elected health and safety representative. This cannot be done centrally

Step 8

After the election of the health and safety representative(s), the head of department/shared service vice director appoints one supervisor per each local health and safety group. If the supervisor(s) are given in advance e.g., due to the local organizational structure in interaction with the working environment organization, there should be no new appointing. The health and safety representative and the supervisor together make up the local health and safety group.

Step 9

Within three months of the election, all newly elected health and safety representatives and newly appointed supervisors must complete the compulsory health and safety training within three months of the election.

If a newly elected health and safety representative has not already completed the training (it must have been completed after 1991), it must be completed by the end of June 2023.

Arbejdsmiljøsektionen (AMS) organizes three courses in the spring of 2023, in April, May and June. Dates will follow.