

Aalborg University's Occupational Health and Safety Policy

Aalborg University's Occupational Health and Safety Policy

Aalborg University's Occupational Health and Safety Policy provides the overall description of Aalborg University's implementation of the Danish Working Environment Act.

Objective

A positive organisational, social and physical working environment is a prerequisite for the development and productivity of the University as well as for staff wellbeing and motivation and for getting the most out of the resources available to the University.

The sum total of a group of individuals in a positive organisational and social working environment is greater than each individual; thus, the organisational and social working environment should be characterised by a sense of team spirit. Moreover, the sense of team spirit and a respect for diversity within the team should support the development of individual team members with the support of the team. In the continuous development of the occupational health and safety of the entire organisation, the team and of individual staff members, Aalborg University acknowledges the value of *De Seks Guldskorn* (the six words of wisdom - requirements, purpose, predictability, influence, cooperation and trust) and *De Tre Diamanter* (the three diamonds - justice, cooperation and trust) which have been prepared by the National Research Centre for the Working Environment.

In creating a positive organisational, social and physical working environment, the organisation must focus on the developing elements of OHS activities, also during the continuous processes of development and change that form an inherent part of a university. Moreover, AAU's OHS activities must be reactive to staff members' physical and mental stress reactions and pro-active in launching preventive initiatives aimed at developing the working environment to prevent stress reactions. In this context, it is essential that staff members may influence the organisation of their own work in individually or as teams.

Target group

Aalborg University's Occupational Health and Safety Policy applies to all staff members irrespective of their employment conditions and job functions. Students are not covered by the Danish Working Environment Act. The educational environment is governed by Danish legislation within that area ('Lov om elever og studerendes undervisningsmiljø [Act on students' educational environment (only available in Danish)]').

Tasks and organisation

Aalborg University must maintain an occupational health and safety organisation that seeks to ensure the organisation's positive organisational, social and physical working environment by

Aalborg University's Occupational Health and Safety Policy

facilitating the dialogue between management and staff. The occupational health and safety committees will establish the objectives, framework and action plans of AAU's OHS activities based on this policy. Overall, we strive to promote consistent high-quality working environment at all AAU campuses. Staff representatives must be included in all decision-making processes that may influence occupational health and safety.

AAU'S occupational health and safety organisation (organisational chart)

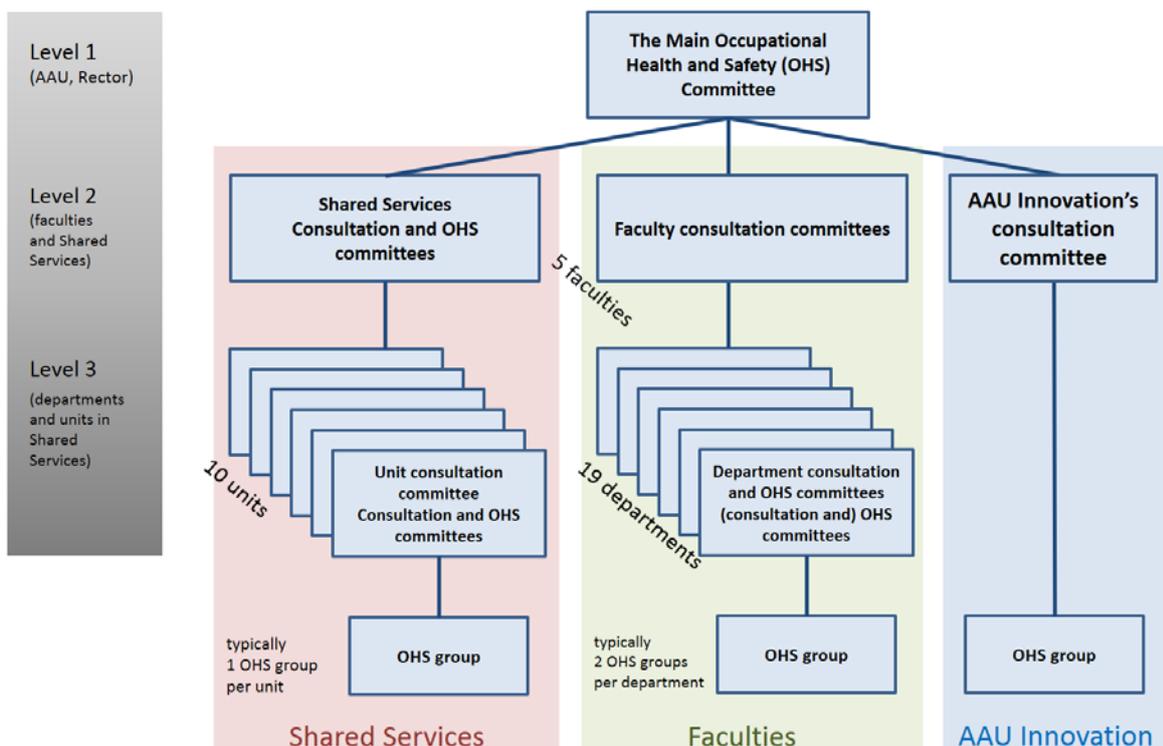


Figure 1. The structure of Aalborg University's occupational health and safety organisation.

The Occupational Health and Safety Committee must always remain visible; thus, whether AAU staff members wish to seek solutions to specific issues or simply wish to implement preventative measures or contribute to the area's development, they must always know who to contact in relation to OHS issues.

Aalborg University has established the Central Section for Occupational Health and Safety (AMS) for supporting the occupational health and safety organisation by offering training in organisational health and safety, by providing advice and guidance in "best practice" and health and safety regulations and by maintaining and assisting the occupational health and safety organisation in general and in their relations with the Danish Working Environment Authority.

The staff members of AAU's OHS organisation must be offered continuous training in order to ensure that they are able to launch reactive, preventive and developmental initiatives to support health and safety at the University. The management must make relevant training available to OHS

Aalborg University’s Occupational Health and Safety Policy

representatives, work supervisors and any supervisors responsible for the working environment; such training programmes must cover all aspects relevant to the OHS activities.

The management is responsible for ensuring and developing a good working environment, and this is an integral part of AAU’s code of governance, organisation and working relations. Staff members are also responsible for the working environment of their colleagues and themselves. The more individual staff members contribute to ensuring a good working environment for themselves and their team, the better the results of our OHS efforts will be.

AAU’s OHS organisation (responsibilities and tasks)

	Responsibilities	Ambitions, framework and regulations	Implementation
AAU	Rector	Main OHS Committee & the central OHS section	HR Department, Campus Services
Faculties	Dean	Faculty consultation committee	-
Departments	Head of department	OHS committee (strategic) OHS group (operational)	OHS group and department administration

Figure 2. The responsibilities and tasks of Aalborg University’s occupational health and safety organisation.

Workplace assessment (APV)

As an essential part of our ongoing work on health and safety at Aalborg University, annual workplace assessments are conducted at all departments and units. The workplace assessment (APV in Danish) involves all staff members filling in a general questionnaire as well as all departments updating their department-specific objectives and action plans. Over a three-year period, the workplace assessments must include all relevant aspects of the Danish occupational health and safety legislation; however, within this framework, departments and units may organise their assessments to meet individual needs, cf. the central OHS section’s workplace assessment guidelines.

Basis

Aalborg University’s occupational health and safety policy is supplemented with various sets of rules governing the interpretation and implementation of the policy within the University’s activities such as research, education, administration, procurement, organisational changes, relocations, new buildings, new technology, etc.

The OHS policy supports the University’s statutes, strategy, equality and diversity policy and staff policy concerning health and safety at Aalborg University. This policy is to be used by the OHS organisation in their preparation of action plans and in their efforts to ensure a healthy working environment.

Aalborg University's Occupational Health and Safety Policy

The occupational health and safety policy was adopted at the Main Occupational Health and Safety Committee's meeting on 15 February 2018. The occupational health and safety policy must be evaluated when needed and no later than by the end of 2020.

AAU's central OHS section is responsible for this policy and will be available to answer any questions concerning the policy.