

Workplace assessment chart

	Section	Building	Ok	Risk	Comment	Action point	Follow-up
Ergonomi							
1	Monotonous & straining computer work						
2	Straining work positions and movements						
3	Influence on the lay-out of your work space						
4	Knowledge about setting up your work place	WCN	FRB7 A3-4		Having telcos can be a problem	Plan ahead and use available phones/PC speakers	
5	Heavy or awkward lifting/pushing/pulling						
6	Anything else?						
Indoor climate							
7	High/low temperatures & draft						
		APMS/T-Tap/Fæ	SLV312		Temperature control not working. Either the rooms are too warm or strong draft wind from ventilation must be accepted	Contact building responsible (NOVI?) and have them fix the system. Seeing that the building is still "under construction" this might have to be put off for some time?	A plate has been made to prevent draught from ventilation system
		CMI	FKJ12		Inadequate ventilation - too hot or too cold offices	Campus Service are continuously working on improving the ventilation system. Purchase small ventilator for offices. Send email to Building Support if the heating is not on.	Ventilator purchase next summer. The heating is on.
		Fælles	FrB7 B1		Det trækker ligeledes fra gangarealer i FrB7-B		
8	Dust, lack of cleaning, annoying smells	SIP	FBV		Der er klart dårligere rengøring end tidligere. Fx er toiletter beskidte og uhumske i en grad der er belastende. Også mere støvet/beskidt generelt	Gør bedre/oftere rent. Udliciteringen er i sin nuværende form en klar fiasko.	Der er taget kontakt til CAMPUS service http://www.campuservice.aau.dk/campusbetjening/rengoering/
		CMI/WCN	12/FRB7 A3-4		Inadequate removal of dust from desktops	Send email to staff so they remember to clear their desktops for thorough cleaning once a week	Some notes an improvement, others see no change. It would be nice if it was done when staff is on vacation (when the desks are reasonably clear).
		WCN	FRB7 A3-4		Heaters are never cleaned and release "dusty" smell	Organize a cleaning once a year?	(CMI) Sent 3 emails to staff 10/10-2017; 14/6-2018; 27/7-2018 (WCN) Nothing has happened to the heaters

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		Fælles	Frb7 B1			Kontor: Der gøres rent alt for sjældent og for overfladisk. Sidst anvendte sæbemiddel til gulvvask lugtede forfærdeligt. Toiletter: ofte meget uhumske, så man må "på jagt" efter nogenlunde rent toilet.	Rengøringen er ved at blive bedre. Opfordre alle til at klage over manglende rengøring til: aauinfo@allianceplus.dk	
9	Passive smoking							
10	Humidity, moisture and mould	SIP				Ikke nu, men den mangelfulde rengøring vil sikkert medføre betydelig risiko for dette i fremtiden	Gør bedre/oftere rent. Udliciteringen er i sin nuværende form en klar fiasko.	Der er taget kontakt til CAMPUS service http://www.campuservice.aau.dk/campusbetjening/rengoering/
		CMI	FKJ12			Leaks from the roof when raining in the corner by Idong	Send an email to Building Support next time it rains so they can find the leakage	Outstanding
		Fælles	B1 - B3			Fugt og skimmel render ned af væggene.	Har kontaktet campuservice. Vil først blive udbedret ifm. renoveringen af FrB 7. Vil løbende holde øje med at det ikke bliver værre.	
11	Glare/reflections in monitors	SIP	FBV-B4			Belysningen i gangarealet i B4 er ekstremt	Det er der heller ikke andre steder på FRB7	Er fejlmeldt, kontrol om det er løst
		CMI	FKJ12			Glare in computer screens	Purchase anti-glare shields	Purchased
		Fælles	Frb7 B1			Sidder i kunstigt lys det meste af året da rullegardinerne altid er nedrullet		
12	Inadequate artificial lightning	Fælles	Frb7 C1			Dårlig belysning i fællesarealer. Dyster stemning	Vil blive udbedret ifm. renoveringen af FrB7	uændret
		APMS	SLV312			Indoor lighting very nice	Celebrate	
13	Static electricity							

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14	Anything else?	CNT	C1-113				
		CNT	C1-113		Painting in ceiling of the inner-right corner is cracking and falling down.	Contact building responsible and have them fix the ceiling, perhaps with new painting.	Issue seems to have been fixed.
Noise							
15	Exposure to continuous/impulse noise						
		APMS	SLV312		Construction noise	Try to acquire information on periods/duration and inform colleagues of this	
		CMI	FKJ12		Noise in shared offices. Noise from atrium and lunch room. Nois from copier and sprinkler system	Signs put up about behaviour in shared offices. Ask Building Support to removed gaming tables. Move meetings from lunch room to meeting rooms	
16	Poor acoustics	SIP			Lyd breder sig imellem B5 kontorerne, så man kan risikere at overhøre samtaler i nabokontoret		Vi skal i gang med bygnings-renovationer, der er ikke en simpel løsning, så det må vente. (starter 2019)
		APMS	SLV312		Poor acoustic isolation between rooms and between hall ways and rooms	??	
17	Anything else?						
		APMS	SLV312		Many people in a room. It is difficult not to disturb each other. Tightly linked to #16	Try to inform people of the challenges of being in multi-people offices and provide facilities/recommendations for how to handle for instance phone conversations	
		CNT	C1-113		Table facing the window has a loud and annoying sound when lowered.	Get the table replaced.	Minor issue. Employee figured out that the sound is not there if gentle pressure is applied to table when lowering.
		CNT			Multiple employees are annoyed about the noise from the seagulls		Campus Service is aware of the problem and is constantly taking measures to minimize the noise nuisance from seagulls
		CNT			Multiple employees having offices facing Bertil Ohlins Vej are annoyed about the buses constantly driving by.	Probably nothing can be done, unless the windows are badly sound-insulated?	Most affected personnel have moved offices.
		WCN	FRB7 A3-4		The DE club is noisy - the music is fairly controlled, but when students go out to smoke/talk/have fresh air they are very noisy	Talk to the DE club chairman (again)	At the beginning of each semester they have to be reminded to confine their partying to Thursdays. Still, the noise in the yard is at an annoying level. A side effect is that the Hallways smell like a bar on both Thursdays and Fridays.
		WCN	FRB7 A3-4		A quiet place for reading papers is needed		Status quo

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		CNT				Later in the spring semester, we expect the robotics students to use the lab in lower north-vest corridor of C1 (where Connectivity resides), and some employees foresee noise in the offices. The Connectivity group also uses the large table in the corridor for meetings.	It would be nice to move the lab tables to a dedicated lab room.	No change.

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Guidance and instruction							
18	Instructions to new employees	APMS	SLV312			Unclear expectations for min. PhD requirement wrt. publications. Huge differences are observed across sections and across departments	Establishing a AAU-wide min. cumulative BFI requirement is likely impossible/undesired. But stresses that supervisors/section heads have to take notice of this and that expectations have to be voiced
19	Instructions wrt work/service disruptions						
20	Anything else?	CMI	FKJ12			Inadequate information flow between levels at AAU	Ask Department management to bring this forward (upward)
Accidents (Risk of accidents caused by:)							
21	Falling / tripping	CMI	FKJ12			Risk of falling in front of the kitchen due to uneven floor	Email Building Support if it can be fixed.
22	Sudden twists or body movements						
23	Slippery or uneven walking surfaces	Fælles				Ringe sneerydning på parkeringspladser og gangarealer	Vil kontakte campusservice når det bliver aktuelt
24	Electrical shocks						
25	Lack of shielding/protection (handrails and protrusions)						
26	Heavy or awkward lifting/pushing/pulling						
27	Inadequate artificial lightning						
28	Anything else?						
Psykisk arbejdsmiljø							
29	Large workload and time pressure	CMI	FKJ12			Worry about unclear situation about the new positions and uncertainty about the work load in fall .	Keep staff informed about the employment situation.
		WCN				Adjunktpædagogikum has high workload but no discount from department	Inform management
		WCN				Some get tvry limited teaching opportunities on very diverse topics asked on short notice	Ensure continuous teaching and organize a ressource pool based on capabilities Despite attempts, this issue largely remains. It is suggested that the teaching tasks should be organized on department level, where the "pool" of resources is larger and therefore more likely to match the teaching tasks
		T-Tap				Tidspres. Har svært ved at finde tid til at sætte sig ind i nyt udstyr. Det bliver meget her og nu løsninger i stedet for mere færdige løsninger	

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		Fælles				Stadig flere krav både internt og eksternt. Ved fællesopgaver er sene frister et generelt problem. Mails med spørgsmål, der skal besvares med kort frist.	Da vores arbejde af natur har meget travle perioder med korte deadlines givet andre steder fra, som vi derfor ikke har indflydelse på, kan det være overordentligt svært at undgå korte frister.	
30	Unclear or conflicting requirements							
		APMS	SLV312			See #18		
		CMI	FKJ12			Too much teaching and administration for some staff results in too little time for research	Ask Department management to bring this forward (upward)	
		WCN				Project work and PhD research do not match - how to balance?	Ensure supervisors take responsibility in planning	
30		Fælles				Der er ikke klare krav til eller frist for løsning af fællesopgaver og heller ingen feedback efterfølgende. Man haster bare videre til næste opgave. Det er fint med selvedelse, men vi har behov for rammer for at kunne planlægge og prioritere. I projektadministrationen er vi i forvejen underlagt mange eksterne frister.	Deadlines inden for økonomi på hhv. eksterne projekter og interne deadlines vil ind imellem kollidere. Dette gælder især de medarbejdere, som arbejder med projektøkonomi. Forud for større opgaver som f.eks. budgetlægning, ligger der altid en plan flere måneder før, vi går i gang med at budgettere. Det forekommer dog (ofte), at planen må revideres, da data ikke foreligger på de forventede tidspunkter, hvilket gør, at vi må bruge mere tid, end det havde været nødvendigt, hvis tidsplanen blev overholdt (oppefra).	
31	Meaningful work	SIP				Instead of usefulness, publication/citation /BFI points are the main research goals.		What to do? This is a big problem, AAU management today. Discuss it at MUS or section meetings
32	Monotonous work							

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33	Interactions with computers						
	fælles				Antal af IT-værktøjer og deres manglende samspil er konstant en belastning	Der foregår hele tiden forbedringer af IT-værktøjerne, så løbende bliver mulighederne bedre.	
	APMS	SLV312			IT service for "standard office needs" are adequate but for "laboratory set ups" where different (and strange) needs arise the service is inadequate. The "strange" questions that arise from laboratory experiments can most often not be answered. The promised user satisfaction survey has not been offered up?	??	
34	Limited influence on own work						
35	Support from management or colleagues						
	APMS/WCN	SLV312			Most often, when issues with deadlines are presented from (top) management it is with very tight deadlines that are hard to meet unless "left hand" work is expected. Often arrangements and deadlines coincide with the busiest times of the year, which indicates that (top) management have no clue as to what we are doing here at the university	Ask Department management to bring this forward (upward)	The issue remains unresolved
	APMS	SLV312			Lack of information/reasoning from (top) management, Dean and upwards. There is no desire to influence the decisions but a strong need to understand decisions. The Faculty restructuring is one example. (Top) Management has offered no reasonable explanation for the decision to initiate the restructure and certainly no explanation for the end result	Ask Department management to bring this forward (upward)	The issue remains unresolved
	Fælles				Manglende tilstedeværelse af nærmeste leder, er konstant kilde til usikkerhed omkring løsning af fælles opgaver såsom periodeopfølgninger. Mere synlig ledelse	Sekretariatsleders arbejdsbelastning gør, at det er nødvendigt at skaffe sammenhængende arbejdstid for at opgaver kan løses inden for den tid, der er til rådighed. Når sekretariatsleder ikke er på kontoret, er det altid muligt at få svar på mail eller ved telefonsik henvendelse.	
36	Conflicts, bullying and sexual harassment						
37	Contact with students						
38	Violence and threats						

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39	Job insecurity						
		CNT			Some postdoc/assistant professors find it stressful to be on timelimited contracts, not knowing whether their contract will be renewed until shortly before their contract ends.	??	no change.
		WCN			Short term contracts make it difficult for the individual to make career plans, but also affects project managers and funding applications due to an unstable pool of resources		
		SIP			Short-term contracts with no promise about the future.		This is a general problem with time-limited contracts. There are rules against repeated extensions. Contact your head of section.
40	Annoying disturbances						
		APMS/WCN	SLV312		Rigid and (stupid) strange rules. One example is the new vacation rules that offer no apparent benefit but introduces yet more administrative work for non-administrative employees	??	
41	Annoying disturbances	SIP			arbejder ofte hjemme for ikke at blive afbrudt	fortsætte med at arbejde hjemmefra.	If this is not the best solution, contact your AMIU-person
42	Work outside (in addition to) normal working hours						
43	Anything else?						