

Work place appreciation chart (Office, teaching and research)

Column1	Column2	Section	Building	Ok	Risk	Comment	Action point
Ergonomiy							
1	Monotonous & straining computer work	ES	SLV312		x	Lab table needs elevation due to bad working height.	FHR will follow up with person who identified risk. The work continues in 2020.
		SIP	FRBV7B		x	Too much administrative work, causes too much desk-work	Offloading of administrative tasks. Unclear if employee has discussed with section head. Has asked for more info.
2	Straining work positions and movements	APMS / ES	SLV312			Non-optimal work positions	Someone from AMS came by (again) to help with work place fine-tuning
3	Influence on the lay-out of your work space						
		SIP	FRBV7B		x	Building renovations do not allow for individualized office layout.	Management should be aware and take this into account as much as possible.
4	Knowledge about setting up your work place						
5	Heavy or awkward lifting/pushing/pulling	ES	SLV312 / ES		x	Heavy equipments and furniture movement.	Frank will follow up with person who identified risk.
6	Anything else?						
		SIP	FRBV7B			Small office makes it difficult to have small meetings.	Unclear if employee has discussed with section head. Has asked for more info.
		APMS / ES	SLV312 / FRBV7C		x	Lab furniture has no elevation. Bad work position.	FHR - Find solution for existing LAB tables.
Indoor climate							
7	High/low temperatures & draft	APMS / ES	SLV312 / FRBV7B			High energy saving provision installed in buildings but no provisions for cooling when hot. Offices are very hot during summertimes - it becomes as warm as in an oven, which is a serious issue. Airconditioning installed in lab&workshop areas only. FRBV7B - Draft and cold from hallway.	Validate if control panels are actually working. FRBV7B - Close door to hallway.
		CNT	FRBV7C		x	Office too cold during winter.	BS was contacted but could not fix issue. Now weather is warmer. Employees have been informed about possibility of getting electric heater if it becomes a problem next winter.
		SIP	FRBV7B			During renovations, a door was not closing well which caused draft.	Unclear if this is still an issue. Has asked for update from employee. If yes, BS will be contacted. No reply received and renovations are over for now.
		APMS	SLV312			Ventilation system is controlled by temperature sensors that are embedded in the control box, which heats it self up. This implies that the temperature reading are "in the woods".	Validate if control panels are actually working. This will be transferred to 2020.
		APMS	SLV312			Draft from ventilation which currently is handled by adding ugly looking screens/covers	Temporary shielding implemented where wanted.
		CMI	FKJ12		x	Inadequate ventilation in teaching room 3.66	Ask Building Support to improve the ventilation in teaching room

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		CMI	FKJ12		x	Windows difficult to open and close adequately. Often too hot or too cold in the offices.	Ask BS to mount new rubber strips along the window frames to ease opening/closing. And if temperature control in each office is possible.
		CA	FRBV7C			Inadequate ventilation in offices - often too hot in summer.	
		CNT	FRBV7C		x	Draft from old lab ventilation.	BS was contacted and they turned down flow rate, which solved the annoyance.
8	Dust, lack of cleaning, annoying smells	APMS CMI Fælles	SLV312 FKJ12		x	Cleaning of offices and toilets is insufficient. Desks are dusty and office chairs are hardly ever vacuumed. Toilets need daily cleaning and people need to clean up after themselves	Clarify details of agreement to see if cleaning is in accordance. Inform that person furniture is not allowed/cleaned. Instruct (new) employees of cultural and common courtesy here.
		CMI	FKJ12		x	There is sometimes a bad odeur in 3.66 and in office from ventilation/outside.	Email BS about the ventilation and bad odeurs.
		SIP	FRBV7B			During renovations, a door was not closing well which caused dust.	Unclear if this is still an issue. Has asked for update. If yes, BS will be contacted. No reply received and renovations are over for now.
9	Passive smoking						
10	Humidity, moisture and mould						
11	Glare/reflections in monitors		SLV312		x	Unable to adjust shutters from workplace due to panel placement.	Identify who it is. Instruct them in location of monitor, possible replacement of monitor.
12	Inadequate artificial lightning						
13	Static electricity	ES	SLV312 / FRBV7C		x	Dry air and static shocks	Ask CAS if we can do anything about it. - Buy Antistatic conducting si

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14	Anything else?						
Noise							
15	Exposure to continuous/impulse noise	WCN, CMI / ES	SLV312 / FRB7C+B+A		x	Noise from Student Lounge. The door needs regulation to avoid banging when it closes. Noise from hallway/kitchen. Noise and vibrations from busses passing FRB7 C-building. Noise from ventilation system in FRBV7 B+C-buildings is a slight annoyance.	Write BS if they can remove noise from sprinkler system. Put up movable wall by the photo copier. Meeting BS 13 March to see if some precautions can be taken about the door. Ask BS if door to office 3.61 can be moved. Noise cancelling headphones are currently being used to combat noise.
16	Poor acoustics	APMS	SLV312			Office has poor isolation against noise from corridor and neighboring offices	Have someone with knowledge of acoustic noise check for "leaks". Outside our purview
		CNT	FRBV7C			Office rooms that were previously labs, have awful accoustics.	Employees have been informed that they can ask to have acoustic ceiling installed to combat reverberation. Already done in other offices.
17	Anything else?						
		WCN	FRB7A		x	DE-Club has noisy events after 18:00 at weekdays and the noise levels from the DE-club is worst at the beginning of the semester	After meeting with the DE-Club, it was decided that they will provide a "noise clendar" such that employees are aware of the events and can plan around those days. The DE-club agreed to remind students at the beginning of each semester to respectfully keep the noise levels down during office hours

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Guidance and instruction							
18	Instructions to new employees	APMS	SLV312			Toilets quickly become soiled, and likely so due to differences in culture?	Inform new employees of cleaning schedules and customs (common practice) here at AAU and in DK in general. See above.
19	Instructions wrt work/service disruptions	CMI	FKJ12		x	Systems changed without providing adequate information/ guidelines. Changes of rules and procedures with too short notice. Unclear information flows. Lack of translations of instructions into English.	Management to carry forward in the organisation.
20	Anything else?	CMI	FKJ12		x	When changes in the organisation lack of imperative instructions about who is to do which tasks. Lack of sharing knowledge about how to handle work tasks makes the organisation fragile and dependent on few people. Difficult to keep updated on changed rules due to too many websites or websites (re)moved.	Management to carry forward in the organisation.
		WCN				Transport (logistics) in respect to teaching is not accounted for in assignment of hours. (e.g. when moving from campus to downtown and back)	Issue will be raised with the department responsible for study programmes and teaching
		WCN				Doctoral school is (sometimes) very slow to reply to mails	Doctoral school contacted: Replies from doctoral school should be expected within a week. Otherwise call them and make them aware
Accidents (Risk of accidents caused by:)							
21	Falling / tripping	ES	RBV7C / FRBV7B		x	(FRBV7C / FRBV7B) - Risk when mess and stuff on the floor.	FRBV7C / FRBV7B) - Clean up more often.
22	Sudden twists or body movements						
23	Slippery or uneven walking surfaces						
24	Electrical shocks						
25	Lack of shielding/protection (handrails and protrusions)						
26	Heavy or awkward lifting/pushing/pulling	ES	FRBV7C		x	Lab work. Sometimes heavy lift	More hands and use of tables with wheels and crane if needed.
27	inadequate artificial lightning						
28	Anything else?						
Psykisk arbejdsmiljø							

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29	Large workload and time pressure	CMI WCN Fælles / ES	FKJ12 / FRB7A / FRBV7B / FRBV7C / SLV312		x	Teaching workload heavier than permitted. Too many pots to keep boiling simultaneously. Større og mindre ændringer i opgaver eller måder hvorpå opgaver løses har medført en større arbejdsmængde og mere bøvlede arbejdsprocesser. Wish for more resources such as PhD students or other assistants. Arbejdsopgaver bliver lagt ud i institutterne uden en ordnelig overlevering giver stort arbejdspress. Mange og korte deadlines oven i hinanden. - (FRBV7C / SLV312) - Some times. Distribution of workload over the year is also not even, some periods are extremely busy	Management to carry forward in the organisation. - (FRBV7B, FRBV7
		CA WCN	FRBV7C		x	Unclear what is expected teaching load makes it difficult to say no, potentially leading to too large workload. Also, Teaching obligation are difficult to change, and the distribution of work between colleagues is unclear and feels unbalanced	Guidelines are needed from management Update: Performance metric and guidelines are being proposed from management/SU to address this.
30	Unclear or conflicting requirements	ES WCN	SLV312			De ekstremt topstyrede arbejds gange på universitetet er årsag til betydelig frustration og påvirker arbejdsmiljøet i negativ retning. Information om nye retningslinjer for afholdelse af eksamen midt i semestret. Undervisere får to dages frist til at ansøge studienævnet om at afholde eksamen som de plejer og har aftalt med de studerende. Studienævnet er hverken blevet hørt eller blot informeret om de nye retningslinjer. Mangelfuld overensstemmelse mellem underviseres forventning til planlægning/afvikling af et semester (herunder eksamen) og de regler der dikteres fra højere instans.	Bør løftes op til FSU møde af JHM. Dette er sket og direkte italesat overfor dekanen
31	Meaningful work	ES	FRBV7B			Lack of enthusiasm and engagement in teaching and improving study environment due to closing of education.	Section Manager will take action
32	Monotonous work						

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33	Interactions with computers						
34	Limited influence on own work					Manglende inddragelse af studienævn og medarbejdere i beslutningen om lukning af uddannelser. Manglende inddragelse af samme i strømlining af studieadministrationen og involverede systemer.	Management to carry forward in the organisation
35	Support from management or colleagues	WCN APMS	SLV312			Cooperation with/between colleagues works just perfectly.	Celebrate
		CMI	FKJ12		x	Lack of management support to marketing educations. Insecurity caused by lack of appreciation of the work carried out. Decisions by University Management without consequent presentations of their implementation entails difficulties for staff to explain changes to students.	
36	Conflicts, bullying and sexual harassment	APMS	SLV312			It has been reported that a few colleagues bully each other as well as new colleagues	Address this - and clarify how people are expected to behave. While it may be friendly banter, differences in cultures may escalate this.
37	Contact with students	APMS	SLV312			Server sharing between PhD and M.Sc. students results in load levels that result in frustratingly long simulation times (CST)	Have separate servers for the two groups. Mail regarding server behaviour. Another server has been connected and the students do not use it as much as they used to
38	Violence and threats						

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39	Job insecurity	WCN APMS / ES	SLV312 / FRB7			Recent events with firing of colleagues and complete unwillingness to provide reasoning for the firings. Hiring in the freeze was tricky and it felt dangerous to ask questions to top management. Complete lack of trust in top management.	Uni follows a court decision not to disclose reasons for firing. Inside synspunkt is possible venue for critique.
		CMI WCN	FKJ12		x	We are facing more challenges in the future, with unclear view of the developments that will influence the future. Closing education without dialogue. Wish for clear information by the Dean about the future for a bachelor education. Past year has been stressful and future career path is unclear. Wish for clarification of CMI future. The relationship between section is impacted by intersection competition	Management to carry forward in the organisation.
40	Annoying disturbances	CMI / ES	/ FRBV7B / FRBV7C		x	Lack of peace and quiet to prepare for lectures, project guidance and updating of teaching material. (FRBV7B) - General problem.	Management to carry forward in the organisation. (FRBV7B) - Close door if needed.
41	Work outside (in addition to) normal workin	ES	FRBV7B		x	Due to lab renovation project, extra hours is used to manage work load.	
42	Anything else?	APMS	SLV312			Items 29 - 42 (except 31, 32, 37 and 38) are not 'OK'. However, based on experience it is considered a waste of time to explain this.	Work environment representatives will have more focus on reporting back to colleagues. Feedback before next round (december) should be enhanced with work environment representatives