

PHYSICAL APV 2018

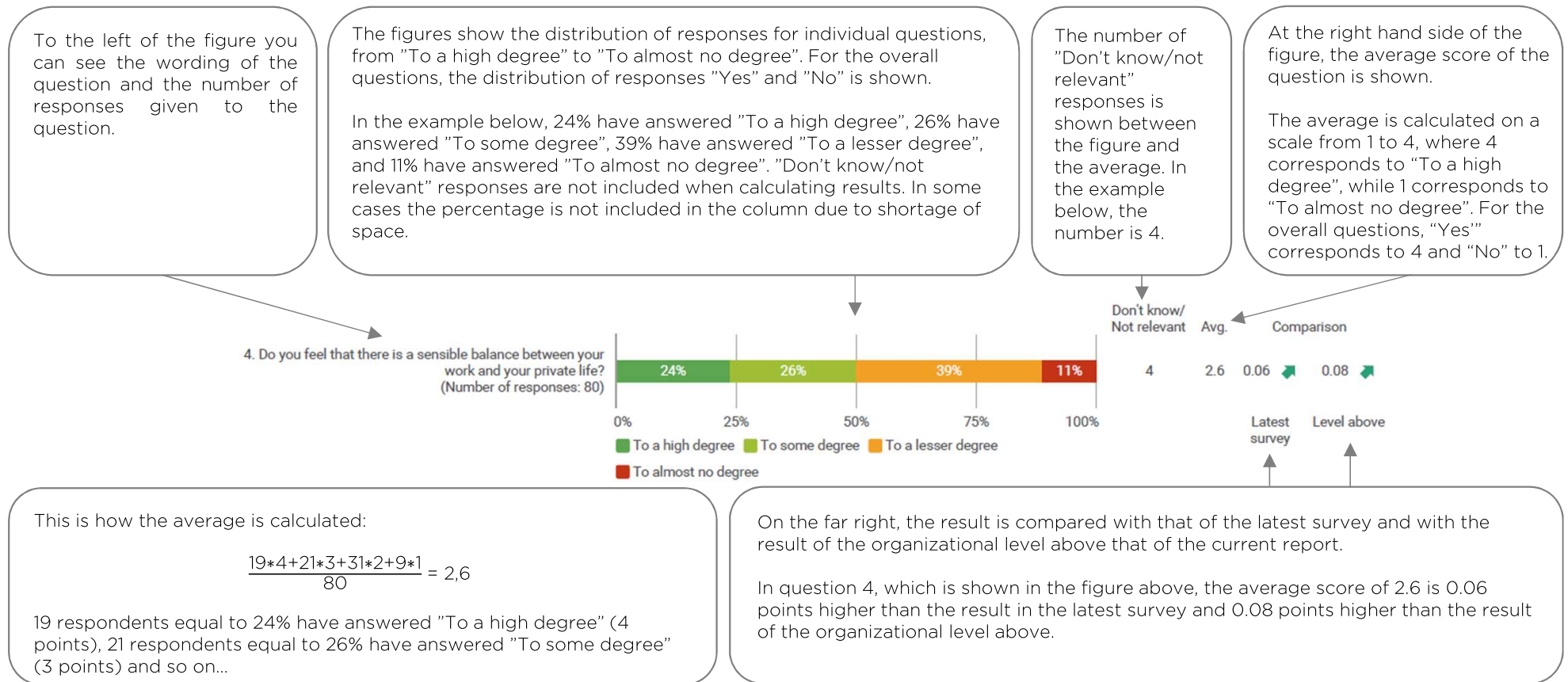
INTRODUCTION

This report presents the results of SDU's Physical APV 2018.

The next page displays the response rate of the physical APV. The subsequent pages contain the results on the overall questions within each topic in the employee assesment of the physical APV and the distribution of responses on questions. Each topic is divided into an overall question regarding the employees' experience of a specific condition in the working environment, while the questions uncover the reasons stated by the employees as to why the given condition isn't considered satisfactory. The results of the overall questions are compared with the results of the previous study.

A guide to reading the figures and tables in the report is presented below.

GUIDELINES FOR READING



INTRODUCTION

Local follow-up within the unit – from mapping to action

WHAT	WHEN	HOW
Report received	19 November 2018	The unit receives the report containing the results from SDU's Workplace Assessment and Well-Being Survey 2018.
Prepare dialogue		Employees within the unit review the report. The note page at the end of the report can be used to summarise topics. The Health and Safety Group addresses the most significant results and identifies points of attention.
Discuss results		The unit discusses the report, so everyone is given the opportunity to voice their opinion. The results are then put into perspective and refined. What do we notice? What is surprising? What do we want to uphold? What do we want to reinforce? Topics for further discussion are pinpointed.
Process results		Management for the unit works together with the Health and Safety Group, and possibly a union representative, to plan the follow-up process where the identified topics can be further addressed.
Designate focus points	No later than 31 March 2019	The unit addresses the identified topics. The Health and Safety Group submits the selected focus points to the faculty/Central Administration Health and Safety Committee and the Liaison Committee.
Draft timetable and action plan	No later than 30 April 2019	The Head of Unit ensures the agreed activities to be initiated are described in a timetable/action plan. The Health and Safety Group submits the plan to the faculty/Central Administration Health and Safety Committee and Liaison Committee.
Follow-up on the timeline and action plan		The unit is responsible for adhering to and following-up its timeline and action plan, so it is kept up-to-date. Employees within the unit are given regular status updates.

RESPONSE DISTRIBUTION

Summary of response distribution

	N	%
Invited to Physical APV 2018	82	-
Partially completed Physical APV 2018	0	0%
Fully completed Physical APV 2018	67	82%
Total response percentage	67	82%

NB. All responses have been included in the report. For this reason, the total number of replies for several questions is higher than the number of fully completed surveys, as responses that are only partially completed have been included in the calculation of the result.

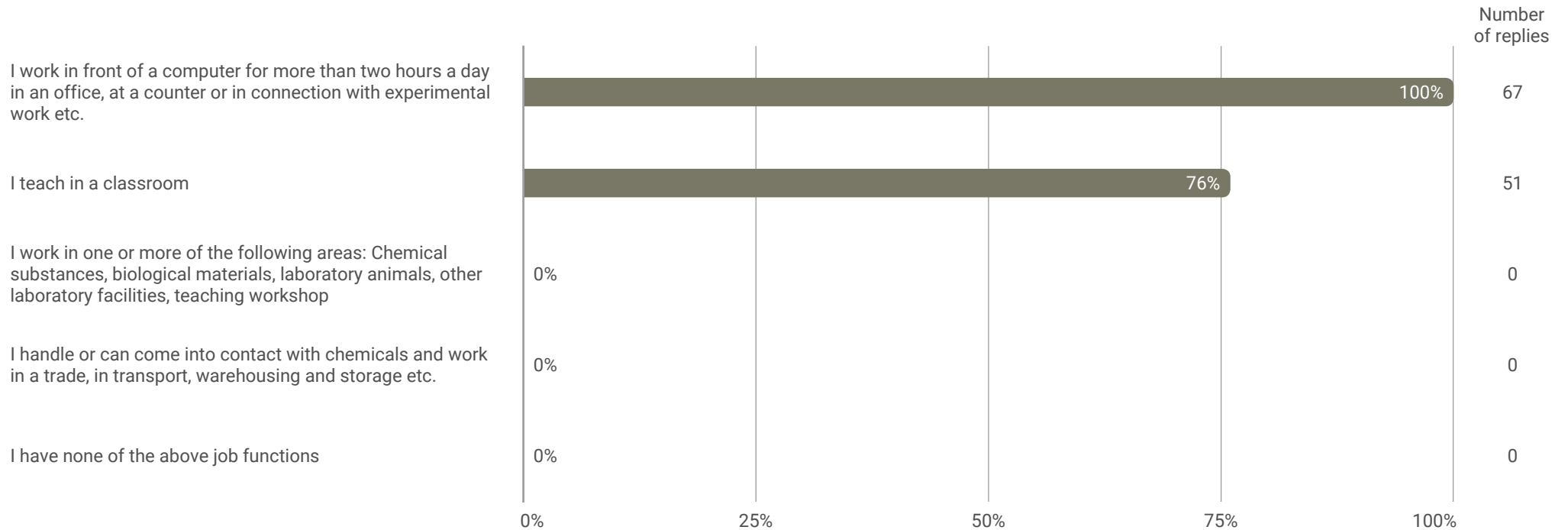
The questionnaire has been adapted to the work functions that the employees have stated that they carry out. As a result, a number of overall questions have only been addressed to employees with specific work functions:

- The overall question regarding "Arrangement of your workplace" has solely been directed at employees who have stated that "I work in front of a computer for more than two hours a day in an office, at a counter or in connection with experimental work etc."
- The overall question regarding "Arrangement of the classroom" has solely been directed at employees who have stated that "I teach in a classroom"
- The overall questions regarding "Working with chemical substances", "Working with biological agents/GMO in laboratories", "Working with laboratory animals" and "Working with radiation or powerful magnetic fields (e.g. laser, isotopes or NMR scanner)" have solely been directed at employees stating that they work in one or more of those areas.

All employees were asked the rest of the questions.

WORK FUNCTIONS

Which of the following job functions do you have?



OVERALL QUESTIONS

How would you describe the arrangement of your workplace(s)?
(Number of replies: 65)

How would you describe the arrangement of your work station?
(Number of replies: 64)

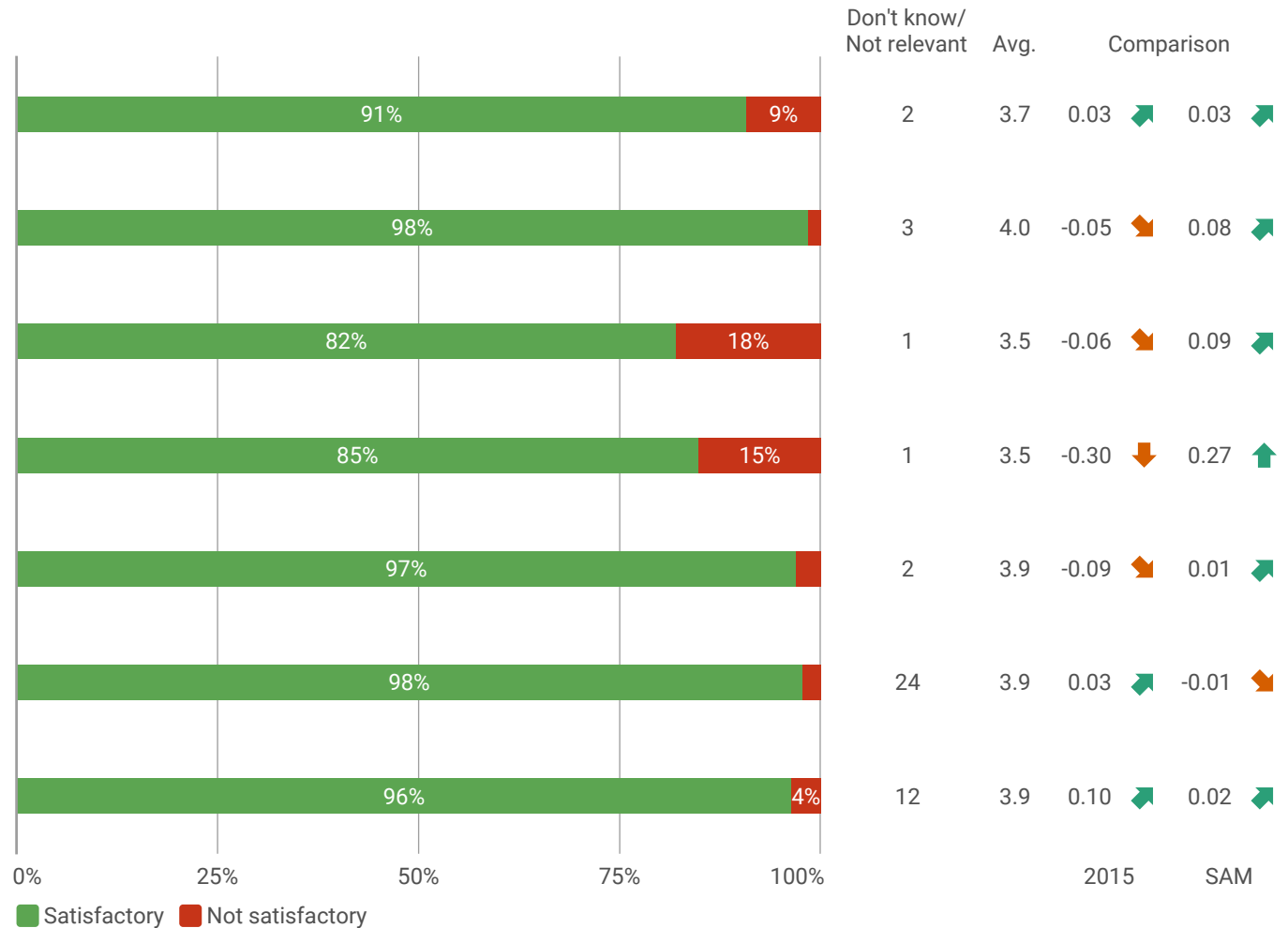
How would you rate the classroom design and layout in relation to your teaching requirements?
(Number of replies: 50)

How would you describe the indoor climate of your workplace(s)?
(Number of replies: 66)

How would you describe the ergonomics of your workplace(s)?
(Number of replies: 65)

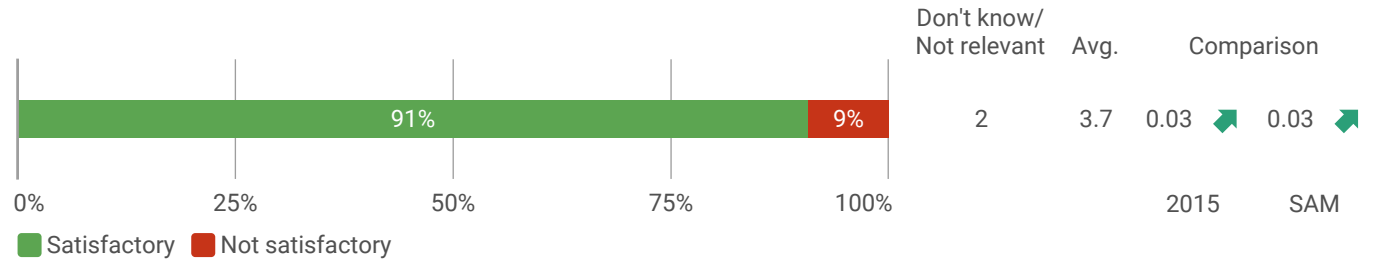
How would you describe the safety of work with machinery, tools or other technical equipment in your workplace(s)?
(Number of replies: 43)

How would you describe the ways in which work-related sickness absence and accidents are prevented and averted?
(Number of replies: 55)



ARRANGEMENT OF YOUR WORKPLACE

How would you describe the arrangement of your workplace(s)?
(Number of replies: 65)

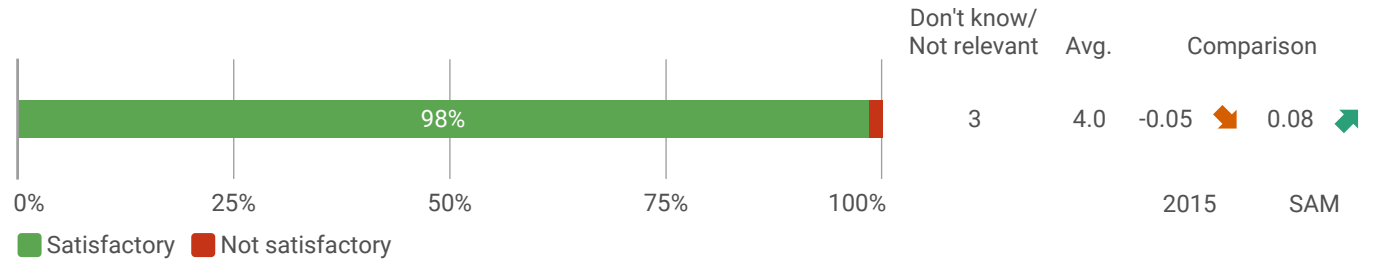


You have indicated that the arrangement of your workplace(s) is not satisfactory. Tick relevant reasons:

	Number of replies
Unsuitable positioning of workplace in relation to workflow, shared areas, meeting room, copy room, etc.	2
Unsuitable positioning of workplace in relation to other activities in the room	0
Unsuitable positioning of workplace in relation to windows, daylight, lighting and ventilation	0
Inadequate space in and around the workplace	0
Insufficient options for rearranging the workplace	0
Inadequate workplace lighting	0
Glare or reflections from lighting/windows	0
Annoying noise from indoor surroundings or from outdoor areas	4
Noise from technical equipment is irritating	0
Annoying noise from people	5
Other	3

SPECIFICALLY RELATED TO YOUR WORK STATION

How would you describe the arrangement of your work station?
(Number of replies: 64)

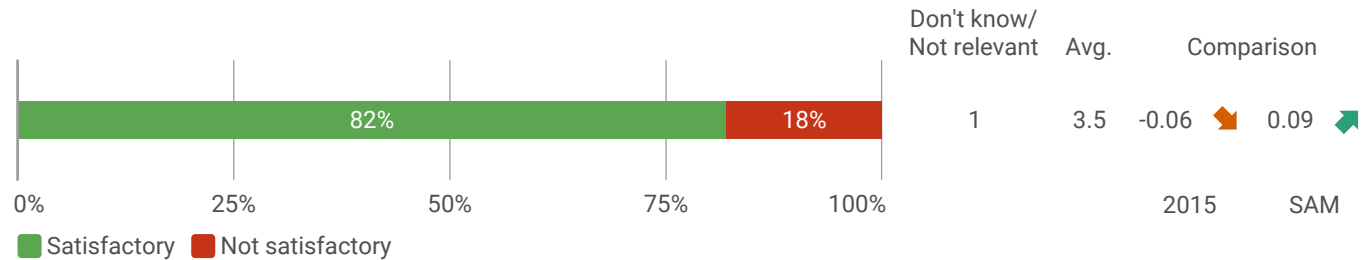


You have indicated that something is not satisfactory in the arrangement of your work station. Tick relevant reasons:

	Number of replies
The monitor cannot be positioned approx. an arm's length away from the user	0
The screen cannot be adjusted in height or angle	0
Keyboard or mouse is used without lower arm support	0
Keyboard or mouse does not work as it should	0
Separate screen or separate keyboard missing	1
Glare or reflections from lighting/windows	0
Desk lamp missing	0
Problems with or lack of information about settings for chair/desk	0
Instructions on settings and use of equipment is lacking	0
Other	0

SPECIFICALLY RELATED TO YOUR CLASSROOM

How would you rate the classroom design and layout in relation to your teaching requirements?
(Number of replies: 50)

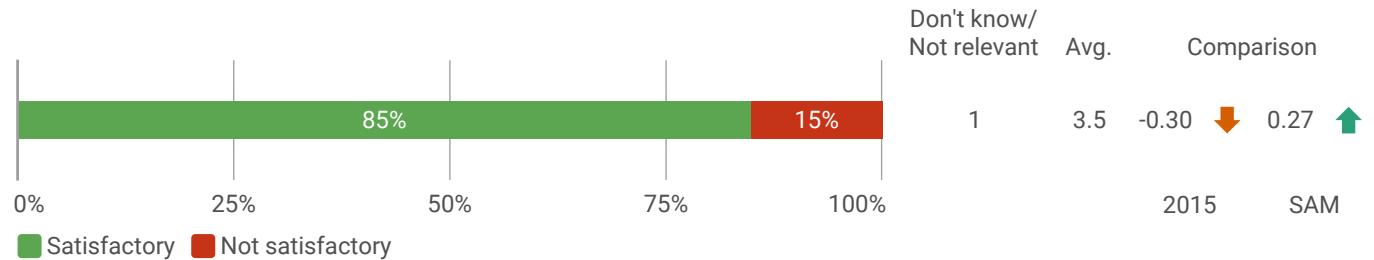


You have indicated that something in the arrangement of classroom is not satisfactory. Tick relevant reasons:

	Number of replies
Classroom spaces are unsatisfactory	1
Teacher's chair/table cannot be adjusted	0
Blackboard/screen/projector is not positioned appropriately	2
Power points are not positioned appropriately	0
Table arrangement does not support the teaching form	3
Lighting arrangement is not appropriate	2
Glare or reflections from lighting/windows	0
The acoustics are distracting	0
Noise from technical equipment is irritating	1
Uncomfortable temperature/air quality	3
The level of cleaning is not adequate	0
Other	5

WORKPLACE INDOOR CLIMATE

How would you describe the indoor climate of your workplace(s)?
(Number of replies: 66)

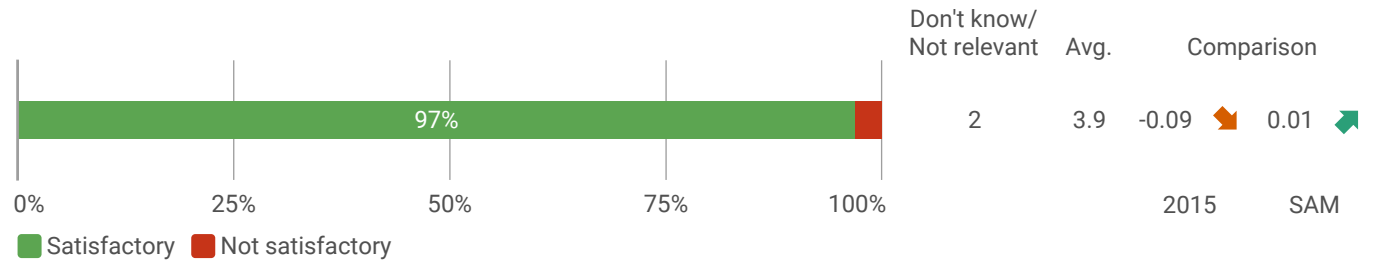


You have indicated that something is not satisfactory in the workplace indoor climate. Tick relevant reasons:

	Number of replies
Uncomfortable temperature in summer and/or winter	8
No possibility for adjusting temperature for individual needs	5
Sunshade is missing or defective	2
The air is unpleasantly dry or humid, static electricity	3
Possible harmful substances in the air, e.g. asbestos, PCB	0
There are problems with drafts	2
There are problems with smells	0
There is a lack of order and tidiness	0
The level of cleaning is not adequate	4
Other	0

ERGONOMIC FACTORS

How would you describe the ergonomics of your workplace(s)?
(Number of replies: 65)

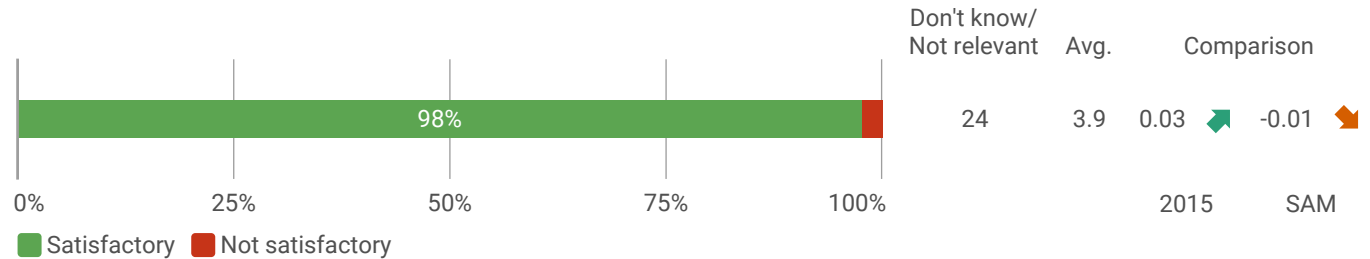


You have indicated that something is not satisfactory in the ergonomics of your workplace. Tick relevant reasons:

	Number of replies
Lack of knowledge about good and varied work postures	0
Sedentary work with little possibility of changing work posture	1
Standing at work with little possibility of changing work posture	0
Prolonged periods of monotonous, static working movements	0
Prolonged periods of precision work requiring great concentration	0
Physically demanding work postures, e.g. twisting and stretching	0
Heavy or frequent lifting, carrying, pulling or pushing	0
Other	1

MACHINERY, TOOLS AND TECHNICAL EQUIPMENT

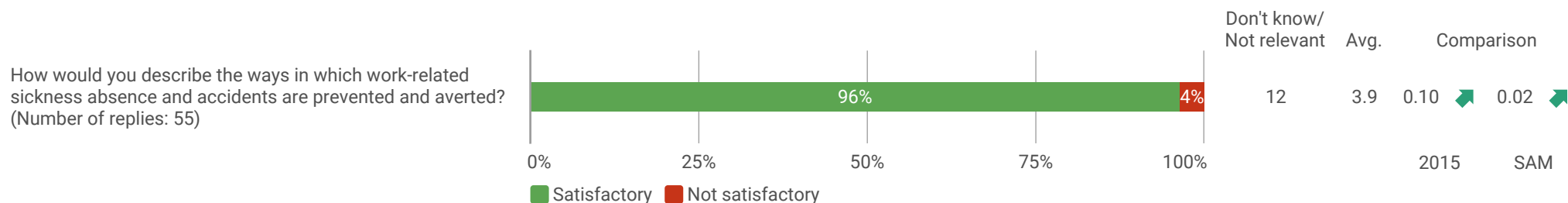
How would you describe the safety of work with machinery, tools or other technical equipment in your workplace(s)?
(Number of replies: 43)



You have indicated that something is not satisfactory as regards safety in working with machinery, tools or other technical equipment. Tick relevant reasons:

	Number of replies
Inadequate instruction in the use, maintenance and cleaning of machinery and equipment	0
Lack of user manuals and safety data folders for machines etc.	0
Machinery, tools and equipment are not well-suited to the work that has to be carried out	0
Unsuitable positioning of machinery, etc. in relation to the work that has to be carried out	0
Personal protective devices are absent, unsuitable or are not used	0
Inadequate safety guard	0
High level of noise (normal conversation impossible)	1
Unnecessary noise	1
Other	0

WORK-RELATED SICKNESS ABSENCE, ACCIDENTS, EMERGENCY PREPARATIONS



You have indicated that something is not satisfactory with regard to preventing and averting work-related sickness absence and accidents at work. Tick relevant reasons:

	Number of replies
There are particular features on the workplace environment that can contribute to work-related absence	1
There are particular risks of work-related accidents against which preventive measures have not been taken	0
It is a particular situation that can develop into something critical because necessary measures are inadequate	0
Knowledge of an accident that has occurred but has not been reported	0
There is a lack of emergency equipment or of knowledge about/training in its correct use, e.g. fire extinguishers, first aid equipment, laboratory spill kits	0
Emergency exits are impeded or inadequately signed	0
There is not sufficient focus on safety in day-to-day work	0
Inadequate familiarity with the local emergency management plan	0
Other	2