



The annual health and safety discussion at SDU

The Health and Safety Team, Health & Safety and Development,
SDU HR

The annual health and safety discussion at SDU

The annual health and safety discussion is about evaluating the previous year's health and safety efforts and making a plan for the health safety work in the year ahead. In this leaflet, you can read about SDU's concept for the annual health and safety discussion. In the annual health and safety discussion, each unit (a unit is a department, faculty administration or service area) must discuss a number of issues and prepare a short summary. Units with multiple health and safety groups hold a collective discussion with collective minutes. The concept for the annual health and safety discussion ensure that the discussion is the health and safety group's planning tool with a focus on dialogue and collaboration.

The annual health and safety discussion in the health and safety groups

- The health and safety groups will receive an email with information on how the discussion will be organised. The discussion consists of answering a series of questions and assesses the need for competence development.
- The most important points from the discussion are summarised in the minutes. For this purpose, the unit must use the provided minutes template.
- The unit follows up on information in the health and safety report and corrects the information if necessary in Teams.
- If the health and safety group has identified challenges that cannot be solved locally or that are deemed to require faculty or university action, these comments should be sent to arbejdsmiljoe@sdu.dk together with the group's assessment of competence needs and any adjustments to the inventory. It must be sent no later than 30 April.
- At sdunet.dk/arbejdsmiljoe the health and safety groups can see all materials available about the discussion.
- The health and safety groups are encouraged to inform employees and management about the main points from the discussion and the plan for the coming year's health and safety work.



The annual health and safety discussion in the health and safety committees

After the annual health and safety discussion in the health and safety groups, the health and safety discussion is taken up in the faculties' and Central Administration's (CA) health and safety committee and in the General Occupational Health and Safety Committee (HOAMU):

- During spring, the faculties' and CA's health and safety committees will hold their annual discussion. The Health and Safety Team in SDU HR, Work Environment and Development, will participate in the meeting.
- The (HOAMU) conducts the annual health and safety discussion where they discuss the need for key initiatives to strengthen the work environment.

Read more about the annual health and safety discussion [here](#).

Questions can be directed to arbejdsmiljoe@sdu.dk

Best regards,

the Health and Safety Team,

Health & Safety and Development, SDU HR



Questions raised in the annual health and safety discussion

1. Have the previous year's efforts and goals been implemented?
2. What should we focus on in the coming year?
3. How should the collaboration take place?
4. 4. How should the collaboration take place?

Do we have the necessary skills to carry out the health and safety efforts?

Contact:

Please submit any questions to
arbejdsmiljoe@sdu.dk

The Health and Safety Team,
Work Environment and Development,
SDU HR



The University of
Southern Denmark
Campusvej 55
DK-5230 Odense

Telefon: +45 6550 1000
sdu@sdu.dk
www.sdu.dk