

Local agreement on the organisation of health and safety work at the University of Southern Denmark

The University of Southern Denmark (SDU) has entered into this local agreement on the organisation of health and safety work, which forms the framework for:

- The structure of the health and safety organisation
- The election and appointment of members to the health and safety organisation
- The tasks of the health and safety organisation.

The local agreement is entered into between SDU's management and trade union organisations entitled to negotiate on behalf of the University's employees under the auspices of the Central Liaison Committee.

Appendix 1 of the local agreement elaborates on the organisation of health and safety work at SDU.

Health and safety strategy and action plans

The local agreement on the organisation of health and safety work at SDU is supplemented by SDU's **health and safety strategy**, which sets the overall direction for health and safety work at the University, and **action plans for health and safety work**, which bring focus to the day-to-day local health and safety work.

Purpose of the local agreement

The purpose of the local agreement is to set the framework for qualified and effective health and safety work at SDU that ensures a healthy and safe working environment for the University's employees in the following ways:

- The health and safety organisation reflects and supports the University's organisation
- The health and safety organisation carries out health and safety tasks locally, at main area level and at university level and also at the University's various geographical locations
- There is a formalised collaboration between the health and safety organisation and the liaison organisation.

The basis of the local agreement

The agreement has been entered into pursuant to:

- The circular on the agreement on collaboration and liaison committees in the state, § 8 on local agreements on changes to the organisation of the working environment.
- The Danish Working Environment Authority's Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work, Chapter 5 on collaboration on the working environment in companies with 10 or more employees.
- The Ministry of Children and Education's Executive Order on the Teaching Environment of 5 April 2017, Chapter 3 on participation in the educational institution's safety work.

Principles for the organisation of health and safety work

SDU's Health and Safety Organisation must ensure that the University's complex health and safety tasks can be carried out in the University's main areas and campuses.

The health and safety organisation is established based on the following principles, which ensure overall management and coordination of health and safety work at university level, main area level and in all campus cities, and that local health and safety groups manage the day-to-day health and safety work and ensure that all employees can contact their health and safety manager and health and safety representative during working hours and discuss health and safety issues:

1. **Regard for the nature and organisation of the work**, including the nature of the work, hazards, risks and other occupational health and safety factors (positive and negative).
2. **Regard for the University's organisation and geographical conditions.**
3. **Other considerations** that affect health and safety tasks.

The structure of the health and safety organisation

The health and safety organisation has three levels:

1. The local level at the faculty departments and areas in Central Administration comprises health and safety groups consisting of an appointed health and safety manager and an elected health and safety representative and any teaching environment representatives (elected students).
 - a. In departments and areas where the working environment is complex (e.g. due to the size of the department or area, laboratories and/or workshops), the health and safety groups can be organised in local health and safety committees. The local health and safety committee consists of all the unit's health and safety groups and ensures interdisciplinary coordination of local health and safety work.
 - b. For smaller units within a main area, it is possible to create a cross-cutting health and safety group.
2. Each of the main areas – SDU's five faculties and Central Administration – has a coordinating health and safety committee (FAMU). In the campus cities outside Odense, there are coordinating Campus Health and Safety Committees (CAMU) which include the presence of representatives from the main areas

3. At university level, the General Occupational Health and Safety Committee (HOAMU) is the top level of the health and safety organisation.

The organisation of health and safety work at the individual main areas and campuses is approved by the General Occupational Health and Safety Committee.

4. The health and safety organisation is supported by the Health and Safety Team in SDU HR.

Options for the collaborative organisation of health and safety work

It is possible to establish a **joint health and safety and liaison organisation for a clearly defined organisational area** in which a joint health and safety organisation will benefit the health and safety work.

It is possible for **teaching environment representatives to be involved in health and safety work in an organisational way other than in the respective health and safety group** whereby the alternative organisation becomes a benefit for the study environment.

It is possible to establish a **joint health and safety organisation across SDU and another company** whereby where a joint health and safety organisation will benefit the health and safety work.

Election and appointment of members to the health and safety organisation

The health and safety group

By default, the **health and safety manager**¹ is the budget responsible manager of the unit. It is possible to appoint another health and safety manager if the effect of the local health and safety work is better ensured by appointing another health and safety manager. The principles on regard for the nature and organisation of the work as well as the organisation and geography of the unit must continue to be taken into account.

To be appointed as a health and safety manager, it is required that this person spends the majority of their working hours managing and monitoring the work of others.

The **health and safety representative** is elected by and from among the employees in the health and safety group's area of responsibility. The election of a health and safety representative follows the rules of the Danish Working Environment Act on the election of health and safety representatives². The term of office for health and safety representatives at SDU is 3 years.

Teaching environment representatives are elected students who participate in the health and safety work at the department where their study programme is anchored. Election of teaching environment representatives follows the rules of the Danish Teaching Environment Act on the

¹ § Section 39 in Executive Order no. 65 of 22 January 2024 on Systematic Work Environment Work.

² §§ 37 and 38 in Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work.

election of teaching representatives³. The election period is one year or for as long as the elected student is enrolled on their programme at the department.

The **area** covered by the health and safety group is determined in collaboration between management and employees and approved by the General Occupational Health and Safety Committee.

Local health and safety committees (L-AMU)

Local health and safety committees comprise all the unit's health and safety groups. The unit manager can choose to sit as the health and safety manager in each health and safety group. The unit manager can also act as chair of the local health and safety committee and appoint other management representatives to act as the health and safety manager of each health and safety group.

Campus Cities Occupational Health and Safety Committees (CAMU)

In each campus city outside Odense, a health and safety manager and a health and safety representative are appointed from the health and safety groups within each main area represented in the campus city. At least 10 employees from a main area, i.e. faculty or Central Administration, must have a presence in the city before the main area can participate with representatives in CAMU. If there are fewer than 10 employees, it can be agreed between the main areas that the employees are covered by the other representatives in CAMU.

Student observers do not participate in CAMU unless invited by the committee.

The chair for each CAMU is the head of campus.

Main area health and safety committees (FAMU)

FAMUs at the Faculty of Humanities, the Faculty of Business and Social Sciences and Central Administration consist of a health and safety manager, a health and safety representative and a substitute from the main areas' health and safety groups.

FAMUs at the Faculty of Science, the Faculty of Health Sciences and the Faculty of Engineering consist of two health and safety managers, two health and safety representatives and one substitute from the main areas' health and safety groups.

Student observers do not participate in FAMU unless invited by the committee.

The chair of each FAMU is the head of the main area, i.e. the dean or the University Director.

The General Occupational Health and Safety Committee (HOAMU)

HOAMU consists of a health and safety manager and a health and safety representative from each of the 6 FAMUs. Representatives from CAMU can participate regarding campus-specific issues.

³ §§ 4 and 5 of the Teaching Environment Act.

The chair of the General Occupational Health and Safety Committee is the Rector or another management representative from SDU's Rectorate appointed by the Rector.

Tasks of the health and safety organisation (AMO)

AMO's role is to actively contribute to systematic health and safety work and help prevent, identify and solve health and safety problems. AMO has tasks in relation to the strategic, overall and operational daily health and safety work⁴.

The operational health and safety work

The health and safety group and the local health and safety committees collaborate on planning and carrying out health and safety work at the operational level⁵ with a focus on protecting the health and safety of employees and preventing risks.

In terms of time, health and safety representatives are compensated to an extent that enables them to fulfil their health and safety tasks adequately. The health and safety representative is available to colleagues during normal working hours.

The teaching environment representatives are involved in the local health and safety work when matters of importance to the students' physical and psychological study environment are being addressed⁶.

The strategic health and safety work

The General Occupational Health and Safety Committee (HOAMU) manages the strategic health and safety work and leads and coordinates health and safety work across the University's main areas and geographical locations.

The FAMUs support HOAMU's overall management and coordination of SDU's health and safety work in the individual main areas⁷.

The strategic health and safety work is supported in the cities by the Campus Health and Safety Committees, which manage and coordinate campus-specific health and safety conditions.

HOAMU and FAMU can address issues of importance to the students' study environment in the strategic work environment work.

Co-determination and co-involvement in the health and safety work

Employee and student engagement in ensuring a healthy and safe working environment is an important driver for achieving ambitions and goals in the health and safety work. The framework for

⁴ § 17 in Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work.

⁵ §§ 31 and 32 in Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work.

⁶ § 1, 4 and 5 of the Teaching Environment Act.

⁷ §§ 20 and 30 in the Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work.

health and safety work must therefore be transparent and visible in the organisation through information and communication in the health and safety organisation and to SDU's employees and students.

Evaluation

The local agreement is discussed annually by the General Occupational Health and Safety Committee and the Central Liaison Committee to ensure that the agreement continues to set the framework for qualified and effective health and safety work at SDU.

Entry into force, renegotiation and termination

The agreement will be entered into on 7 May 2024 following discussion in the Central Liaison Committee.

The agreement comes into force on 7 May.

The agreement can be renegotiated in the event of changes that affect the working environment.

The agreement can be cancelled in writing by either party with 3 months' notice to the first of the month.

Date

Date

Rector Jens Ringsmose
sen

Associate Professor Birgitte Lilholt Sørensen

The University of Southern Denmark
Liaison Committee

Deputy Chair of the Central