



# When the Danish Working Environment Authority visits SDU

## Worth knowing about the work of the Danish Working Environment Authority

The Danish Working Environment Authority has the right to access the entire company. Inspectors also have the right to speak to all employees. SDU wishes to maintain a good working relationship with the Danish Working Environment Authority, and their inspections are mainly used to assess whether the working environment is up to date with the working environment rules that apply by law. The health and safety rules are the same for all companies – regardless of sector or size. The Danish Working Environment Authority uses different inspection methods when checking the working environment at companies. But the same requirements apply to the working environment regardless of which inspection method they use.

Often, inspections take the form of a **basic inspection**.

- Basic inspections are targeted at companies in which the Danish Working Environment Authority expects to find the greatest problems with health and safety. This means, for instance, that these companies receive more inspections. The purpose of the inspection is to check whether the company is complying with the health and safety rules and to react if there are significant health and safety problems. The visits are unannounced.

The Danish Working Environment Authority may also knock on your door, and if they do, you should refer them to your health and



safety group. Below is a list of tips for what to do when the Danish Working Environment Authority is visiting.

### Good advice for when the Danish Working Environment Authority approaches your workplace:

- Ideally, the inspection should be carried out in the presence of both the management representative and the employee representative (health and safety group) from the area concerned, so if possible make sure that both are present during the visit.
- Be yourself, and show courtesy towards the inspector. You may offer the inspector coffee.
- Make sure you fully understand the questions and the context to which they apply before answering.
- Provide clear and accurate answers to what you are being asked about.
- If there are questions you cannot answer because you lack information, ask the inspector to direct their enquiry to the person who knows something about the subject in question.
- Do not guess, lie or deny observations.
- At all times, you should know:
  - Who is in my work environment group? (see more details on **SDU**net)
  - Where can I find the workplace assessment and the time and action plan? (workplace assessment reports are on **SharePoint**. Time and action plans are managed by your health and safety group, so ask them if you are unsure)

The Health and Safety team in SDU HR would like to be notified when the Working Environment Authority visits SDU.

Therefore, we ask you or your health and safety group to contact us:

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