

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

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# Responsibility for health and safety work<sup>1</sup>

**The employer** must ensure that working conditions are fully defensible in terms of health and safety. This applies to how the work is performed, the layout of the workplace, the use of technical equipment and the use of substances and materials.

The employer must:

- establish the organisation of health and safety
- ensure collaboration in the health and safety organisation
- ensure that time is set aside for health and safety work.

As a result of the above, at SDU responsibility for ensuring that the University has a healthy and safe physical and psychological working environment<sup>2</sup> lies with line management. However, there is flexibility in terms of the organisation of the health and safety work regarding who carries out the specific health and safety tasks – within the framework of health and safety legislation and SDU's principles for the organisation of the health and safety work, which are stipulated in the local agreement on the organisation of health and safety work at SDU.

The role of **the health and safety manager** in the health and safety organisation (AMO) is to represent management in matters relating to health and safety in the workplace, including the workplace's work with health and safety.

The health and safety manager is designated as part of the health and safety organisation of the workplace and covers the area covered by the health and safety group.

The health and safety manager must contribute knowledge of and experience with the organisational unit's production and health and safety conditions and propose solutions to occupational health and safety problems and secure risk prevention in the working environment. The health and safety manager must also be in contact with the employees.

The role of **the health and safety representative** is to represent employees in the collaboration on health and safety.

The health and safety representative is elected by all employees in the area they cover. The health and safety representative is part of the health and safety organisation and has both overall and daily tasks.

Together with the health and safety manager, the health and safety representative must contribute to raising the awareness of the work area's managers and employees in relation to their own and others' health and safety.

The health and safety representative must also contribute with knowledge and experience about the employees' working environment and contribute suggestions for solutions to health and safety problems and risk prevention in the working environment.

The health and safety representative must not have staff responsibilities.

**The employee** must cooperate in the work with health and safety and help ensure that working conditions are safe within their work area. If the employee discovers errors or deficiencies that could impair health or safety, the employee must report it to the health and safety group, the

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<sup>1</sup> <https://at.dk/arbejdsmiljoearbejdet/ansvar-og-roller/>

<sup>2</sup> [§ 1 of the Executive Order on the Working Environment Act no. 2062](#)

health and safety manager or the employer. Employees should be able to contact their health and safety organisation on a regular basis.

## 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 supported by **local health and safety committees**.
  - b. For smaller units within a main area, it is possible to create a **cross-cutting health and safety group**.
2. All main areas – SDU's five faculties and Central Administration – have **coordinating health and safety committees** (FAMU).

In the campus cities outside Odense, there are coordinating **Campus Health and Safety Committees** (CAMU) in which representatives from the main areas are present.
3. At university level, **the General Occupational Health and Safety Committee** (HOAMU) comprises the top level of the health and safety organisation.

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

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

### Health and safety groups

Health and safety groups are established within each of the University's main areas so that there are the necessary number of health and safety groups to fulfil the task of health and safety and for all employees to be able to contact their health and safety manager and health and safety representative within their working hours and discuss health and safety issues.

Each health and safety group covers an agreed area. The area covered by the health and safety group is agreed between management and employees and approved by the General Occupational Health and Safety Committee.

The health and safety group must look after the interests and needs of all employees in relation to the working environment. This applies to both permanent and loosely affiliated employees in the area.

The establishing and dissolving of health and safety groups is initiated by the head of the main area, agreed between management and the employees' health and safety representatives and approved by the General Occupational Health and Safety Committee.

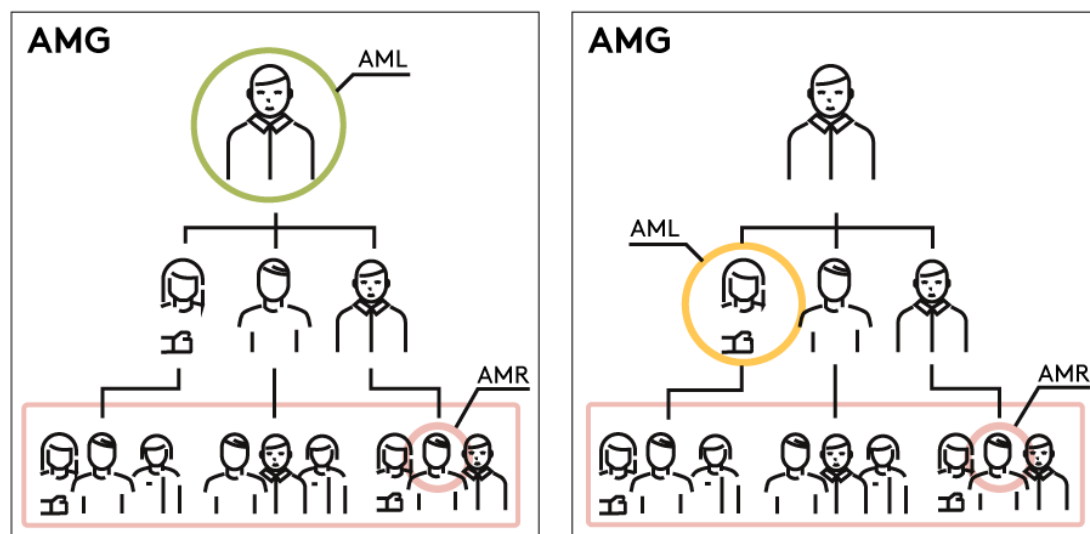
### Cross-cutting health and safety group

It is possible to agree on cross-cutting health and safety work and create one collective health and safety group across budget responsible units within the same main area. A cross-cutting

health and safety group can be established provided that the nature and organisation of the work is comparable. In a cross-cutting health and safety group, the health and safety manager reports directly to the head of the main area.

The establishment and dissolution of cross-cutting health and safety groups is initiated by the head of the main area, agreed between management and the employees' health and safety representatives and approved by the General Occupational Health and Safety Committee.

Figure 1  
Examples of organisation of  
Health and Safety Groups within  
a budget responsible unit.



The health and safety manager can either be the unit leader (the green circle) or a manager appointed by them from a sub-unit (the yellow circle, e.g., a research group leader, department head, section leader, etc.).

The work environment representative (the red circle) is elected by and from among their colleagues for the respective coverage area (the red line).

## Local health and safety committees

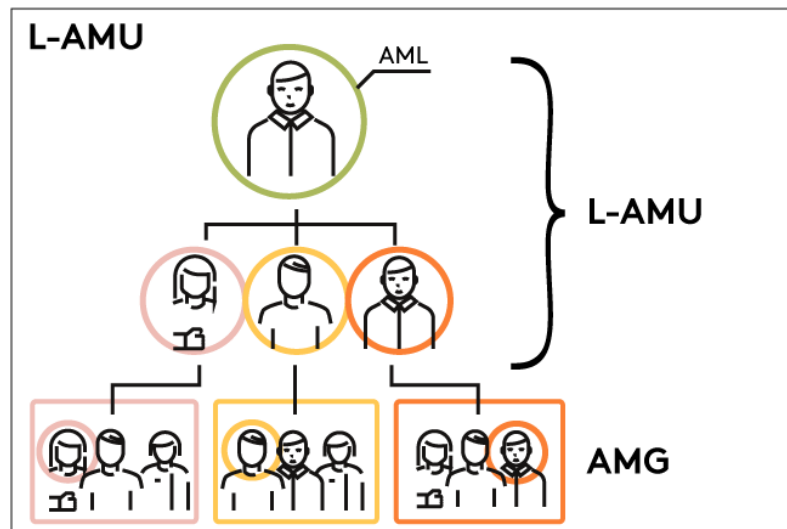
Local health and safety committees are established with the aim of supporting coordination and collaboration across multiple health and safety groups. Local health and safety committees also aim to ensure that the necessary managerial competence is attendant in the health and safety work.

The need typically arises in larger budget units that have a complex work environment and/or are geographically dispersed and where the unit manager may find it difficult to have sufficient detailed knowledge and time to manage the daily health and safety work.

The local health and safety committee constitutes the health and safety groups in the relevant unit, and the head of the budget unit is the chair of this committee.

The establishment and dissolution of local health and safety committees is initiated by the head of the main area, agreed between management and the employees' health and safety representatives and approved by the General Occupational Health and Safety Committee.

Figure 2  
Example of how local health and safety committees can be organised.



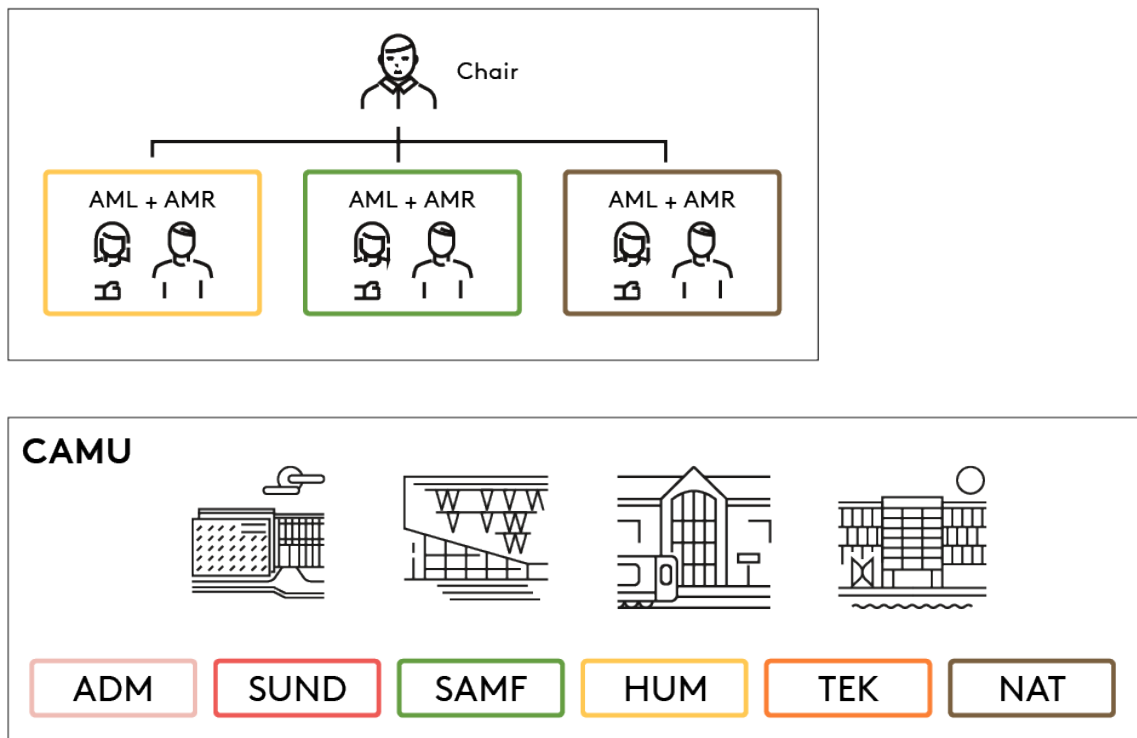
Example of the organisation of a Local health and safety committee with three associated health and safety groups: The local health and safety committee coordinates the work of three health and safety groups. In each group, a health and safety manager and a health and safety representative are appointed (respectively the red, yellow, and orange circles). The chairperson is the unit leader (the green circle) (head of institute or area manager).

### Campus Health and Safety Committees (CAMU)

To strengthen and develop the current health and safety work in the campus cities, Campus Health and Safety Committees (CAMU) will be established in the campus cities outside Odense. CAMU is organised across the main areas that are present in the campus city. There must be at least 10 employees present 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.

The purpose of CAMU is to support the management and coordination of health and safety work related to campus-specific health and safety issues across the main areas present in the city. For example, issues such as the indoor climate in the building or offensive behaviour (e.g. violence) that affect several units on campus.

Figure 3  
Example of a CAMU with three main areas:



To strengthen and develop the current health and safety efforts in the campus cities, campus health and safety committees (CAMU) are established in the campus cities outside Odense. One CAMU is established in each campus city outside Odense.

In the CAMU, there are health and safety managers and health and safety representatives from the main areas\* present on campus. Each of the present main areas provides one health and safety manager (AML) and one work health and safety (AMR). The campus leader or campus dean is the chairperson of the CAMU.

\*There must be at least 10 employees from one main area before it is required for the main area to provide an AML and an AMR.

### Main area health and safety committees (FAMU)

The purpose of the health and safety committees in the main areas is to support the overall management and coordination of SDU's health and safety work in the individual main areas.

FAMU is organised under the faculties and Central Administration. FAMU participates in the respective liaison committee meetings under a recurring item on the agenda about the working environment.

### The General Occupational Health and Safety Committee (HOAMU)

The General Occupational Health and Safety Committee (HOAMU) covers all SDU's geographical units and activities.

The purpose of HOAMU is to head the overall management and coordination of the collaboration on health and safety at SDU and ensure the basis for the rest of the health and safety organisation to carry out their work.

## 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**<sup>3</sup>.

It is possible for **teaching environment representatives to be involved in the health and safety work in a different organisational way other than in the respective health and safety group**<sup>4</sup>.

It is possible to establish a **joint health and safety organisation across SDU and another company**<sup>5</sup>.

## Election and appointment to the health and safety organisation

### Health and safety groups

A health and safety group consists of a health and safety manager for the relevant area and a health and safety representative elected by employees. Students can have representation by electing up to two teaching environment representatives per health and safety group.

### Health and safety manager

Formal responsibility for the working environment follows line management. By default, the unit manager inherits the position of health and safety manager of the health and safety group. However, the function of health and safety manager can be delegated to a different manager from the unit manager. The principles of regard for the nature and organisation of the work, as well as the organisation and geographical conditions of the University, must still be taken into account.

The designated health and safety manager reports to the immediate line manager. In order to hold the position of health and safety manager, it is not necessary to have staff management responsibilities for the employees in the health and safety group's area of responsibility. However, there is a requirement that the health and safety manager must manage and monitors the work of others in the better part of their working hours.

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<sup>3</sup> The General Occupational Health and Safety Committee and the Central Liaison Committee can agree to the establishment of a joint organisation at main area level in which there is real and effective collaboration between the health and safety organisation and the liaison organisation, and in which a joint health and safety organisation will benefit the health and safety work. This can only be done through a well-described supplementary sub-agreement pursuant to Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work §§ 27–28 and §8 of the collaboration agreement.

<sup>4</sup> The liaison organisation and relevant student organisation can agree to teaching environment representatives being included in the health and safety organisation in an organisational form other than in the respective health and safety group with respect to a clearly defined organisational area that deals with issues of importance to the study environment in which there is real and effective collaboration and in which the alternative organisation will benefit the study environment. This can only be done through a clearly described supplementary sub-agreement. Reference is made to § 4 of the Executive Order on the Teaching Environment, in which the educational institution has the possibility to give students more extensive influence on the teaching environment.

<sup>5</sup> The General Occupational Health and Safety Committee and the Central Liaison Committee can agree to the establishment of a joint health and safety organisation across companies with respect to a clearly defined organisational area in which there is real and effective collaboration and in which a joint health and safety organisation will benefit health and safety work pursuant to § 21 of the Executive Order. This can only be done by means of a clearly described supplementary sub-agreement pursuant to Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work, § 26.

The need to appoint a manager other than the unit manager as health and safety manager in the health and safety group may arise if there is a need to organise health and safety work across smaller units due to size or geographical location (e.g. across small units in Central Administration in which the work is comparable or across smaller departments and units within a main area). When appointing a health and safety manager who is not the unit manager, an agreement must be made on coordination with and involvement of the unit manager where relevant and necessary in the health and safety work.

### Health and safety representative

The health and safety representative in the health and safety group is elected by and from among employees in the health and safety group's area of responsibility. Only employees without staff responsibility are eligible for election to the position of health and safety representative. Other considerations and rules regarding election can be found in the Danish Working Environment Act's rules on the election of health and safety representatives<sup>6</sup>.

The term of office is 3 years.

### Students

Students can elect two representatives to participate in the health and safety group when the health and safety group is addressing issues of importance to the study environment. By default, this is only relevant for departments.

Students are responsible for the nomination of representatives and elections<sup>7</sup>.

The term of office is 1 year or for as long as the elected student is enrolled on their programme at the department.

### Education

Health and safety managers and health and safety representatives must complete the statutory health and safety training and be offered supplementary health and safety training in accordance with the applicable regulations.

### Local health and safety committees

The unit's health and safety groups elect their members into local health and safety committees in units with a need for local health and safety committees.

Students can have representation by two teaching environment representatives in the local health and safety committee rather than in the respective health and safety groups. By default, this is only relevant for departments.

Similar to health and safety managers and health and safety representatives, the chair of the local health and safety committee must complete the statutory health and safety training and be offered supplementary health and safety training in accordance with the applicable regulations.

### Campus Health and Safety Committees (CAMU)

The campus health and safety committees consist of a chair, appoint health and safety manager or manager representative and an elected health and safety representative from each main area who is based at the respective campus.

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<sup>6</sup> § 37 in Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work.

<sup>7</sup> §§ 4 and 5 of the Teaching Environment Act.

If it further strengthens the local coordination of occupational health and safety work across main areas and ensures that the purpose of CAMU is fulfilled, a main area leader can appoint the present campus leader as the occupational health and safety leader representative. The appointment of the campus leader as the management representative in CAMU must not disadvantage the other main areas in the respective CAMU.

**Health and safety representatives.** The health and safety representatives in each main area elect a health and safety representative from among themselves as well as a substitute for CAMU.

**Health and safety manager.** The head of each main area, i.e. the dean or the University Director, appoints a management representative for CAMU from among the health and safety managers in the health and safety groups and local health and safety committees.

**Chair.** The head of campus is the chair of CAMU and reports to the campus dean regarding health and safety matters.

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

Similar to health and safety managers and health and safety representatives, the chair of CAMU must complete the statutory health and safety training and be offered supplementary health and safety training in accordance with the applicable regulations.

### Main area health and safety committees (FAMU)

The health and safety committees of the main areas consist of one or two health and safety representatives and a substitute, one or two health and safety managers and a chair of the committee.

**Health and safety representatives.** The health and safety representatives in each main area elect health and safety representatives and substitutes for FAMU from among themselves.

**Health and safety managers.** The head of each main area appoints management representatives to FAMU from among the health and safety managers in the health and safety groups and the local health and safety committees.

**Chair.** The head of the main area (dean or the University Director) is the chair of FAMU.

In the dry areas, i.e. the Faculty of Humanities, the Faculty of Business and Social Sciences and Central Administration, a health and safety representative and a substitute are elected, and a management representative is appointed. The substitute joins the committee in the event that the health and safety representative leaves FAMU.

In the wet areas, i.e. the Faculty of Science, the Faculty of Engineering and the Faculty of Health Sciences, two health and safety representatives and a substitute are elected, and two management representatives are appointed. The substitute joins the committee in the event that one of the health and safety representatives leaves FAMU.

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

Similar to health and safety managers and health and safety representatives, the FAMU chairperson must complete the statutory health and safety training and be offered supplementary health and safety training in accordance with the applicable regulations.

## The General Occupational Health and Safety Committee (HOAMU)

The General Occupational Health and Safety committee consists of a health and safety representative and a management representative from each of the University's FAMUs, a health and safety representative and a management representative from the CAMUs and a chair of the committee.

**Health and safety representatives for the main areas** are elected by and from among the health and safety representatives in the FAMUs.

**Management representatives for the main areas** are appointed by the chair of HOAMU.

**Representatives from CAMU** can participate in HOAMU regarding campus-specific issues.

**Student observers** can participate in the committee. The two student representatives on SDU's Board nominate up to two candidates as student observers to HOAMU's chair. The chair appoints the student observers.

**Guests.** The General Occupational Health and Safety Committee can invite guests to the committee meetings. Guests have the right to speak but not to vote.

HOAMU's chair must be offered the statutory health and safety training and supplementary health and safety training in accordance with the applicable regulations.

## Tasks of the health and safety organisation

### Health and safety groups

The health and safety groups assist managers and employees in the unit ensure a healthy and safe working environment in the area of responsibility covered by the health and safety group.

The health and safety groups are responsible for tasks at the operational level (see §§ 31–32 of Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work, i.e. daily tasks within their area of responsibility, with a view to ensuring and participating in the protection of the health and safety of employees and the prevention of risk.

The health and safety groups assist the area's management and employees in preventing and addressing local health and safety issues. The task of the health and safety groups is to:

- Participate in the planning of health and safety work
- Participate in the preparation of workplace assessments (APV), including revision when changes occur that affect the working environment but at least every 3 years.
- Monitor that working conditions are safe and that effective training and instruction is provided.
- Influence individuals to adopt behaviour that promotes their own and others' working environment
- Participate in the investigation and reporting of occupational injuries and the events leading up to these
- Act as a link between employees and the health and safety organisation
- Address local working environment factors of importance to the students' physical and psychological study environment, including revision of the teaching environment assessment

(study environment survey) when changes occur that affect the study environment. By default, this is only relevant for health and safety groups at the departments.

- Where possible, mitigate risks or report the risk to management; where this is not possible, ensure that work is stopped in case of imminent significant danger.

The health and safety representatives' health and safety work is compensated in terms of time to an extent that makes it possible to fulfil health and safety tasks adequately, including any committee work in CAMU, FAMU and/or HOAMU.

This is agreed between the unit manager, the health and safety manager, if different from the unit manager, and the health and safety representative.

The health and safety representative is available to colleagues during normal working hours.

### The collaboration between health and safety groups

The health and safety groups agree between themselves on how to conduct the collaboration in the respective groups. Collaboration between a cross-cutting health and safety group and the other management of the units and/or health and safety groups is agreed upon in the units.

### Local health and safety committees

Local health and safety committees assist the health and safety groups in carrying out tasks assigned at the operational level (see §§ 31–32 of Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work).

Local health and safety committees support coordination and collaboration in local health and safety work by:

- Planning and establishing local procedures for the activities of the health and safety groups
- Check the level of health and safety and the effectiveness of the health and safety work
- Help the health and safety groups fulfil their tasks
- Act as a link between the health and safety groups and the rest of the health and safety organisation
- Address local working environment factors of importance to the students' physical and psychological study environment, including revision of the teaching environment assessment (study environment survey) when changes occur that affect the study environment. By default, this is only relevant for health and safety groups at the departments.

### Collaboration between committees

Local health and safety committees meet at least once a quarter, depending on the complexity and scope of the health and safety tasks.

Meeting dates, agendas and minutes are made available to budget unit employees and student representatives involved in the health and safety work.

### Campus Health and Safety Committees (CAMU)

The campus health and safety committee supports the campus-specific health and safety work that cuts across the organisational units present on the respective campus by leading and coor-

minating the work at the strategic level (see § 30 of Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work).

CAMU supports local occupational health and safety work by:

- Plan, leading and coordinating campus-specific health and safety work
- Monitoring the effectiveness of health and safety work on campus
- Helping the health and safety groups fulfil their tasks
- Acting as a link between the health and safety groups and the rest of the health and safety organisation at the respective campus
- Addressing local cross-cutting health and safety issues of importance to the employees' working environment and the students' study environment.

#### Collaboration between committees

CAMU meets 3 to 4 times a year depending on the complexity and scope of the health and safety tasks.

Meeting dates, agendas and minutes are made available to budget unit employees and student representatives involved in the health and safety work.

Read more in the Appendix 2.

#### Main area health and safety committees (FAMU)

The health and safety committees of the main areas assist the General Occupational Health and Safety Committee in carrying out tasks assigned at the strategic level (§ 30 of Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work).

FAMU plans, manages and coordinates the health and safety work with regard to:

- Working environment issues with health and safety as well as economic consequences for the main area.
- Fundamental issues for the area.
- Mental health and safety.
- Monitoring the main area's occupational health and safety level and the health and safety work of the health and safety groups.
- Cases of relevance to the main area in which the Danish Working Environment Authority is involved.
- Acting as a link between the main area's health and safety groups/local health and safety committees and between FAMU and HOAMU.

#### Collaboration between committees

The rules of procedure for FAMU follow the rules of procedure for the main area's liaison committee.

Unless otherwise agreed, 'Working Environment' is the first recurring item on the agenda of the liaison committee after any approval of the minutes. FAMU may participate in the liaison committee's meetings under the item on working environment.

FAMU holds one main area meeting per year with the rest of the health and safety organisations in the area. The main area meetings are used to take stock and discuss future initiatives.

## **The General Occupational Health and Safety Committee (HOAMU)**

The General Occupational Health and Safety Committee carries out tasks assigned at the strategic level (see § 30 of Executive Order no. 65 of 22 January 2024 on Systematic Working Environment Work).

HOAMU plans, manages, advises, informs and monitors SDU's health and safety work. Among other things, HOAMU is tasked with:

### **Planning**

- Establishing SDU's health and safety strategy
- Ensuring the planning and assessment of key health and safety processes, including workplace assessment, etc.
- Conducting the annual health and safety review
- Participating in determining the size and composition of the health and safety organisation
- Coordinating with other companies at the same place of work<sup>8</sup>

### **Consultancy**

- Consultancy on addressing health and safety issues and on how health and safety is integrated into the University's strategic management and day-to-day operations
- Establishing principles for adequate and necessary training and instruction and providing consultancy on the skills development plan
- Ensuring that the causes of work-related injuries are investigated and to prevent recurrence

### **Registration and inspection**

- Registering SDU's health and safety issues
- Inspecting the work environment
- Preparing an annual overview of work-related injuries
- Ensuring continuous monitoring of compliance with safety regulations

### **Briefing**

- Ensure that health and safety groups are informed and given directions regarding the work
- Keeping up to date with health and safety regulations
- Drawing up a plan of the health and safety organisation and ensuring that employees are made aware of it

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<sup>8</sup> Chapter 3 of Executive Order no. 65 on systematic working environment work.

### Collaboration between committees

HOAMU holds one ordinary meeting at least once a quarter.

Extraordinary meetings shall be held in the case of serious accidents, damage to health or precipitating events and as other needs arise.

The dates for HOAMU's ordinary meetings are made available to all employees on SDUnet.

The health and safety organisation receives the minutes of the meeting. The minutes are made available to all employees on SDUnet.

HOAMU holds a public meeting with the rest of the health and safety organisation. Public meetings are used to take stock and discuss future initiatives.

## Organisational support for occupational health and safety work

The Health and Safety Team in SDU HR acts as occupational health and safety professionals for the organisation in matters related to occupational health and safety issues and legislation.

The Health and Safety Team functions as the secretariat for the General Occupational Health and Safety Committee and prepares meeting material for the committee meetings as well as minutes from the meetings.

The Health and Safety Team implements the decisions of the General Occupational Health and Safety Committee in the organisation and keeps the General Occupational Health and Safety Committee informed about health and safety work and involves the Committee in addressing health and safety issues and specific health and safety problems.