



# HEALTH and SAFETY at WORK

**INSTITUTE OF ELECTRONIC SYSTEMS**  
*The Safety and Health Organization*

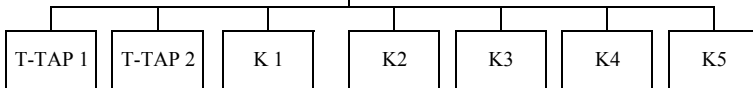
AALBORG UNIVERSITY  
January 2009

# AAU MAIN SAFETY COMMITTEE

## INSTITUT FOR ELEKTRONISKE SYSTEMER

### Safety committee

#### Safy groups



#### Safety committee:

Chairman: Børge Lindberg

Supervisor: Kim Olesen

Safety steward: Lars Peter Jensen

Other members of the safety groups may attend meetings in the main safety committee as observers.

2 students may also attend the meetings in the committee as observers.

#### Composition of the safety groups:

|              |   |  |            |             |
|--------------|---|--|------------|-------------|
| Office A-TAP | 1 |  | Supervisor | Gitte Lynge |
|--------------|---|--|------------|-------------|

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| Office A-TAP | 1 |  | Safety steward | Anne Marie Nielsen |
|--------------|---|--|----------------|--------------------|

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| Office and teaching | 2 |  | Supervisor | Thomas Bak |
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| Office and teaching | 2 | A-bygningen | Safety steward | Hans Ebert |
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| Office and teaching | 3 |  | Supervisor | Thomas Bak |
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| Office and teaching | 3 | A-bygningen | Safety steward | Jan H. Mikkelsen |
|---------------------|---|-------------|----------------|------------------|

|                     |   |  |            |            |
|---------------------|---|--|------------|------------|
| Office and teaching | 4 |  | Supervisor | Thomas Bak |
|---------------------|---|--|------------|------------|

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| Office and teaching | 4 | B-bygningen | Safety steward | Sofus Birkedal Nielsen |
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| Office and teaching | 5 |  | Supervisor | Thomas Bak |
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| Office and teaching | 5 | C-bygningen | Safety steward | Lars Peter Jensen |
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| T-TAP 1 IT-group |  |  | Supervisor | Kim Olesen |
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| T-TAP 1 IT-group |  |  | Safety steward | Finn Hyberg Hansen |
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| T-TAP 2 Laboratories and workshops |  |  | Supervisor | Kim Olesen |
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| T-TAP 2 Laboratories and workshops |  |  | Safety steward | Kenneth Knirke Nielsen |
|------------------------------------|--|--|----------------|------------------------|

With this folder the Institute's safety committee intends to inform about the institute's safety organization, and the tasks and functions assigned to the safety groups. This is defined by The Health and Safety at Work Act (ArbejdsMiljøloven)

## **Organization chart**

As it appears from the organization chart, the overall safety in the institute is handled by a safety committee. Under the safety committee belong 6 safety groups, with individual fields of activity and responsibility.

*Office and teaching (4 safety groups)*

*Laboratories and workshops*

*IT operation*

## **Tasks of the security group**

The safety group has many different kinds of activity fields, e.g. it is commissioned to ensure proper working conditions as far as health and safety are concerned, and that processes and methods are organized and carried out properly. The group must also make sure that thorough instructions for the use of machines, tools, other technical facilities, etc. are given, and furthermore that everything is arranged and used properly as far as health and safety are concerned.

As the individual members of the safety groups have limited resources of time for the above tasks, the institute expects all staff to take an active part in guaranteeing working conditions to be constantly proper as far as health and safety are concerned. Therefore, please contact a safety steward if you notice defects or faults which may reduce the health and safety at work, which you cannot rectify yourself.

## **Students**

The Health and Safety at Work Act does generally not apply to student. However, students carrying out work-related practice in connection with teaching in laboratories, workshops, etc., are covered by the executive orders for:

- Performance of the work
- Technical facilities
- Substances and materials

To ensure that the work can be carried out properly as far as safety and health are concerned, it is the duty of the supervisors to inform of existing rules and risks before the beginning of any work in laboratories and workshops.

## **For more information:**

<http://doc.es.aau.dk/workshops/sikkerhed/>

<http://adm.aau.dk/teknforv/sikkerhed/index.htm>