

**Present:**

Catharina Svensson, head of department and chairman

Eva Andersson, SO, Fire Protection, Environment and Chemicals Representative, D9:3 repr

Veronica Hammar, secretary, SO, C8:3 repr

Tove Hoffman, A9:3 repr

Karin Hjort, D7:3 repr, SO

Arianna Cocco, D11:3 repr

Viktor Ek, IPhA repr

*SO = safety officer/skyddsombud*

**IMBIM's working environment group (Arbetsmiljögrupp, AMG)**

1. **The previous notes was followed up.** The follow-up and compilation of the defective cleaning at IMBIM is discussed in a separate section further down.
2. **Eva informs:**
  - KLARA - When someone quits at IMBIM, chemicals should be handed over to someone else or left for destruction.
  - Prolonged contracts for:
    - Sanitation, spillage with Recover until March 2023.
    - Safety adviser for the transport of dangerous goods (Patric Klettner Carlsson) until May 2024.
  - New procurement for molecular biology, antibodies and immunologic kits, cellbiology and microbiology. Starts 1 July, including 44 different suppliers. In the Produktwebben/Product Web they will be found under "Life Science".
  - If problems with the delivery of pipette tips from procured suppliers, contact Marie Höglund at the upphandlingsenheten/procurement unit, she will try to help with other alternatives.
  - From the Security and Safety department we've got guidelines about how to work in a secure way with confidential information such as e.g. chemicals and their location. "When information is exported/retrieved from KLARA for purposes of handling it in paper form, on a USB stick or other external media Uppsala University's procedures for secure information management (UFV 2018/668), must be followed." [Riktlinjer för egendomsskydd \(uu.se\)](#)
  - We talked about the importance of employee dialogues, that we will have a follow-up every year and also inform about what it means, and for everyone to realize the importance of it.

- Eva Andersson will retire spring 2023, someone needs to take over her assignments; Union Safety Officer, fire protection inspector, environmental representative and chemical safety officer.

### 3. **Organisational and social work environment (OSA)**

In 2016, new regulations regarding OSA were implemented. The regulations clarify how employers should work systematically with the organisational and social work environment.

Main points in the regulations on organisational and social work:

- Workload
- Working hours
- Victimization

OSA requires regular investigation and risk assessment. One way to investigate OSA is by systematically carrying out organisational and social work environment reviews. A review consists of two parts: firstly, a survey to be answered by members of staff, and secondly, a checklist to be answered jointly, for example in a work environment group. Eva and Veronica get to grips with this and come up with a proposal on how we can best proceed.

4. Send Veronica the documentation (photo and text regarding the defective cleaning) from your corridor, she will compile it and Catharina will bring it up at intendenturstyrelsen/campus management board later this week.
5. The work environment plan/arbetsmiljöplan was updated, Veronica sends out an updated document to the group and publishes it on IMBIM website.
6. Others:
  - IMBIM handbook needs to be reviewed and updated (all).
  - We need to draw up an krisplan/emergency plan within the department (Catharina).

By the pen, Veronica