



## EHS Group meeting, 2015-09-01

### Present:

Catharina Henje, Work environment representative  
Maria Göransdotter, Head of department  
Lars Byström, Work environment deputy representative  
Sara Eriksson, Staff administrator, Equal access representative  
Anders Hellström, Caretaker  
Peter Lundholm, Equal access representative  
David Risberg, Workshop technician  
Patrik Mattsson, Fire protection representative  
Jon Sommarström, Student representative

### 1. Last meeting's minutes

We assigned different tasks for different persons in last meetings minutes.

### 2. Physical work environment

The work environment group had a meeting in end of august where they have put together minutes from last year to know what needs to be done. See attachment *Work\_environment\_meeting\_150827*.

*Student studios:* How can we start a good routine to keep a good work environment in the student studios (nice and tidy) both for students and staff? We will make sure that the students have the things they need to attach the cables so they won't be on the floors. Try to not move the tables and furniture too much, creates more mess. Follow up together with the programme directors. Jon Sommerström will raise the question at Ställverket.

*Workshop:* A cupboard for hazardous waste is arranged under the ventilation that will be open for the students. Bring this up on tomorrow's school meeting.

*Other:* Patrik will change the desks in the top pc lab before week 38.

### 3. Safety and security

Titti is preparing a first aid and CPR education for 3-4 persons, October 1, with Feelgood. Sara will make a list of priority among the staff (who to attend the course).

Patrik will inform about fire exits on the school meeting October 7. There are activities during the introduction week for new students where they are asked to find all the exits, fire equipment etc. This will serve as a rehearsal for the coming information.

### 4. Psycho-social work environment

The student barometer and a work environment will be analysed by Titti and Maria.

'Studenthälsan' is offering a lecture in English during the autumn. When can it be scheduled? Talk to the programme directors. Studenthälsan will also meet the new students on Friday morning for information.

Jon will bring the question about how to encourage more social activities between the classes e.g. 'fika infrastructure' etc.



## **5. Info from work groups**

Equal access group – A new plan will be done during the autumn.

Information from Maria: The planning cycle is changed so the plans and documents should be ready before December.

Work environment group – please see attachment *Work\_environment\_meeting\_150827*

## **6. Additional questions**

What should be brought up at the school meeting? We should inform about our organisation and work groups and explain why its important (and fun!!) to be a part of a group and be able to influence. Since Ställverket now is a part of NTK the students have to be a member of NTK to be a part of the board of Ställverket. Jon Sommarström tells us that Ställverket might be able to offer a membership in NTK for the members of the board.

## **7. Next meeting**

October 6 2015 at 08:15 in the Conference Administrative room.

Minutes / Sara Eriksson