



Stockholms
universitet

Institutionen för molekylär bioteknik,
Wenner-Grens institut

Protocol Work Environment and environmental group meeting

Date: Monday the 24th of April 2023

Time: 13.00-14.30

Place: Runnströmsrummet

Present: Neus Visa, Maria Ekoff, Van Le Sabrie, Jessika Lind (secretary), Claudia Arasa Cuartiella, Roger Johansson

Not present: Monika Björk, Martin Säflund, Kicki Ryman, Munira Akhter

Agenda

1. Selection of adjuster

Maria was chosen to adjust the minutes.

2. Approval of the agenda

The agenda was approved.

3. Previous minutes

Van went through the previous minutes, and the following items were commented on:

Annual plan for work environment

During the previous meeting the onboarding process was discussed. Van informed that the first Admin Introduction was held last week, and that it was appreciated by the attendees.

Concerning the follow-up of the action plans, it was decided that the AMG will go through the action plans together in the upcoming meeting to collect input and see if we need to go forward with anything. The follow-up is intended to ensure that we do not forget the content of the action plans.

Environment

Ledningens genomgång miljö is nearly completed. Neus also gave an update on the Environmental action plan for 2023, which will be sent out to the AMG before the next meeting.



Fire safety

Roger Johansson informed that the date of the Fire drill has been changed to the 15th of June. The previous minutes will be updated to avoid confusion. A meeting will be held shortly in preparation of the drill.

4. Annual plan for work environment

- *Follow-up Lab safety inspection:* It was decided that a hard copy of the Safety inspection protocol will be placed in the post room, and that a specific shelf (marked *Safety inspection*) shall be allocated to this document. A reminder to the group leaders to attend to their comments, and sign the document might also be needed.

Maria informed that approximately one third of the comments was in regards to the handling of flammables. Information about this has since then been added to the Introduction course, which hopefully will help create an attitude shift.

5. Environment

Neus briefly went through the draft for the Environmental action plan for 2023. It was agreed that the following two points from the action plan for 2022, are still relevant:

- Waste management (especially concerning plastic). It was agreed that we should supply the labs with special containers for plastic waste, and that they should be marked the same way throughout the department to facilitate the cleaner's work in the labs.
- Increase the knowledge on the Environmental policy of Stockholm University through environmental letters and info to new employees.

Neus will send the draft for the Environmental plan 2023 to the AMG and it will be discussed in full during the upcoming meeting. If you have any ideas or thoughts, please send them to Neus/Monica.

6. Work environment

Nothing to report.

7. Fire safety

The first meeting in preparation for the fire drill in June will be held on the 25th of April.

8. Gender equality and equality

Nothing to report.

9. SAMIR reports

Roger informed about an incident (reported to SAMIR) which occurred three weeks ago. He was in the basement filling nitrogen, and the hose was leaking nitrogen onto his hands. There was no serious injury, and the leak was fixed quite fast.

10. Information from the lab safety network at SU

In Kicki's absence, Maria shared a few information points from the most recent Lab safety network meeting:

- There is an ongoing internal audit of five departments at SU. MBW is not one of them.
- The waste storage room in the N-building is being renovated. This does not affect us.
- There is a new function email address for inquiries about fire safety at SU: brandsakerhet@su.se.
- SU is working on a guide regarding fire safety and evacuation, which will be available soon.

11. Safety representative reports

Nothing to report (Munira and Martin not present).

12. Other

Maria informed about the three upcoming CPR courses, organized by Munira. The invitation has previously only gone out to the group leaders to ensure an even spread in the participation throughout the groups. There are however several spots available, so it was decided that the invitation also should be sent to all.mbw@su.se.

13. The meeting was closed.

Written by

Adjusted by

Jessika Lind

Maria Ekoff