

LAMU NCMM

Attendees:

Janna Saarela, Anthony Mathelier, Ingrid Kjelsvik, Rasma Gutsmitte, Gladys Tjørhom, Sissel Eikvar, Monika Szymanska and Dina Ruud Aronsen

Minutes

Item 1-4/24

Minutes from the LAMU meeting 12.09.24 approved

Item 2-4/24

Brief updates:

Fire Safety and Extinguisher Training:

12th of October there was a fire safety course at NCMM followed by a practical course in use of fire extinguishers.

There was a good turnout for both courses, and participants seemed satisfied. This fire safety course included slightly fewer examples and less information compared to the previous one, but overall it was well-received.

Cleaning Day

This year, we had a very good turnout, and everyone was enthusiastic. However, some rooms were not cleaned and tidied. To address this, we might consider assigning specific rooms and tasks next year. A request was made for dedicated equipment to dust shelves and tracks near the ceiling. Due to concerns that dust could spread in the lab, it was decided to leave this task to the cleaning agency. After lunch, very little activity took place, so it was suggested to split the task into two half-days per year.

Item 3-4/24

Action Plan for Occupational Health Services

The plan presented was from last year. The change this year was an increased focus on group guidance rather than individual consultations on ergonomics. A course on communication and workplace culture has been ordered. Additionally, some hours have been reserved for advice and guidance regarding the interior layout and working conditions in the Life Sciences Building. Targeted health screenings related to working with animals, stress management courses for Ph.D. students and postdocs, and xylene handling were also listed. NCM has also expressed interest in having the Occupational Health Services present their offerings at a departmental meeting.

Item 4-4/24

ARK Report

We have received a summary and evaluation of the ARK work at the Faculty of Medicine. Key points included:

Positive:

More efficient than the previous survey. The process was valuable and raised awareness. It was positive that the entire University of Oslo conducted it simultaneously.

Areas for Improvement:

- Include open-ended questions in the survey.
- Shift focus from the survey itself to the internal process.
- Ensure all information is available in English.
- Implement follow-up and reminders between surveys.
- Clarify which leadership level the questions target.
- Reduce the time required to complete the survey.
- Ensure sufficient resources to conduct the survey.

It was also noted that the overall report on harassment was useful for LAMU's discussions and that responses regarding workload should have been given more consideration, even though this was a new topic.

The progress on ARK action plans will be discussed at the group leaders' meeting. A recurring issue has been the lack of attendance from employees at organized workshops and scientific lunches. Employees often focus heavily on problems but do not propose their own solutions.

Item 5-4/24

First aid course

A first aid course is planned for January 23rd and 24th. There is a request to move one of the days to January 30th to accommodate more participants. Sissel will contact the instructor regarding this change and inquire about the possibility of adding a third course day.

Item 6-4/24

Modules 5 and 6 for Management in English

The Health, Safety, and Environment (HSE) courses for leaders, Modules 5 and 6, are now available online in English. There have been some issues accessing the course after registration. Sissel will send information to group leaders. It is important that all group leaders complete this course as soon as possible, by March 1st at the latest. This will be addressed at the group leaders' meeting.

Item 7-4/24

Moving of Nikolinas group

Nikolina has completed her move from NCMM. The Vitrobot will be moved to IMB if Nikolina secures funding to modify the room to suit its use. Meanwhile, NCMM will be responsible for the Vitrobot room at IBV. To clear out the insect lab, a sink needed to be removed, and reinstalling it would be costly. The availability of the lab will be discussed at the group leaders' meeting.

Nikolina's group will continue some chromatography work at NCMM.

Item 8-4/24

Internal Control

An internal control was conducted in December after Nikolina's group moved out and following the cleaning day. This control focused on fire safety concerning escape routes and electrical installations. Generally, conditions were much improved compared to last year. Escape routes were clear, and there were fewer boxes and equipment in the corridors. However, there are difficulties opening the emergency exit doors, particularly in E3 and specifically the door in Camila's office, which has been reported to Forskningsparken. There are still some issues with outdated signage in laboratories, especially regarding the removal of flammable gases.

It was also noted that we have a lab for radioactive work that is not currently in use, potentially preventing firefighters from entering in case of a fire. It was discussed whether this lab should be closed, as it is unlikely to be used before the move to LVB. Sissel will investigate the paperwork required if the lab is reactivated.

Item 9-4/24

Safety inspection

Safety inspections were conducted on December 9th and 11th, observing procedures in laboratory work, use of gloves and other protective equipment, waste management, and general tidiness. Few people were working in the lab on these days, but observations included improper glove use, waste disposed of in wrong bins, and general mess. It was suggested to develop common lab procedures and mark instruments regarding glove use. Dina, Monika, Rasma and Sissel participated in the inspections. They will compile the results and develop an action plan.

Item 10-4/24

Alarm systems at NCMM

We currently have one oxygen sensor with an alarm near the nitrogen tank in E2, with its filter replaced in December. A new list of staff with contact information for the alarm is still needed.

Date: Friday 13.12.2024
Time: 11.00-12.00
Location: Forskningsparken Micro E2

Item 11-4/24

Miscellaneous

Ecoonline, CIM, and Ephorte will all be replaced by new systems next year. Information about training and courses has been sent out or will be communicated later. It's important to close all open cases. Ecoonline will likely not be replaced until the end of 2025.

Some instruments remain in Nikolina's old lab: the Nanodrop will likely move to Biswas's lab, the shaker will remain where it is, and the centrifuge will be moved to Biswas's lab.