

# Online Health and Safety Course /Arbejdsmiljøgruppen, 2020



# Presentation

Your professional position

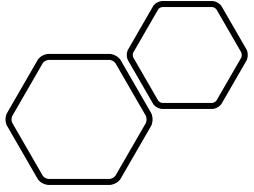
The number of employees in the company

HSO function: HS Supervisor or HS  
representativ?

The logo consists of the letters 'AG' in a bold, blue, sans-serif font, followed by the text 'ArbejdsmiljøGruppen' in a smaller, blue, sans-serif font. The entire logo is centered within a white circle that has a thin blue border. The background of the slide features a dark teal vertical bar on the right side.

AG ArbejdsmiljøGruppen





# Goals of the OSH Course

01

BASIC KNOWLEDGE  
ABOUT  
OCCUPATIONAL  
HEALTH AND SAFETY  
ISSUES

02

THE HEALTH AND  
SAFETY  
ORGANIZATIONS  
TASKS AND  
REQUIREMENTS

03

THE STRUCTURE OF  
THE DANISH HEALTH  
AND SAFETY  
LEGISLATION AND  
HOW TO USE IT IN  
YOUR HS WORK.

04

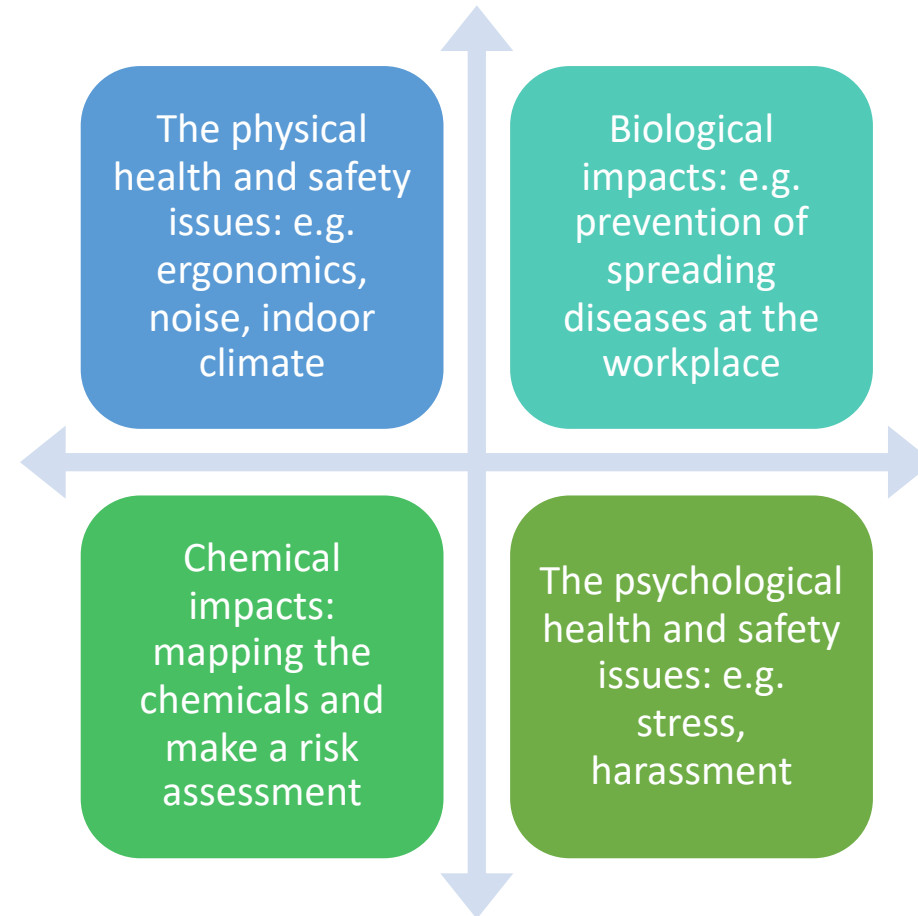
TOOLS TO SOLVE THE  
HEALTH AND SAFETY  
ISSUES



# The Program of the online OSH Course

1. Introduction meeting (4 hour): Presentation of the main topics of the course and the LMS. Questions.
2. The online course consist of 10 modules, tests and two practical assignments.
3. OSH Course certificate when you have passed the tests and practical assignments.

# Basic knowledge about prevention of occupational health and safety issues





# The structure of the Working Environment Act

- [The Working Environment Act](#)
- [Executive orders](#)
- [Guidelines](#)



# The 5 main executive orders

Workplace design

Performance of work

Substances and materials

Technical aids

Rest time

# The HS Operators

- Minister for employment
- Working Environment Authority
- Working Environment Appeals Board
- Sector working environment council (BAR)
- Authorised Health and Safety Consultants

- WEA
- The Knowledge Centre for Working Environment
- National Research for the Working Environment





## Official Health and Safety Websites

[Working Environment Authority](#)

[Workplace Denmark](#)

[Report a work accident](#)

[Inspections and smileys](#)

[Risk assessment checklist](#)


[Building and Construction](#)

[Office work](#)





## The formal legislation

- **Ministry of Employment. 1072 of 7 September 2010 Chapter 2 - Cooperation on health and safety § 5.**
  - *Safety and health work in the individual business is handled through cooperation between the employer, the work leaders and the other staff.*
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## **Who can be elected as a HS Supervisor?**

- The HS Supervisor in the HSO is appointed by the employer and is a management representative.

## **Who can be elected as HS representative?**

- All employees who work over 10 hours a week. However, not students, work leaders and employers.
- Working Environment Act states no requirement for length of service and qualifications.



# How large should the HSO be?

- The number of members and the HS groups should be set so that HSO at any time can carry out its tasks properly.
- The number of health and safety representatives must also be established so that all employees can get in touch with their HS representative during normal working hours.
- The number of HS Supervisors in HSO must be established so as to ensure knowledge of the company's production and performance.

## Cooperation on health and safety with 10 - 34 employees

- In companies with 10-34 employees, cooperation on health and safety is organized in a HSO of work leaders and elected HS representatives with the employer or his representative as chairman. HSO deals with both daily and general assignments related to safety and health.

## The HS Organisation

HS Representative

The HS work leader

HS Representative

The HS work leader

Chairman: Employer

Cooperation on  
health and  
safety in  
companies  
with more than  
35 employees

## HS Committee

**Chairman: Employer**  
**2 appointed HSS**  
**2 elected HSR**

Representative (HSR)	HS Supervisor	HS Supervisor	Representative (HSR)
HS Group: 1 appointed HSS 1 elected HSR	HS Group: 1 appointed HSS 1 elected HSR	HS Group: 1 appointed HSS 1 elected HSR	HS Group: 1 appointed HSS 1 elected HSR



# Election of the HS representative

The HS representative is elected by the employees. The management must not participate in the election.

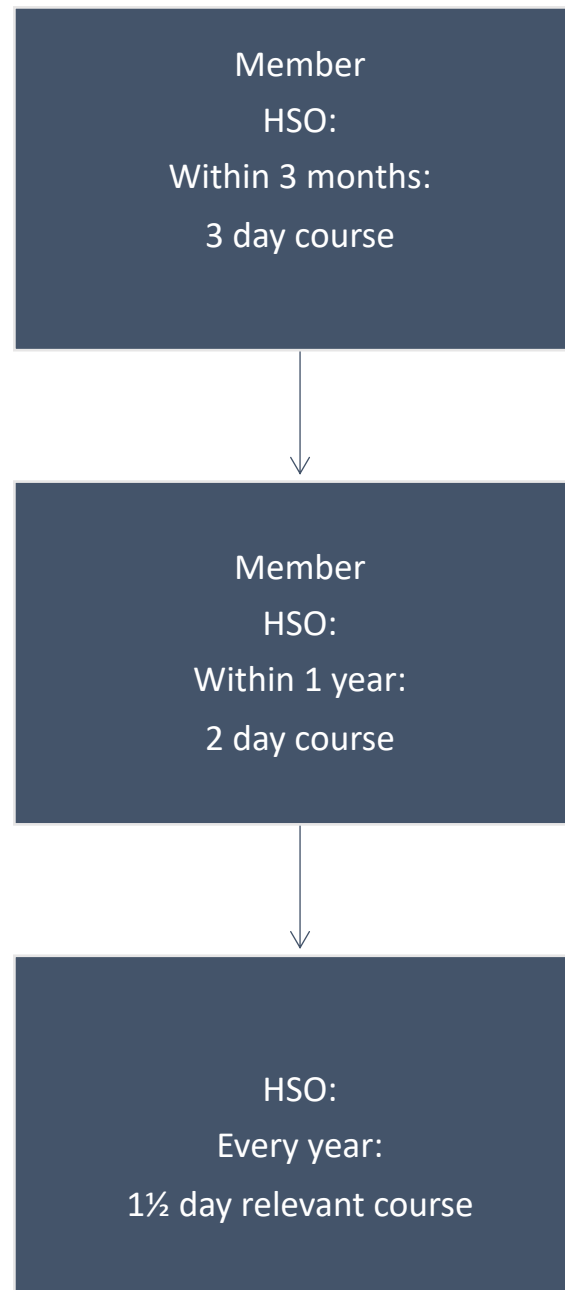
The HSR is elected for two years and can't be dismissed

All areas of a company must have a health and safety representative. No one can stand outside.



# Training of HSO members

16



# HSO tasks



The annual health and safety meeting



To control the working environment



To make a Workplace Assessment (WPA) and Chemical Risk Assessment



To participate in determining the size of HSO.



To advise the employer on the resolution of safety issues and how solutions can be integrated into the company's strategic direction and daily operations.



To make an overview of the accidents, poisoning and health damage in the company once a year.



To establish principles for training and instruction.



To make sure that there is a plan of the HSO structure with information about the members and make sure that employees know the plan.

# Exercise 1 (10 min.)

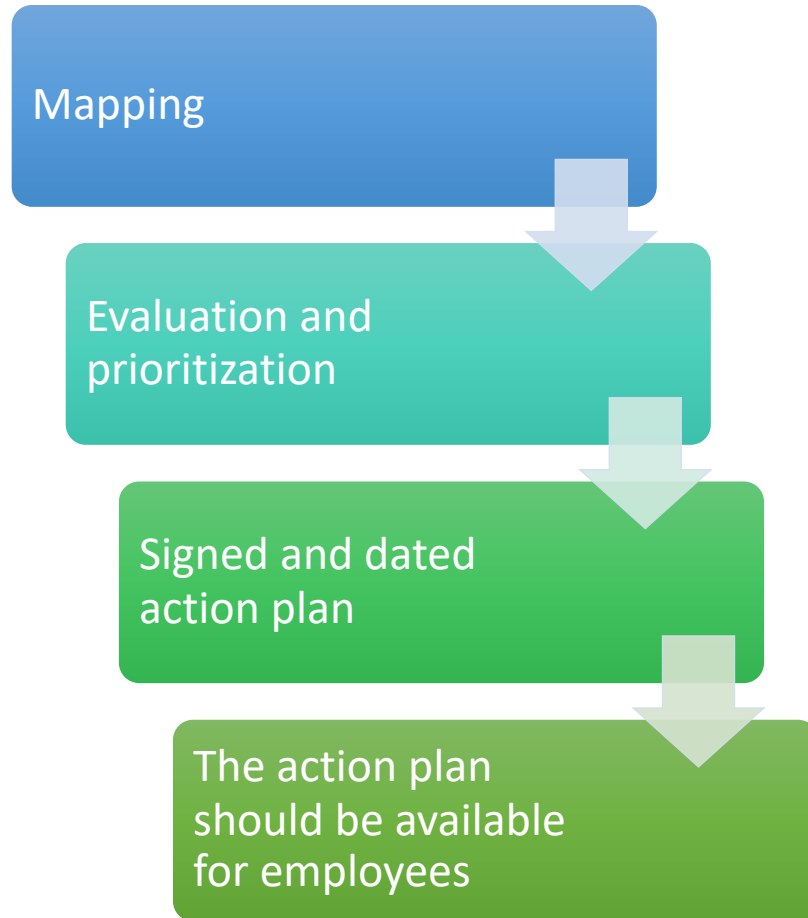
- Which staff groups is in the workplace?
- What kind of issues do the staff groups have?
- How is the procedure in your HSO today? (meetings, WPA etc.)



# The purpose of an WPA

- Working systematic and preventive with the working environment
- To highlight its safety problems
- Finding solutions to problems
- To protect the individual employee
- To generate interest for safety work

# WPA Action Plan



Follow up regularly in the 3-year period your WPA apply.





# Timeframe

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The total course are distributed over a period of no more than 7 weeks from today.

# Guidelines for the two practical assignments



- Pick a topic
- Describe consequences and causes of the HS issue
- Information research
- Assessment of options (solutions)
- Choosing and implementing a solution
- Evaluation

# Ideas and inspiration to the practical assignment

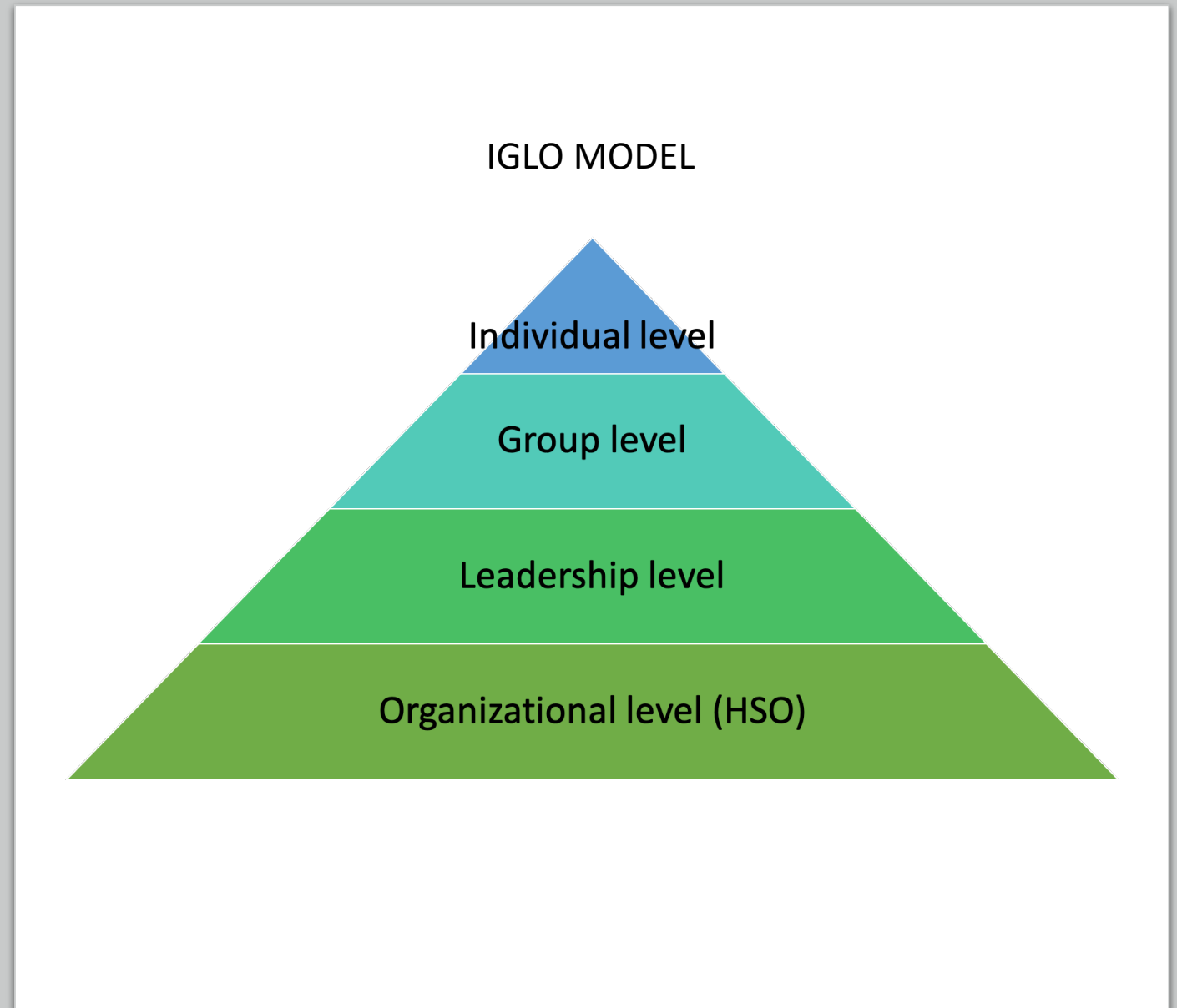


- Ergonomics
- Stress
- Make a HS campaign
- How to get an active HSO involved

# Exercise 2

## (20 min.)

- Make a few notes about some of the health and safety issues at your workplace that you experience.
- Pick one or two issues from your list.
- Use the IGLO-model to map out possible solutions





Online LMS





Thanks for  
today!