The occupational health and safety organisation at the BCE – description of tasks September 2025

	Chairman of LAMU and General WE Manager	LAMU	Management representative	Employee representative	Space manager
Overall role	Lead and coordinate the department's WE (work environment). Prepares proposals for the WE strategy and for the annual WE discussion. Prioritizing investments to improve WE. Defines WE groups.	Contributes to ensuring a good WE at the department. Discusses and completes WE discussion. Advisor WE groups and employees in WE. Ensures that the department complies with labour market legislation and AU's internal rules.	Plays an active role in building a safe WE by BCE. Motivate, control and keep an eye on WE in daily life. The WE manager may prohibit the execution of the work if this is not justifiable from a safety point of view.	Plays an active role in building a safe WE by BCE. Motivate, control and keep an eye on WE in daily life. The labour market representative may prohibit the completion of the work if this is not justifiable from the point of view of safety.	The local eye for WE to be safe in everyday life. The room manager can involve the LAMU representatives they can prohibit the implementation of the work if the person in question is not sufficiently instructed or compromises on safety. Involve superiors in solving challenges. The room manager has a special professional insight into the equipment and procedures carried out in the room in question.
PR		Visualize and inform about a practical, safe and healthy WE at the department, often using the intranet.			
Annual Cycle Report	Preparing a presentation	Discussing and finalizing			
WPA		Preparation of action plans	Preparation of action plans and solving identified problems	Preparation of action plans and solving identified problems	
Participation in annual WE conference	Obligatory	Recommended			
WE courses	Obligatory	Obligatory	Obligatory	Obligatory	Recommended
Safety inspections	Goes through the WE review, ensures solution and follow-up, and recommends investments that can improve WE.	Informed about safety inspections.	Reviews WE, notes deviations and offers suggestions for improvement.	Reviews WE, notes deviations and offers suggestions for improvement.	Participates in safety inspections, makes wishes for improvements.

Accidents	Contact person for the Danish Working Environment Authority. Ensures that the accident is reported. Going through the accident with LAMU members.	Discusses all cases at LAMU meetings and initiates any further general initiatives	Review the accident and make recommendations for preventing similar accidents	Review the accident and make recommendations for preventing similar accidents	Review the accident and make recommendations for preventing similar accidents
Occupational accident reporting	The accident is reported to the day-to-day WE manager, who involves other WE managers and representatives to the extent necessary. Reporting of the accident to the WE consultants is through the AU website.				Reports the accident to the general WE manager
Near accidents	Reviews the accident with other WE participants.	Discusses all cases at LAMU meetings and possibly initiates further general initiatives.	Analyses the incident and makes recommendations for prevention.	Analyses the incident and makes recommendations for prevention.	Analyses the incident and makes recommendations for prevention.
Daily life	Motivates to maintain a good WE and denounces a lack of WE		Motivates to maintain a good WE and denounces a lack of WE.	Motivates to maintain a good WE and denounces a lack of WE.	Ensures that the room in question is kept tidy and in proper WE safe condition. Complains about deviations in WE and involves the management representative or daily WE manager in case of conflicts. Make requests to the day-to-day WE manager about conditions that can improve the possibility of preventing accidents in their space.
Instruction			Contributes to the preparation of required instructions for the use of equipment,	Contributes to the preparation of required instructions for the use of equipment, procedures and analyses in the room in question.	Contributes to the preparation of required instructions for the use of equipment, procedures and analyses in the room in question.

			procedures and analyses in the room in question.		Requires written instructions for all appliances and procedures. Ensures that all appliances and procedures comply with safety requirements. Ensures that all new employees, students, visiting researchers and company employees have been instructed in the use of current devices and procedures.
Precautions	Can act as a sparring partner when filling out risk assessment forms. Responsibility for safety lies with the project manager.	Prepares a risk assessment form	Can act as a sparring partner when filling out risk assessment forms. Responsibility for safety lies with the project manager.	Can act as a sparring partner when filling out risk assessment forms. Responsibility for safety lies with the project manager.	Acts as a sparring partner when filling out risk assessment forms. Responsibility for safety lies with the project manager. The space manager may include other WE members in the safety assessments. If deemed necessary, external consultants may be involved in the assessment.