



ARBEJDSMILJØSEKTIONEN
AALBORG UNIVERSITET

How an AMR is elected

STEP-BY-STEP GUIDE FOR MANAGERS ON THE ELECTION OF
HEALTH AND SAFETY REPRESENTATIVES FOR THE WORKING
ENVIRONMENT ORGANIZATION AT AALBORG UNIVERSITY



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Introduction

At Aalborg University, simultaneous elections are conducted for the university's Working Environment Organization (in Danish: AMO), ensuring that all elected Health and Safety Representatives (in Danish: AMR) have the same term of office. A simultaneous election across all university departments offers the advantage that the mandatory health and safety training, which all newly elected AMRs must complete, can be organized as AAU-specific courses immediately after the election.

The Working Environment Section initiates the election, but you are responsible for carrying out the specific election procedures locally in your department.

The purpose of this guide is to describe step-by-step how to conduct the election so that all involved parties have a common understanding of the process. The guide is aimed at the university's managers that are responsible for the working environment, such as Heads of Departments, and the individuals who, on behalf of the managers, ensure the practical execution of the election procedures.

The guide primarily serves as GOOD ADVICE but is based on internal RULES that all departments must adhere to, including the requirement that election procedures must be conducted in all departments at the time specified by HAMiU.

Before the election

Before election procedures can be initiated, it is important that you have a clear understanding of your local working environment organization. Specifically, this means that you need to define the individual working environment groups and clearly describe the coverage areas of each of these groups.

This is important because **the election of an AMR is for the individual working environment group, and the eligible voters for the election are only the employees who work within the group's coverage area.**

Note that in the context of the election, it may be insufficient to describe a group's coverage area as 'the laboratory', 'the office area', or similar, as some employees in the department may regularly work in multiple building sections and therefore may be unsure which group they belong to. Every employee in the department must be assigned to a specific group's coverage area so that everyone can easily identify their AMR once the election is completed.

Each manager (typically the Head of Department) makes the decision on the organization in consultation with the local health and safety committee. This can, for example, be done in connection with an annual health and safety discussion prior to the election – and naturally in accordance with the internal AAU rules that apply to the organization, see **References**.

Step 1. The election is announced

When the manager has been informed about the upcoming election by the Working Environment Section, the manager notifies all employees in the department that an election for health and safety representative(s) will be held and encourages employees to run as candidates. The nomination and election, as mentioned, are for the defined working environment groups.

Employees are also informed about the current deadline for the election. This deadline is set by the Working Environment Section and is aligned with the expiration of the current AMRs' term of office.

The Working Environment Section has prepared a standard text that can be used to announce the election, for example, in an email or as a notice.

Step 2. Candidates are nominated

Employees nominate themselves as candidates for the election of health and safety representatives by notifying the manager. Employees can nominate themselves individually or discuss candidate nominations in meetings.

The manager must ensure that the nominated candidates are eligible. Typically, a candidate must have been employed in the department (or at AAU) for at least 9 months prior to the election. Additionally, it is important that candidates can fulfil the role for the entire term, which at AAU is 3 years.

Employees who primarily hold supervisory functions are not eligible to run.

Step 3. Election lists are prepared

The manager sends out election lists to all employees so they can consider their vote before the election.

If a contested election is expected, the election lists must be sent out early enough for candidates to campaign, for example, at election meetings, via emails, or by other means to present themselves and motivate their candidacy. The manager may call for election meetings but should refrain from participating in them.

Step 4. The election is held

The election is conducted democratically by regular voting. Employees can each vote for one of the candidates in the group they belong to.

Eligible voters are all employees in the coverage area, including temporary and part-time employees. Employees who primarily hold supervisory functions do not have voting rights.

The election can be held at an employee meeting where management does not participate, but it can also be conducted in other ways, including digitally. Upon request, the voting must be able to be conducted anonymously.

The candidate who receives the most votes is elected. If there is only one candidate, the election can be decided by acclamation, but the candidate should still be presented to the eligible voters to ensure support.

Step 5. The election results are announced

Once the election is decided, the manager announces the election results to all employees in the department. In this announcement, the manager also informs which supervisors have been appointed to join the working environment groups along with the elected AMRs.

The manager then updates the organizational plan for the department's overall working environment organization. This plan is made accessible to all employees in the department, for example, via a website, so everyone can easily see who is part of the local AMO.

The manager then reports the composition of the department's AMO to the Working Environment Section. This is done using a template prepared by the Working Environment Section.

Elected AMRs who are members of a trade union must themselves notify their union that they have been elected (or re-elected) as AMR.

After the election

All newly elected health and safety representatives and appointed supervisors must complete the mandatory health and safety training within 3 months of the election, unless they already have this training.

According to AAU's internal rules, the training must be retaken if it has been more than 10 years since the appointed supervisor or the elected health and safety representative last completed the course. This is because, over a long period, there is often significant regulatory development and advancements in methods that can or should be applied in systematic health and safety work.

The Working Environment Section organizes a number of courses with the mandatory health and safety training, which are conducted immediately after the simultaneous election.

References

Legislation and AT Guidelines

- Executive Order 65/2024 on Systematic Occupational Health and Safety Work
- AT Guideline 1.3.1 on Systematic Occupational Health and Safety Work, including Workplace Assessment (APV) and Annual Occupational Health and Safety Discussion

AAU Rules and Good Advice

- **Working Environment Organization at AAU**
Describes AAU's rules for organizing occupational health and safety work at Aalborg University.
- **A Well-Functioning Working Environment Organization**
Good advice for the supervisor and the health and safety representative on managing work in the working environment group.
- **What Does a Health and Safety Representative Do?**
A brief description of the role of the health and safety representative (and the working environment group).

Inquiries about this document can be directed to the Working Environment Section:
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