

Guideline for documenting the DTU Well-being Dialogues

Occupational Health and Safety Coordinator (AMK)

The Occupational Health and Safety Coordinator (AMK) is appointed by the Director to help coordinate the director's responsibility for the working environment. The AMK is responsible for documenting a structured dialogue about well-being, where all employees have the opportunity to have their say.

The AMK is responsible for documenting

- That the unit has organized the well-being dialogues process
- That the themes dominating the well-being dialogues are summarized
- That agreements have been made for next steps

Occupational Health and Safety Representatives (AMR)

The AMK is also responsible for ensuring that the Occupational Health and Safety Representatives (AMR) know how their own unit organizes and documents the well-being dialogues. During inspections from the Danish Working Environment Authority (AT), they will contact the Occupational Health and Safety Representatives (AMR) and interview them about how the unit works with the psychological working environment.

Systematic dialogue on well-being

All employees should feel that they have the opportunity to talk about their well-being, and it is the Occupational Health and Safety Coordinator's responsibility to show that the dialogue has taken place (but not what the dialogue has been about, specifically).

The AMK is responsible for documenting that there is a systematic dialogue about well-being in the unit.

The documentation must be made available to everyone, preferably alongside the unit's LSU material on DTU Inside.

Further information

On DTU Inside, you can find more information about who is responsible for what (checklist). Here, you will also find templates for documentation as well as a number of support tools that use the dialogue as a method to ensure a focus on summarizing and following up (e.g. next steps).

The documentation requirement can, for example, be met through a description of your unit's plan for the well-being dialogues and who was part of the working group. For example: Summarize the dominant themes from the dialogue, the agreements made, when and with whom, input for the annual working environment discussion and the local collaboration committee (LSU), which themes you did not have time for, experience that you will take into account at the next DTU Well-being Dialogue, etc.

Need guidance

Please reach out to HR if you need help or guidance for the task.

Thank you so much for helping to support the dialogue-based work for well-being and the continued development of the working environment at DTU.

Kind regards, Nina Fog, Corporate HR – September 2023