**Board of the Faculties of Humanities and Theology**  
**Working committee**

---

**Work environment policy and action plan for the joint Faculties of Humanities and Theology 2017**

**Overall goals**

Preventive work environment management shall lead to a good work environment which benefits everyone in the workplace. The work environment shall not only be safe but shall also promote development while allowing individuals influence over it. An important goal is to offer all employees and students an ethically sustainable work environment, which entails, among other things, that victimisation is not accepted in the workplace or in the study environment.

According to the Work Environment Act, work environment management is to be carried out in a systematic manner and is to be included as a natural part of activities. It is the work environment officer at each workplace who leads the work, but this is to be done in cooperation with staff and students.

The Faculties of Humanities and Theology are working, on different levels, to achieve a satisfactory work environment and to prevent ill-health among students and staff at the many workplaces of the faculties. The Faculties of Humanities and Theology strive to support the organisation’s systematic work environment management through faculty-wide initiatives such as information and network meetings.

**Organisation and procedures**

The dean has the overall responsibility for the work environment, sustainability and safety at the faculties. In compliance with the rules of procedure and delegation of the Joint Faculties of Humanities and Theology, the faculty board’s working committee (AU) deals with work environment cases after reports from the faculties’ work environment coordinator. Systematic fire safety management also falls within this area of responsibility.

The Faculties of Humanities and Theology have set aside resources for a work environment coordinator employed at the faculty office, whose duty is to implement the faculty-wide action plan and cooperate with the relevant departmental and central university functions, as well as with the principal health and safety representative, the students’ union and the student health and safety representatives. With the help of the coordinator, the working committee follows up the systematic work environment management at the faculties, including their action plans, safety inspection reports, reports concerning occupational injuries and incidents and other documentation.

The working committee is to address issues pertaining to work environment, sustainability and safety on two occasions per semester, set in advance, to which...
the principal health and safety representative, experts from the administration, the students’ union vice-president with responsibility for student welfare and representatives of employee organisations are summoned. These meetings constitute the faculties’ work environment, sustainability and safety committee (HMS).

The working committee decides on the faculty-wide policy, on guidelines and, if necessary, on faculty-specific training. At the start of every new term of office, the members of the work environment, sustainability and safety committee are encouraged to familiarise themselves with LU guidelines. The faculty-wide measures to promote work and study environment management within all parts of the faculties are recorded in an annually revised action plan.

The departments and other units within the faculties are to work systematically on work environment management (SAM). Among other things, this means that each part of the organisation is to draw up its own action plans for how this work is to be carried out, and is to conduct annual safety inspections and follow-ups together with the work environment coordinator, the health and safety representatives and the student health and safety representatives. On these occasions, templates developed by LU Estates are to be used. The results of the safety inspections and the follow-ups are to be reported continuously to the work environment, sustainability and safety committee through the work environment engineer and the work environment coordinator.

Gender equality and equal opportunities issues are dealt with in a similar way in the working committee. These issues sometimes border on work environment issues.

### Action plan for 2017

<table>
<thead>
<tr>
<th>Measure</th>
<th>Responsible for measure</th>
<th>Time frame</th>
<th>Responsible for follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of relevant work environment legislation at the faculty.</td>
<td>Work environment coordinator.</td>
<td>2017</td>
<td>Report to the HMS committee.</td>
</tr>
<tr>
<td>Produce statistics on sick leave at the faculties.</td>
<td>Work environment coordinator together with HR manager at the faculties.</td>
<td>2017</td>
<td>Report to the HMS committee.</td>
</tr>
<tr>
<td>Complete the proposal drawn up for a faculty-wide crisis management plan.</td>
<td>Work environment coordinator together with a representative from the students’ union, head of the faculty office, building supervisor for LUX and the principal health and safety representative for the faculties.</td>
<td>2017</td>
<td>Report to the HMS committee.</td>
</tr>
<tr>
<td>Continue with the project to investigate how the work environment organisation at the Centre for Languages and Literature (SOL) can be clarified.</td>
<td>Work environment coordinator together with the faculty management and the project team (which includes the building supervisor for LUX, head of SOL),</td>
<td>2017</td>
<td>Report to the HMS committee.</td>
</tr>
</tbody>
</table>

1. List compiled by LU Estates to be reviewed by each organisational unit.
and if there is a need to set up an operational unit at SOL to coordinate and manage the building itself.

<table>
<thead>
<tr>
<th>and if there is a need to set up an operational unit at SOL to coordinate and manage the building itself.</th>
<th>head of the Department of Communication and Media (KOM), head of IT, head of finance at the faculties, principal health and safety representative, and student representative from the students’ union.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarify the allocation of work environment responsibilities throughout the faculty, i.e. which tasks are to be sub-delegated and to what level.</td>
<td>Work environment coordinator together with the dean of the faculties, heads of department/unit, building supervisors and the principal health and safety representative.</td>
</tr>
<tr>
<td>Draw up faculty-specific procedures for the management of victimisation based on LU-wide instructions management procedures.</td>
<td>Work environment coordinator.</td>
</tr>
<tr>
<td>Draw up proposal for the faculties’ systematic work environment management on an annual basis.</td>
<td>Work environment coordinator.</td>
</tr>
</tbody>
</table>

Useful links

The Swedish Work Environment Authority
https://www.av.se/en/

Systematic Work Environment Management (AFS 2001:1Eng), provisions

Organisational and social work environment (AFS 2015:4Eng), provisions

Bullying

LU
LU Staff Pages on work environment and health,
http://www.staff.lu.se/employment/work-environment-and-health
Faculties of Humanities and Theology
Faculty web pages on work environment,
http://www.ht.lu.se/en/the-faculties/the-working-environment/

Strategic plan for the faculty 2013–2017,