



LUND UNIVERSITY

Board of the Joint Faculties of Humanities and Theology
Local Health and Safety Committee

Work environment policy and action plan for the Joint Faculties of Humanities and Theology 2018

Overall goals and focus

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 manager at each workplace who leads the work, but this is to be done in cooperation with staff and students.

The Joint Faculties of Humanities and Theology are working, on different levels, to achieve a satisfactory work environment and to prevent risks of ill-health among students and staff at the many workplaces of the faculties. The Joint 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. The work at the faculties is carried out in accordance with the Swedish Work Environment Act and associated regulations as well as the University's established guidelines, such as Lund University's Work environment policy, the Local collective agreement on work environment collaboration, and the Rules on the allocation of duties with regard to work environment and fire safety management.

Organisation and procedures

The dean has the overall responsibility for the work environment, sustainability and safety at the faculties. In compliance with the University's local collective agreement on work environment collaboration, the faculties' local health and safety committee (LHSC) 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 Joint 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, LHSC 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.

LHSC is to address these issues 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 union representatives are summoned.

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

The departments and other units within the faculties are to work consistently on systematic work environment management (in Swedish SAM). Among other things, this means that each faculty organisation is to draw up its own action plans for how this work is to be carried out as well as conduct annual safety inspections and follow-ups of the systematic work environment management together with the work environment coordinator, the health and safety representatives and, if relevant, 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 LHSC through the work environment coordinator.

Gender equality and equal opportunities issues are dealt with in a similar way by the faculty board's working committee. These issues sometimes border on work environment and sustainability issues.

Action plan for 2018

Measure	Responsible for measure	Time frame	Activity
Review, and possibly develop new, procedures for LHSC.	LHSC.	2018.	LHSC reviews current instructions for work environment collaboration in a local health and safety committee.
Review of relevant work environment legislation ¹ at the faculty.	Work environment coordinator.	2018.	The work environment coordinator reviews current legislation in terms of its relevance to the faculties, and sends the relevant version to all work environment managers.
Draw up an annual basis proposal for LHSC and their work.	Work environment coordinator.	2018.	LHSC discusses the proposal drawn up by

¹ List of legislation compiled by LU Estates to be reviewed by each organisational unit.

			the work environment coordinator. LHSC adopts annual proposal.
The members of LHSC shall take the University's training course "Systematic Work Environment Management at LU".	LHSC.	2018.	LHSC encourages all its members to complete the training.
Produce statistics on sick leave at the faculties.	Work environment coordinator together with the HR managers at the faculties.	2018.	The work environment coordinator reports to LHSC.
Complete the proposal drawn up for a faculty-wide crisis management plan.	Work environment coordinator together with a representative from the students' union, the head of the faculty office, the head of the HT Maintenance Unit, and the faculties' principal health and safety representative.	2018.	LHSC takes a decision on the proposal presented by the working committee.
Increase knowledge about systematic work environment management among work environment managers at the faculties.	Work environment coordinator.	2018.	The work environment coordinator is responsible for identifying and informing work environment managers about relevant and available training.
Draw up a proposal for a psychosocial environment survey for students, focusing on their study environment.	Work environment coordinator together with the programme directors at the faculties and the students' union vice-president with responsibility for student welfare. (The working committee for the proposal).	To begin in 2018 and continue in 2019.	The working committee is to review how the faculties, through the survey, can gain an understanding of the students' study environment and find out whether the students acquire a gender equality and equal opportunities perspective from their programmes of study. This is part of the quality assurance system for education that is currently under development. LHSC takes a decision on the proposal presented by the working committee.

Links

The Swedish Work Environment Authority

<https://www.av.se/en/>

Work Environment Act

<https://www.av.se/en/work-environment-work-and-inspections/acts-and-regulations-about-work-environment/the-work-environment-act/?hl=work-environment-act>

Systematic work environment management

<https://www.av.se/globalassets/filer/publikationer/foreskrifter/engelska/systematic-work-environment-management-provisions-afs2001-1.pdf>

Victimisation

<https://www.av.se/en/work-environment-work-and-inspections/publications/foreskrifter/organisatorisk-och-social-arbetsmiljo-afs-20154-foreskrifter/?hl=victimization>

LU

LU Staff Pages on work environment and health

<https://www.staff.lu.se/employment/work-environment-and-health>

Local collective agreement on work environment collaboration

https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/lokalt_kollektivavtal_om_arbetsmiljosamverkan_vid_lunds_universitet-20171123.pdf

Rules on the allocation of duties with regard to work environment and fire safety management at Lund University

<https://www.staff.lu.se/sites/staff.lu.se/files/rules-on-the-allocation-of-duties-regarding-to-work-environment-and-fire-safety-management-at-lund-university.pdf>

The Joint Faculties of Humanities and Theology

Faculty web pages on work environment

<http://www.ht.lu.se/en/the-faculties/work-environment-and-equal-opportunities/work-environment/>