

11 May 2022

Local Health and Safety Committee

Work Environment Policy and Action Plan for the Joint Faculties of Humanities and Theology (HT Faculties), 2022

Overall objectives and focus

Preventive work environment management is to lead to a positive work environment that benefits everyone in the workplace and the study environment. The work environment is not only to be safe and secure, it is also to foster personal growth and development. Each individual is to have the opportunity to influence their work environment. One important objective is for all staff and students to be offered an ethically sustainable work environment, which entails, among other things, a zero-tolerance approach to victimisation.

Pursuant to the Swedish Work Environment Act, the work is to be conducted systematically and be a natural part of ongoing activities. The person responsible for the work environment, usually the manager, leads the work at each workplace, but this is done in collaboration with the staff and students whose activities are located in the work unit.

The HT Faculties work at different levels to achieve a satisfactory work environment and to avert and prevent risks of ill health among staff and students. The HT Faculties strive to support the systematic work environment management at their various organisational units through a range of faculty-wide initiatives such as information and networking meetings and quick guides. The work environment coordinator provides continuous support. All work at the faculties is to be conducted in compliance with the Swedish Work Environment Act and its associated regulations, as well as the University's established guidelines, such as the University's work environment policy, the local collective agreement on work environment collaboration, and the regulations on the allocation of work environment and fire safety duties.

Organisation and procedures

The dean has 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, safety and environment committee (LSC) manages work environment issues after presentation by the faculties' work environment coordinator, among others. The committee also manages systematic fire safety work. At the HT Faculties, the HT Operations Unit has a special function in fire safety work, as the unit is responsible e.g. for implementing most of the faculties' fire safety inspections and for the preventive systematic fire safety management in both the SOL and LUX buildings.

The HT Faculties have allocated resources for a work environment coordinator employed at the HT faculty office, who is tasked with implementing the faculty-

wide action plan and collaborating with the relevant functions in the University's central administration and at the departments and units, as well as with the principal health and safety representative, the students' union and the student health and safety representatives. Assisted by the coordinator, the LSC monitors the systematic work environment management at the faculties, including the action plans, inspection reports, reports of occupational injuries and incidents, and other documentation.

Pursuant to the University's collective agreement on work environment collaboration, the LSC addresses the issues on two predetermined occasions per semester. Among others, the vice president of the students' union responsible for student welfare and, if necessary, experts from the central administration are to be summoned to these meetings.

The LSC decides on the faculty-wide policy and its associated action plan, on guidelines and, if necessary, on faculty-specific training. At the beginning of each new term of office, the committee members are encouraged to familiarise themselves with LU's policy, guidelines and courses. Faculty-wide measures to promote the management of the work and study environment at all faculty units are reported in an annually revised action plan (see below).

Departments and other units at the faculties are to work consistently on systematic work environment management (SAM). Among other things, this entails each organisational unit establishing action plans (with associated risk and impact assessments for the work to be carried out), as well as implementing annual inspections and follow-up of the systematic work environment management together with the work environment coordinator, the health and safety representatives and, where appropriate, the student health and safety representatives. On these occasions, templates developed by the SAM team are to be used. The results of the safety inspections and follow-ups are reported in accordance with the committee's annual planning via the work environment coordinator.

Gender equality and equal opportunities issues are to be dealt with in a corresponding manner in the Faculty Board's working committee (AU). These issues are sometimes adjacent to work environment issues.

All the measures in the action plan are based on the needs and risks identified in the various investigations conducted over the previous year.

Action plan for 2022

Objective	Person responsible for the activity	Timeframe	Activity
Implement the IA incident and occupational injury system throughout the faculties.	Work environment coordinator together with the faculties' HR manager and assistant HR manager.	2022-2023	Work to start in autumn semester 2022 (Oct or Nov). - The faculties' management council is to be informed about the IA system.

			<ul style="list-style-type: none"> - All managers are encouraged to inform their staff at APT or weekly meetings about the future system. <p>Spring semester 2023, April.</p> <ul style="list-style-type: none"> - All managers are to be authorised to access the system in early April (assisted by the faculties' HR administrator). - All managers are to be trained in the use of the system in mid/late April. - All employees are to receive information on both the system and, generally, on incident and occupational injury reports, with the help of the faculties' communication officers. <p>Autumn semester 2023.</p> <ul style="list-style-type: none"> - Status update with all managers on how implementation of the system has gone.
All managers with responsibility for staff are to have satisfactory knowledge of the rehabilitation process and Adato.	The faculties' HR manager together with the assistant HR manager.	2022	<ul style="list-style-type: none"> - Training to be implemented in the spring semester 2022 for new managers. - Establish an annual procedure at the faculty level to offer new managers training in the rehabilitation process and Adato. - Follow up on the faculties' risk and impact assessment (RIA) "HT statistics on absence due to illness" Reg. no V 2022/423.
Increase knowledge at the faculty level on underlying causes of the figures in the statistics on absence due to illness.	The work environment coordinator together with the faculties' HR manager, assistant HR manager and all managers.	2022	<ul style="list-style-type: none"> - For the 2022 statistics and analysis on absence due to illness, a brief analysis/summary is to be obtained from each unit. The head of department and manager are responsible for this summary.

			<ul style="list-style-type: none"> - Follow up the faculties' RIA "HT statistics on absence due to illness" Reg. no V 2022/423.
Introduce a systematic working method to follow up the psychosocial well-being of HT students.	Work environment coordinator together with the pro dean for first and second-cycle education and one of the faculties' programme managers.	2022	<ul style="list-style-type: none"> - The departmental study programmes board submits a proposal to AU, which decides on a systematic working method to follow up on the psychosocial well-being of HT students.
Ensure follow-up of existing sub-allocations from the dean to heads of department and unit managers.	Dean together with the work environment coordinator.	2022	<ul style="list-style-type: none"> - Supplement the questionnaire in the template for the annual SAM follow-up with a question on whether anything specific in the individual's sub-allocation needs to be improved or revised.
Set up a procedure for managing and reporting chemical products at the HT Faculties.	Work environment coordinator, manager for the HT Operations Unit together with all managers.	2022–2023	<ul style="list-style-type: none"> - The LSC decides on a procedure for managing and reporting chemical products at the HT Faculties. - Work environment coordinator and Operations Unit manager provide information on the procedure. - All managers are responsible for implementing the procedure and providing information about it.
Clarify the responsibility for coordination in the LUX and SOL building complexes for the heads of department and unit managers concerned.	Dean, HT Operations Unit manager together with the work environment coordinator.	2022	<ul style="list-style-type: none"> - The allocation of responsibilities for systematic fire safety management and for coordination in the SOL and LUX building complexes is to be clarified. - Heads of department and managers are to study the allocation of responsibilities and be familiar with the specifics of the allocation between the HT Operations Unit and their own unit.

<p>Increase knowledge among managers with responsibility for staff about organisational and social work environment regulations and how to work with these issues in practice.</p>	<p>Work environment coordinator together with the assistant HR manager.</p>	<p>2022–2023</p>	<p>All managers with responsibility for staff are expected to attend a course/workshop (divided into three sessions of 1.5-2 hours each) about the <i>Organisational and social work environment</i> (AFS 2015:4) work environment regulation.</p> <ul style="list-style-type: none"> - Autumn semester 2022, first session, a theoretical review of the regulation. The session is to be led digitally by the HR Division and Occupational Health Service. - Autumn semester 2022, second session, exchange of experiences, discussions and presentation of cases, as well as review of RIA connected to organisational and social work environment issues. - Spring semester 2023, third session, organisational and social work environment at the home unit; the work environment coordinator and assistant HR manager visit the units to talk to managers and health and safety representatives about how they manage organisational and social work environment issues within the unit. During this visit, the units are reminded of the importance of following up on organisational and social work environment management.
<p>Monitor the outcome of the <i>Future workplace</i> project.</p>	<p>Dean together with the head of the faculty office.</p>	<p>2022</p>	<ul style="list-style-type: none"> - Monitor the results of the <i>Future workplace</i> project, to follow up on the fairly recurrent result <i>that employees are expected to be reachable outside office hours</i>. A result that emerged in most of the psychosocial inspections conducted during 2021.

Equip heads of department and unit managers with tools to enable them to manage recovery problems.	Dean together with work environment coordinator.	2022	<ul style="list-style-type: none"> - Organise workshop on recovery in connection with the management council's away-day. - Managers are to gain basic knowledge about recovery as well as get more concrete information on how they can work with various tools to manage recovery problems in practice. The workshop is to help managers cope with both their own recovery problems and those of staff who experience problems with recovery.
Increase knowledge about the work environment situation of heads of department and unit managers.	Dean together with the work environment coordinator.	2022	<ul style="list-style-type: none"> - The work environment coordinator distributes the organisational and social work environment survey and collects the responses. - A working group (previously decided by the LSC on 16 February 2022) processes the results, conducts the analysis and proposes measures. The working group includes the dean, work environment coordinator, principal health and safety representative, head of the faculty office, pro dean for first and second-cycle education issues and one of the faculties' managers with responsibility for staff.
A number of individuals with key roles at the faculties are to have knowledge about Mental Health First Aid (MHFA).	Dean together with the work environment coordinator.	2022–2023	<p>Implement the course on Mental Health First Aid (MHFA) together with the Faculty of Law.</p> <ul style="list-style-type: none"> - Key roles have been identified; the next step is to send out a request for expressions of interest. - Further planning of details such as when and where the course is to be implemented

			<p>and how it can be adapted to the organisational units.</p> <ul style="list-style-type: none"> - After implementation of the course, evaluate and follow up on the benefits of MHFA knowledge in everyday work. The evaluation is to be discussed in the LSC during the autumn semester 2023 and a decision is to be taken on the future of the MHFA course at the faculties.
--	--	--	--

Useful links

Swedish Work Environment Authority

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

The Work Environment Act

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

Systematic work environment management

<https://www.av.se/en/work-environment-work-and-inspections/publications/foreskrifter/systematic-work-environment-management-afs-20011-provisions/>

Organisational and social work environment (AFS 2015:4)

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

Victimisation

<https://www.av.se/en/health-and-safety/mental-ill-health-stress-threats-and-violence/bullying/>

LU

Webpage for staff on work environment and health

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

Webpage for students on the study and work environment

<https://www.lunduniversity.lu.se/current-students/academic-matters-and-support/student-rights-and-guidelines/study-and-work-environment>

HR website on the work environment

<https://www.hr-webben.lu.se/arbetsmiljo>

Lund University's work environment policy

<https://www.staff.lu.se/sites/staff.lu.se/files/2020-11/work-environment-policy-for-lund-university-accessible.pdf>

Local collective agreement on work environment collaboration
[Local collective agreement on work environment collaboration](#)

Regulations on allocation of work environment and fire safety duties
<https://www.staff.lu.se/sites/staff.lu.se/files/2021-05/Rules-on-the-allocation-of-duties-with-regard-to-work-environment-and-fire-safety-management-at-Lund-University.pdf>

HT Faculties

The HT Faculties on the work environment
<https://www.ht.lu.se/en/the-faculties/work-environment-and-equal-opportunities/work-environment/>