

Local Health and Safety Committee

Work Environment Policy and Action Plan for the Joint Faculties of Humanities and Theology (HT Faculties), 2021

Overall objectives and focus

The overall objective with preventive efforts related to the work environment is to lead to an appropriate working environment that benefits everyone in the workplace and the study environment. The work environment must not only be safe and secure, but also facilitate personal growth and development. Each individual must have the possibility to influence their work environment. One important goal is that all staff and students are offered an ethically sustainable working environment, which includes, among other things, a zero tolerance approach to victimisation.

According to the Swedish Work Environment Act, the efforts must be carried out in a systematic manner and be a natural part of the ongoing activities. It is the person with overall responsibility for the work environment, normally the manager at each workplace who leads the work, but this is to be done in collaboration with staff and students who have their activities at the work unit.

The HT Faculties work at different levels to achieve a satisfactory working environment and to hinder and prevent risks of ill health among staff and students. The HT faculties strive to support the systematic work environment management of the various organisations through a range of faculty-wide initiatives, such as information and networking meetings, quick guides and support from the work environment coordinator. All work at the faculties must be conducted in accordance with the Swedish Work Environment Act and its related regulations along with 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 tasks within the work environment and fire safety protection.

Organisation and procedures

The Dean has overall responsibility for the work environment, environment 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. Systematic fire safety management also falls within this field of responsibility. At the HT Faculties, the HT Operations Unit has a special function in fire protection work, due to that the unit has the responsibility for carrying out the bulk of the Faculties' fire protection inspections and is responsible for the preventive systematic fire protection work for both the SOL and the LUX buildings.

The HT Faculties have allocated resources for a work environment coordinator to be employed at the HT Faculty Office who is tasked with implementing the Faculty-wide action plan and with working together with relevant functions centrally at the University and at the Departments, as well as with the principal health and safety representative, the students' union and the student health and safety representatives. With the assistance of the coordinator, the LSC monitors the systematic work environment management at the Faculties, including action plans, safety protocols, reports on occupational injuries and incidents, and other documentation.

On two predetermined occasions per term, the LSC is to, according to the University's collective agreement on work environment collaboration, handle the issues, and for these meetings the vice-president of the Student Union with student social responsibility is called and, if necessary, experts from the University administration.

The LSC decides on the Faculty-wide policy and related action plan, guidelines and, if necessary, Faculty-specific training. At the beginning of each new term of office, the members of the Committee are encouraged to make themselves familiar with LU's guidelines. Faculty-wide measures to further the efforts with the work and study environment at all Faculties can be found in an annual revised action plan (see below).

Departments and other units at the Faculties are expected to work with systematic work environment management (SAM) in a consistent manner. Among other things, this means that each organisation is to have set up action plans for the work to be conducted, and to have implemented annual health and safety inspections and follow-up of the systematic work environment management together with the work environment coordinator, the health and safety representative and, where applicable, the student health and safety representatives. On these occasions, forms prepared by the SAM team are used. The results of safety inspections and follow-ups are reported in accordance with the Committee's annual planning via the work environment coordinator.

Gender equality and general equal treatment issues are dealt with in the corresponding manner in the Faculty Board's Working Committee (AU). These issues sometimes border on work environment and sustainability issues.

All the measures in the action plan are based on the needs and risks identified by by investigations carried out in the previous year.

Action plan for 2021

Measure	Person responsible for the activity	Timeframe	Activity
Informational campaign about the University's wellness hour.	Work environment coordinator.	2021.	Widely disseminate information about the wellness hour, i.e. what it encompasses, what rules apply, etc.

All distributions further to each head of department/equivalent at the Faculties are to be completed.	The Dean, together with each head of department/equivalent.	2021.	The work environment coordinator prepares proposals that the Dean reviews with each head of department/equivalent. In connection with the review of the further distributions, the proposals shall be discussed and finally completed.
Produce statistics on Faculty sick leave, for example based on different occupational categories. <i>(Recurring measures/action.)</i>	The work environment coordinator together with the Faculty's human resources manager.	2021.	The work environment coordinator together with the Faculty's human resources manager reports to The LSC. The LSC discusses and decides on further efforts on whether or not in-depth statistics are necessary.
Explores the possibilities for conducting Mental Health First Aid (MHFA) courses and training at the Faculties.	The LSC and the work environment coordinator.	2021.	The work environment coordinator investigates which preconditions for the implementation of MHFA exist. The LSC decides, based on this basis, if MHFA training should be carried out at the Faculties.
Acquire knowledge about how employees have experienced their work situation during the coronavirus pandemic.	The LSC and each unit at the Faculties.	2021.	The LSC decides whether to conduct a Faculty-wide survey (in such case, the starting point is the ready template that MAX IV has designed for its employees) where each unit is then responsible for implementing it within their respective unit. Each unit reports back to the LSC by means of a summary of the survey.
Informational campaign relating to incidents and occupational injuries.	The work environment coordinator, together with the Faculty Office's Communications Department.	2021.	The work environment coordinator, together with the Faculty Office's Communications Department, will produce easily accessible information on the issues and decide how best to disseminate it.
Continue to work on the prior year's measures to investigate the possibilities to further strengthen the	The LSC, the work environment coordinator together with the Student Union HTS.	2021.	The work environment coordinator, in cooperation with the Student Union, will continue the discussions on possibilities for improvement surrounding

student perspective in the environment work efforts.			how the student perspective can be further strengthened in the work environment work.
Review of the final report “Experiences of Stress and Equal Treatment in Education”.	The LSC.	2021.	After the final report “Experiences of Stress and Equal Treatment in Education” has been discussed in the AU, the LSC will conduct a review of the report to continue the discussion on how Faculties can systematically work with issues related to students’ psychosocial well-being.

Links to relevant websites

Swedish Work Environment Authority

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

Swedish 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/>

Victimisation

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

LU

Website for staff about the work environment and occupational health

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

Website for students about the study environment and work environment

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

The HR web about the work environment

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

The University’s work environment policy

<https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/work-environment-policy.pdf>

Local collective agreement on work environment collaboration

https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/kollektivavtal_om_arbetsmiljosamverkan_lu_rev_efter_forhandling_190214.pdf

Regulations concerning the allocation of tasks within the work environment and fire protection

https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/04_lus_foreskrifter_om_fordelning_av_uppgifter_inom_arbetsmiljo_och_brandskydd_2020.pdf

The HT Faculties

The HT Faculties concerning work environment

<http://www.ht.lu.se/om-fakulteterna/arbetsmiljo-och-likavillkor/arbetsmiljo/>