

8 May 2019

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

Work environment policy and action plan 2019 for the Faculties of Humanities and Theology

Overarching goals and direction

Preventive work environment management is to lead to a positive work environment that benefits everyone in the workplace. The work environment is not only to be safe and secure but also to foster development. Individuals are to have the opportunity to influence their work environment. One important goal is for all employees and students to be offered an ethically sustainable work environment, which includes, among other things, a zero tolerance approach to victimisation.

Pursuant to the Work Environment Act, the work environment is to be managed systematically as a natural part of the organisation. Systematic work environment management is led by the person responsible for the work environment, usually the manager, at each workplace, but it is to be done in collaboration with the employees and students who are active in the relevant work unit.

The HT faculties work at different levels to achieve a satisfactory work environment and to anticipate and prevent risks of ill health among employees 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 takes place in compliance with the 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 tasks within work environment and fire safety management.

Organisation and procedures

The Dean has the overall responsibility for issues pertaining to 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 (LSK) manages work environment issues after presentation by the faculties' work environment coordinator. Systematic fire safety management also falls within this field of responsibility. At HT, the HT Operations Unit has a particular function in the fire safety work, as the unit is responsible for example for implementing the majority of the faculties' fire safety checks and the preventive systematic fire safety management work for both the SOL and the LUX buildings.

The HT faculties have set aside resources for a work environment coordinator employed at the HT faculty office who is tasked with implementing the faculty-wide action plan and with collaborating with the functions concerned 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 representative. Assisted by the coordinator, LSK follows up the systematic work environment management at the faculties, including action plans, health and safety inspections, reports of occupational injuries and incidents as well as other documentation.

Pursuant to the University's collective agreement on work environment collaboration¹, the local health and safety committee (LSK) is to manage the issues on two pre-scheduled occasions per semester, in meetings to which experts from the administration and the vice-chair of the students' union responsible for student welfare are summoned.

LSK decides on the faculty-wide policy with its associated action plan, on guidelines and where necessary also on faculty-specific training. At the start of each new term of office, the members of the committee are encouraged to familiarise themselves with LU guidelines. The faculty-wide measures to promote the management of the work and study environment in all the faculty's organisations are to be found in an annually revised action plan (see below).

Departments and other units at the faculties are to consistently work with systematic work environment management (SAM). 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 representative. On these occasions, the templates developed by the SAM team² are to be used. The outcome of the health and safety inspections and follow-ups are to be continuously reported to LSK through the work environment coordinator.

Gender equality and equal opportunities issues are handled in an equivalent way by the working committee of the faculty board. These issues sometimes border on work environment and environmental issues.

All measures in the action plan are based on the investigations and needs that emerged in the previous year.

¹ "Local collective agreement on work environment collaboration at Lund University" (STYR 2017/1659)

² SAM team consisting of employees from the Occupational Health Service, LU Human Resources, LU Estates and Student Affairs.

Action plan for 2019

Measure	Person responsible	Timeframe	Activity
Review of list of legislation ³ , specifically the section on <i>Work environment</i> at the faculty level.	Work environment coordinator.	2019.	The work environment coordinator reviews the list of legislation with relevance for HT and sends the relevant version to all work environment managers.
Professional development on the risks that can arise and that exist in dry environments.	Work environment coordinator.	2019.	The work environment coordinator is to organise, together with the Occupational Health Service and LU Human Resources, an event to increase knowledge on the risks that can arise and that exist in dry environments.
Produce statistics on sick leave at the faculties.	Work environment coordinator together with the faculties' human resources managers.	2019.	The work environment coordinator reports to LSK.
Joint workshop for the faculties' health and safety representatives and work environment managers on work environment collaboration, among other things.	Work environment coordinator together with Anna Sjösten from LU Human Resources and the faculties' principal health and safety representative.	2019.	The work environment coordinator, together with Anna Sjösten from LU Human Resources and the faculties' principal health and safety representative, is to plan a workshop for review of the collaboration on work environment issues in compliance with the Work Environment Act.
Produce a proposal for a psychosocial survey for students which mainly examines their study environment.	Work environment coordinator together with the faculties' education managers and the vice chair of the students' union responsible for the study environment, who together make up a working group.	Work to begin in 2018 and to continue during 2019.	The working group is to review how, through the survey, the faculties can get a picture of the students' study environment, and to grasp the extent to which the students gain a gender equality and equal opportunities perspective through

³ List of legislation compiled by LU Estates which each work unit is expected to review.

			<p>their study programme. This is part of the quality assurance system for education which is currently being designed.</p> <p>LSK decides on the proposal presented by the working group.</p>
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Useful links

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/>

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 employees on work environment and health

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

Website for students on study and work environment

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

Lund University's work environment policy

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

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

Regulations on the allocation of work environment and fire safety responsibilities

<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>

Faculties of Humanities and Theology

HT faculties on work environment

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