

Local Health and Safety Committee

## **Work environment policy and action plan 2020 for the Joint 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, among others. 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 representatives. Assisted by the coordinator, LSK follows up the systematic work environment management at the faculties, including action plans, health and safety inspection reports, reports of occupational injuries and incidents as well as other documentation.

Pursuant to the University's collective agreement on work environment collaboration<sup>1</sup>, LSK is to manage the issues at two pre-scheduled occasions per semester, in meetings to which the vice-president of the students' union responsible for student welfare and, when needed, experts from the administration 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 representatives. On these occasions, the templates developed by the SAM team are to be used. The outcome of the health and safety inspections and follow-ups are to be reported in accordance with the LSK's annual plan 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 sustainability issues.

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

### Action plan for 2020

Measure	Person responsible	Timeframe	Activity
Review of list of legislation <sup>2</sup> , specifically the section on <i>Work</i>	Work environment coordinator.	2020.	The work environment coordinator reviews the updated list of legislation with regard to the relevance for HT and sends

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

<sup>2</sup> List of legislation compiled by LU Estates which each work unit is expected to review.

<i>environment</i> at the faculty level.			the adapted version to all work environment managers.
Work to attain at faculty level the University's general work environment goal of increasing the reporting of incidents and occupational injuries. <sup>3</sup>	Work environment coordinator.	2020.	<p>The work environment coordinator increases efforts to inform about and highlight the importance of reporting incidents and occupational injuries. In addition, the work environment coordinator monitors the aspects that may affect the number of incident and occupational injury reports.</p> <ol style="list-style-type: none"> <li>1) The discussion with the registrar's office initiated by the SAM team about the registration of these reports.</li> <li>2) Investigate when and how the "Incident Report" form can and should be used.</li> <li>3) Further investigate the possibility of introducing a separate incident form for students in order to clarify the management procedure for them.</li> </ol>
Produce statistics on sick leave at the faculties, based on employment category among other things.	Work environment coordinator together with the faculties' head of human resources.	2020.	The work environment coordinator reports to LSK together with the faculties' head of human resources.
<p>Pursue work on the psychosocial survey* for students highlighting their study environment.</p> <p>* The measure is fully in line with the University's general goals for the work environment, in which the psychosocial health of students is one of the five focus areas.</p>	Work environment coordinator together with the faculties' programmes director, the project coordinator and the vice-president of the students' union responsible for student welfare.	2020.	Implementation of the survey has started and a final report is expected in spring 2020. The final report is to include analyses of the survey results and provide a clear picture of the psychosocial status of HT students. This means that the report is to include proposed procedures for the continued work. The report is to be presented in relevant forums, such as the HT management council and LSK, and disseminated through different other channels.

<sup>3</sup> See "Övergripande målsättning för arbetsmiljön vid Lunds universitet" (General goals for the work environment at Lund University).

Investigate the possibilities of further reinforcing the student perspective in work environment management.	LSK through the work environment coordinator.	2020	The work environment coordinator is to discuss ways to improve the inclusion of a student perspective in work environment management with the student's union.
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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/globalassets/filer/publikationer/foreskrifter/engelska/systematic-work-environment-management-provisions-afs2001-1.pdf?hl=systematic%20work%20environment>

Victimisation

<https://www.av.se/en/health-and-safety/mental-ill-health-stress-threats-and-violence/?hl=victimisation>

### 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.pdf>

Local collective agreement on work environment collaboration

[https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/local\\_collective\\_agreement\\_on\\_work\\_environment\\_collaboration.pdf](https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/local_collective_agreement_on_work_environment_collaboration.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>

### The Joint 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/>