

Local Health and Safety Committee

## **Work Environment Policy and Action Plan for the Joint Faculties of Humanities and Theology 2025**

### **Overall goals and focus**

Preventive work environment management is to lead to a good work environment that benefits everyone in the workplace and the study environment. The work environment is not only to be safe and secure but also foster personal development. Each individual is to have the opportunity to influence their work environment. An important goal 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 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 to be done in collaboration with the staff and students whose activities are conducted at the work unit.

The Joint Faculties of Humanities and Theology (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 meetings and quick reference guides. The work environment coordinator provides continuous support. All work at the faculties is to be conducted in accordance 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 and Work Environment Goals, the local collective agreement on work environment collaboration and the regulations on the allocation of duties within work environment and fire safety management.

### **Organisation and procedures**

The dean has overall responsibility for the work environment and fire safety at the faculties. In accordance with the University's local collective agreement on work environment collaboration, the faculties' local health and safety committee manages work environment issues following presentations by, among others, the faculties' work environment coordinator. The committee also manages work on systematic fire safety management. At the HT Faculties, the HT Maintenance Unit has a special role in fire safety work as the unit is, for example, responsible for conducting most of the faculties' fire safety inspections and responsible for preventive systematic fire safety management for the communal spaces at 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, student union and student health and safety representatives. Assisted by the coordinator, the local health and safety committee monitors systematic work environment management at the faculties, including action plans, health and safety inspection reports, reports of occupational injuries and incidents, and other documentation.

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

The local health and safety committee decides on the faculty-wide policy and its associated action plan, on guidelines and, if necessary, on faculty-specific training. Faculty-wide measures to promote management of the work environment and study environment at all the faculties' 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. 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 health and safety inspections and follow-ups of systematic work environment management together with the health and safety representatives and, where appropriate, student health and safety representatives. On these occasions, the templates produced by the University's systematic work environment management team are to be used. The results of the health and safety inspections and various follow-ups are to be reported in accordance with the local health and safety committee's annual planning via the work environment coordinator.

Gender equality and equal opportunities issues are handled in a corresponding way by the Faculty Board's Working Committee. 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 various work environment surveys carried out in the previous year and, where appropriate, the focus areas and work environment objectives decided on by the University.

### **Action plan for 2025**

The faculties' work environment activities for 2025 build on some of the initiatives that have advanced the faculties' work environment management as well as identified areas for development.

Goal	Person responsible for the activity	Timeframe	Activity
Ensure that departments/units with particularly serious work-related risks have clear instructions and procedures in place.	Work environment coordinator.	2025.	<ul style="list-style-type: none"> <li>• In conjunction to the faculties' annual systematic work environment management follow-up for 2025, remind all departments/units that may have particularly serious work-related risks of the importance of preparing risk and impact assessments in advance and having clear procedures and instructions in place.</li> </ul>
A follow-up of the implementation of the IA incident and occupational injury system at the faculties.	Work environment coordinator.	2025.	<ul style="list-style-type: none"> <li>• Do a follow-up on how all the managers/ and health and safety representatives experience the IA incident and occupational injury system.</li> </ul>
Finalise the implementation of the IA incident and occupational injury system for the students at the faculties.	Work environment coordinator.	2025.	<ul style="list-style-type: none"> <li>• Monitor how effective the implementation of the student perspective in the system has been.</li> <li>• Request HT-specific statistics about student cases in the IA system from the Student Health Centre.</li> </ul>
Increase knowledge about Mental Health First Aid (MHFA) through the course “Prevention for mental health” tailored for staff who work with students and those responsible for staff.	Work environment coordinator.	2025.	<ul style="list-style-type: none"> <li>• Evaluate and follow up the initiative.</li> <li>• In the local health and safety committee, discuss the future of the course at the faculties.</li> </ul>
Highlight the necessary conditions for the position of head of department.	Dean along with the faculties' HR manager and HR partner.	2025.	<ul style="list-style-type: none"> <li>• Draw up recommendations/support material for heads of department/unit managers featuring examples of how good conditions can be achieved based on, among other things, the information gathered by the faculties' HR manager along with the faculties' HR partner in</li> </ul>

			conversations with the HT faculties' managers.
All stages of the systematic work environment management cycle are to be highlighted and all managers and heads of department are to be familiar with these.	Work environment coordinator.	2025.	<ul style="list-style-type: none"> <li>• There is to be a run-through of work on systematic work environment management. Special attention is to be given to the four stages of systematic work environment management. This is to be done before the annual systematic work environment management follow-up for 2025.</li> </ul>
Increase knowledge about organisational and social work environment regulations among those at the faculties with responsibility for third-cycle studies as well as supervisors.	Work environment coordinator along with the faculties' HR manager and pro-dean of postgraduate studies.	2025-2026.	<ul style="list-style-type: none"> <li>• Plan and implement course concerning organisational and social work environment regulations for those responsible for third-cycle studies at the departments and thereafter for the supervisors.</li> <li>• Evaluate and follow up the initiative.</li> </ul>
Clarify coordination responsibility concerning heads of department and unit managers at the LUX and SOL building complexes.	Dean along with the head of the HT Maintenance Unit and the work environment coordinator.	2025-2026.	<ul style="list-style-type: none"> <li>• Offer a new basic systematic fire safety course for all heads of department/managers that couldn't attend last time.</li> </ul>
Include the accessibility perspective in the physical safety inspections.	The work environment coordinator along with the head of the HT Maintenance Unit.	2025-2026.	<ul style="list-style-type: none"> <li>• Review which accessibility perspectives can be added to the current template for the physical safety inspection.</li> </ul>
Clarify the work environment responsibility for students who are out or going out on internships.	The work environment coordinator along with the faculties' career coordinator, the study counsellor for European Studies and the pro-dean of undergraduate studies.	2025-2026.	<ul style="list-style-type: none"> <li>• Continue the development work that has been initiated to clarify the educational provider's work environment responsibility for students who are out or going out on internships and what it means in practice. For example, what procedures exist or should exist, what can be written into and clarified in the various internship agreements, what are the responsibilities of the department, the student, and the host organisation, when</li> </ul>

			should a risk and impact assessment be established and carried out, what should the assessment include, who can/should assess whether an internship placement is suitable or not, etc.
Follow up on the University's decision regarding the student social welfare inspection.	Work environment coordinator along with the pro-dean of undergraduate studies, the pro-dean responsible for diversity, equal opportunities and gender equality issues, and one of the faculties' programme directors.	2025-2026.	<ul style="list-style-type: none"> <li>Follow up on how the organisational units have experienced the implementation of the student social welfare inspection procedure and how work on the documentation is progressing.</li> </ul>

## Links

### Work Environment Authority

[Start - Arbetsmiljöverket](#)

Work Environment Act

[The Work Environment Act and The Work Environment Ordinance \(Presentation\) \(av.se\)](#)

Systematic work environment management

[Systematic Work Environment Management \(AFS 2001:1Eng\). provisions - Arbetsmiljöverket](#)

Organisational and social work environment (AFS 2015:4)

[Organisational and social work environment](#)

Victimisation and bullying (only in Swedish)

[Kränkande särbehandling och mobbning - Arbetsmiljöverket \(av.se\)](#)

### Lund University

Information for staff on the work environment and health

[Work environment and health | Staff Pages \(lu.se\)](#)

Information for students on the study and work environment

[Study and work environment | Lund University](#)

Information about the work environment on the HR website

[Work Environment | HR Pages](#)

Work Environment Policy for Lund University

[Work Environment Policy for Lund University](#)

The University's Work Environment Goals (only in Swedish)

[Work Environment Goals | HR website \(lu.se\)](#)

Local collective agreement on work environment collaboration (only in Swedish)  
[https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/collective\\_agreement\\_om\\_arbetsmiljocollaboration\\_lu\\_rev\\_efter\\_forhandling\\_190214.pdf](https://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/collective_agreement_om_arbetsmiljocollaboration_lu_rev_efter_forhandling_190214.pdf)

Rules on the Allocation of Duties with Regard to Work Environment and Fire Safety Management at Lund University  
[Rules on the allocation of duties with regard to work environment and fire safety management at Lund University](#)

### **Joint Faculties of Humanities and Theology**

Information on the work environment on the HT Faculties website  
[Work environment | Joint Faculties of Humanities and Theology \(lu.se\)](#)