



## JOINT FACULTIES OF HUMANITIES AND THEOLOGY

DECISION

Reg. No. STYR 2023/957

Date 2023-06-14

The Working Committee of the  
Faculty Board

### **Work environment Policy and Action plan for the Joint faculties of Humanities and Theology (HT Faculties), 2023**

#### **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. 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 2023

Objective	Person responsible for the activity	Timeframe	Activity
Follow-up the implementation of incident and occupational injury system IA at the faculties.	Work environment coordinator along with the faculties' HR managers and HR partners.	2023.	<ul style="list-style-type: none"> <li>- Review with all managers how the implementation of the system went and how it works in practice</li> <li>- Monitor the work, the process around implementation and the student perspective in the IA system.</li> </ul>
All managers with responsibility for staff are to have satisfactory knowledge about the rehabilitation process and Adato.	The faculties' HR managers and HR partners.	2023.	Follow up how the departments/units work in practice with the rehabilitation process and Adato.
At faculty level, increase awareness of underlying factors behind sickness absence statistics.	The faculties HR managers, HR-partners and all heads of department, and managers.	2023.	Collect of a brief analysis/summary from each unit. The heads of department and managers are responsible for these summaries.
Implement a systematic working method for following up the psychosocial wellbeing of students at the Joint Faculties of Humanities and Theology.	Work environment coordinator together with the Dean of Undergraduate Studies and one of the faculties' programme directors.	2023.	Complete the whole process and produce the guidance document. This work may, however, be affected by potential new University-wide procedures for investigating students' psychosocial study environment as well as by the amount of resources that can be freed up for the final implementation.
Make clear the responsibility for coordination at the LUX and SOL building complexes for the heads of	Dean, head of unit for the Maintenance Unit, along with the work environment coordinator.	2023.	<ul style="list-style-type: none"> <li>- Common basic Systematic Fire Protection training for all heads of department/managers during autumn 2023.</li> </ul>

department and unit managers concerned.			<ul style="list-style-type: none"> <li>- Review templates for the annual follow-up of Systematic Fire Protection in order to see which questions the heads of department/managers need to answer.</li> <li>- Possible edit of Systematic Fire Protection-related points in all reallocations in the faculties.</li> <li>- Inform heads of department/managers that fire safety notes are to be included in the safety inspection minutes.</li> <li>- Amend fire protection documentation for SOL and LUX.</li> <li>- Following on from the above, update the Joint Faculties of Humanities and Theology's fire protection rules.</li> </ul>
Increase awareness of Organisational and social work environment (OSA) provisions among managers with responsibility for staff as well as identify how to work with OSA issues in practice.	Work environment coordinator along with the faculties' HR managers and Dean of Postgraduate Studies.	2023-2024.	<ul style="list-style-type: none"> <li>- Evaluate the activity.</li> <li>- Next stage is to increase awareness of the Swedish Work Environment Authority's Organisational and social work environment (OSA) provisions through also offering training to the faculties' supervisors.</li> </ul>
Increasing awareness of heads of department and unit managers work environment situation.	Dean, together with the work environment coordinator.	2023.	<ul style="list-style-type: none"> <li>- As a further measure to gain understanding of heads of department and unit managers' work environment situation, the OSA game will also be played as part of the Management Council's</li> </ul>

			<p>overnight conference during the 2023 autumn semester.</p> <ul style="list-style-type: none"> <li>- From the 2024 spring semester, the OSA survey for heads of department/managers/subject area directors will transition to an annual procedure.</li> </ul>
A number of holders of key roles at the faculties are to have knowledge of Mental Health First Aid (MHFA).	Dean, together with the work environment coordinator.	2023.	<ul style="list-style-type: none"> <li>- Evaluate and follow-up what benefits MHFA knowledge has in everyday work. The evaluation is to be discussed in the local health, safety and environment committee (LSK) which will decide upon the future of MHFA training at the faculties.</li> </ul>
Make the conditions under which heads of department work visible	Dean, together with the work environment coordinator and the Faculty HR managers.	2023-2024.	<ul style="list-style-type: none"> <li>- Conduct a review of the contract for management staff.</li> <li>- Where necessary, create specific guidelines for the heads of department.</li> </ul>
Clear introduction of reallocation for new heads of department and managers.	Dean, together with the work environment coordinator and the Faculty HR managers.	2023-2024.	<ul style="list-style-type: none"> <li>- Introduce a procedure in which a review of the content in the reallocation is conducted before it is signed. Also identify an appropriate procedure for a systematic following up of the reallocations already signed.</li> </ul>
Provide a checklist for the introduction of new heads of department and managers.	Dean, together with the work environment coordinator and the Faculty HR managers.	2023-2024.	<ul style="list-style-type: none"> <li>- Produce a checklist for the introduction of new heads of department and managers. One point on the checklist should be concerned with student participation in order to ensure that managers/heads of department have good insight into what student influence entails.</li> </ul>

## Useful links

### Swedish Work Environment Authority

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

### The Work Environment Act

<https://www.government.se/government-policy/labour-law-and-work-environment/19771160-work-environment-act-arbetsmiljolagen/>

### 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/bullying

<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

[https://staff.lusem.lu.se/staff-pages/media/documents/local-health-safety-committee/local\\_collective\\_agreement\\_on\\_work\\_environment\\_collaboration.pdf](https://staff.lusem.lu.se/staff-pages/media/documents/local-health-safety-committee/local_collective_agreement_on_work_environment_collaboration.pdf)

### Rules on the allocation of duties with regard to work environment and fire safety management

<https://www.staff.lu.se/sites/staff.lu.se/files/2023-02/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/>