

Work Environment Policy for Lund University including targets and action plans for the period 2007-2009

The Division of Buildings has, as commissioned and in association with employee organisations, the students, the Occupational Health Services, student health services and the Personnel Division, produced a proposal for a work environment policy with targets and action plans for the period 2007-2009. Work has been carried out in accordance with the requirements of AFS 2001:1 Systematic Work Environment Management. MBL (Co-Determination Act) negotiations were carried out on 28 November 2006.

The Vice-Chancellor hereby decides that the appended proposal for a work environment policy including targets and action plans for the period 2007-2009 shall be adopted. This decision has been taken by the undersigned Vice-Chancellor in the presence of the head of administration Hans Modig, after presentation by professional hygienist Åsa Gustafson. Buildings manager Lars Lavesson and environmental manager Elisabeth Gierow have also participated in processing the proposal.

Göran Bexell
Åsa Gustafson
(Division of Buildings)

Send list:

Faculty offices
Administrative units
Student unions
Heads of department/equivalent
Health and safety officer

Policy news for 2007-2009:

The requirement for annual action plans, including follow ups, has been highlighted and clarified and issues relating to responsibility have been emphasised. A section on the importance of introductions for employees and students on all courses and programmes has been added and the section on impact assessments for changes has also been made clearer.

Work Environment Policy for Lund University 2007-2009

Background and aim

Preventive work environment management leads to a good working environment that benefits everyone in the workplace as well as the study environment. According to the Swedish Work Environment Act this shall be carried out in a systematic manner and be included as a natural part of the university's activities. In the Act students are equivalent to employees (with a few exceptions). It is the work environment officer at each workplace who heads the work, but this shall take place in cooperation with employees and students. It shall cover all physical and psycho-social conditions that are of significance for the working environment. Action plans shall be drawn up in order to ensure that the necessary measures are taken. Follow ups to action plans and other work on the work environment are to take place annually.

Additionally, according to the provisions of **AFS 2001:1 Systematic Work Environment Management** a work environment policy should be established. This policy is to describe what the working conditions should be like and what routines should exist in order to prevent illness and accidents and to achieve a good work and study environment.

Work environment policy – overall targets

The courses offered by the university shall be characterised by high quality and encourage creativity and innovation. University activities shall be conducted in premises that are functional and suited to their purpose and which are suitable and accessible for everyone.

It is also in the university's interest, whilst carrying out activities in education, research and development that are competitive and of a high quality, to ensure that the quality of the work environment for staff and students is of a high level. Through offering a motivational work and study environment our most important resource, the individual, can thrive and function well.

The work environment should not just be safe, but should also encourage development, as well as providing opportunities for individual influence. An important target for the university is to be able to offer all employees and students an ethically sustainable work environment. One aspect of an ethically sustainable environment means that offensive, discriminating behaviour is not acceptable.

Work environment management is to be included as a natural part of all planning of university activities. Resources for preventive work environment management, information and training regarding these issues shall be available at all levels at the university.

Responsibility for the work environment

The Vice-Chancellor has overall responsibility for the work environment at the entire university and the faculty boards have a supervisory responsibility in their areas. The health and safety committee and the faculties' drafting bodies (work environment/EHS committees or the equivalent) each treat work environment issues at their level, but have no formal responsibility for the work environment in a legal sense.

The head of department is responsible for ongoing work environment management in his/her department and aspects relating to the work environment shall be part of the planning and execution of all activities. The head of department is responsible for ensuring that work is carried out in accordance with the intentions of the Work Environment Act, with the aim that no employee or student shall be injured or endangered in the workplace, physically or mentally. On occasions when this responsibility cannot be discharged the head of department shall inform the faculty board or Vice-Chancellor for further processing of the issue.

All those who work at the university have a responsibility for the reporting and rectification of unsatisfactory conditions and risks. Instructions, regulations and routines shall be complied with and risks or faults reported to the individual or unit responsible for the work environment. Due to their roles and expertise the health and safety officer and the student health and safety officer are important resources in work environment management, but have no responsibility for the

work environment – this always belongs to the individual or unit responsible for the work environment.

Action plans and routines

A cornerstone of the work towards achieving a good work environment is that there are action plans and routines for how to prevent and rectify any problems. These action plans and routines are to be familiar to all those affected. There is to be a well designed introduction programme for employees and for students in association with the start of courses, both for independent courses and for programme courses.

During activities that involve chemical or physical hazards all affected parties shall receive the necessary safety information before the task is carried out; it shall be documented that this has been done.

Another cornerstone of work environment management is that the individual or unit responsible for the work environment remains continually updated on the development of the work environment within his/her area of responsibility. Regular staff meetings in the workplace, security rounds, staff appraisals, active rehabilitation work, work-related injury/incident management and the follow up of action plans for the work environment are examples of activities that should take place in all workplaces.

Knowledge requirements and task allocation (delegation)

The head of department and other individuals responsible for the work environment shall possess good knowledge of the university's activities and be familiar with the applicable work environment regulations. It is the task of the officer/head of department to inform staff and students about how these regulations are to be applied and to ensure that those affected have the necessary knowledge to avoid illness or injury. Particular emphasis is to be placed on the introduction of new employees, both those who speak Swedish and those who do not. The head of department's responsibility also entails supervising that the regulations are applied in all activities.

When necessary, the head of department can allocate the tasks of work environment management to someone with the necessary expertise for such tasks. Such an allocation of tasks (delegation) shall also include the necessary authority and resources. However, the supervisory responsibility always remains with the head of department.

Risk assessment, measures and follow up

Risks at work need to be investigated and assessed in a systematic manner. This applies to both physical and mental risks. In many cases, risk assessment can be carried out through daily inspections, staff appraisals, surveys or security rounds. In departments with chemical, fire or explosive hazards, machinery etc., it is often necessary to have more specific assessment of the various risk factors. Risk assessments shall always be documented and result in proposals for measures to remove or minimise the risks. It is then important that the measures are followed up and, if necessary, revised. The individual or unit responsible for the work environment is responsible for carrying out the risk assessment.

Impact assessment for changes

Work environment aspects shall be taken into account ahead of decisions about reorganisation, savings, cutbacks, new investments, new construction or reconstruction and other changes to the university's activities. The risks shall be investigated and consequences assessed in cooperation with staff and students. Measures shall be taken to prevent negative effects as far as possible, and to minimise risks to future activities. Follow ups shall be carried out regarding the measures and their result.

Impact on the external environment

This policy only refers to the work environment aspects of the university's activities, but impact on the external environment shall be taken into account in all contexts in which this is relevant. Otherwise, please see the university's policy and targets for the external environment.



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UNIVERSITY

Vice-Chancellor

Targets for work environment management at Lund University	Action Plan for the period 2007-2009	Time Plan for individual measures	Unit/equiv. responsible for individual measures and follow up
Organisation			
Targets in the 2003-2005 action plan shall be achieved as part of the university's activities	Each faculty submits a report to the health and safety committee, which provides feedback on the report	Ready spring term 2007	Each faculty, health and safety committee and the Vice-Chancellor
All individuals responsible for the work environment shall have undergone basic "delegation training"	Training programmes with fixed times for training courses are produced – one in the autumn, one in the spring	Training courses start in spring term 2007	Division of Buildings carries out training courses after applications from the faculty offices.
Coordination officers ("heads of house") shall be appointed for all common workplaces	Information and training shall be carried out with all those affected. Delegation templates shall be produced and delegation carried out	Information distributed spring term 2007. Training starts spring term 2007	Division of Buildings and affected faculty office(s)
Everyone on work environment/EHS committees or equiv. shall undergo work environment training	Produce training programmes that cover both the physical and psycho-social environment	Training courses start in spring term 2007	Division of Buildings, Personnel Division in association with Occupational and Student Health Services
Responsibility for the work environment for students shall be clear and familiar to affected staff, teachers and students	Information/training shall be given to heads of department. Delegation carried out when necessary	Information distributed autumn term 2007	Division of Buildings, Personnel Division in association with faculty offices
The aim is that all students receive sufficient taught instruction and	There shall be consultation with student representatives	Ready autumn term 2007	Vice-Chancellor and faculty managements

supervision in all areas			
Illness and sick leave			
The number of psycho-social security rounds/surveys shall increase	Instructions/template for psycho-social security rounds/survey produced	Ready spring term 2007	Personnel Division and Division for Student Affairs
Establish channels for contacts and information in case of emergency or crisis	There shall be lists of next of kin in every unit	Ready autumn term 2007	Division of Buildings and each department
Problems that became apparent in the "Study-social survey" shall be remedied	Action plan based on the "Study-social survey" produced	Ready autumn term 2007	Division of Student Affairs and Association of Lund University Student Unions in association with faculty education committees
All work-related injuries and incidents that affect employees and students shall be reported	Routines for information and reporting shall be improved	Information material produced and distributed 2007	Division of Student Affairs, Division of Buildings and Personnel Division
Preventive measures			
Improve health by providing fruit at the workplace	Coordinate purchasing fruit	Ready autumn term 2007	Division of Finances
Departments or equiv. shall increasingly monitor students who show poor results	Draw up a warning system connected to LADOK, with information to students and academic advisors when satisfactory results are not achieved.	System ready autumn term 2007	Division of Student Affairs
Safe evacuation from all buildings	Guidelines produced for fire and emergency alarms	Ready autumn term 2007	Division of Buildings