



LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Faculty Board

Work environment policy and action plan for the Joint Faculties of Humanities and Theology 2014

Overall goals

Preventive work environment management shall lead to a good work environment which benefits everyone in the workplace. The work environment shall not only be safe but shall also promote development while allowing individuals influence over it. An important goal is to offer all employees and students an ethically sustainable work environment, which entails, among other things, that offensive treatment is not accepted in the workplace or in the study environment.

According to the Work Environment Act, work environment management is to be carried out in a systematic manner and is to be included as a natural part of activities. It is the work environment officer at each workplace who leads the work, but this is to be done in cooperation with employees and students. The Joint Faculties of Humanities and Theology strive to support the organisation's systematic work environment management with joint measures.

Organisation and procedures

The dean has the overall responsibility for the work environment, environmental issues and safety at the faculties. In compliance with the rules of procedure and delegation of the Faculties of Humanities and Theology, the faculty board's working committee (AU) deals with work environment matters after reports from the faculties' coordinators. Systematic fire safety management also falls within this area of responsibility.

The Faculties of Humanities and Theology have set aside resources for a work environment coordinator employed at the Humanities and Theology faculty office with the task of implementing the faculty-wide action plan and cooperating with the relevant offices within the University's central administration, at the departments and with the main health and safety representative. With the help of the coordinator, the working committee follows up the systematic work environment management at the faculties, including the safety inspection reports and other documentation.

The working committee is to address the issues on two occasions per semester, established in advance, to which the experts from the administration and representatives of employee organisations are summoned. These meetings constitute the faculties' Health, Safety and Environment Committee.

The working committee draws up documentation for a joint faculty policy and guidelines and where necessary for faculty-specific training. At the start of each new mandate period, a training session is held for the Health, Safety and Environment Committee by LU Estates regarding the committee's duties. The faculty-wide measures to promote work and study environment management within all parts of the faculties are recorded in an annually revised action plan.

The departments and other units within the faculties are to work systematically on work environment management (SAM). This means that each part of the organisation is to have established action plans for how this work is to be carried out, and is to conduct annual safety inspections and follow-ups together with the safety engineer and the coordinator. On these occasions, templates developed by LU Estates are to be used, in compliance with current legislation and with LU's central policy decisions. The results of the safety inspections and the follow-ups are to be reported continuously to the Health, Safety and Environment Committee by the safety engineer and the work environment coordinator.

Gender equality and equal opportunities issues are dealt with in a similar way in the working committee. These issues sometimes border on work environment issues.

Action plan for 2014

Measure	Person responsible	Time frame	Follow-up
Compilation of best practice cases for improvements to the work environment (physical and psychosocial) to be published on the faculties' work environment web page.	The work environment coordinator, together with the information officer.	Start during 2014, then annual updates.	Report to the Health, Safety and Environment Committee.
Information on procedures for reporting occupational injuries and incidents regarding both employees and students are to be available on the faculties' work environment web page.	The work environment coordinator, together with the information officer.	During 2014.	Report to the Health, Safety and Environment Committee.
The departments' websites are to contain information on	The work environment coordinator, together with the information	During 2014.	Report to the Health, Safety and

systematic work environment management, at least by linking to the faculties' work environment web page.	officer and the website manager at each department.		Environment Committee.
Long-term sick leave is to be mapped, divided by gender and professional category.	Human resources officer.	Ongoing.	Report as required
A health and safety representative is to attend building meetings at both LUX and SOL.	The work environment coordinator and main health and safety representatives contact the work environment officer.	Ongoing.	To be followed up through systematic work environment management.
All managers with responsibility for the work environment, in addition to the heads of department, are to attend delegation training organised by LU Estates.	Work environment officer in each unit.	Ongoing.	To be followed up through systematic work environment management.
Clarify the coordination of work environment management at LUX and identify safety areas at LUX.	The work environment coordinator in cooperation with the building supervisor, heads of departments/directors, safety engineer and main health and safety representatives.	During spring 2014.	Report to the Health, Safety and Environment Committee.
Review the organisation of work environment management at SOL.	The work environment coordinator in cooperation with the building supervisor, heads of departments/directors, safety engineer and main health and safety representatives.	During spring 2014.	Report to the Health, Safety and Environment Committee.
Review the faculties' English web pages for staff.	Information officer.	During 2014.	Report to the Health, Safety and Environment

			Committee.
Network meetings for staff and student safety representatives are to be held at least once per semester.	The work environment coordinator, together with the main health and safety representative and the safety engineer.	Ongoing.	Report to the Health, Safety and Environment Committee.