



LUND
UNIVERSITY

Work Environment Policy

FOR LUND UNIVERSITY





Preface

The people involved in work and study are the University's most important asset. A good work environment is the basis for developing, thriving, being safe and feeling good about your work or studies. This important area is therefore prioritised in the strategic plan and I am eager for the University to be actively engaged in achieving a good work environment. You are likely to notice that this policy has strong connections with the University's policy for gender equality, equal opportunities and diversity. Whereas the strategic plan asserts that Lund University shall be distinguished by a good study and work environment, this policy states the goals for the University's work environment management.

We are all affected by the work environment and therefore we must work together to achieve good working conditions. Managers, however, have a considerable responsibility for successful cooperation and that we work systematically on the issue. This policy states a university-wide intention for the work environment. Each individual unit in different parts of the University also has the opportunity, based on this policy, to draw up their own, more detailed procedures.

Vice-chancellor Torbjörn von Schantz

Work Environment Policy for Lund University

Lund University's vision is to be a world-class university that works to understand, explain and improve our world and the human condition. A prerequisite for a successful organisation is that it is characterised by a good work and study environment that is enriching, stimulating, safe and secure. Work environment management is to be preventative, based on the requirements of work environment legislation, and strive to continuously improve the work and study environment.

All those working or studying at Lund University have a responsibility to contribute to a good work and study environment. Systematic work environment management is to be a cooperative activity shared by managers, staff and students. Respect and consideration are to apply in all relations, as is a joint assumption of responsibility for the University's core values, tasks and aims. Within the University there is a zero-tolerance policy towards victimisation, harassment and sexual harassment.



Effectuation

The policy is observed by goal-oriented and systematic work environment management, which means that

- cooperation between those managers, staff and students with work environment responsibility is to be through continuous dialogue and the established health and safety committees
- activities are to be conducted in functional and accessible premises that fulfil the requirements of current laws and regulations, and using equipment that is safe and appropriate for the activity
- the work environment is to be designed so that it creates conditions for job satisfaction, development and participation for both staff and students
- working conditions are to be adapted with consideration for the different physical and mental capabilities of staff and students
- managers are to possess the right knowledge in order to fulfil their tasks and manage the risks associated with the activity

Preconditions

The conditions for systematic work environment management entail, at all levels and in all activities, that

- resources are allocated for work environment management
- work environment management is a natural part of activity planning and everyday work
- indications of ill-health are noticed at an early stage and managed according to the University's procedures
- all managers, staff and students contribute to openness and transparency to combat a culture of silence
- all staff and students receive the introduction and information they need to work securely and safely
- all managers receive the training they need in order to assume responsibility for assigned work environment tasks
- investigations, risk assessments, as well as checks and associated follow-ups are carried out regularly regarding the physical, organisational and social work environment
- follow-ups of systematic work environment management are carried out annually with support from university-wide procedures

Roles

Managers are responsible for the compliance of work environment management with current legislation and the division of duties within the work environment area. *Heads of Department* have an equivalent responsibility for the study environment.

Staff and students participate in work environment management by assuming responsibility for their own behaviour, following instructions and calling attention to risks. In addition, they shall be given the opportunity to get involved in joint work environment issues.

Health and safety representatives and *student health and safety representatives* represent staff and students respectively. Health and safety representatives have the right to demand measures in cases where the employer does not fulfil the requirements of work environment legislation.

Establishment of goals

University-wide goals for work environment management are approved and followed up by the vice-chancellor in cooperation with the Central Health and Safety Committee.

Local goals at faculty level and for central administration are decided by the dean and respective heads of administration in cooperation with local health and safety committees. Departmental/divisional goals for work environment management are decided by the respective head in a cooperative process according to the the University's work environment agreements.

The goals are based on the results from follow-ups of systematic work environment management, on needs that have been identified by other investigations and follow-ups of ill-health as well as consultations with health and safety representatives including student health and safety representatives and managers. Goals are to be in a form that enables follow-ups.

Follow up

The Work Environment Policy is to be followed up in conjunction with the annual follow-up of systematic work environment management.

Related documents and procedures

Strategic Plan 2017–2026

Local agreements on work environment cooperation at Lund University with associated instructions for cooperation, as well as instructions for health and safety representatives and student health and safety representatives

Instructions for further delegation of work environment tasks

Procedures for handling victimisation

Procedures for following up systematic work environment management

Policy for gender equality, equal opportunities and diversity





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