

MANAGER SUPPORT/TEMPLATE

Drawn up in consultation between the employer

and Chief Health and Safety Representatives

18 March 2020

*Human Resources*

**MANAGER SUPPORT**

As manager you are responsible for the work environment even when an employee is working from home. There are some things to bear in mind before a conversation with an employee who is working from home, for example due to the risk of spreading infection.

* The conversation can be conducted via telephone, email or Zoom/Skype/equivalent.
* The health and safety representative should be informed about the conversation/s.
* If required, consult with the local HR officer or work environment coordinator before the conversation.
* Write down what has been discussed, use the template below.
* It is a good idea to use the customary template (available on the HR website <https://www.hr-webben.lu.se/arbetsmiljo/systematiskt-arbetsmiljoarbete-sam/risker-i-arbetsmiljon>)
* The responsibility for rehabilitation is unchanged. See the rehabilitation process. (<https://www.hr-webben.lu.se/arbetsmiljo/anstalldas-halsa/rehabilitering> )

**During the conversation:**

In the conversation between you as manager and the employee it is to be clearly stated that when working at home the employee has an increased responsibility for their own work environment, which entails:

* being watchful for risks, and calling attention to these risks to you as manager or equivalent,
* ensuring that the layout of the workplace is as satisfactory as possible,
* submitting information on changed conditions that may affect the work environment, to you as manager
* reporting incidents, occupational injuries and illness to you as manager and in accordance with prevailing procedures.

**Information regarding infection risk:**

* Urge the employee to keep updated on the recommendations made by the Swedish Public Health Agency and others, and also follow updates of LU’s information, e.g. via the Staff Pages.
* Urge the employee to inform the manager about any changes in their health status, and about factors that affect the infection risk (e.g. if a family member becomes infected).

**TEMPLATE: conversation with an employee regarding work environment when working from home**

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| --- | --- |
| *Participants in the conversation*  Note names, date  Note the place (address) where work will be conducted and the period in question | Click here to add text |
| *Contact when working from home*  How will we keep each other informed about work and work environment conditions? Email? Telephone?  How often will we have status updates?  At what times is the employee to be available, e.g. via telephone?  Which meetings are to be conducted via telephone/Skype/equivalent? | Click here to add text |
| *Risk and impact assessment*  Bring up the risks relating to the actual duties as well as the work environment. Is safety equipment needed? Is there a need for some type of adaptation? Is there a need for support aids? Will solitary work be carried out? | Click here to add text |
| *If something happens*  How will we inform each other if something unforeseen happens? How will we inform our colleagues?  Bear in mind that incidents, occupational injuries and illness are to be reported to the manager, and the health and safety representative is to be informed. | Click here to add text |
| *Next status update*  Book a new time for a status update with the employee. There should be a status update at least once per week. | Click here to add text |

Signature, manager Signature, employee

In block letters In block letters

*Write down what has been discussed, sign what you have agreed on and ensure that both of you receive a copy. If, due to prevailing circumstances, it is not possible to obtain a signature, the signature is to be obtained afterwards, or via a digital signature, if this is possible. Otherwise, ensure that the employee confirm receiving the documentation via email until such time that a signature can be obtained.*