Instructions for work environment collaboration at the departmental level¹ at Lund University

General information
The employer is responsible for planning, implementing and following up on local work environment and fire safety management. This work is to be planned and implemented in collaboration between the employer, health and safety representatives, student health and safety representatives, employees and students. The local collective agreement on work environment collaboration at Lund University (STYR 2017/1659) stipulates how collaboration within the University is to be organised and conducted.

The present instructions for collaboration at the workplace complement the agreement, and were drawn up in dialogue between the employer and the chief health and safety representatives.

1. Work environment collaboration between managers and employees
A continuous dialogue between managers and employees regarding risks, objectives and follow-up of the work environment management requires structured meetings. Staff meetings and appraisals are some of the meetings at which work environment issues can be addressed.

The employer is obliged to work systematically to prevent risks of ill health. So-called “staff welfare appraisals” (omtanksamtal) are a way to detect signs of ill health at an early stage, and prevent sick leave.

1.1. Employee participation in work environment management
Employees are to help promote a good work environment, for example by participating in joint workplace meetings addressing the work environment, or other dialogues such as staff appraisals.

All employees are obliged to notify their employer of any work environment risks, incidents and accidents, and to comply with workplace regulations. Employees are also required to use safety equipment and personal safety gear when available. Furthermore, employees are to participate in the implementation of measures designed to improve the work environment.

2. Collaboration between managers and health and safety representatives

¹ ‘Faculty’ and ‘department’ includes activities with the equivalent organisational status, in accordance with the University’s Rules of Procedure. For example, the university administration is equivalent to the faculty level and the administrative divisions are equivalent to the departmental level.
The employer shall regularly, and as needed, consult the relevant health and safety representative for students and staff on matters concerning:

- investigation and risk assessment of the work environment
- planning and follow-up of measures
- issues relating to changes in premises, equipment, work procedures, working methods and the organisation of work
- the use of substances that may cause ill health or accidents
- annual follow-up of the systematic work environment management

Consultation may also take place at the request of the health and safety representative, student health and safety representative, or the organisations they represent. In case of disagreement between the health and safety representative and the work environment manager concerning risk assessment or measures to eliminate risks, the health and safety representative is entitled to forward the matter to a senior manager, or to the relevant local or central health and safety committee.

3. Documentation
Consultation and collaboration on the work environment shall be documented; the employer is responsible for producing any necessary documentation.

4. Collaboration within health, environment and safety committees
Collaboration between the employer and health and safety representatives at the local level may also take place within health, environment and safety (HES) committees established by the faculty. The HES committee serves as a preparatory and advisory body for the departmental management at one or more departments. Work environment collaboration within a HES committee shall include at least one employer representative, and a health and safety representative for each department concerned. A student health and safety representatives shall have the right to attend and speak at these meetings.

Instructions for the HES committees are to be drawn up by the respective faculties.

Members of the HES committees shall have the opportunity to participate in training offered by the employer regarding work environment legislation, the Swedish Work Environment Authority’s regulations and local work environment rules.