Instructions for work environment collaboration within the central health and safety committee at Lund University

General information
The central health and safety committee is to be a collaborative body between the employer and employee representatives in matters relating to the planning, implementation and follow-up of the systematic work environment management within the University.

The central health and safety committee is to participate in the planning of work environment management and, based on the objectives of the University’s work environment policy, initiate and follow up on measures concerning the University’s work environment management.

The duties of central health and safety committee are statutory.

The establishment and composition of the committee, as well as the formal requirements regarding its meetings, are governed by the local collective agreement on work environment collaboration at Lund University (STYR 2017/1659). In other areas, the central health and safety committee determines its own work procedures concerning sub-committees or working groups, for example.

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

1. Quorum
The employer determines the work environment measures to be taken and the decision-making scheme to be applied.

The central health and safety committee may, among other things, decide to:
- request investigation, inspection and follow-up of the work environment conditions at the University
- make statements and deliver information
- summon work environment managers to the committee
- turn over cases to the local health and safety committee for processing
- turn over cases to the faculty for processing at the department.

2. Remit of the central health and safety committee
The statutory duties of the central health and safety committee are to:
- ensure that information on new legislation and public authority requirements and decisions reaches the organisation
- ensure that managers have the necessary knowledge of the work environment
- initiate and follow up on information and training efforts in work environment management
- ensure that the organisations within the University work systematically to address work environment risks
- from a general perspective, follow up on sick leave and the University’s work on rehabilitation, as well as identify general risks/deficiencies and propose measures
- from a general perspective, follow up on incidents and accidents, identify general risks/deficiencies and propose measures
- ensure that risk assessments of e.g. new or changed premises, equipment, work procedures, working methods, the organisation of work or substances that can cause ill health or accidents, are carried out systematically
- address overall occupational health issues
- follow up on the University’s radiation safety organisation, in accordance with decision BY 2012/309.

The central health and safety committee shall also:
- address matters received from local health and safety committees
- address issues initiated by health and safety representatives/trade unions
- ensure that the process for electing health and safety representatives is followed in accordance with the instructions issued, and to ensure that the University’s list of health and safety representatives is up to date
- address overall issues regarding student healthcare
- annually prepare decisions on the content and design of the annual follow-up of the systematic work environment management
- annually present, and make available, a report on the University’s work environment management and the areas identified where work environment management and collaboration can be improved.

The central health and safety committee does not process cases concerning individuals.

3. The central health and safety committee’s agenda
At the central health and safety committee’s meetings, the following issues shall be addressed:
- previous minutes and follow-up of adopted measures
- current work environment issues (e.g. follow-up of work environment objectives, the outcome of employee surveys or review of the study environment)
- received reports of the organisations’ annual follow-up of systematic work environment management
- the application of university-wide procedures for incident and occupational injury reporting, as well as the university-wide rehabilitation procedure
- reports by the Occupational Health Service and the Student Health Centre regarding health and work environment surveys, and annual reports of university organisations
- issues raised by health and safety representatives, principal health and safety representatives, student health and safety representatives, the local health and safety committee, the employer
- possible inspection reports from other public authorities

4. Instructions for members of the central health and safety committee
In order to fulfil their duties, the members of the committee are to participate in the training offered at the University regarding work environment legislation, the Swedish Work Environment Authority’s regulations, and local work environment rules.

Confidentiality
The health and safety representatives and members of the health and safety committee are entitled to access all documents necessary for them to perform their duties. However, they may not, without authorisation, disclose or use information about the personal circumstances of an individual, for example, unless it is clear that the disclosure would not cause the individual or any related person to suffer.

Conflict of interest
See the University’s Rules of Procedure, chapter 6.