



Skandinaviens nordligaste tekniska universitet
Forskning & utbildning i världsklass

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Decision
The Vice Chancellor

Work environment policy

Dnr 194-14



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Luleå University of Technology's work environment policy is a framework for the organisation's implementation of rules and guidelines within the work environment area. The policy expresses a willingness to create and develop good working conditions for employees and students. It is based on physical, psychological as well as social conditions.

Overall work environment goals

Our work environment shall be continuously improved and characterised by

- a secure and safe work and study environment
- work and studies not leading to injuries or ill-health
- the work and study environment being adapted to people's different physical, psychological and social needs
- that the organisation's goals and strategies are familiar to everyone
- a dynamic leadership where responsibilities and powers are clearly defined at all levels
- that everyone is involved in and has the possibility to influence their work environments
- that everyone has access to the information and knowledge they need to perform their jobs
- that all employees have a planned skills development programme which is geared to the organisation's needs
- everyone has equal value.

University's strategy for achieving its work environment goals

Our strategy for achieving the overall goals is

- to implement and continuously improve our systematic work environment management
- to proactively prevent work environment problems
- to ensure that serious shortcomings in the work environment are corrected as quickly as possible
- to make work environment management an integral element at all levels of the university
- that the work environment responsibilities and allocation of tasks are clearly defined for employees and students
- that all representatives of employers have an adequate knowledge of the work environment duties they have been allocated
- that employees and students are involved in the work environment management
- that safety inspection areas are clearly defined
- that a close-knit collaboration with the safety representatives appointed by the trade unions in place.

Activities aimed at improving the work environment shall be an integral part of the university's planning, management and follow-up processes and the day-to-day activities at all levels of the university.

The Vice-Chancellor has the overall responsibility for the university's work environment and is responsible for allocating work environment duties to the heads of department and the Head of Professional Services. Work environment duties may be further distributed to heads of division and unit administrators chair professors and group leaders.

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The university's cooperation agreements are the foundation of a functional collaboration between trade unions, directors and employees. Well-functioning workplace meetings and yearly employee appraisal meetings pave the way for effective internal communications. At central level, collaboration on work environment issues shall be conducted on the work environment committee or other central forums that are regulated in the university's cooperation agreements. Students shall also be represented at central level. If necessary, additional work environment forums can be created to collaborate with students on work environment issues.

Safety representatives are key collaborative partners. They help to ensure that the work environment management maintains a high quality.

Systematic work environment management

The systematic work environment management at the university shall be characterised by surveys, investigations and risk assessments being performed on a regular basis or when changes to the activities are planned. Plans of action based on current risk assessments shall be drawn up and measures timetabled, cost-calculated, budgeted and followed up. Clear-cut procedural descriptions, instructions and other supporting documentation for the systematic work environment management shall be available on the university's intranet. Work environment training programmes and training in systematic work environment management for supervisors, safety representatives and student representatives shall be conducted regularly.

The management of work environment issues at departmental/professional service level, including which measures are planned, are established in dialogue with the vice-chancellor.

Work environment management work activities shall be reviewed at least once a year to determine whether the requirements on systematic work environment management stipulated in AFS 2001:1 (Provision of the Swedish Work Environment Authority on Systematic Work Environment Management) are met and for the purpose of enhancing the efficiency of the work environment management.

Work environment regulations

Information about current work environment regulations and the work of establishing a good work environment can be found at the Swedish Work Environment Authority's website:
www.av.se

The Work Environment Act, the Work Environment Ordinance and the Provision of the Swedish Work Environment Authority on Systematic Work Environment Management (AFS 2001:1) are the founding documents for systematic work environment management.