Action Plan for Work Environment Efforts at the Department of Information Technology

At the Department of Information Technology, the head of department, Michael Thuné, is responsible for the work environment. Everyday matters are dealt with by human resources administrator Ulrika Andersson. The safety representatives are Anders Andersson (until Dec 31, 2015), Roland Grööroos (until Dec 31, 2015), and Jarmo Rantakokko (until Dec 31, 2017). The Department Board is to adopt an Action Plan for Work Environment Efforts and follow up and monitor its execution. This Action Plan is to be revised annually to address new work environment hazards and to report matters that have been dealt with.

A good work environment is one of the most important preconditions for operations at the Department to be able function well. At the Department, problems are minor regarding the physical environment, which means that the focus lies on the psychosocial work environment. The Department Action Plan for Work Environment Efforts describes the activities that must be carried out in order to discover work environment problems in time and to take effective measures to remedy them. To the extent necessary, requisite resources must be allocated in connection with budgeting. Efforts to constantly monitor and improve the work environment must be a matter of high priority for everyone working at the Department.

Activities for the coming 12-month period (In charge: Head of Department)

Safety rounds
The next safety round is planned for May 2015.

First aid training
Next opportunity for first aid training is planned for spring 2015.

Individual employee conferences
To be carried out next in October – December 2015.

Follow-up of the 2014 Individual employee conferences

- Monitoring of the work environment impacts due to KAIA project.
- Creating an overall picture about the PhD Students work situation. Reduce stress.

Follow-up on the Work Environment Survey (arbetsmiljöindikatorn)
Action plans will be developed for each division (the equivalent). These will be based on the results of the work environment survey.

Health Lecture
As feedback to the health profile offered to all employees in the fall 2014, a health lecture is planned in collaboration with Länshälsan.
Continuous and regularly recurring activities *(In charge: Head of Department)*

**Individual employee conferences (medarbetarsamtal)**
Everyone with personnel responsibilities must have annual individual conferences with employees in accordance with a special template so that all employees are covered. The outcome of these conferences must be followed up and reported at the divisional and departmental levels. This will allow us to detect early signs of excessive workloads, stress, ill health, and other problems at both the individual and the group level. These conferences must be held at intervals of no more than 18 months. Coming periods will be October-December 2015 and March-May 2017.

Time for individual employee conferences must be included as a component in manning plans at the divisional level. The head of division and other individuals with personnel responsibilities as well as supervisors are to be allocated 4 hours for each individual that they manage or supervise. This covers not only the planning, execution, and follow-up of structured individual employee conferences but also unplanned conferences of the same nature throughout the year. Individuals with responsibility for personnel are obligated to forward to the head of division or the head of department any matters arising from these conferences that may affect the budget.

**Mentoring programme**
Everyone employed by the Department is to be assigned a mentor by the mentoring coordinator.

**Language Teaching**
All new employees who are not Swedish speakers should be encouraged to participate in education in Swedish. The Department provides financial contributions for those attending classes in Swedish.

**Work Environment Survey and Health profile**
A work environment survey and a health examination (health profile) is to be carried out every five years. If necessary, a separate health survey and follow-up may be undertaken. The latest regular health survey and examination was carried out in September/October 2014 when a review of the work environment was performed. In connection with this, all employees were offered a health examination at Länshälsan. Moreover, all UU employees are offered examinations when they turn 50, 55, and 60.

**Leadership training for management**
Leadership training must be offered to everyone with management responsibilities, such as the head of department, head of division, technical and administrative coordinators, directors of study, head of education, head of research, research directors, and they should be urged to take part. The target is for at least 90% of individuals with personnel responsibilities to have completed this training. This is to be followed up on 31 May each year.

**Training in supervision**
Supervisors for doctoral students and degree projects should undergo training in supervision. In order to be the principal supervisor of a doctoral candidate, individuals must have completed such training. The target is for at least 90% of all supervisors to have completed this training. This is to be followed up on 31 May each year.

**Training in first aid**
Every other year all employees must be offered an opportunity to take part in first-aid training. Both a rudimentary course and follow-ups are to be offered. The next training session will take place in the spring of 2015.
**Wellness care**
For preventive purposes, wellness care must be offered to all employees in the form of subsidised workouts, for example one hour of fitness per week during working hours, massages, fruit baskets in the staff lounge. The Department must also strive to arrange wellness activities at the Department.

**Preventive physical work environment efforts**
The Department will assist with workplace design, acquisition of work aids, etc. As problems arise, adjustments must be made as soon as possible for both employees and students.

Regular safety rounds are to be carried out. The results are compiled, evaluated and followed up.

**Social & cultural activities**
The Department is to arrange and support a variety of social and cultural activities.

**Stress & conflict management**
The Department is to offer help in the form of training to help employees to deal with their work situation, especially in relation to conflicts and stress. This can be done in groups or individually.

**Gender equality**
Gender aspects must be included as an important part of work environment efforts. The Department’s Gender Equality Group is to monitor such issues and provide information about its work. Gender equality work involves both students and employees.

**Evacuation drills**
Drills are expected to take place once per year. This is determined by the campus management and decided to be exercised every other year at the ITC and every two years at the Ångström Laboratory. The evacuation plan and the alarm are available on the Web. http://www.polacksbacken.uu.se/Sakerhet/Utrymning/

**Fire safety inspection**
Once each semester, the fire safety controller is to undertake a fire safety round.

**Work Environment Group**
The group is to meet at least three times/year. Members: safety representatives, head of department, human resources administrator, student representative. The Work Environment Group is charged with coordinating the Department’s work environment efforts and disseminating information about them. Further, the Work Environment Group is to make preparations for the annual revision of the Action Plan for Work Environment Efforts.

**Crisis Preparedness Group**
Members: safety representative, head of department, deputy head of department, human resources administrator, study adviser, student representative. The Crisis Preparedness Group is to ensure that routines for crisis support are in place at the Department and to disseminate clear information about this.
Information efforts
We will disseminate information about the above and make the organization and allocation of responsibilities clear to everyone via:

- LäsIT
- The Department homepage
- Division-specific planning days, meetings, etc.
- Signage in the corridors
- A Work Environment Sign in building 4, 2nd floor

Follow-up of work environment matters from the past 12 months

- The current situation regarding training in supervision was reviewed. About 90% of active doctoral supervisors had completed such training as of September 2014.

- The current situation regarding leadership training was reviewed. The regular members of the department's management group (ledningsgruppen) and members of the group of Directors of undergraduate studies (studierektorsgruppen) are a total of 25 people. Of them, 20 people responded (Sept 26, 2014) that they have had leadership training and two people will have leadership training in October 2014 and one person is about to complete a leadership training programme. This means that about 80% of those have leadership training.

- Safety round (skyddsround) was carried out in January-February 2014. The focus was on indoor air quality and noise.

- The Individual employee dialogues (medarbetarsamtal) were completed during spring 2014. The results were compiled and presented in LäsIT.

- The outcome of the individual employee dialogues and the safety round were discussed at the working group follow-up meetings in April and September 2014.

- Follow-up has occurred in connection with the revision of the gender equality plan.

- Co-location of research groups has taken place, for example, the database group has moved to the house 19 and UpCERG is also currently working on moving there too.

- Health examination has been offered to all employees starting in September 2014.

- As part of the follow-up of 2012/2013 years individual employee conferences the information on where / to whom one can turn to in work-related issues has been clarified on the department's website.