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 (also fire safety controller) and Anna-Lena Forsberg. The safety representatives are Anders Andersson (until Dec 31, 2015), Roland Gröños (until Dec 31, 2018), 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 April/May 2018.

First aid training
Next opportunity for first aid training is planned for spring 2018.

Work Environment Efforts for the Systems Support Group
Various support efforts to strengthen to strengthen the organizational and psychosocial work environment.

Stress management
Stress management course/seminar for all staff.

Digital work environment
Survey regarding staff experiences of the digital work environment.

Environment in the staffroom
Review of the physical environment and implementation of appropriate measures.
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 March-May 2019.

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 obliged 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) are 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 the occupational health care. 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 2018.

Wellness care
For preventive purposes, wellness care must be offered to all employees in the form of subsidized 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.

Equal opportunity
Equal opportunity must be included as an important part of work environment efforts. The Department’s Equal Opportunity Group is to monitor such issues and provide information about its work. Equal opportunity 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 odd year at the ITC and every equal year 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 quarterly, 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:
- The LäsIT Newsletter
- The Department homepage
- Division-specific planning days, meetings, etc.
- Signage in the corridors
- A Work Environment Sign in building 4, 2nd floor
- Informative gatherings will be held to explain more comprehensive changes in working routines

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

- The current situation regarding training in supervision was reviewed. Around 94% of active doctoral supervisors had completed such training as of September 2017.

- The current situation regarding leadership training was reviewed. The survey involved the members of the department's management group (ledningsgruppen), the research prefect, the director of graduate studies, as well as the members of the group of Directors of undergraduate studies (studierektorsgruppen). 100% of the above have gone through some form of leadership training by the end of September 2017.

- Stress management courses for doctoral students were held in August 2017 as part of follow-up of employee interviews in 2015/2016.

- Monitoring of the working environment indicator has been conducted through:
  - Follow-up on the action plan developed by the Systems Support Group.
  - Information exchange between TA-staff and researchers/teachers.

- Various support efforts have been carried out to strengthen the psychosocial work environment for the administrative staff.

- Protection rounds were conducted in August 2017 with a focus on lighting and safety.

- The outcome of the protection rounds was discussed at the Work Environment Group's follow-up meeting in September 2017.

- Follow-up was part of the revision of the Gender Equality Plan.

- The Gender Equality Group has carried out a survey of the equality situation among the TA-staff.