Department of Information Technology: Work Environment Action Plan

Head of Department Lina von Sydow is responsible for the work environment at the Department of Information Technology. Ongoing issues are managed by HR generalists Ulrika Andersson (who is also the fire safety representative) and Anna-Lena Forsberg. The safety representatives are Anders Andersson and Roland Grönroos (both until 31 December 2018). The department board adopts the Work Environment Action Plan, monitors the plan and verifies performance. The action plan must be revised annually to reflect new health and safety risks and issues that have been closed. A good work environment is one of the key prerequisites for the efficient functioning of the department. As problems with the physical environment at the department are minor, focus is on the psychosocial work environment.

The department’s Work Environment Action Plan describes the activities that must be carried out so that problems in the work environment can be detected in time and effectively corrected. To the extent required, the necessary resources must be allocated in connection with the budget process. The effort to constantly monitor and improve the work environment must be a high priority for everyone who works at the department.

Activities for the next 12 months (Responsible: Head of Department)

Safety inspection
The next safety inspection will take place in October-December 2018. The focus of the safety inspection will be climate and noise.

First Aid training
The next First Aid training course at the department is planned for spring 2019.

Work environment survey and health profile
A work environment review will be prepared at the department in 2019. In this connection, all employees will be offered a health check-up by the occupational health services provider.

Information concerning the organisational and social work environment
Information campaigns are planned in 2019 directed at all department employees concerning the organisational and social work environment.

Work environment initiatives for computer operations staff
Various supportive initiatives to improve the psychosocial work environment in connection with any organisational changes.
**Work environment initiatives for the A group**
Various supportive initiatives to improve the psychosocial work environment.

**Ongoing and regular activities (Responsible: Head of Department)**

**Employee reviews**
Everyone with managerial responsibility must carry out annual employee reviews to ensure that we cover all members of staff. The outcome of the reviews must be followed up and reported at the division and department levels. This will enable us to detect at an early stage signals of overwork, stress, ill health and other problems at both the individual and group levels. A further aim of the reviews is to follow up which employees have completed some form of leadership training or supervisor training. The reviews must be carried out no less often than every 18 months. The next review period will be March-May 2019. Time for employee reviews must be included as a component of staffing plans at the division level. Division heads and others with managerial responsibility and supervisors must be allocated four hours per individual for whom they are the manager/supervisor. This covers planning, execution and follow-ups of structured employee reviews, as well as unplanned discussions of the same nature during the year. Employees with managerial responsibility have a duty to communicate issues brought up during reviews that may impact the budget to the division head or head of department.

**Mentor programme**
The mentor coordinator must assign a mentor to all employees hired for a minimum term of one year at the department.

**Language instruction**
All new employees who do not speak Swedish must be encouraged to take Swedish language courses and the department will subsidise their participation.

**Work environment survey and health profile**
A work environment survey and health study must be carried out every five years. A separate work environment survey and follow-up may be necessary in response to incidents. The last regular work environment survey and health study were carried out in September/October 2014 when a work environment review was prepared. In this connection, all employees were offered a health check-up by the occupational health services provider. All UU employees are also offered a health check-up at age 50, 55 and 60.

**Leadership training for managers**
Leadership training must be offered, and encouraged, to everyone with managerial responsibility, such as the head of department, division heads, TA coordinators, directors of studies, heads of education, research prefects and research directors. The target is for at least 90% of all employees with managerial responsibility to have completed the training course. This must be followed up on 30 September each year.
**Supervisor training**
Doctoral supervisors and degree project supervisors should complete a supervisor training course. All doctoral supervisors must have completed supervisor training. The target is for at least 90% of all doctoral supervisors to have completed the training course. This must be followed up on 30 September each year.

**First Aid training**
Employees must be offered First Aid training every other year. Both a basic course and supplementary course must be offered. The next training course will be held in spring 2019.

**Wellness**
A wellness programme aimed at preventive health must be offered to all employees, such as subsidised fitness activities, one hour of wellness time per week during working hours, massage, fruit baskets in employee break rooms. The department must also promote the arrangement of wellness activities at the department.

**Preventive physical health and safety initiatives**
The department will assist with workstation design, purchase of occupational assistive devices, etc. Necessary workplace adaptations will be made as soon as possible for both employees and students. Regular safety inspections are carried out. The results are compiled, evaluated and followed up.

**Social and cultural activities**
The department arranges and supports a variety of social and cultural activities.

**Stress and conflict management**
The department will provide support by offering training in managing the work situation, particularly in relation to conflicts and stress. Training may be individual or in groups.

**Equal opportunities**
The equal opportunities aspect must be included as a key component of the work environment programme. The department’s Equal Opportunities Group must monitor the issue and provide information about its work. Equal opportunities initiatives pertain to both students and employees.

**Evacuation exercises**
Exercises are expected at least once a year within the management area. This is dealt with by the management organisation, which has decided that exercises will be held at ITC in odd years and at the Ångström Laboratory in even years. The evacuation plan and alarm are available on the web. http://www.polacksbacken.uu.se/Sakerhet/Utrymning/

**Fire safety inspection**
The Security and Safety Division must carry out a quarterly fire safety inspection.
Work Environment Group
The group meets at least three times per year. Members: safety representatives, head of department, HR administrators, student representative.
The Work Environment Group must coordinate and provide information about the department’s work environment programme. The Work Environment Group also acts as the issue preparation group for the annual revision of the Work Environment Action Plan.

Emergency Management Group
Members: Safety representative, head of department, deputy head of department, HR administrator, study counsellor, student representative.
The Emergency Management Group must ensure that emergency support procedures are in place at the department and provide clear information about the same.

Information campaigns
We must provide information about the above and make the organisation and accountability clear to everyone by means of:
• LäsIT
• The website
• Divisional planning days, meetings, etc.
• Work environment signs in building 4, level 2.
• Information meetings when there are major changes to procedures.
• Monthly staff meetings.

Work environment actions in the last 12 months
• The current state of affairs regarding supervisor training has been reviewed. About 94% of active doctoral supervisors had completed supervisor training as of September 2018.

• The current state of affairs has been reviewed regarding leadership training for the members of the department’s executive management team, research director, director of studies for doctoral education and members of the directors of studies group. Of those mentioned, 100% had completed leadership training by the end of September 2018.

• An organisational and social work environment course was provided in May 2018 for executive management, the Work Environment Group and directors of studies.

• Various supportive initiatives have been taken to improve the organisational and psychosocial work environment for technical staff.

• The Gender Equality Group’s area of responsibility was expanded during the year and the group is now called the Equal Opportunities Group.
• Monthly staff meetings were introduced in August 2018.

• The Head Safety Representative has begun to arrange regular meetings for all safety representatives in the campus area.