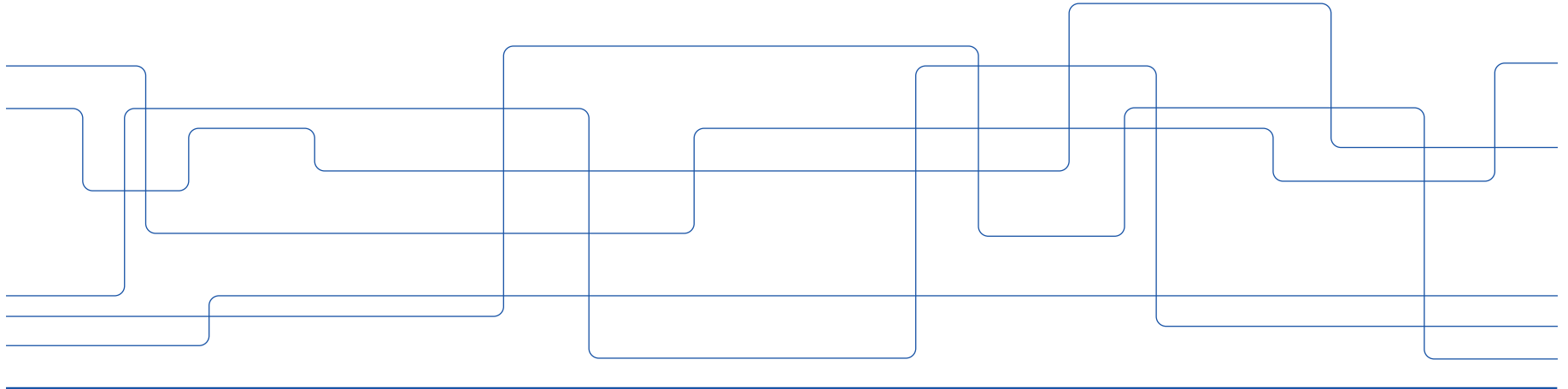




Välkommen till EECS personalmöte

Welcome to EECS All Employee Meeting

A written summary of the meeting will be posted on intra.kth.se/eeecs



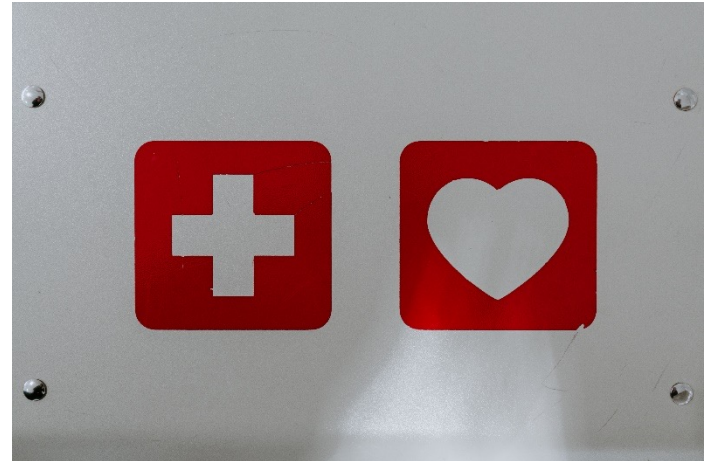
Agenda

- Health, safety and environment (HSE) – Basic values, follow-up on the employee survey.
- News announcement!
- Optimisation of our premises.
- Mikael Visén on the IA system.
- E-mail aliases.
- EECS' Winter conference.
- Q&A.
- Wrap up



HSE (Health, safety and environment)

- Our HSE is our common responsibility.
- We strongly encourage people to come back to the office but to stay at home when you're feeling sick.
- Visit from the Swedish Work Environment Authority.
- We are recruiting safety representatives.



Work environment

- Zero tolerance on harassment, bullying etc.
- Cultural change is needed.
- Measures for improving our working environment will be discussed on a workshop on 15 November.





Announcement

- We have a new Head of Administration who will start 1 December – Joakim Palestro.
- Background, from academia, industry and 'Högskoleverket'.
- Welcome!





Optimisation of our premises

- A number of initiatives are on-going
 - Complete Campus Concept (KTH – on-going)
 - A new cost model for cost division of our premises (KTH on-going)
 - Optimal use of our premises (KTH on-going)
 - Optimal use of EECS premises (EECS on-going)
 - Digital and attractive workplace (EECS on-going)
 - Tele working possibilities and localisation of our administration (EECS to be started soon)
 - > *Project will start end of November with a pilot project regarding tele-working*
 - > *After the RAE and need analysis has been finalised, (hybrid) localisation of the administrative support will be included in the project*
 - > *Project will be on-going for approximately 1 year in total (appr. end date December 2022)*
 - RPL and TMH laboratory project will continue with small modifications
 - A taskforce regarding Campus Kista will be established soon.



Reporting accidents, near misses and risks – the new IA reporting system

- Welcome Mikael Visén, HR officer at GVS, KTH.
- Since 1 November, KTH has a digital tool to aid with reporting, investigating, remedying and following up occurrences in the work environment.

Risk observation – Aha!

An observed risk for accident.

Near miss – Oh!

A near miss means that somebody could have been injured.

Accident – Ouch!

An accident means that somebody has been injured.



Why is it important to report?

- To take measures we first have to know that something has happened, or that there is a risk that something could happen.
- Something you might think is insignificant could in fact cause big problems later on.
- When employees report more, we are able to see patterns and can focus our efforts within the work environment where it is most needed.
- The reason to report is not to put blame on somebody, but rather to actively contribute to improving the work environment.



Where do I report?

- Signs placed around the school
 - QR code
 - Link to info on the intranet (intra.kth.se/report-near-miss)

Occurrence

▼ Occurrence details ⓘ

When? Time Where? What?

- Questions about reporting?
 - Contact the HR function hr-support@eecs.kth.se



Have you experienced an accident at work?

Or witnessed a situation which could have led to someone getting hurt?

It is important to report this to KTH. With your help, we may prevent future accidents.



In the event of a near miss, risk observation or accident, please report this to KTH by scanning the QR code with your phone camera and filling in the linked form.



Read more on intra.kth.se/report-near-miss. There you will also find a link to the reporting form.

<p>Risk observation – Aha! <i>An observed risk for accident.</i></p> <p>Near miss – Oh! <i>A near miss means that somebody could have been injured.</i></p> <p>Accident – Ouch! <i>An accident means that somebody has been injured.</i></p>	<p>In Case of Emergency, call 112.</p> <p>Also inform KTH by calling the emergency number 08-790 77 00</p>
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How reports are followed up

- Each report is followed up by the responsible line manager and the safety representative (skyddsombud).
- All reports are followed up in SSG (Skolans samverkansgrupp).
- If the needed action to be taken is of such character that it needs be addressed higher up in the organisation, this will be done.
- We have already seen an increased willingness to report – it's through reporting we can create a learning organisation.



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Clean-up of e-mail domains and aliases

- According to a president's decision, e-mail aliases that are not @kth.se will be removed.
- During **week 45 (this week)**, users affected by the clean-up will be contacted to remove the address/es in a month.
- If you have any **questions or comments**, please get in touch with your immediate supervisor.

For questions and comments

If you have any questions or comments, please contact your immediate supervisor.

For a temporary reactivation

For a temporary reactivation of your alias, contact Service Center.



Sign up now: EECS' Winter conference!

- Welcome on 9 December.
- Heads of division – nominate two doctoral students for the poster exhibition (prize 15 000 SEK!)
- Sign up now – last day tomorrow!
- Registration after 13 November will be for the conference part only, not for the dinner.



Welcome to

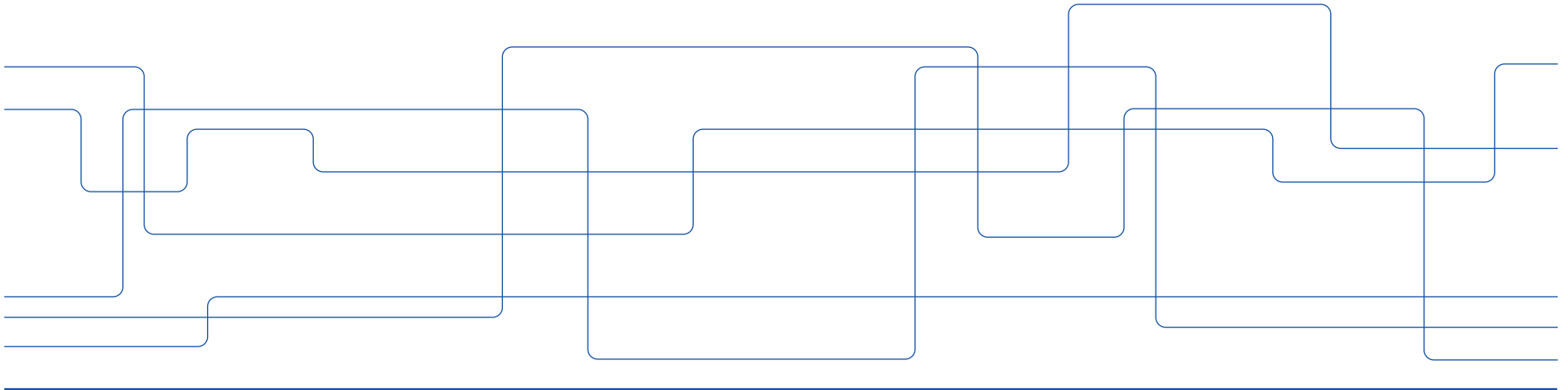
EECS' Winter conference 2021

9 December





Wrap up before the Q&A





Next AEM is on 16 December

- Keep an eye in our weekly newsletter pEECS and Slack for Zoom link and agenda.
- Send your proposals for topics to communication-support@eecs.kth.se



Q & A



See you at our next meeting, 16 December

Keep updated on intra.kth.se/eecs and on Slack

