



Guidelines on work environment

Summary

Everyone is part of each other's work environment. The President bears ultimate responsibility, however all employees and students are responsible for contributing to a good physical, organizational and social work environment.

A good work environment contributes to creativity and health and provides the preconditions for good performance, work results and the development of KTH. Work environment covers all the factors that affect employees and students at KTH.

Work environment is integrated into all activities at KTH and systematic work environment management prevent ill health, accident and create a good working environment. Collaboration is a precondition for success through dialogue and active involvement from employers, unions and employees.

The KTH HR Policy is also the KTH Work Environment Policy¹ and also applies to students attending KTH.

Work environment

The work environment is integrated into all activities within KTH. It is included in academic and administrative activities, in short and long-term planning and in daily operations. Continuously developing the work environment at KTH contributes to creativity and good work performance. It enhances good health, prevents ill health, provides the preconditions for good performance and is thus an asset to the entire organization. In order to create a good working environment, KTH must adapt working conditions to the employees' different physical and mental situations.²

Work environment is defined as all the factors that affect employees and students at KTH, the organizational and the social work environment including such elements as attitudes, behaviour towards each other, cooperation, social interaction, leadership, employee competence, working methods, work organization, opportunity for recovery and personal development, and the physical working environment such as premises, equipment, furnishings and chemical products.

The KTH HR Policy is also the KTH Work Environment Policy³ and also applies to students attending KTH.

¹ Work Environment Agency instructions: AFS 2001:1 Systematic work environment activities, Section 5.

² Work Environment Act Chapter 3, Section 3

³ Work Environment Agency instructions: AFS 2001:1 Systematic work environment activities, Section 5.

KTH Objectives

- A good physical, organisational and social work environment.
- Preventative work environment management.
- Good health for KTH employees.
- KTH perceived as an attractive employer.
- Good collaboration on work environment issues.
- Job satisfaction, a sense of community and individual personal development for all employees and students.
- Work environment issues integrated into all operational planning.

Systematic work environment management

Systematic work environment management are undertaken at KTH so that ill health and accidents at work are prevented and a good work environment created.⁴

Risks at the workplace are methodically and regularly investigated and identified in order to take the relevant measures to ensure that no-one needs to be affected by ill health or accident. These measures are followed up to check if risks have been minimised or completely eradicated. Systematic work environment management take place through employee dialogues, regular workplace meetings, investigations, health and safety rounds and management of occupational injuries and incidents. Each school documents and follows up its identified risk areas and reports them in an annual work environment plan submitted to HR. Systematic work environment management at KTH must be a self-evident, natural part of daily work. Consequently, it is everyone's responsibility to note and consider any situations in the work environment that may affect the health and safety of employees and students. KTH regards healthcare and wellness as an important issue since good employee health means they are better prepared to meet the demands of working life.

The Health and safety Representative represent the employees in work environment questions and the Student Health and safety Representative represents the students. They play a central role in work environment management at KTH and they participate in, and monitor, work environment management as well as making efforts to achieve a good work environment.

Collaboration

Collaboration plays a central role and is a precondition for well-functioning environmental management. Consequently information, dialogue and discussion will occur as early as possible in all decision processes so that there will be actual opportunities to influence them. This presupposes active collaboration between the employer, the unions and the employees. Collaboration at KTH is organised and carried out in accordance with the local collective agreement entitled *Samverkan för utveckling vid KTH* (Collaboration for development at KTH V-2018-0010), in the health and safety committees⁵, school collaboration groups (SSG) and via employee dialogues and workplace meetings. Work environment issues are discussed and followed up on a continuous basis and are integrated with operational issues as a natural part of collaboration activities.

⁴ Work Environment Agency instructions: AFS 2001:1 Systematic work environment activities, Section 5.

⁵ Work Environment Act Chapter 6, Section 8

Employees

Employees participate in work environment management by complying with regulations, participating in the implementation of safety measures and by using protective devices and personal protective equipment. Employees will notify the employer or health and safety representative of any risks in their work environment.⁶

All employees at KTH interact in a manner that creates job satisfaction and a good working environment. Consequently, each person has personal responsibility for developing a good work environment, including showing respect and undertaking good cooperation with colleagues and managers. Employees are defined as all employees at KTH and others who work there such as Professors Emeriti, affiliate and adjunct faculty, scholarship-holders and consultants.

In connection with rehabilitation, it is important that the employee helps to re-establish his/her work capability. This can be achieved by providing information as and when necessary, taking initiatives and actively participating in rehabilitation measures.

Managers

The employer is responsible for work environment operations being carried out systematically. The employer also bears the primary responsibility for achieving a satisfactory work environment and preventing accidents and ill health.

President is ultimately responsible for the work environment and delegates responsibility of work environment tasks to heads of schools or equivalent at KTH and assigns them the relevant decision-making powers. If managers are assigned work environment tasks they must ensure the execution of the relevant measures. Work environment responsibility are to be distributed to employees who, in practice, have the opportunity to supervise the relevant activities and possess the competence, resources and authorisation to act.

Managers at KTH work to ensure that employees enjoy a good physical, organizational and social work environment. This is impacted by, for example, workload, opportunities for recovery, ability to manage tasks, understanding of assignments, development opportunities and motivation at work, ergonomics at the workplace and workplace assistive devices.

Managers are also responsible for rehabilitation and workplace adaptation. The aim is for the person who has reduced physical or mental performance status to be able to regain working ability. In order for rehabilitation to be successful, it is important that such measures begin as early as possible in the process.

Managers at KTH maintain continuous dialogue with employees in order to perceive risks and ill health in the work environment. Managers also maintain dialogue with health and safety officers concerning risks in the work environment. It is important to act at an early stage when problems in the work environment are highlighted, problems such as conflicts, unwanted behaviour or substance abuse problems. Dialogue with employees takes place in daily work and in the development dialogue at least once every year. Employee development dialogues form a systematic and structured dialogue between managers and employees where issues concerning the work environment are discussed.

⁶ Work Environment Act Chapter 3, Section 4.