



GUIDELINES

Decision-maker

President

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department
Human Resources

Guidelines on Work environment

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish version will prevail.

Work environment

The work environment is integrated into all activities within KTH. In short and long-term planning and in daily operations. Continuously developing the work environment promotes creativity, good health, prevents ill health and provides the preconditions for good performance. A good work environment is an asset for the whole of KTH. In order to create a good working environment, KTH must adapt working conditions to the employees' different physical and mental situations.¹

Work environment is defined as all the factors that affect employees and students at KTH. It covers everything from treating each other with consideration and respect, contributing to good cooperation, providing the opportunity for recovery and ensuring a healthy balance between work and leisure, to managing exposure to chemicals, how the work organisation is designed and what working methods and equipment is used. KTH considers health and wellness to be of the utmost importance, given that healthy employees are better placed to meet the demands of working life.

The KTH HR Policy is also the KTH Work Environment Policy² and also applies to students attending KTH.

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.³

¹ Work Environment Act Chapter 3, Section 3

² Work Environment Agency instructions: AFS 2001:1 Systematic work environment activities, Section 5.

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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 is a self-evident, integrated 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.

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 committees⁴, 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 in all collaboration activities.

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.⁵

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.

⁴ Work Environment Act Chapter 6, Section 8

⁵ Work Environment Act Chapter 3, Section 4.

Managers

The employer is responsible for work environment operations being carried out systematically, to prevent ill health, accidents and to achieve a satisfactory work environment

The President is ultimately responsible for the work environment. The President delegates responsibility of work environment tasks to heads of schools or equivalent and assigns them the relevant decision-making powers. Heads of schools may in turn delegate work environment tasks within their organisation. To the greatest possible extent, work environment tasks should be delegated to those who, in practice, have the opportunity to supervise the relevant activities and possess the competence, resources and authorisation to act. Managers assigned work environment tasks must ensure the execution of relevant measures.

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. In order to create a good working environment, KTH must adapt working conditions to the employees' different prerequisites for carrying out the work.⁶

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, among other things, issues concerning the work environment are discussed.

⁶ Swedish Work Environment Act Chapter 3 Section 3.