

SKH's key process

Process description for Systematic work environment management

Description of key processes at SKH

The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.

Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Process matrix

Process	Overall responsibility for action	Objective(s)	Governing and support documents	Verification and follow-up	Input for follow-up
Systematic work environment management	Decided in the work environment action plan. Each manager in accordance with the health and safety delegations	A good working environment for staff and students. Includes social, organisational and physical working environment.	<p>Work environment policy</p> <p>Procedures for systematic work environment management</p> <p>Policy and guidelines for handling cases of harassment, sexual harassment or victimization</p> <p>Procedure for rehabilitation</p> <p>Safety procedure</p> <p>Procedure for risk assessments</p> <p>Template for work environment action plan and follow-up</p> <p>Procedure for occupational injuries and incidents</p> <p>Allocation of work environment tasks</p> <p>Guidance and checklist for working from home.</p>	<p>Health and Safety Committee (AMK)</p> <p>Operational dialogues, Leadership group</p>	<p>Work environment action plans and their follow-up at both local and central level.</p> <p>Employee surveys of various kinds</p> <p>Student surveys</p> <p>Planning and appraisal meetings</p> <p>Departmental meetings</p> <p>Dialogue between manager/employee</p>

Process description including procedures

The process describes the systematic work environment management and the guidelines and policies that support the follow-up.

Functions and organisational units involved in the process

All employees and managers at SKH with the support of HR.

ESG/other national standards and guidelines

ESG 2:1 Higher education institutions ensure that they provide a supportive environment that enables teaching staff to develop both their pedagogical and subject expertise, as well as the conditions to carry out their work effectively.

Governing documents

Rules of Procedure including delegations of health and safety responsibilities, strategic plan, health and safety policy, guidelines for systematic health and safety management, operational plans.

Support documents

Policy and guidelines for handling cases of harassment, sexual harassment or victimization, Procedure for rehabilitation, Safety procedure, Template for annual work environment action plan and follow-up, Procedure for risk assessments, Template for annual work environment action plan and follow-up. Procedure for occupational injuries and incidents, Work environment task allocation scheme, Policy and checklist for homeworking.

External parties

The occupational health service or another external actor must be engaged when internal expertise is not sufficient for systematic work environment management or for work adaptation and rehabilitation.

Support systems

not applicable

Prerequisites and related processes and procedures

Much of the systematic work environment management (SAM) is carried out continuously in day-to-day operations through workplace meetings, introduction of new employees, courses and study programmes, rehabilitation and adaptation, injury and incident reporting, wellness, etc.

The employer must also systematically plan, manage and follow up the activities in a way that ensures that the requirements for a good work environment are met. SKH must carry out systematic work environment management, i.e. examine the work environment and, if necessary, implement changes and monitor whether the work environment improves. Systematic work environment management must cover all conditions in the work environment, both physical, organisational and social. The work must be carried out in cooperation with employees, health and safety representatives and student safety representatives. Systematic work environment management must always be taken into account and included in the unit's operational plans. Work environment management at the university must be integrated into the normal planning and monitoring process.

How social equality (incl. gender equality) is taken into account in the process

A supportive environment is characterised by a good physical and psychosocial environment that takes account of equality aspects. Equality and non-discrimination must be taken into account in mapping, measures and follow-up. Equality and gender equality are included in every step of the systematic work environment management (SAM).

How sustainable development is taken into account in the process

A good working environment promotes a sustainable working life.

How student and doctoral student perspectives are taken into account in the process

Student representatives are part of the Health and Safety Committee. Student safety representatives participate in work environment rounds, Study environment survey every two years to monitor the study environment.

Employment (Co-Determination in the Workplace) Act

The employer is obliged to conduct negotiations with the employee organizations before decisions are made on major changes in the business or if the working and employment conditions of one or more employees are changed. Continuous information is provided to the employee organizations on how the business is developing (in accordance with the MBL, the Co-determination Act, and procedures for information and negotiation at SKH).

Events in the process based on governing and supporting documents and procedures for the functions and organisational units involved in the process

1. Collection of information/materials/mapping

Activities:

- Follow-up of the previous year's work environment action plan (the manager is responsible)
- Employee survey (HR Department is responsible)
- study environment survey (the UA department is responsible)
- planning and appraisal interviews (the manager is responsible)
- departmental (workplace) meetings (the manager is responsible)
- reporting of injuries and incidents (HR Department is responsible)
- reporting of sickness figures (HR Department is responsible)
- Health and safety rounds (FAS is responsible)

2. Local health and safety plans

Activities:

- Local work environment action plans are developed jointly in the staff groups, partly through follow-up of the previous year's work environment action plan and partly through information that has emerged as described above, point 1. See guidelines for systematic work environment management.
- The departments' and subject areas' work environment action plans must be submitted to the Vice-Chancellor/Director of Administration and the Work Environment Committee by 31 August each year, see template for annual action plan and follow-up

3. Joint health and safety plan for SKH

Activities:

- Based on local plans, the Work Environment Committee develops a joint work environment action plan for SKH, this is decided by 31 December each year
- The work environment committee anchors the proposal for the work environment plan in the Leadership group and the administration's Leadership group before a decision is made by the vice-chancellor, see template for annual action plan and follow-up.

4. the work environment action plans are a basis for the operational plans, see process for operational plan

5. follow-up of SAM

Activities:

- Follow-up of measures/work environment action plans takes place continuously at departments' and subject areas' meetings and before a new plan is developed for the following year in each department/subject area.
- Follow-up of measures/work environment action plans also takes place in operational dialogues

- The Health and Safety Committee (AMK) follows up the joint plan at least twice a year

6. Follow-up of the process

- The Health and Safety Committee (AMK) follows up once a year that the procedures described above have been implemented. Ideally, the previous year's systematic work environment management is followed up at the first meeting of the year.

Follow-up and development of the key process

The HR Department is responsible for conducting an annual follow-up in dialogue with the organization.

Process arrow for the key process

