



April 24, 2014

Reg. No STYR 2014/455

LUND UNIVERSITY

Faculty of Science

Centre for Environmental and Climate Research

Work Environment Policy at the Centre for Environmental and Climate Research, CEC, incl. Norunda research station in Uppland

Approved by the CEC board on 12 May 2014.

Purpose and goals

Working preventively leads to a positive work environment which benefits everyone in the workplace and the study environment. By managing the work environment systematically, we can identify risks in the work and deal with them in time, as well as preventing accidents, illness or stress affecting employees and students.

Systematic work environment management means that the employer, i.e. the director of CEC, systematically investigates, implements and follows up the activity in such a way as to prevent ill health and accidents in the workplace and to achieve a satisfactory work environment.

The present policy applies for everyone at CEC. For those working at the Norunda research station in Uppland, there is an additional work environment policy, as the work conducted there is of a particular nature.

Responsibility and delegation

At CEC, the director is responsible for the work environment and leads the work environment management. The work is done in close cooperation with employees and students.

The director has delegated work duties on work environment issues and fire safety at CEC, excluding the Norunda research station, to senior lecturer Maria Hansson and the equivalent at the Norunda research station to the director of ICOS Sweden, Professor Anders Lindroth. These two delegations and the work duties they cover are described in the *Appendix*.

The fire safety coordinator for the Ecology building (Ekologihuset) is the building supervisor Carl Sjökvist.

Everyone working at CEC has a responsibility to ensure that incongruities or risks are noticed and reported to Maria Hansson. Norunda staff report to Anders Lindroth. Through their role and skills, the health and safety representatives for the staff and students are an important resource in work environment management, but they are not responsible for the work environment. The ultimate responsibility always rests with the director.

The health, safety and environment committee

The Department of Biology and CEC share a health, safety and environment

committee, (HMS in Swedish). The committee works continuously on relevant issues, under the head of department/director. The chair of the committee is Professor Anders Brodin, Department of Biology. CEC's representative on the committee is Maria Hansson. The committee is to supervise and take initiatives for change with regard to systematic work environment management and environmental and safety issues. It is to supervise and take initiatives for change concerning health and safety inspections. It is to implement and participate in work environment training and to review new building projects and renovations from a work environment perspective.

Procedures

There are to be action plans and procedures to prevent and deal with injuries or ill health. All those concerned are to be familiar with these plans and procedures. Risk assessments are to be carried out, documented and dealt with in such a way as to eliminate or minimise risks. This work is then to be followed up.

Laboratory

Maria Hansson uses a laboratory which belongs to the Department of Biology. The laboratory's auditor of risk assessments and chemicals, Helene Bracht-Jørgensen, is to ensure that they are entered in KLARA (the database for chemicals and risk assessments). Helene is also the manager for flammable goods, which means that she is responsible for the management of flammable goods for this laboratory which belongs to the Biodiversity unit. She also provides safety training for laboratory work. She is to notify Maria Hansson of the risks present or any changes that take place. Similarly, Maria is to report to Helene. The safety procedures and regulations which apply to all laboratories within the Department of Biology are to be implemented here. Maria Hansson is responsible for the laboratory, as indicated on the plaque outside the door. When other CEC employees and students use the laboratories of the Department of Biology, the regulations of the Department are to be applied.

Introduction for new employees/visitors/new students

CEC has an introductory programme for new employees. Administrative head Eivor Terne runs this programme. It is important that newly appointed staff members get information on the terms and conditions of their employment and on practical details concerning their everyday work. New employees are encouraged to take part in the University's introduction day. The Norunda research station has a special written introduction for visitors who are there to work. It is distributed to such visitors, who are also required to sign a confirmation of receipt of this information.

The introduction for our students is held by the deputy director for first cycle education Katarina Hedlund before the first foundation course in Environmental Science. The safety regulations for all those studying in the Ecology building are available on the web page on Environmental Science/Environmental and Health Safety "All courses".

Wellness benefits for employees

Gym membership for employees is reimbursed according to the University's guidelines.

Massage is offered to employees once a month. A special certificate is required to prove the need for massage.

Fresh fruit is offered in the lunch room.

There is a coffee machine in the lunch room and coffee is free for CEC staff.

A shared mid-morning coffee break with a snack is organised every Friday morning for employees, doctoral students and people connected to CEC. This also functions as a staff information meeting.

Employees working full-time are offered one hour per week during working hours (to be taken between 11:00 and 14:00) for exercise.

For any work environment issues regarding ergonomics, please contact the administrative head.

Applications for annual leave

The authority to approve annual leave is delegated to the administrative head. For technical and administrative staff, for the employment category of researchers and for doctoral students, applications are to be made via Primula Web. At the start of the year, teaching staff receive information on how to apply for annual leave. They can take their entire annual leave after Midsummer or apply for particular days and register these in Primula Web.

Illness and rehabilitation

Illness is to be reported to the administrative head on the first day of absence from work. It is also appropriate to notify close colleagues and the line manager. On return to work, the person who has been on sick leave is to fill in a notification of illness in Primula Web. If the employee has been absent for more than 7 calendar days due to illness, a doctor's certificate must be provided.

There is a nap room on the entrance floor in the Ecology building, the key to which is available from the library reception.

First aid is available in the study advisory office on the ground floor and on floor 3 next to Åsa-Katrin Erlandsson's office.

CEC works actively with rehabilitation in the case of illness as of day 8. The director has responsibility for this while the administrative head carries out the work.

List of next of kin

The administrative head keeps a current list of next of kin and asks new employees to indicate their next of kin on the introduction day.

Insurance

All employees are covered by work injury insurance in their work and during direct travel to and from their workplace. Business travel is covered by Kammarkollegiet's business travel insurance. If the trip is international, please contact Åsa-Katrin Erlandsson to get an insurance card to take with you. Students are insured during tuition and direct travel from their homes to their place of study via Kammarkollegiet's personal injury insurance for students. The insurance also applies in the case of teaching which takes place outside the University grounds, such as field studies or exchange studies.

For insurance for guests, scholarship recipients, etc., please contact Åsa-Katrin Erlandsson to find out what applies in each individual case.

Glasses for screen work

Employees can be offered an eye examination; if this shows that special glasses for screen work are required, the lenses and frames from a basic selection will be reimbursed. The University has an agreement with the Synoptik chain of opticians. An order form is required and can be obtained from the administrative head.

Staff meetings

Workplace meetings are to be held by the director a few times per semester in connection with the Friday coffee break.

Workplace meetings regarding administrative matters for administrative staff are arranged by the administrative head every fortnight.

Doctoral student supervisors

Doctoral student supervisors are to have undergone a “qualifying training course for supervisors in third cycle studies” or equivalent training.

Staff appraisals

Annual staff appraisals are to be held. Anders Lindroth is responsible for these appraisals for the staff in Norunda. The director decides who is responsible for other staff appraisals.

Gender equality and equal opportunities

CEC has a gender equality and equal opportunities plan which is revised annually. It is available on the CEC website. There is a gender equality and equal opportunities committee which works with these issues.

Harassment cases and victimisation

The discrimination ombudsman defines harassment as unwelcome behaviour which violates a person’s dignity. Harassment can be sexual in nature and is in that case referred to as sexual harassment. All forms of harassment make a person feel insulted, threatened, offended or badly treated. Harassment is regulated in the Swedish Discrimination Act, if it is connected with:

- Gender
- Sexual identity or expression
- Ethnicity
- Religion or other belief
- Disability
- Sexual orientation
- Age

Victimisation, which is regarded as recurrent reprehensible or distinctly negative actions directed against individual employees in an offensive manner and can result in those employees being excluded from the workplace community, is also prohibited.

An employee or student who is affected has the right to help and support. It is up to the individual concerned to determine what support is needed and who is to provide it. Primarily, victims should turn to *Maria Hansson* or to the *Director of CEC, Henrik Smith*.

A student can also turn for advice to the *student union* or *ombudsman* at Lund University. *The Occupational Health Service* and *Student Health Service* are also resources available to employees and students respectively.

Lund University never tolerates offensive actions and behaviour regardless of whether they occur between work colleagues /students or between a manager and a subordinate employee or a lecturer and a student. Everyone has an obligation to counteract victimisation. The students are part of the workplace community.

Theft

There have been several incidents of theft in the Ecology building. Lock the door behind you when leaving the room, even for a short time. Never allow unknown individuals to enter the premises; ask them who they are looking for and accompany them to the person in question. Ask unknown individuals in the building what their business is and request that they vacate the premises if they do not appear to have any relevant reason for being there. If you encounter a problem, ring the University's emergency telephone number 20 700.

Safety inspection

A physical and psychosocial safety inspection is to be carried out once a year. It is to be documented in a report. Participants are Maria Hansson (CEC) and Anders Lindroth (Norunda) respectively, and for Norunda the coordinator Anders Båth as well as the health and safety representative. The main health and safety representative may take part.

Fire safety and fire safety training

The aim of our systematic fire safety management is to prevent fires and to reduce the consequences of any fire incident. Everyone within the centre who works in the Ecology building is responsible for ensuring that fire safety within the building works and those who work in Norunda have the equivalent responsibility there. Take necessary measures yourself and where this is not possible, turn to the fire safety officer, who is *Maria Hansson* or *Anders Lindroth* as appropriate (also known as SBA officer), to the health and safety representative or to the fire safety representative.

All staff are to undergo fire safety training once every five years pursuant to a decision by the Vice-Chancellor.

Power cuts

There is an action plan for power cuts in the Ecology building. The plan is available on the CEC website. For Norunda: see their own work environment plan.

First aid training and CPR

This training is provided by the Occupational Health Service and information is sent out to staff within CEC every semester. The aim is for as many people as possible to have taken part in these training sessions, at least every fifteenth employee. The administrative head is responsible for keeping track of who has undergone training.

In case of an accident or a crisis

In case of accidents or injury occurring at work or on the way to or from work, a report must always be made. This also applies to students. Maria Hansson or Anders Lindroth respectively are to be notified of what has happened and a "Work

injury report” is to be submitted. This also applies in the case of close calls for which an “Incident report” is to be submitted.

In case of major crisis and for information on how to proceed in such cases, please refer to the faculty’s web page on crisis management
<http://www.naturvetenskap.lu.se/om-fakulteten/krishantering>

Follow-up

Systematic work environment management is to be followed up annually.

Contact persons

Henrik Smith, director CEC, telephone 046 222 9379 Henrik.Smith@biol.lu.se

Maria Hansson, work environment issues CEC, telephone 046 222 4628

Maria.Hansson@cec.lu.se

Anders Lindroth, work environment issues, director ICOS Sweden in Norunda, telephone 046 222 0474 Anders.Lindroth@ines.lu.se

Carl Sjökvist, fire safety coordinator for the Ecology building, telephone 046 222 3803 Carl.Sjokvist@biol.lu.se

Åsa-Katrin Erlandsson, safety representative for the whole of CEC, telephone 046 222 0181 Asa-Katrin.Erlandsson@cec.lu.se

Anders Brodin, chair of the Health, Safety and Environment Committee, telephone 046 222 4143 Anders.Brodin@biol.lu.se

Olle Jernberg, physical work environment LU Estates, telephone 046 222 0180
Olle.Jernberg@bygg.lu.se

Gustav Johansson, student safety representative for MYS,
Gustav.Johansson.lund@gmail.com

Anders Båth, coordinator Norunda Anders.Bath@cec.lu.se

Eivor Terne, administrative head CEC, telephone 046 222 9641
Eivor.Terne@cec.lu.se

Occupational Health Service telephone 046 222 3280

Student Health Service telephone 046 222 4377

Emergency telephone numbers

In an emergency call 112 (don’t forget to dial zero if you are calling from an internal phone).

The University’s emergency number 20 700 (from outside 046-22 20 700) reaches the security officer.

Laws and guidelines

The LU Estates web pages on the work environment list relevant laws and guidelines. See <http://www.bygg.lu.se/arbetsmiljoe>

Laws and guidelines – a selection (in Swedish)

[Work Environment Act SFS 1977:1160](#)

[Work Environment Ordinance SFS 1977:1166](#)

[Work Environment Authority regulations AFS](#)

[Act 2003:778 on protection from accidents](#)

[Ordinance 2003:789 on protection from accidents](#)

[Swedish Civil Contingencies Agency regulations SRVFS](#)

[Environmental Code 1998:808](#)

[Ordinance on chemical products and biotechnical organisms 2008:245](#)

[List of Swedish Chemicals Agency regulations KIFS](#)

Lund University

[Work environment policy and action plan for Lund University 2010-2013](#)

Procedures and other decisions concerning the work environment at Lund University e.g.

[http://www5.lu.se/rules-and-](http://www5.lu.se/rules-and-regulations/untitled/rules-and-regulations/personnel/health-and-safety)

[regulations/untitled/rules-and-](http://www5.lu.se/rules-and-regulations/personnel/health-and-safety)

[regulations/personnel/health-and-safety](http://www5.lu.se/rules-and-regulations/personnel/health-and-safety)

[Regulations on children's visits to the place of work or study](#)

[Decision on the prohibition of overnight stays on University premises](#)

[Decision on the prohibition of smoking in and in the immediate vicinity of](#)

[University premises](#)

[Decision on the prohibition of having private pets on University premises](#)

[Health and wellness policy](#)

[Party activities on University premises](#)

[Fire safety training for LU](#)

[First aid training for employees](#)

[Action programme for work on alcohol issues](#)

Students

[Work environment responsibility for students](#)

[Rights and obligations as a student](#)

Ecology building and CEC

Fire safety policy and organisational plan for fire safety at CEC

[Action plan for power cuts in the Ecology building](#)

[Action plan for evacuation of the Ecology building](#)