

Action plan for Occupational Health and Safety 2016-2017

Department of Clinical and Experimental Medicine (IKE)

Handled by the Local Liaison Group (LSG) on: 31/08/2015

Established by the Department Board/equivalent on 03/09/2015

Description of our vision: IKE shall be a good workplace with committed and responsible leaders and employees.

Description of the current situation: During previous years, we have focused on building a functioning occupational health and safety organisation. In the future, IKE wants to focus on implementing and continuously improving our occupational health and safety organisation, and to ensure that our documentation requirements are met in the best way possible.

Development areas ¹	Consequence assessment ²		Description of measure ³	Manager	Resources ⁴	Final date Date	Effect Follow-up ⁵
	Serious	Not serious					
Psychosocial working environment	X		<p>Work to develop the departmental structure into smaller units and subject-related contexts so that all employees have a clearer sense of belonging and an immediate superior who is closer to them, both physically and organizationally.</p> <p>Work to maintain a sense of meaningful and stimulating work by:</p> <ul style="list-style-type: none"> Striving to continue to provide all academically competent teachers with time to conduct research, Continuing to work to ensure that all employees are allowed flexibility and freedom to plan and to carry out their duties, based on our assignments and in accordance with the department's needs; Working to ensure that teaching assignments, to a greater extent, can be planned by local IKE teaching teams, who are competent in the subject matter, so that the sense of coherence in terms of the teaching assignments is equally as clear for teachers and PhD students as it is within the research groups; Continuing work with conducting and developing employee appraisals and salary reviews as well as PhD students' supervision 	<p>The Department Board The Head of Department Heads of Divisions</p> <p>The Department Board Heads of Divisions Unit Heads/Deputy Heads of Divisions</p> <p>The Head of Department Heads of Divisions Unit Heads</p>	<p>Subject Representatives</p> <p>Programme Coordinators Semester/Course Coordinators Deputy Heads of Divisions</p> <p>Deputy Heads of Divisions</p>		<p>Employee survey 2017, increased workplace indicator with 0.2. PhD student survey 2017</p>

¹ An example of a development area could be “Combatting Stress”.

² The activities should be evaluated based on their impact and prioritised.

³ In the above mentioned example of “Combatting Stress”, one measure could be to review the service plans, staffing plans, procedures etc.

⁴ Resources to consider may be the cost and time required for the measure.

⁵ When following up a measure, you should review whether the measure has had the desired effect.

			meetings and annual follow-ups; giving more space to issues regarding stress and occupational health and writing and following-up plans in conjunction with the employee appraisals.	Heads of Divisions /Unit Heads Director of Doctoral Studies Deputy Director of Doctoral Studies Supervisors			
	X		Continue working with introducing and developing workplace meetings in all workplaces. <ul style="list-style-type: none"> • Improve/develop our communication and create a community spirit through discussing important common issues in the workplace. • When necessary, inform/discuss how IKE organises its laboratory safety, decision-making processes and internal organization. • Annually inform of and discuss the Department's Action Plan, including objectives and prioritisations. 	Heads of Divisions Unit Heads	Deputy Heads of Divisions		Employee survey 2017, increased workplace indicator with 0.2.
	X		Develop a plan to regularly conduct psychosocial working environment inspections.	Head of Administration HR Managers	Heads of Divisions Unit Heads/Deputy Heads of Divisions Occupational Health and Safety Coordinator		Employee survey 2017, increased workplace indicator with 0.2.
Handling emergency incidents of a serious nature	X		Provide information about crisis management and procedures for handling emergency incidents of a serious nature (e.g., threats and violence, gas and chemical releases, fires) during workplace meetings and via other information channels, such as the homepage, notice boards and folders.	Heads of Divisions Occupational Health and Safety Coordinator	Unit Heads/Deputy Heads of Divisions Laboratory Safety Organisation		Employee survey 2017, increased workplace indicator with 0.2.

Introduction, information, and support	X		<p>Continue working to improve the introduction of new employees and newly accepted PhD students.</p> <ul style="list-style-type: none"> Establish and continuously develop introduction procedures at the divisional level. Include information about the procedures for handling emergency incidents of a serious nature. 	<p>Heads of Divisions Unit Heads Director of Doctoral Studies Deputy Director of Doctoral Studies</p> <p>HR Managers Heads of Divisions Unit Heads</p>	<p>Deputy Heads of Divisions Research Leaders Doctoral Studies Administration</p>	Ongoing	Employee survey 2017, increased workplace indicator with 0.2. PhD student survey 2017
	X		Actively disseminate information about the PhD studies at IKE via, for instance, newsletters, the IKE teaching staff, and during the division meetings.	<p>Director of Doctoral Studies Deputy Director of Doctoral Studies</p>	<p>Doctoral Studies Administration IKE Administration</p>	Dec 2016	PhD student survey 2017
		X	Investigate ways and opportunities to create mentoring programmes that assign newly accepted PhD students a mentor to provide support for issues which are related to the PhD studies.	<p>Director of Doctoral Studies Deputy Director of Doctoral Studies</p>	<p>Doctoral Studies Administration Supervisors Subject Representatives</p>	Dec 2016	PhD student survey 2017
		X	Implement a PhD and supervisor forum	<p>Director of Doctoral Studies Deputy Director of Doctoral Studies</p>	<p>Doctoral Studies Administration DOMFIL Subject Representatives</p>	Dec 2016	PhD student survey 2017
		X	Collaborate closely with the Faculty and the other Departments within the Faculty of Medicine and Health Sciences regarding the PhD studies for quality assurance.	<p>Director of Doctoral Studies Deputy Director of Doctoral Studies</p>	<p>Research and postgraduate studies Board DOMFIL Director of Doctoral Studies/Deputy Director of Doctoral Studies Doctoral Studies Administration at the</p>	Dec 2016-continuously	PhD student survey 2017

					Faculty of Medicine and Health Sciences Subject Representatives		
Combatting Stress	X		When necessary, offer tools and continuous assistance with individual stress management.	HR Managers Heads of Divisions Unit Heads	Occupational Health Care Director of Doctoral Studies/Deputy Director of Doctoral Studies	Dec 2016	Employee survey 2017, increased workplace indicator with 0.2. PhD student survey 2017
	X		Participate in the University's/Human Resources Division development programme for PhD students: a programme which provides tools for handling stress and strategies for achieving goals/targets. The programme is divided into three modules, adapted for different stages of the PhD education.	Director of Doctoral Studies/ Deputy Director of Doctoral Studies Doctoral Studies Administration	The University's Human Resources Division Occupational Health Care Supervisors DOMFIL	June 2016 June 2017	PhD student survey 2017
	X		Carry out a lecture/workshop about managing stress and follow it up-	The Head of Department	HR Managers Director of Doctoral Studies/Deputy Director of Doctoral Studies Doctoral Studies Administration DOMFIL	Dec 2016	Employee survey 2017, increased workplace indicator with 0.2. PhD student survey 2017
		X	Stress Management, psychosocial environment, and employeeship continue as features of the IKE day.	The Head of Department	HR Managers Director of Doctoral Studies/Deputy Director of Doctoral Studies	Dec 2016	Employee survey 2017, increased workplace indicator with 0.2. PhD student survey 2017
	X		Encourage employees to become better at signalling when they are experiencing stress:			Dec 2016	Employee survey 2017, increased

			<ul style="list-style-type: none"> • Provide information about where employees can turn for support with work-related problems during workplace meetings, division meetings, and at other relevant forums. • Continuous follow-ups of stress and health-promoting matters. 	Heads of Divisions Unit Heads/Deputy Heads of Divisions HR Managers	HR Managers Director of Doctoral Studies Supervisors		workplace indicator with 0.2. PhD student survey 2017
Laboratory Safety	X		Review the need for chemical storage in the workplaces. Disseminate information about correct storage of chemicals.	Occupational Health and Safety Coordinator	Laboratory Safety Group Workplace Representatives	June 2016	