

Guidelines with an action plan for work environment management at the Department of Geological Sciences 2017–2018

Introduction

This document was produced by the Work Environment Council at the Department of Geological Sciences (IGV) with support from the department's employees, and it covers both employees and students at IGV. The document was adopted by the department's board on 2017-01-30.

In line with current guidelines at Stockholm University (SU), the department has produced this document which contains guidelines with action plan for work environment at IGV. The document is geared primarily to the institution's staff. This document contains a summary of significant policies on the working environment adopted by Stockholm University (SU) and IGV. At each policy-area in the document indicate who/which the person to contact at IGV are and below are the email addresses to these contacts. The document also contains the institution's work environment goals and action plan to achieve them. The plan should be reviewed annually on the initiative of AMR with feedback to the department's board.

There are several guidelines for work environment established at SU. In order to increase knowledge of them and to facilitate their compliance this document contains an extract of the most important parts. IGV, like other institutions at SU have possibility to adopt guidelines as a complement but not replace those decided by SU. This document also contains extracts with references to the guidelines approved by IGV and the work environment.

To ensure that all employees at IGV are aware of this document should all new employees be given a run-through of this document when commencing their position and for the same reasons there should be an annual run-through for all employees at IGV.

These guidelines with action plan for the work environment is divided into sections where the first section deals with the organization of the work environment at SU and IGV followed by a brief account of the overall objectives for IGV in the work environment. Followed by the action plan for work environment at IGV for the years 2017–2018. Following this is a section on regulations and guidelines for the work environment decided by SU and IGV.

Contact information:

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Head of the administration: <mailto:viktoria.arwinge@geo.su.se>

Student counsellor: <mailto:elisabeth.dacker@geo.su.se>

Human resources: <mailto:johanna.stub@geo.su.se>

Organisation for Work Environment at SU and IGV

Stockholm University conducts its work environment management at the central level through the Council for Work Environment and Equal Conditions, which was established on 25 June 2015, and through departmental work environment councils. This central council, headed by the Pro Vice-Chancellor, includes the Head of Human Resources, union representatives, representatives for various

staff categories at SU's two different areas (the Human Science Academic Area and the Science Academic Area), as well as student representatives. The central council is responsible for producing guidelines/policies in the following areas:

- Work environment, gender equality and equality issues, accessibility issues and issues related to widening participation. The central council communicates to the departmental work environment councils through meeting minutes made available on SU's internal web. The central council also has an advisory role to the Vice-Chancellor in matters relating to the work environment. The Vice-Chancellor is ultimately responsible for the work environment at SU.
- The local work environment council at IGV (AMR) was formed in spring 2016 following a decision by the department board. In keeping with guidelines from the Vice-Chancellor at SU, those participating in AMR consist of representatives from the following categories; researchers/teachers, technical/administrative staff (T/A), safety representatives, doctoral students and students. The local council is led by the Head of Administration. The idea is for participation in AMR to rotate in a suitable cycle with a two-year interval, where conditions exist. However, members should not be changed by replacing all of them at the same time since some measure of continuity is vital to the council's effectiveness.
- AMR's task is to follow the work of the central council and to ensure that decisions made by the central council are implemented at IGV where applicable. AMR is also to produce, and perform annual follow-up of, this action plan with guidelines for the department's work environment management. This follow-up is to focus on identifying needs for measures, proposing measures to the department board and to check that adopted measures have been implemented and the desired effects achieved. AMR is also to ensure that employees and students at IGV are aware of this action plan with guidelines for the work environment and of the work environment policies adopted by SU.

Overarching Work Environment Objectives at IGV

At IGV, we have the following overarching work environment objectives:

- All managers are to know the responsibility they have for achieving a good work environment.
- A physically and mentally sound and stimulating workplace for all employees and students.
- A workplace where occupational injuries and work-related ill health are prevented.
- A good work environment that creates conditions for effectiveness in the organization.
- A work environment where demands are adapted to the individual's conditions, both physically and mentally.
- A workplace without the occurrence of discrimination and harassment.
- A business plan with common goals and strategies.

Action Plan for Work Environment Management at IGV 2016–2017

The following is an action plan with work environment measures for the next two years. The action plan covers the measures that the department intends to prioritise in order to achieve its overarching work environment goals. Followed by a short list of other procedures at IGV that is already well established – but it is of the utmost importance that the institution follow these procedures to ensure good security in our facilities.

Guidelines with an action plan for work environment management at the Department of Geological Sciences 2017–2018

Goal	Activities/Measures	Responsible	End date	Follow-up
1.	Annual follow up meetings with all staff	Immediate manager or other manager where required	Annually before the year's salary review	Follow-up at next year's development dialogue
2.	Employee survey	Head of Department/Head of Administration	The survey is to be carried out in 2018	Where necessary, measures are to be implemented in 2018/2019 in response to the employee survey
3.	Annual safety inspection	Head of Department/Deputy Head of Department	Annually, Q2	All safety inspection protocols are to be signed by the head of department, and measures are to be taken as required before next year's safety inspection
4.	Annual inventory of chemicals	The research engineer at each division	Q1	Head of Department/Deputy Head of Department
5.	Continuous risk assessments of chemical hazards	The researcher/the student's supervisor supported by the research engineers. Risk assessments are to be registered in KLARA by the research engineers. Under the current policy for the risk assessment of chemical hazards at IGV	Before every instance of laboratory work. No new risk assessment is required if this has already been established previously for the work to be performed in the laboratory	Assessments in KLARA
6.	Continuous risk assessment prior to fieldwork	The responsible teacher performs the risk assessment according to IGV guidelines for risk assessment in fieldwork	Before every instance of fieldwork/excursion	Head of Department
7.	All managers are to undergo basic training in work environment management	The Human Resources Office	2018	Personnel dep.

Goal	Activities/Measures	Responsible	End date	Follow-up
8.	A strategy for the institution are to be worked out	Head of Department All employees should be given the opportunity to participate in the development of the plan and to influence its content. There should be strategies and goals of the plan relating to each employee	2017/2018	Head of Department
9.	Training on safety in laboratories should be mandatory for all who have not already passed such a course	Head of Department/dep head of dep	ongoing	Head of Department
10.	Yearly inventory of chemicals	Head of dep/Dep head of dep	Q1	Head of dep

Work Environment Regulations

SU's work environment management is controlled both by external regulations and by internal guidelines and policies. Generally, all these regulations aim towards the employer's conscious and systematic management of work environment issues so as to prevent undesirable incidents and ill health. Below follows an overview of these external regulations and internal guidelines and policies.

External work environment regulations

The external governing documents that primarily regulate the University's work environment management are:

- The Swedish Work Environment Act.
- The Swedish Work Environment Ordinance.
- AFS 2001:1 on Systematic Work Environment Management - this regulation states that all employers must have procedures for their work environment management and explicit action plans for measures to improve the work environment.
- AFS 2015:4 on organisational and social work environment - this regulation states, inter alia, that.
- The employer must ensure that managers and supervisors have knowledge of how to prevent and deal with unhealthy workloads and that there are opportunities to put this knowledge into practice.
- The employer must have goals for the organisational and social work environment.
- Duties, powers and resources must be adapted to the requirements of activities and to the individual's conditions.
- Workplace harassment must be counteracted.

Internal Guidelines for work environment management at SU

SU has guidelines adopted by the Vice-Chancellor on how work environment management is to be conducted at the departments. Under these guidelines, SU's work environment management is to focus on the following areas:

- Risk assessment before changes to activities
- Division of work environment responsibilities
- Systematic work environment management
- *Accessibility.*

Below follows a brief description of the above areas.

Risk assessment

When a change of a significant nature is planned, such as reorganization, renovation, relocation, new activities and different working methods, preventive work environment management is to be commenced with reference to the time and implementation of the change. Preventive work with the work environment of employees increases their health and safety.

A risk assessment is to be performed before the change is implemented with the aim of preventing ill health and accidents. Where risks can be addressed before the change, this is to be done.

There are templates to be used to support risk analysis and can be found on Su's website.

Division of work environment responsibilities at SU and IGV

The Human Resources Office, the Technical Support Office and Student Services cooperate with the union organisations, primarily chief safety representatives and students' unions, through regular meetings on overarching work environment issues. The Human Resources Office is responsible for psychosocial issues, the Technical Support Office for physical issues and Student Services for work environment issues relating to students.

The head of department is ultimately responsible for the department's work environment issues, and this also includes laboratory work at IGV. The head of department/deputy head of department, is responsible for planning and monitoring the work with safety inspections at the department, and the head of administration runs the ongoing work of the work environment council (Arbetsmiljörådet). All managers at SU have an explicit responsibility for work environment issues at their respective departments, as do all employees. We are all to contribute to IGV being a workplace that has a good work environment.

Under current SU guidelines, immediate managers are to hold follow up meetings with all staff on a yearly basis. If reason exists, the employee can instead be offered or request this dialogue to be held with a senior manager.

The task of safety representatives at IGV is to safeguard a good work environment and to inform the head of administration/head of department/deputy head of department when situations arise. A safety representative is a person in a position of trust with special legal rights and obligations in the area of work environment. SU's safety engineer assists IGV and the other departments with advice and support concerning physical work environment issues and issues relating to chemicals in laboratory work.

Systematic work environment management

A modern workplace is to be characterised by a good psychosocial and physical work environment. This requires constant development towards the various needs of activities and people. A good psychosocial work environment develops creativity, has a favourable effect on health and promotes conditions for good results. In order to create the work environment that students and employees need, the department is to strive for work environment management that is systematic and promotes health. A systematic nature to our work environment management helps us to pick up on signals in time before deficiencies in the work environment give rise to ill health and accidents.

Systematic work environment management involves the following:

- Annual examination of working conditions (Responsible = head of administration, head of department/deputy head of department, Participating = safety representative and student safety representative, employees).
 - a. All working conditions are to be examined regularly and upon changes to activities. This examination is to focus particularly on laboratory work with chemicals, the physical and psychosocial work environment and on other organisational risks.
 - b. Methods for the examination: safety inspection, development dialogue, employee survey, investigations in response to accidents and incidents.
- Assessment of risks (Responsible = responsible manager, Participating = safety representative, employees).
 - a. Risks in the work – mental, social, organisational and physical – need to be continuously identified and assessed in a systematic way. Both in the case of planned changes and existing activities.
 - b. The starting point for risk analysis is to be the work environment policies and guidelines adopted at IGV and SU. Adopted policies also apply to fieldwork/excursions and are thus to be observed in the risk assessment. In the case of major planned changes, such as a reorganisation, the risk assessment is to be in writing and the risks assessed in terms of low, medium and high risk. Proposed measures are to be discussed with safety representatives before they are implemented at the department.
- Remedy risks where necessary (Responsible = manager, Participating = safety representative, employees).
 - a. Risks cannot always be eliminated but are always to be managed in way that minimises/reduces them.
 - b. Method: Risks that cannot/will not be addressed directly are to be assigned a time frame in an action plan. The plan should state WHAT is to be implemented, WHO is responsible and WHEN the measure is to have been implemented. Prioritisation is to be based on how serious the risks have been assessed to be. When the risks are serious and cannot be avoided, there are to be written instructions on how the work will be carried out.
- Follow-up of every measure taken (Responsible = manager, Participating = safety representative, employees).
 - a. Every measure taken is to be checked for adequate performance.

- b. Method: Go through the plan of measures and verify that all the measures have been implemented and checked. Measures which for some reason have not been implemented are to be assigned a time frame and addressed as soon as possible.

More information is available on Su's website.

Accessibility

According to the guidelines at SU will the University work to reach out to all staff and students in our communication. Below are some tips on how we can meet the requirements/needs of availability with special focus on our students. For complete information on the support SU can offer students with or without disabilities – see SU's website. Any person with special needs is responsible for notifying the teacher or the contact person for this, so that the necessary action, if possible, can be taken.

The following section describes some common forms of support for increased availability.

Adaption of premises

At Stockholm University, we work for getting the premises available. If the premises need to be adjusted contact Fastighetsavdelningen, e-mail: tillganlighet_fastighet@su.se

Note support

A student who, because of their disability, are not able to take notes from lectures, seminars etc can get help with this. Students can organize this by them self by asking one of his classmates. Sometime the student may need help to find a person and can then turn to the student advisor who can ask the students by e-mail, advertise on the institution's webpage or in Mondo. Anyone who take notes for anyone else receive compensations for their work through the Student support.

Examination

Students with disabilities may need to carry out the examination in any other way than the normal. A student is sometimes entitled to individual examination and may then have to perform the exam in a private room or with a small group of fellow students in the same room. This may be appropriate for those who, for example, has allergies, the need to move during the exam, difficulty concentrating or are easily annoyed by others. Often, one of the resource room available at the Student support. Resource room is booked by the student, which notifies in advance. Invigilators arranged by the institution, while his salary is paid through the department of Student support. If necessary, students may be offered extended time for exams or alternative examination after consultation with the examiner decides on extended time for examination or alternative examination after consultation with the examiner who decides on this. Oral examination, examination with the help of computer or home exam may for example occur.

Thesis supervision

There is sometimes an opportunity for students to get extra guidance of the teacher with their essay. It is discussed together with the coordinator and contact person at concerned institution.

Literature as audio book, e-book and Braille

Some students need to use custom textbooks produced by Myndigheten för tillgängliga medier (MTM). MTM adjusts only books that are compulsory reading. It may take about two to four months to produce new audiobook, two months for a book in braille and e-textbook and about one month for enlargements. More information about the MTM available on www.mtm.se. The texts MTM not produce, such as handouts, articles and parts of books, the student can, if necessary get loaded Lecturer by the University Library. Are the texts in e-format, the student can sometimes read the text

using speech synthesis. Stockholm University has speech synthesis ViTal installed in all computer labs.

For audiobooks, the student contact the library at the University to get a download account and information about how to order and download the literature as DAISY-audio book or MP3. Students can make an appointment by e-mail: <mailto:funktionshinder@sub.su.se> or use the drop-in. This can be found here: www.sub.su.se/funktionsnedsattning/talbocker.

There is also an opportunity for the institution itself to order the pre-production of audio books. Then it compulsory literature that is not already loaded and the order must go through the library. For more information, contact Ann-Louise Löfgren at <mailto:ann-louise.lofgren@sub.su.se>.

If the student needs literature in Braille, e-text book or need to scan single documents to translate them into Braille or editable text, the student should contact a coordinator of Student support.

Mentoring

Students with neuropsychiatric or mental disabilities may benefit from a mentor. The mentor, who is usually a student who got further in the studies, works as a coach. The mentor can help plan and organize the studies as well as to interpret and concretize institutions expectations of study data. The coordinator recruits and trains mentors but sometimes need the help of the Department of finding the right person.

Resource

For students with disabilities there are twelve resource room in Studenthuset. The rooms have computers equipped among other things with the speech, spelling corrector, scanner and dictionary. The rooms can be booked and used for studies or for individual examination. If necessary, the institutions will arrange a separate exam room. To be able to use the resource room students need to have access to the reservation system and a key card, which is ordered by the coordinator. Before each new semester, students must activate his card again. The contact person for the resource room can help with this: <mailto:resursrum@su.se>. Information about bedrooms feature available on www.su.se/funktionsnedsattning.

Even in the university library, resource room available for students with disabilities as well as an allergy room. These resource rooms can not be used for the exam. More information is available at: [utrustning i resursrum](#).

Spelling Programs and study tools

All students have the opportunity to download and install the spellcheck programs Stava Rex, SpellRight and Claro Studieverktyg on their home computer for free.

Write Interpreter

Write Interpreter takes place simultaneously from speech to writing and interpreter writes down what is said, either on a computer or on a quick typing keyboard.

Sign Language Interpreter

Interpreters work is coordinated by Enheten för utbildningstolkning vid Tolks- och översättarinstitutet. More information at www.unitolk.su.se.

Students that are studying to be teacher they turn to Student support via e-mail <mailto:tolkgruppen@su.se>.

Rest rooms

There is a rest room in Studenthuset and the key is retrieved in the Infocenter, Studenthuset. The room can not be booked in advance. There are also rest rooms in Södra huset and to get access to them, contact information desk in Frescati, Södra huset, building B, 3rd floor, room B379 (telephone 08-16 24 00).

Hearing loops/Audio

The centrally managed auditoriums (lecture hall 2-11) in Södra huset has induction loops and Frescati Backe 88:6 "The stable" has three halls (610,620,720) IR loops. In auditoriums the hearing loops are activated via Key panels "system startup" and "LOOP T / F" (on/off), while in Frescati Backe 88:6 activated infrared loops automatically retrieves when the AV system is started. In the central teaching facilities in Södra huset are fixed telecommunications loops only in room D416 and D499. For other central labs used portable induction loops. To borrow portable hearing loops contact Lokalservice: <mailto:lokalservice@su.se>.

The following are additional tips to facilitate accessibility to hear what is being said. More detailed measures to facilitate accessibility may be to use a microphone, repeating questions and comments, talk turned towards students/employees, take regular breaks, provide important information both orally and in writing, and to enable group work in small groups.

Contact person for questions about the availability for students at IGV are the student counselor at IGV, responsible teacher or the head of the administration. The principal of studies for PhD at IGV, is together with the head of administration contact person for questions about availability for Phds. The head of administration is contact person for questions about availability for the staff at IGV. The Student support is primarily responsible for questions about aid that can be offered for disability.

Policies at SU and IGV on issues related to work environment

In addition to external work environment regulations, there are also a number of internal policies and guidelines regulating our work environment. These documents have been produced at SU/IGV and are presented below:

- Plan for equal rights and opportunities
- Stockholm University's equality and gender equality plan
- Policy against harassment
- Alcohol and drug policy
- Policy for accessibility
- Policy for the risk assessment of chemical hazards at IGV
- Guidelines for risk assessment in fieldwork and excursions at IGV.

Below follows a summary of the essential content of the above plans, policies and guidelines with reference to the documents in question.

Plan for equal rights and opportunities (students)

The plan for equal rights and opportunities includes the University's three plans for equal treatment, widening participation and accessibility. The plan primarily contains measures for the equal rights and opportunities of students and prospective students. For measures concerning the equal rights and opportunities of employees, please refer to the University's equality and gender equality plan (see also the section below).

Below follows a brief presentation of the essential content of the University's plan for equal rights and opportunities, as well as information on contact persons at IGV/SU who can provide support on these

issues. The points below are based on current regulations in the area, such as the Discrimination Act, the Higher Education Act and the Higher Education Ordinance. The plan can be found on the SU website LINK and has the reference number SU FV-2.12.1-3608-14.

- SU is to be a modern, innovative, dynamic and egalitarian university.
- SU is to be a work and study environment in which we harness the resources that employees and students bring to the University through their diverse backgrounds, life situations and skills.
- Employees and students are to be treated equally and respectfully without encountering prejudice and stereotyped notions.
- Discrimination and harassment associated with one of the grounds of discrimination or sexual harassment are unacceptable and are not to occur at SU.
- SU is to work actively to achieve an even gender distribution in all areas and at all levels. The student composition on both the undergraduate, master and doctoral studies should reflect the society at large and enable more perspectives expressed in the University's education and research.
- SU is to pursue the removal of barriers so that the University becomes a place of work and study that is not only perceived to be, but actually is, open and accessible to all.
- Every employee and student at SU is responsible for the University in its daily activities being an egalitarian place of study and work that is open to all.
- Knowledge of gender issues and work for equal rights and opportunities at universities should be continuously improved among employees and students.
- The institutions should hold annual measures considered to promote equal rights and opportunities for students. The measures towards which it is taking to achieve the above objectives will be documented in an equality/equal treatment plan.
- At institutions that have a local student council, the student council are given the opportunity to be involved in the work for equal rights and opportunities. Students are invited to make suggestions for improvement of the institution.

IGV's contact person for questions concerning the work of equality and gender equality for students is the study adviser and/or IGV's head of administration. Cases of discrimination are to be documented and reported to the university's coordinator for equal treatment of students. The head of department is ultimately responsible for work environment issues at the department.

For support and advice to departments in their work with equal rights and opportunities, Student Services has a coordinator for equal treatment of students, an officer for widening participation and a coordinator and dyslexia specialists who can offer particular educational support for students with disabilities.

Student Services performs annual follow-up of the equality work of the University as a whole, and that of the departments, with respect to students and applicants. The follow-up of the departments' work is done through an online survey addressed to the head of department. The Vice-Chancellor then makes a decision on any measures in response to the follow-up results. The follow-up is available on the University website.

Stockholm University's equality and gender equality plan 2015-2017 (employees)

Stockholm University is to be an egalitarian and gender equal university. As an employer, we are to prevent – and upon cognizance investigate – discrimination and harassment associated with one of the grounds of discrimination or sexual harassment. Below follows a brief summary of Stockholm University's equality and gender equality plan 2015-2017, as well as information on contact persons regarding questions in this area. The content of this plan is essentially consistent with the plan for equal rights and opportunities. The difference is that this plan addresses the University's employees. The entire plan can be found on the SU website and has the reference number SU FV-1.1.2-1267-15.

- SU is to be a modern, innovative, dynamic and egalitarian university.
- SU is to have a work and study environment in which we harness the resources that employees and students bring to the University through their diverse backgrounds, life situations and skills.
- Employees and students are to be treated equally and respectfully without encountering prejudice and stereotyped notions.
- Discrimination and harassment associated with one of the grounds of discrimination or sexual harassment are unacceptable and are not to occur at SU.
- SU is to work actively to achieve an even gender distribution in all areas and at all levels. The first-cycle and third-cycle student composition is to reflect that of society at large.
- SU is to pursue the removal of barriers so that the University becomes a place of work and study that is not only perceived to be, but actually is, open and accessible to all.
- Every employee and student at SU is responsible for the University in its daily activities being an egalitarian place of study and work that is open to all.
- Equality between men and women shall always be taken into account and promoted (Higher Education Act).
- Every department with more than 25 employees is to have a three-year equality and gender equality plan.
- The department is to work to make its working conditions suitable for all employees regardless of sex, ethnicity, religion or other belief.
- The department is to make it easier for employees to combine work and parenthood
- The department is to take measures to prevent employees from being subjected to discrimination, sexual harassment or harassment associated with sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.
- Every department's website is to provide clear information on how possible cases of harassment associated with one of the grounds of discrimination or sexual harassment are handled at the department and the University. This information is to be known among employees.
- The department is to work to give people the opportunity to apply for vacant positions regardless of sex, ethnicity, religion or other belief. These discrimination grounds may not be the basis for denying employment at SU.
- If a category of employees does not have an even gender distribution, the department is to make a special effort to attract applicants of the under-represented sex when new positions arise. Merit and competence is always decisive in the selection of candidates for recruitment.
- The advertisement should contain a request for applicants belonging to the under-represented sex. At SU, an even gender distribution means at least 40% of each sex in a given group¹. For recruitment of teachers see AOSU².
- Salaries at the University are to be individual, appropriately differentiated and objective. Gender neutrality in the application of the salary criteria is an important starting point when setting wages. In order to prevent non-objective salary differences between women and men, departments are to follow SU's Salary policy and Salary criteria when setting wages, see the SU's website.

IGV's head of administration or the head of the department is the contact person for questions concerning equality and gender equality issues. Issues regarding equality / gender issues initiated by an employee must be documented. The department shall draw up an action plan with objectives and actions in the field of equality-/gender equality questions, and this should be updated annually. The department head is ultimately responsible for safety issues at the department. The Human Resources Office has a coordinator for equal treatment and an officer with responsibility for accessibility issues regarding employees, who offer support to institutions on issues of gender and equality.

¹ A political objective for Sweden to work for greater equality

² 5 AOSU, employment regulations for employment and for promotion to teachers at Stockholm University, SU FV 2.3.1.2-0828-14, 1.6

Policy against harassment under the Discrimination Act

Below follows a brief summary of Stockholm University's policy against harassment under the Discrimination Act. The entire policy can be found on the SU website. Ref. no. SU 673-1794-12.

Harassment may not occur at Stockholm University. The Discrimination Act defines harassment as conduct that violates a person's dignity and that is associated with one of the grounds of discrimination sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. Harassment might involve the use of ridicule, depreciation or generalisations of, e.g. female, homosexual or Asian attributes. It might also involve making persons invisible or withholding information, if the act is associated with one of the grounds of discrimination. Particularly serious is harassment when a superior, such as a manager, supervisor or teacher, harasses a person in a dependent position, such as an employee or student. **It is the person subjected to harassment who determines what he or she considers to be offensive.** It is therefore important that the person who feels subjected makes it clear that the behaviour is unwelcome.

Our attitude to each other is to be characterised by respect for each other's differences and opinions, and we are to react when this is not the case.

Employees and students at SU are to be treated equally and respectfully. Subjecting another person to harassment is a serious violation.

IGV's head of administration or the head of the department is the contact person for questions concerning harassment among employees, and the study adviser and/or head of administration is the contact person for questions about harassment concerning students. The head of department is ultimately responsible for work environment issues. If a manager at SU becomes aware that an employee or student feels subjected to harassment in connection with work, the manager has a responsibility to act immediately. Similarly, employees at SU are obliged to act immediately if they become aware that a student feels subjected to harassment in connection with education.

Alcohol and drug policy for employees and students at Stockholm University

Below follows a brief presentation of the policy on alcohol and drugs for employees and students. The entire policy can be found on the SU website. Ref. no. SU 679-3406-08.

- Work and study cannot be reconciled with the consumption of alcohol or other drugs.
- The use of alcohol or other drugs outside of working hours is also not allowed to affect safety, efficiency and well-being at the workplace. This also applies during periods of fieldwork and excursions.
- If problems arise with the use/abuse of alcohol or other drugs, these are to be handled promptly and professionally. See the link above for instructions on how to act at SU in these contexts.
- The head of department is ultimately responsible for the work environment. All managers at the department have a responsibility to act in cases of the abuse of drugs at the workplace.

A person who feels that a fellow employee or student has alcohol or drug problems is to inform their head of department/manager/teacher as soon as possible. Remaining silent out of loyalty may contribute to continued abuse.

Policy for the risk assessment of chemical hazards at IGV

In September 2016, the department board at IGV adopted a policy for the risk assessment of chemical hazards in the department's work environment. The policy contains references to current regulations in the area and a description of how IGV is to work with risk assessments for the handling of chemicals. For full information about this policy, see IGV's website.

(<http://www.geo.su.se/index.php/sv/my-department/work-environment>)

Guidelines for risk assessment in fieldwork and excursions at IGV

In September 2016, the department board at IGV adopted guidelines for risk assessment in fieldwork at the department. The guidelines consist of a check list for risk management and aim to minimise fieldwork risks. The person responsible for the excursion is to perform the risk assessment before fieldwork begins. For full information about these guidelines, see IGV's website.

(<http://www.geo.su.se/index.php/sv/my-department/work-environment>).