

## Work environment and equal opportunities at MBW: assignment of work tasks

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### Appendix 1

Risk assessment of operational change

## 1. Background

Based on its Work Environment and Equal Opportunities Policy, it is the aim of Stockholm University to create a safe and inspiring work and study environment. This assumes that all managers, employees and students will actively participate for the purpose of creating an all inclusive work and study environment. The term 'equal opportunities' refers to the promotion of equal rights and opportunities for all employees and students regardless of their gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Stockholm University is a decentralized organization, the work environment efforts of which are carried out locally by the individual institutions.

## 2. Legislation

The following external governing documents regulate the University's work environment efforts:

- Work Environment Act (AML): SFS 1977:1160
- Work Environment Ordinance (AMF): SFS 1977:1166
- Discrimination Act (DL): SFS 2008:567
- Provisions on Systematic Work Environment Management: Swedish Work Environment Authority's Statute Book (SAM): AFS 2001:1
- Other regulations of the Swedish Work Environment Authority (AFS) applicable to the activities of each department

According to the regulation on Systematic Work Environment Management, it is the obligation of every employer to adopt certain work environment management procedures together with a Work Environment Improvement Plan for the purpose of preventing ill-health and accidents at work and fostering a good work environment.

In addition to legislation in this area, the University relies on a number of internal governing documents such as the Work Environment and Equal Opportunities Policy established by the President including work environment instructions and routines. These can be found [here](#).

## 3. Work environment responsibilities

Every manager, employee and student is expected to take personal responsibility for the shared work and study environment and to contribute to the creation of a good work environment.

The President is ultimately responsible for compliance with the provisions of the Swedish Work Environment Act and the Discrimination Act. In order to ensure compliance, the President has assigned certain work environment and equal opportunity tasks to the Dean of Faculty who in turn, has assigned certain tasks to the Head of departments. The Head of departments can either choose or choose not to assign tasks to the managers within their department.

Accordingly, the Head of departments have ultimate responsibility for managing the work environment efforts carried out within their department together with the Work Environment and Sustainability Group and safety/work environment representatives.

Work environment and equal opportunities activities shall form a natural part of the day-to-day operations and be discussed at meetings and in forums. In order for the work environment and equal opportunity efforts to have an impact, the relevant tasks must be assigned to the person or persons with the best possible opportunity of monitoring such efforts from an organizational and financial viewpoint. Work environment tasks are included in the same area of responsibility as other work related tasks. As part of the distribution of tasks, it is the responsibility of the Head of department to assign tasks to other employees within his/her department (such as the Group Leader, Supervisor, Lab Manager, Administrative Manager). This does not mean, however, that the person assigning a task is him/herself relieved of responsibility. The legal responsibility for the work environment cannot be delegated and thus, lies with the authority in its capacity as employer. The authority is primarily represented by the President.

All employees have an obligation to comply with the laws and regulations applicable to the area of work environment and discrimination including the policies, rules and guidelines established by their employer. All employees are expected to contribute to the work environment and equal opportunity efforts by informing about risks, incidents, illnesses and accidents and by proposing actions, making comments and promoting a good psychosocial work environment.

#### **4. Systematic Work Environment Management at MBW**

The Systematic Work Environment Management is based on collaborations between employers and employees/students. At MBW, the Systematic Work Environment Management aims to prevent ill-health and accidents at work whilst fostering a good working environment.

Key activities in the Systematic Work Environment Management are work environment and operational risk assessments.

##### **4.1 Work environment assessment**

Physical, organizational and social working conditions must be continuously assessed. Inspections and assessments may take the shape of safety/work environment inspections, measurements, employee surveys, development talks and group meetings. Work involving

special hazards and/or major changes should be assessed against the risk of accidents and ill-health (see Appendix 1) following which, appropriate actions must be taken before work starts. It is important to note that such assessment must incorporate the work environment of all the employees.

#### 4.2 Risk assessment and actions

All risks at work, including physical, organizational and social risks, must be identified and assessed on a continuous and systematic basis – whether in connection with a planned or ongoing operational change. It is the responsibility of the first-line manager (e.g. Group Leader, Lab Manager, Supervisor or Administrative Manager) to ensure that a risk assessment is carried out. Risk assessments must always be documented in writing and signed by a manager (Head of department, Group Leader, Lab Manager, Supervisor or Administrative Manager) before being approved and registered by a safety representative. It should be evident from the Risk Assessment Report what actions are to be taken and by whom. The Risk Assessment Report should also include an Implementation Plan and where appropriate, written instructions on how the recommended actions should be carried out in order to eliminate/minimize hazardous tasks (Appendix 1: Risk assessment of an operational change; KLARA; BARA). The Risk Assessment Report should be readily available near the task in question so that those employees responsible for carrying out the task can easily read and take note of the instructions and advice provided. A copy of the Risk Assessment Report should be forwarded to the Head of department and the Work Environment and Sustainability Group.

#### 4.3 Annual review

All Systematic Work Environment Management efforts carried out should be reviewed on an annual basis. Established and adopted actions should be subject to regular reviews to ensure appropriate implementation and effect whilst avoiding the creation of new hazards. Actions that are deemed insufficient should be supplemented or re-reviewed. The Systematic Work Environment Management efforts carried out shall be reviewed at every organizational level. Group meetings shall provide a forum for monitoring action plans and any actions taken. It is the responsibility of the first-line manager (e.g. Group Leader, Lab Manager/Curator/ Administrative Manager) to ensure that a review is carried out.



#### Process description

A circle that describes Systematic Work Environment Management and how the different processes interact.

## 5. Work Environment and Sustainability Group

MBW has decided to set up a Work Environment and Environment Group, the responsibilities of which will include to systematically work with work environment and environment issues and draft the following departmental action plans:

- Work Environment Action Plan
- Environment Action Plan
- Equal rights and opportunities Action Plan

The group shall, to the extent possible, consist of representatives for the various staff categories at the University.

## 6. Distribution of work environment tasks within MBW

In order to meet the legal requirements for a safe and healthy work environment, MBW needs people at all levels of the organization with a good overview of their specific activity. Though not authorized to assign legal responsibility, the Head of department does have the right to assign supervisory and work related tasks to different employees within his/her department. In other words, the Head of department has the ability to allocate/assign specific actions as well as supervisory, informative and reporting tasks to Group Leaders and supervisors within the department.

### 6.1 Prerequisites for the assignment of work environment tasks

A number of prerequisites must be met for the distribution of work environment tasks to fulfil their purpose and become legally sustainable. These conditions are:

- There must sufficient reason to assign a task such as when the sheer magnitude of activities makes it impossible for the Department Manager/Head of department to monitor them from every aspect.
- The person assigned a task should hold a relatively independent position in order to make their own decisions on issues relating to the work environment. Hence, the recipient of a task should be an individual person representing the employer in one way or another and not a group (Group Leader, Supervisor, Lab Manager, Curator or Manager).
- The assignment of a task must give the recipient authority to correct deficiencies in the work environment.
- The recipient of a task must otherwise have the skills needed to perform the task.
- The distribution of work tasks should clearly specify what type of tasks have been assigned and to whom.

## 6.2 Procedure for the assignment of work environment tasks

The Head of department assigns tasks to every person in his/her organization (such as Group Leader, Administrative Manager, Lab Manager, Curator, ECF Director).

*Tasks must be assigned on an individual basis and in writing* - a document should be signed by both the person assigning the task and the person receiving the task. The document should include details of:

- the person assigning and the person receiving the task
- the tasks assigned
- the person assuming responsibility for the task in the event of absence or ambiguities
- what procedures apply if the task is to be returned

In each case, the prerequisites for the assignment of tasks must be met. If not, the work tasks will remain the responsibility of the Head of department.

*Continued supervisory duty* - the person assigning a task has a continued duty to ensure that the task assigned is properly and appropriately carried out.

*Task recipient absent* - if the recipient of a task is absent, the responsibility for that task shall remain with the task recipient unless otherwise agreed. The Head of department is responsible for any ambiguities that may arise.

*Task assignment commencement date* - if the recipient of a task does not have any previous experience, training and knowledge of the task, he/she should not be assigned the task. This is evident from the prerequisites for the assignment of tasks (item 6.1).

## 6.3 Return of work task

If the recipient of a work environment task cannot find a solution to certain work environment issues due to insufficient resources or authority, the task should be returned in writing to the Head of department. If the Head of department and task recipient cannot agree on what action should be taken to rectify a specific issue, the person having assigned the task shall be notified in writing and assume responsibility for the task.

## Appendix 1 - Risk assessment of operational change

*Under Section 8 of the Swedish Work Environment Authority's Statute Book (AFS) 2001:1, the employer must carry out a risk assessment of the proposed change and make recommendations on what actions should be taken before making a decision. The employer shall give all employees, safety representatives and student safety representatives the opportunity to partake in the Systematic Work Environment Management - Section 4 of the Swedish Work Environment Authority's Statute Book (AFS) 2001:1*

<b>Date</b>	
<b>Department/Place of work</b>	
<b>Participant</b>	Employer: Principal Safety  Representative/Safety  Representative: Student Safety

### The change concerns:

<b>Physical/Technology</b> ] (premises, machinery, tools, equipment, etc.)	<b>Work content</b> ] (content and composition of tasks)	<b>Work organization</b> ] (how the work is managed, organized, etc.)
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### Background

*Attach documentation – such as Proposal Memo, financial documentation, drawings, etc.*

### Employees' work environment and health

*What impact will the proposed change have on the work environment and health of the employees? Assess the physical, psychological and social effects of the proposed change on the work environment of the employees*

**Expected positive effects:**

**Concerns, risks, adverse effects, etc.:**

### Risk assessment and action plan

*Complete the attached document 'Risk inventory, assessment and action plan for work environment changes'*

**The Risk Assessment and subsequent proposal for appropriate actions are approved:**

Responsible Manager:

Safety Representative:

Date:

Date:

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Clarification of signature:

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Clarification of signature:

### Follow up and evaluation of change

Date:

## How:

**By whom:**

*Methods for following-up and evaluating a change can, for example, include a safety inspection or a work environment survey.*

## Appendix 1: Risk inventory, assessment and action plan for work environment changes

[illegible]

\*How likely is it that incidents of ill-health or accidents will occur at work? What are the potential consequences?





## Work environment and equal opportunities Written assignment of work tasks to a Group Leader

The Head of department has decided to assign the following work environment tasks to Group Leader:

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Title Name

Stockholm University and MBW provide the necessary organization for informing about and maintaining the provisions of the Work Environment Act, Work Environment Ordinance, relevant sections of the Social Security Code on health insurance and other regulations, rules and agreements applicable to these areas and the existing occupational health and safety organization. As Group Leader, you should have insight into the organization and acquire the necessary knowledge about the work environment legislation that regulates the research activities conducted under your leadership and supervision.

### *Group Leaders should:*

- Continually and in dialogue with other group members, organize the work of his/her research group and any other activities carried out under his/her leadership so as to promote a good physical, organizational and social work environment.
- Promptly take action if deficiencies arise in the work environment.
- Be responsive to the work ambience among the members of the group and if necessary, address potential conflicts, collaborative and/or relationship issues and immediately act on the slightest suspicion of discrimination, harassment, sexual harassment or discriminatory abuse.
- Conduct a written risk and impact assessment of future changes to the current work methods or within the premises.
- Present the Head of department with a proposal for actions prior to an organizational change.
- Report to Stockholm University, via SAMIR, any accidents and incidents that may arise within the premises or the research group.
- Ensure that any deficiencies documented in the Safety Inspection Report are addressed.
- Encourage initiatives to improve the physical, organizational and social work environment.
- Ensure that everyone located on the premises and working under the leadership of the Group Leader has read and fully understood the instructions as set forth in the MBW document [Laboratory Safety and Management](#).
- Ensure that everyone located on the premises and using appliances in their work has received the training and instructions required for such work.
- Ensure that chemicals, biological material including genetically modified organisms (GMOs), genetically modified micro-organisms (GMMs), pathogenic organisms and laboratory animals are handled on the premises in accordance with the applicable regulations and permits.
- Ensure that the rehabilitation needs of the employees under the leadership of the Group Leader are clarified and that all necessary vocational rehabilitation actions are taken in line with the provisions of the Social Security Code. Any costs incurred in connection with preventive or rehabilitative actions shall be borne by the research group fund (up to a maximum amount of SEK 10,000/group member/year).
- Return to the Head of department any work environment issues that the Group Leader is unable to handle.



Stockholm  
University

Department of Molecular Biosciences,  
The Wenner-Gren Institute

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**Signatures**

GROUP LEADER

HEAD OF DEPARTMENT

DATE

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**Return of assigned work task**

**Employee**

EMPLOYEE, SURNAME AND FIRST NAME
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**Return of task**

RETURNED TASK
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REASON FOR RETURNING TASK
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**Return task recipient**

RECIPIENT, SURNAME AND FIRST NAME
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**Signatures**

EMPLOYEE	RETURN TASK RECIPIENT	DATE
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*Following signature of this document, each party to retain one original copy*

Core values
▶ Legal information
▶ Organisation
▼ <b>Governing Documents - Rules and regulations</b>
- Archive & registry
- Communication & collaboration
- Education
- Environment
- Facilities & properties
- Finances, procurement, foundations & companies
- Gender equality, equal terms and broader recruitment
- Goals & operations
- IT
- Organisation & decision-making structures
- Personnel
- Processing of

# Work environment and equal opportunity policy

**On 21 November 2019, the President of Stockholm University approved the Work Environment and Equal Opportunity Policy for Employees and Students at Stockholm University (ref. no. SU FV-1.1.2-3914-19). Replaces earlier decisions: Work Environment Policy (ref. no. SU 672-0703-10) 2010-03-25, Policy for equal rights and opportunities (ref. no. SU FV-2.12.1-3608-14 and ref. no. SU FV-1.1.2-1967-15) 2015-06-18, Policy against harassment according to the Discrimination Act (ref. no. SU 673-1794-12) 2012-06-14, Policy against sexual harassment (ref. no. SU 601-3494-10) 2011-03-31 and Policy against victimisation/bullying at Stockholm University (ref. no. SU 679-3407-08) 2009-01-29.**

*Responsible unit:* Human Resources Office

*Contact:* Anna-Karin Huggare

(The document has been reviewed in 2021.  
2020: The title Vice-Chancellor has been changed to President.  
2021: The wording head of department/equivalent refers to head of department, director subordinate to the dean, and/or head of office within the university’s administration.  
The wording department/equivalent refers to department, centre organisationally placed under a faculty, and administrative office.)

## Introduction

The purpose of the policy is to clarify Stockholm University’s view of work environment and equal opportunity issues, and it shall constitute the basis for the common approach that is to characterise the work environment and equal opportunity efforts at the university. The policy has its point of departure in the Work Environment Act, the Swedish Work Environment Authority’s code of statutes and the Discrimination Act.

Based on its Work Environment and Equal Opportunities Policy, it is the aim of Stockholm University to create a safe and inspiring work and study environment. This assumes that all managers, employees and students will actively participate for the purpose of creating an all-inclusive work and study environment. The term ‘equal opportunities’ refers to the promotion of equal rights and opportunities for all employees and students regardless of their gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

## Work environment and equal opportunity policy

Stockholm University shall offer good conditions and opportunities for employees and students. The work and study environment shall safeguard the resources that employees and students with different backgrounds, life situations and expertise add to the university. Everyone shall treat each other respectfully and at Stockholm University there is a zero tolerance for discrimination, harassment, sexual harassment and victimisation.

The work environment and equal opportunity work at Stockholm University shall have a preventive focus and all employees and students shall jointly take responsibility for the university’s strive to

personal data
- Research
- Safety, security and irregularities
▶ Work environment & health
▶ Sustainable Campus
▶ Quality enhancement work at Stockholm University

continuously improve the work and study environment. We form each other’s work environment and all employees and students are responsible for actively contributing to a good physical, organisational and social work environment.


Responsibility

Every manager, employee and student is expected to take personal responsibility for the shared work and study environment and contribute to a positive working atmosphere.

The Vice-Chancellor is ultimately responsible for compliance with the provisions of the Swedish Work Environment Act and the Discrimination Act. To be able to ensure this, the Vice-Chancellor has assigned tasks concerning the work environment and equal opportunities to the deputy vice-chancellor, the deans and the University Director, who in turn delegate tasks to department heads and the equivalent. The head of department/equivalent can choose to further delegate tasks to other managers at their department/equivalent.

All employees and students at Stockholm University have an obligation to comply with the laws and regulations that exist in the work environment and discrimination field, and to comply with the policies, rules and guidelines/equivalent that the employer/education provider has enacted.

Attached files

 [Work environment and equal opportunity policy](#) (165 Kb)

**Last updated:** July 2, 2021  
**Source:** [Human Resources Office](#)  
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CONTACT

Governing Documents – Rules & Regulations

Please contact the Office of the President if you have questions concerning Stockholm University's governing documents.  
**Email:** [organisation@su.se](mailto:organisation@su.se)

The rules and regulations found here in English consist of only a selection of the University's applicable rules and regulations. A complete collection can be found in Swedish by following the link [www.su.se/styrdokument](http://www.su.se/styrdokument)

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