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Final version after collaboration
20 March 2018

Instructions for work environment collaboration within local health and safety committees at Lund University

The local health and safety committee is to be a preparatory and advisory body at the faculty level (equivalent), and support the faculty management in matters relating to the planning, implementation and follow-up of the systematic work environment management within the University. The establishment and composition of the committee, as well as the formal requirements regarding its meetings, are governed by the local collective agreement on work environment collaboration at Lund University (STYR 2017/1659). In other areas, the local health and safety committee determines its own work procedures concerning sub-committees or working groups, for example.

The present instructions for the local health and safety committee complement the agreement, and were drawn up in collaboration between the employer and the trade unions.

Delimitations

The local collective agreement and the present instructions concern collaboration issues in the workplace. If the local health and safety committee wishes to address environmental, safety, fire safety, gender equality, equal opportunities, discrimination and other issues, the respective faculties should prepare instructions for such work.

1. Quorum

The employer determines the work environment measures to be taken and the decision-making scheme to be applied.

The local health and safety committee may, among other things, decide to:

- request investigation, inspection and follow-up of the work environment conditions at the faculty
- make statements and deliver information
- summon work environment managers to the committee
- turn over cases to the central health and safety committee for processing
- turn over cases to the department for processing.

2. Remit of the local health and safety committee

The local health and safety committee is to:

- ensure that the allocation of tasks is clear and that the conditions for conducting systematic work environment management are good
- follow up on regularly compiled summaries of ill health, accidents and serious incidents included in the follow-up of the systematic work environment management



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- draw up proposals for decisions regarding objectives and focus of the faculty's work environment management
- be a reference group in case of faculty-wide changes concerning new or changed premises, equipment, work procedures, working methods and organisation
- be a reference group in the planning of the use of substances, e.g. chemical or biological, that may cause ill health or accidents
- prepare the planning of faculty-wide work environment training
- be a reference group to the central health and safety committee in matters relating to the assignment and scale of joint expert resources
- ensure that the overall rehabilitation and adaptation processes are known and applied
- process cases received from departments
- address issues initiated by health and safety representatives/trade unions
- address issues concerning the division of health and safety areas
- propose work environment measures to the faculty board. The proposals may also include information on the resource to ensure its implementation.
- based on the departments' follow-ups of the systematic work environment management, annually submit to the central health and safety committee a report on the current situation and any planned measures to improve work environment management at the faculty
- provide the faculty departments with a summary of the annual follow-up of the systematic work environment management at the faculty
- on request, provide supporting documentation to the central health and safety committee concerning other issues involved in systematic work environment management

The local health and safety committee does not process cases concerning individuals.

3. The local health and safety committee's agenda

At the local health and safety committee's meetings, the following issues shall be addressed:

- previous minutes
- follow-up of adopted measures
- current work environment issues and any plans concerning the work environment for students drawn up in other bodies, e.g. education boards or similar
- incidents and occupational injuries
- sick leave and rehabilitation
- preventive and health-promoting measures
- issues raised by health and safety representatives, principal health and safety representatives, student health and safety representatives, the employer or the central health and safety committee



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- received reports of the organisations' annual follow-up of systematic work environment management
- issues concerning the efforts of the Occupational Health Service and Student Health Centre, as needed
- possible inspection reports from other public authorities
- establishment of health and safety areas

4. Instructions for members of the local health and safety committee

In order to fulfil their duties, the members of the committee are to:

- stay informed of the work environment conditions within the faculty, the working conditions for occupational categories with special needs, and any changes planned by the organisation
- participate in the training offered at the University regarding work environment legislation, the Swedish Work Environment Authority's regulations, and local work environment rules.

Confidentiality

The health and safety representatives and members of the health and safety committee are entitled to access all documents necessary for them to perform their duties. However, they may not, without authorisation, disclose or use information about the personal circumstances of an individual, for example, unless it is clear that the disclosure would not cause the individual or any related person to suffer.

Conflict of interest

See the University's Rules of Procedure, chapter 6.