

POLICY - SYSTEMATIC WORKPLACE ENVIRONMENT MANAGEMENT



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

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Policy for systematic workplace environment

1. Each of the board members and administrators have a collective responsibility to report shortcoming in the physical, organizational and social workplace environment.
2. A safety representative is appointed by the full-time remunerated positions of the union. The president and vice-president do not hold the right to vote or be a safety representative themselves.
3. The safety representative is appointed for each year of business and may be appointed for several periods.
4. Censure can be stated towards the safety representative and be replaced by the board of the union through absolute majority vote.
5. The safety representative serves several purposes and will:
 - a. Obtain basic knowledge about the workplace environment.
 - b. Participate in the union's systematic workplace environment management.
 - c. Serve as a contact person for questions regarding the inner workplace environment for the workers within the union, unlike the central representative for the workplace environment who serves students.
 - d. Constantly keep an eye on eventual shortcomings related to workplace environment
6. Shortcomings related to the workplace environment should be reported to the safety representative or presidium.
7. The safety representative attends regular meetings with its own presidium at least once a month and when needed.
8. The meetings between the safety representative and the presidium should deal with the physical, organizational and social workplace environment. This includes matters regarding workload or conflicts within the group.
9. A new date must be set within five days if a meeting between the safety representative and presidium is canceled.
10. Severe shortcomings must be noted and, if possible, be dealt with immediately. If an extra meeting between the safety representative and the presidium is needed, it should be made three days following the time that said failure came to attention.
11. An identified risk should be treated through the following steps:
 - a. Investigate
 - b. Risk assessment
 - c. Remedy
 - d. Follow-up
12. A risk assessment should be graded through level of severity:



- a. Severe, remediate immediately.
- b. Less severe, plan and document a remedy within the action plan.
- c. Non-severe, no need for remediation.

13. All risks and shortcomings must be documented and registered in the action plan. The planned remedy must be documented as well as how, when and by who it's made.

The action plan is followed up during every ordinary meeting between the safety representative and the presidium.

