

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 board of Consensus.
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 he/she can 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.
7. The safety representative shall treat identified risks regarding the physical, organizational and social workplace environment. This includes matters regarding workload or conflicts within the group.
8. The safety representative shall have continuous dialogs with the board of Consensus concerning the systematic workplace environment management and raise active action plans for discussion at at least four board meetings per fiscal year.
9. Severe shortcomings must be noted and, if possible, be dealt with immediately. An action plan must be established within three working days of the shortcoming being noted and be discussed at the following board meeting.
10. An identified risk should be treated through the following steps:
 - a. Investigate
 - b. Risk assessment
 - c. Remedy
 - d. Follow-up
11. 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.



12. 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 the subsequent board meeting where the systematic workplace environment management is discussed.

