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UNIVERSITY

Department of Political Science

## Work Environment Policy for the Department of Political Science including Targets for 2021–2023 and Action Plan for 2021

*At its meeting on 17 March 2021, the board of the Department of Political Science approved the present Work Environment Policy. The policy is a local application of the Work Environment Policy for Lund University and was drafted in compliance with the requirements stated in AFS 2001:1 Systematic Work Environment Management and AFS 2015:4 Organisational and Social Work Environment. The policy, produced in consultation between the head of department, the health and safety representative and representatives of the teaching staff, administrative staff and students on the departmental board, states the overall direction of the department's work environment management and targets for 2021–2023, and concrete measures for 2021. A particularly prioritized field for the present policy period is to pay attention to the consequences of the coronavirus pandemic, both in short and long view, and to create conditions for all co-workers and students to carry out their tasks well under good working conditions, physically and psychosocially, regardless of the forms of teaching, scientific research and administration. The Work Environment Policy works together with the department's 2021–2023 Plan for Gender Mainstreaming and Equal Opportunities.*

### **Work environment management at the Department of Political Science – an introduction**

Preventive work environment management leads to a positive work environment that benefits everyone. Pursuant to the Work Environment Act, work environment management is to be conducted in a systematic manner and included as a natural part of daily activities. This means that working conditions are to be continuously reviewed, risks assessed, addressed and followed up, and knowledge and information on work environment matters disseminated in the workplace. Systematic work environment management covers all physical, psychological and social conditions of significance to the work environment. In this respect, issues of gender equality and equal opportunities constitute an important and integral part of work environment management. These issues are dealt with in greater detail in a separate plan (*Plan for Gender Mainstreaming and Equal Opportunities for 2021–2023*).

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At the Department of Political Science, the head of department, as the person responsible for the work environment, is in charge of the relevant work, conducted in close cooperation with the department's employees and students.

Pursuant to the regulations *AFS 2001:1 Systematic Work Environment Management* and *AFS 2015:4 Organisational and Social Work Environment*, there is to be a work environment policy in every workplace, as part of work environment management. The policy is to describe how the working conditions are to prevent ill health and accidents in the workplace and how a satisfactory work environment is to be achieved.

## **Work Environment Policy for the Department of Political Science – overall goals**

Increased profiling and competition within and between higher education institutions have raised the demands on the Department of Political Science as a research and education environment. Likewise, the requirements on the department as a workplace and work environment have intensified in a more general sense. The research and education conducted at the department are to be competitive and characterised by high quality, stimulating creativity and innovative thinking. Research and education are also to be conducted in agreeable forms, in functional premises that are fit for purpose, accessible and adapted to all employees and students to the extent necessary.

It is in the department's interest to ensure that, while research and education activities are competitive and maintain high quality, the quality of the work environment for staff and students is good. It is essential that the department's most important resource – people – thrive and function well in their work and can be offered a safe, secure, stimulating and inspiring work and study environment. In light of the special nature of a university department in terms of conditions for employment, work and study, with high performance requirements, a significant element of independent work and sometimes unclear boundaries between work and leisure time, the prevention of psychosocial problems, such as negative stress and burn-out, form a particularly important component of work environment management. In this regard, a good atmosphere for discussion at the department is very important, along with respectful interaction amongst employees and between employees and students. Victimisation is not accepted at the work place or in the study environment, and there is zero tolerance for all forms of harassment. Alcohol and drug-related problems are also to be taken into account in efforts to ensure a positive work environment.

In recent times, increased international recruitment has resulted in a larger number of employees with no knowledge of Swedish and fixed-term contracts. This increases the need for appropriate information concerning the department's activities, organisational structure, administrative procedures and core values.

Work environment management is included as a natural part of the department's plan of activities and individuals are to have opportunities to influence it. Resources for preventive work environment management and for information and training about these issues are to be available.

## **Responsibility for the work environment**

The head of department is responsible for ongoing work environment management at the Department of Political Science and for the inclusion of work environment aspects in the

planning and implementation of all activities. The head of department is responsible for ensuring that the work is conducted in compliance with the intentions of the Work Environment Act and the Discrimination Act, with the aim of ensuring that no employee or student is injured or hurt in the workplace or study environment, whether physically or mentally. On occasions when the head of department is unable to assume this responsibility for some reason, he or she is to inform the dean of the Faculty of Social Sciences for further management of the issue.

Everyone working or studying at the department has a responsibility for ensuring that shortcomings or risks are addressed and resolved. Instructions, regulations and procedures are to be complied with and risks reported to the head of department. The health and safety representative and the student representative, through their role and expertise, are an important resource in work environment management, as well as the departmental board and the department's working group for gender equality, equal opportunities and diversity. However, none of these people is responsible for the work environment. The ultimate responsibility always rests with the head of department.

### **Action plans and procedures**

One cornerstone of efforts for a good work environment is to have in place action plans and procedures for how to prevent and address any problems that arise. These action plans and procedures, drawn up in consultation with, and followed up by, the board of the Department of Political Science, are to be familiar to all those concerned. A professional development plan is to be drawn up in dialogue with the individual before each academic year. A well thought-out induction programme is to be in place for employees and for students in connection with the start of both free-standing courses and degree programme courses.

Another foundation of work environment management is that the head of department and the departmental board continuously stay abreast of developments in the work environment. Regular staff meetings, safety inspection rounds, staff appraisals, departmental away-days and follow-up of action plans for the work environment are examples of preventive work environment-related activities at the Department of Political Science. Active rehabilitation work and occupational injury management are to be implemented if an injury has occurred. Monitoring of the students' study environment is to be done through special inspections and course evaluations including questions regarding the physical and psychosocial environment.

### **Knowledge requirements and allocation of duties (delegation)**

The head of department and others whose work duties include work environment management are to have good knowledge of the organisation and be familiar with the work environment regulations that apply within the physical as well as the psychosocial area. It is the duty of the head of department to ensure that employees and students are informed about how these regulations are to be applied and to see to it that those concerned have the knowledge required to avoid illness or injury. Special importance is to be attached to the induction of new employees, both Swedish-speaking and non-Swedish-speaking. The head of department's responsibilities also include overseeing the application of the regulations to the organisation as a whole.

Where necessary, the head of department can allocate the work environment management duties to someone with the expertise required for these duties. Such an allocation of duties (delegation) is then also to cover the authority and resources needed to carry out the work. However, the responsibility for overseeing the organisation always remains with the head of department.

### **Risk assessment, measures and follow-up**

Risks at work at the Department of Political Science are investigated and assessed in a systematic manner. This applies to both physical and mental risks, such as the risk of negative stress or burn-out, for example. Factors that can affect the work environment and that are included in the risk assessment are work management, workload, work organisation, work rate, working hours, content and form of work duties, insecure terms of employment, conflicts of various kinds (including academic), victimisation, threats, harassment and opportunities for influence. The risk assessment includes daily contact with employees, staff appraisals, staff meetings, surveys, health and safety inspections, and various kinds of measurements, such as the flow of air in teaching premises. Risk assessments are always to be documented and result in proposals for measures to eliminate or minimise the risks. The head of department is responsible for ensuring that risk assessments are carried out.

Before decisions on reorganisation, savings, cuts, new investments, construction or conversion of premises, or other changes to the department's activities, work environment aspects are always to be taken into account, risks investigated and consequences assessed in collaboration with employees and students. Measures are to be taken to prevent, as far as possible, any negative effects and to minimise risks for the organisation going forward. The systematic work environment management as a whole is followed up annually in consultation with the University's principal health and safety representative and the Facilities Planning office, according to the cycle for consultation established by the Faculty of Social Sciences.

Particular focus area – consequences of the coronavirus pandemic for the work environment

During the current policy period, particular attention will be given to work environment consequences of the coronavirus pandemic, both in the short and long view. The transition to digital and hybrid teaching has brought major challenges for teachers and students; cancelled and postponed research activities as well as restricted mobility have created new conditions for the research; a substantially increased element of telework and homework have basically altered the work situation for the co-workers raising a number of work environment related questions, both physical and psychosocial ones. These altered forms of work forms in teaching, research and administration, will to an extent probably characterise the work in the future as well, leading to important considerations of the work environment character. Centrally considered focus areas in the work environment management as a consequence of the pandemic are, for example, as follows:

- the extent of the work environment responsibility and content in increased amount of homework;
- physical work environment in increased amount of homework (e.g. ergonomics and possibility of seclusion);

- psychosocial work environment an increased amount of homework (e.g. experience of isolation/loneliness, increased anxiety, depression, deficient motivation, reduced creativity, reduced efficiency);
- risk of fragmentation of management and increased need of coordination in increased amount of homework;
- protect a good work environment for a friendly collegial tone of voice and a collaborative climate at digital meetings and seminars;
- consequences of altered work conditions for teachers and students with increased amount of digital teaching;
- consequences of altered work conditions for research and researchers;
- consequences of altered work conditions and research conditions for research students;
- consequences of altered working conditions administrative staff in increased amount of homework and digital interaction;
- unclear boundaries between work and leisure in increased amount of homework;
- increased absence due to illness among co-workers as a result of altered working conditions.

### **Work environment management targets for 2021–2023 and action plan for 2021**

<b>2021–2023 work environment management targets at the Department of Political Science</b>	<b>Action plan for 2021</b>	<b>Person responsible/function</b>
<b>Organisation</b>		
Annual staff appraisals/salary appraisals/salary-setting appraisals are to be conducted with all employees.	Head of department and/or assistant head of department are to conduct staff appraisals/salary appraisals/salary-setting appraisals.	Head of department; dep. head of department RS*; dep. head of department FCS**
Professional development plans are to be in place for all employees.	A professional development plan is to be produced after each staff appraisal.	Head of department; dep. head of department RS*; dep. head of department FCS**
All supervisors in research studies are to undergo supervision training or be able to demonstrate equivalent expertise.	Supervisors in research studies who have not undergone supervision training are to have done so by the expiry date of the action plan.	Dep. head of department RS*; director of studies for research studies
Work on gender equality and equal opportunities issues is to be integrated into the systematic work environment management. A special plan for gender mainstreaming and equal opportunities is to be in place.	The department's plan for gender mainstreaming and equal opportunities 2018–2020 is to be followed up and integrated. Work with a new plan for 2021 is to be started during 2020.	Head of department; chair of the working group for gender equality and equal opportunities; health and safety representative
The systematic work environment management is to be followed up annually.	Head of department and health and safety representative are to follow up in consultation with the principal health and safety representative and the Faculty of Social Sciences as well as with the department board and the doctoral student council.	Head of department; building supervisor; department board; doctoral student council

2021–2023 work environment management targets at the Department of Political Science	Action plan for 2021	Person responsible/function
Ill health and absence due to illness		
Negative stress in the work environment is to be counteracted, stress related to homework and digital work environments in teaching, research work and administration is to be paid special attention to.	Negative stress related to homework and digital work environments is to be paid special attention to for this year's staff appraisals. Work on clarifying expectations in various staff groups continues, as does the work on preventing conflicts, especially for digital interaction.	Head of department; dep. head of department RS*; dep. head of department FCS**; director of studies for research studies; convenor of the board of researchers; health and safety representative; department board; doctoral student council
Special psychosocial inspection to be conducted annually.	Psychosocial inspection to be conducted by the head of department and the health and safety representative during the spring semester 2021. Special attention is to be given to the consequences of the corona pandemic regarding the physical and psychosocial work environment. The result is presented to the department board and to members of staff.	Head of department; health and safety representative
Zero tolerance of occupational injuries.	See preventive measures. Special attention is given to occupational injuries related to telework and homework in collaboration with the Occupational Health Service.	Head of department
Annual compilation of any work-related incidents to be prepared.	Head of department is to prepare the compilation in consultation with the health and safety representative.	Head of department; health and safety representative
Long-term absence due to illness is to be monitored and, if possible, reduced.	See preventive measures. Special attention is given to long-term absence due to illness possibly linked to the consequences of the corona pandemic.	Head of department
Rehabilitation appraisal to be conducted with each employee who is on long-term sick leave; a rehabilitation analysis is to be carried out.	Head of department/dep. head of department is responsible for ensuring that the rehabilitation appraisal is held and the rehabilitation analysis carried out. The work is to be done in consultation with Human Resources and the Occupational Health Service.	Head of department/ dep. head of department RS*; dep. head of department FCS**

2021–2023 work environment management targets at the Department of Political Science	Action plan for 2021	Person responsible/function
Preventive measures		
The department is to have a well-functioning digital work environment, both physically and psychosocially, for homework and teleworking as well as for work in the departmental premises.	Co-workers are to be given possibility of digital competence development. Informational efforts are to render raised awareness of the possibilities of homework and teleworking and limitations, as well as of work environmental challenges bound up with digital interaction.	
Health promotion	Encourage and inform employees about health promotion opportunities, including reimbursement of health promotion expenses up to SEK 1 870/year.	Head of department; assist. head of department; health and safety representative
Health promotion	Opportunity for health promotion/exercise to be offered to all employees, 1 hour/week, between 11:00 and 14:00.	Head of department; health and safety representative
Health promotion	Opportunity for massage during working hours at reduced cost offered to department employees is considered.	Head of department
Staff welfare	Kick-off away-day in August; Christmas party in December; annual research retreat; breakfast in relation to teacher meetings; after work in relation to plan and mid seminars; special inspirational seminars for doctoral students; “inspiration seminars” for teaching staff. Activities are carried out in physical form as soon as circumstances allow so. Digital alternatives	Head of department; assist. head of department; director of first and second cycle studies; director of research studies; chair of the working group for gender equality and equal opportunities; health and safety representative
Staff welfare	Generously supplied common room with complimentary coffee and free fruit; fruit basket 2 times/week. To be resumed as soon as circumstances allow.	Head of department
The department strives to be a working and study place free from alcohol and drugs. Alcohol may be consumed moderately in office parties and at representations. No one is to feel questioned for choosing to refrain from alcohol.	All alcohol consumption in connection with office parties and representations is to be approved by the head of department. Alcohol consumption is to be handled with discernment, and non-alcoholic alternatives are always to be offered.	Head of department

<b>2021–2023 work environment management targets at the Department of Political Science</b>	<b>Action plan for 2021</b>	<b>Person responsible/function</b>
New employees are to be given good information about the workplace and work environment management and about the benefits inherent in government employment.	Documentation on procedures for the induction of new employees to be made available at Svetnet. Special attention is to be given to consequences of the corona pandemic regarding the introduction of new employees.	Head of department; assist. head of department RS*; dep. head of department FCS**; director of research studies; web editor
Visiting researchers who stay at the department are to be given good information about the workplace and the University and as far as possible to be offered office space.	Procedures for the reception of visiting lecturers to be made available at Svetnet.	Head of department; building supervisor; dep. head of department RS*; web editor
The department is to be a well-functioning environment using two languages in parallel, in which all relevant information is to be available in both Swedish and English.	Implementation of the department's language policy to be followed up regularly. All members of staff should be encouraged to develop language skills in Swedish and/or English.	Head of department; dep. head of department RS*; dep. head of department FCS**; head of department for coordination of research; director of FCS**; director of RS*; department board
Work descriptions for and role allocation between administrative staff, including back-up functions, are to be clear.	Work descriptions should be continuously updated, in particular in connection with new recruitments of administrative staff and are to be made available at Svetnet.	Head of department; web editor
Work and teaching premises are to have a satisfactory indoor climate.	All perceived problems are to be reported to Akademiska Hus.	Head of department; building supervisor; health and safety representative; caretaker
Work and teaching premises with their fixtures and fittings are to be in good conditions, including digital teaching equipment.	Work and teaching premises are regularly reviewed. Special attention is to be given to digital teaching equipment.	Head of department; building supervisor; director of FCS** studies; health and safety representative; caretaker
The outdoor environments around the Eden building are to be inviting and in good condition.	Continued monitoring to solve the problem of bike racks.	Building supervisor; Akademiska Hus
The physical and digital accessibility of the workplace is to be good for both employees and students.	Continuous monitoring and special attention are to be given to the annual security check and to course evaluations. Digital accessibility issues regarding are to be given special attention.	Building supervisor; health and safety representative; convenor GED-group; web editor



<b>2021–2023 work environment management targets at the Department of Political Science</b>	<b>Action plan for 2021</b>	<b>Person responsible/function</b>
Each workplace is to be individually adapted to avoid repetitive strain injuries. Special requests for the design of the individual workplace are to be met as far as possible.	Helen Fogelin functions as a general resource with regard to issues about the physical design of the individual workplace. In case of repetitive strain injury, the Occupational Health Service is always to be contacted. Special attention is to be given to the physical work environment for telework and homework.	Head of department; dep. head of department RS*; dep. head of department FCS*; Helen Fogelin; health and safety representative
First aid-trained staff is to be present on each floor (2, 3 and 4). The department is to have a total of at least seven people trained in first aid.	The department currently meets Lund University's requirements. Space permitting, more people are to be given the opportunity to take part in first aid training.	Health and safety representative; building supervisor
All staff are to be informed of the location of the defibrillator in the Eden building and its basic function.	All staff are to be informed of the location of the defibrillator. New staff are to be given a brief introduction to the defibrillator's function.	Health and safety representative; building supervisor
All staff are to undergo general fire safety training or a refresher course.	All staff continuously undergo web-based theoretical fire safety training. New rounds of practical fire safety training are to be carried out in autumn 2021.	Building supervisor; fire safety officer
Annual evacuation drills are to be carried out and followed up.	Evacuation drill to be planned and implemented in cooperation with the emergency services. Resumed as soon as Eden opens for students.	Building supervisor; fire safety officer
Evacuation routes are to be kept clear; the emergency services are to have good access to our premises.	Students are to be informed about the prohibition of cycle parking in front of Eden.	Building supervisor; Akademiska Hus
Annual health and safety inspection and fire safety inspection to be conducted and followed up.	Health and safety inspection to be carried out in spring 2021. Special attention is to be given to the consequences of the corona pandemic. Results are reported to the department board and for co-workers at staff meetings.	Head of department; building supervisor; fire safety officer; health and safety representative; department board
Crisis and catastrophe plan to be in place.	The crisis and catastrophe are to be revised on the basis of experiences of the corona pandemic.	Head of department; health and safety representative
Staff and students to be given support in considerations connected to business travel and field work, as well as the ethical aspects of the role of researcher and student.	A special group can be convened for particular cases if necessary. New central travel policy for Lund University to be integrated in the work of the department.	Head of department; Kristina Jönsson (convener of the working group)
Employees' emergency contacts/next of kin list to be updated annually.	Update of employees' emergency contacts/next of kin list to be done continuously.	Building supervisor; health and safety representative

<b>2021–2023 work environment management targets at the Department of Political Science</b>	<b>Action plan for 2021</b>	<b>Person responsible/function</b>
Staff personal security and safety, e.g. protection from theft and assault in the workplace is to be guaranteed as far as possible.	Information on how to act in case of emergency should be easily accessible under the heading “In case of emergency” at webpage of the department and at Svetnet.	Head of department; building supervisor; health and safety representative
To the extent possible, doctoral students are to have access to an office of their own. To the extent possible, research assistants are to have access to an office space of their own.	Room allocation is to be done by the heads of department and the building supervisor in consultation with the staff concerned.	Head of department; dep. head of department; building supervisor; director of research studies; health and safety representative
Students are to be given great opportunity to influence the work environment.	Questions on the students’ work environment are to be dealt with on a continuous basis by the departmental board. The students’ work environment is also to be addressed in the course evaluations. Special attention is to be given to the digital work environment of the students, among others through focus groups. The cooperation with the student health and safety representative is deepened during the safety inspection in 2021.	Head of department; director of first and second cycle studies
High accessibility regarding study places; generous opening hours in premises accessible to the department’s students.	Opening hours for premises accessible to the department’s students are to be continuously reviewed. The department is committed to open Eden for students as soon as circumstances allowed.	Head of department; building supervisor; director of first and second cycle studies
Staff and students should have good knowledge about systematic work environment management, including the handling of victimization and harassment.	Information on the department’s external website and Svetnet about work environment management and gender equality and equal opportunities work is to be updated regularly. Information work to reach out to employees and students is to be intensified.	Building supervisor; health and safety representative; web editor
Information about the department’s various working groups/people with special areas of responsibility is to be made available via the department’s website.	Information on Svetnet about the various working groups/people with special areas of the responsibility at the department is to be updated regularly.	Building supervisor; health and safety representative; web editor
<p>*Research studies (RS)  **First-cycle studies (FCS)</p>		

**Please do not hesitate to contact us if you have questions concerning work environment management at the Department of Political Science or at Lund University as a whole**

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#### **Human Resources (psychosocial work environment)**

<https://www.hr-webben.lu.se/arbetsmiljo-0>

#### **Occupational Health Service**

Reception (occupational health physician, occupational health nurse, physiotherapist, occupational health psychologist) 046-222 32 80

#### **Student Health Centre**

Reception (occupational health physician, counsellor, psychologist, occupational health nurse, physiotherapist) 046-222 43 77

#### **Find more information on work environment issues here**

Department of Political Science website, <http://svet.lu.se>

Department of Political Science internal website, Svetnet, <https://www.svet.lu.se/en/internal>

Lund University Staff Pages on the work environment and psychosocial work environment, <https://www.staff.lu.se/employment/work-environment-and-health>

In case of emergency at Lund University (general portal with information), <https://www.staff.lu.se/support-and-tools/in-case-of-emergency>

How to improve the organisational work environment. Swedish Work Environment Authority 2014, [www.av.se](http://www.av.se)

Swedish Work Environment Act with comments. Swedish Work Environment Authority 2004, [www.av.se](http://www.av.se)

Systematic work environment management against stress. Swedish Work Environment Authority 2002, [www.av.se](http://www.av.se)

**Examples of regulations from the Swedish Work Environment Authority,  
[www.av.se](http://www.av.se)**

AFS 2001:1 Swedish Work Environment regulations on systematic work environment management

AFS 2015:4 Organisational and social work environment

AFS 1993:2 Threats and violence in the work environment

AFS 1994:1 Work adaptation and rehabilitation

AFS 1999:7 First aid and crisis support