



LUNDS  
UNIVERSITET

# Manager support: OSA survey

HR DIVISION 2020



# For managers

- This template is intended to act as an aid for managers before and after conducting the OSA (organisational and social work environment) survey.
- The template is divided into two sections: preparation and results.
- Use the sections of the template that work best for you and your part of the business. Supplement or remove as desired. Parts marked in **bold** should be given special attention before using the template for a presentation.
- Read more about the implementation of the OSA survey on the HR website before you start.
- Ask for assistance from your nearest staff coordinator or health and safety coordinator. Involve your safety representative in the implementation.



Preparing for the OSA survey

# Systematic work environment activities



- Systematic work environment activities (SAM) consist of four steps:
  - investigation
  - risk assessment
  - actions/action plan
  - follow-up

# OSA – part of SAM



- Activities relating to the organisational and social work environment (OSA) are part of the systematic work environment activities (SAM)
- The OSA survey is part of the SAM *investigation* stage.
- The OSA survey is not in itself a solution to any work environment problems, but is instead a tool for investigating the work environment. Other tools include, for example, safety rounds and incident reporting.
- The OSA survey helps initiate discussions about how we can work together to improve our common working environment.
- You are welcome to make specific suggestions about how we can improve our working environment.

# Legislation about OSA

- Activities relating to the organisational and social work environment (OSA) are described in one of the Swedish Work Environment Authority's regulations, AFS 2015:4
- An introductory film on OSA is available on the HR website.
- The regulation is also available at [www.av.se](http://www.av.se)

# Before carrying out the OSA survey

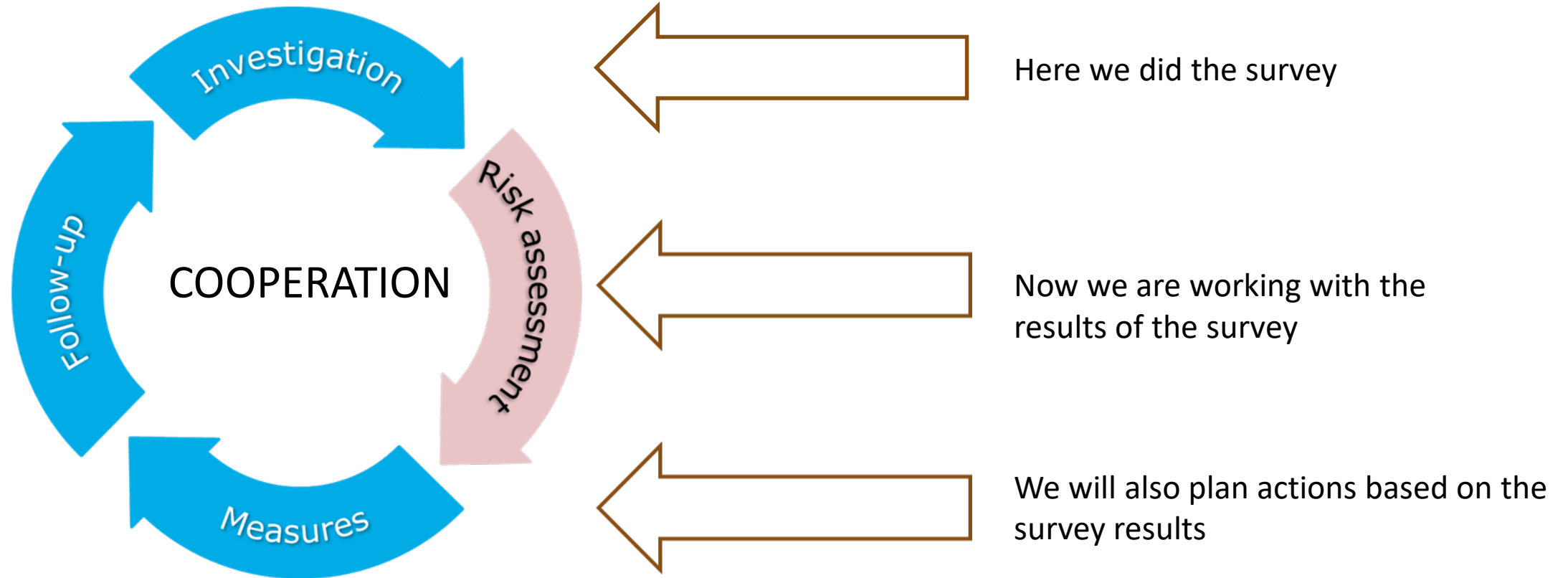
- In order to ensure that everyone has the same definitions, we will go through the terms used in the survey:
  - "area of business", "manager", "staff meetings", "colleagues", etc.
- The survey is answered via a link to LU's procured survey tool.
- The survey is done anonymously, and the results will not be reported if fewer than five people have responded.
- The questionnaire will be sent out in **calendar week xx**
- We will start working with the results together at a **meeting on xx**



## OSA survey results



# Review of OSA survey results

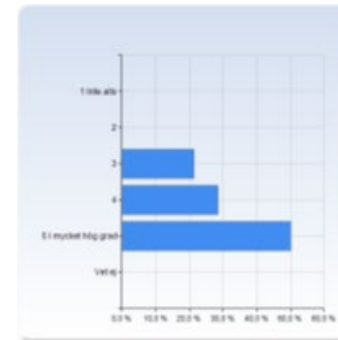
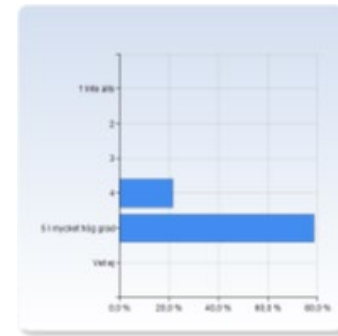


# Results of the OSA survey, department XX

- **Oral description of** the work with the results carried out together with the safety representative/working group etc., e.g have a few issues been selected as being particularly important to work on etc.
- Response rate:
  - Number of respondents: **xx** out of **yy** possible

# Example of presentation of results 1 – bars for each question

- I know what my responsibilities are at work
- I have sufficient authority to take my responsibility



# Example of presentation of results 2

## – trends for each question

- Work organisation  
about 20% do not think that the tasks are reasonable in relation to the available resources
- Leadership  
20% say they do not have a regular dialogue with their manager.
- Competence and development  
In general, most people have good confidence in their own knowledge and have the opportunity to develop
- Relaxation  
About 20% say they cannot switch off from their work.
- Discriminatory treatment  
14% responded that it has occurred in the workplace

# Discuss in groups

- Discuss the results
- Which questions do we need to focus on? Which issues do we choose to prioritise?
- Note the areas that work well – how do we want to consolidate these?

# Discuss in groups

- Which actions need to be implemented for the prioritised questions we have selected?
  - Who is responsible for each action?
  - When will the actions be completed?
  - When should the actions be followed-up?
- 
- You can use the existing template as an aid. The template is available on the HR website.

# Follow-up

- The actions we have decided to implement are written down in an action plan (the template is available on the HR website) **by the manager together with the safety representative.**
- We will follow up the action plan at the latest at the **meeting on xxx**