



LUND
UNIVERSITY

Local collective agreement on work environment collaboration at Lund University

Purpose

This agreement clarifies how the physical, organisational and social work environment efforts at Lund University shall be managed and organised, in accordance with current rules and legislation and with respect to Lund University's work environment policy. The agreement thus establishes the forms for achieving efficient work environment collaboration between the employer and employees. The agreement is based partly on proactive work in collaboration with health and safety representatives, and partly on the follow-up of the systematic work performed.

All work environment efforts at Lund University are to build on a foundation of good and efficient collaboration. The University's work environment policy clarifies the aspired working conditions and the objectives of the University's work environment management.

The work environment efforts are organised on the basis of the Swedish Work Environment Authority's regulations on Systematic Work Environment Management (AFS 2001:1).

Organisation of work environment management

Section 1 The University is a large organisation with a highly decentralised structure and a clear allocation of duties between its various organisational levels. Work environment collaboration must therefore take place at the following three levels:

- ***Departmental level*** – refers to the work environment collaboration within the department¹ between the head of department and the health and safety

¹ 'Faculty' and 'department' includes activities with the equivalent organisational status, in accordance with the University's Rules of Procedure. For example, the university administration is equivalent to the faculty level and the administrative divisions are equivalent to the departmental level.

representatives, and between the head of department and employees². The faculty board may also set up one or more collaborative bodies known as Health, Environment and Safety committees (hereafter referred to as HES committees). HES committees are collaborative bodies covering one or more departments, or divisions within one or more departments operating in the same building or centre.

- **Faculty level** – refers to the work environment collaboration within the faculty¹ between the dean and the principal health and safety representative, and within the local health and safety committee.
- **University level** – refers to the work environment collaboration between the university management and the chief health and safety representative, and within the central health and safety committee.

University-wide instructions for work environment collaboration at the departmental level and within the local and central health and safety committees shall be available. The employer is to draw up and revise the instructions in collaboration with the trade unions.

Work environment collaboration at the departmental level

Section 2 Work environment management requires both the employer and employees to participate in the work to promote a good work environment. Work environment collaboration at departments may be carried out in different ways and in different constellations. In matters relating to the work environment for students, it shall also include collaboration with the relevant student health and safety representative.

Collaboration between the employer and employees

Section 2a There shall be an ongoing dialogue on work environment and health between the work environment manager³ and employees. Work environment issues are to be addressed in staff appraisals and regularly⁴ in common forums. The employer is responsible for ensuring that this takes place. It is up to the employees themselves to participate in these forums and contribute to discussions about the work environment. Work environment discussions shall be documented in memos.

Collaboration between the employer and health and safety representatives

Section 2b The employer shall regularly, and as needed, consult the relevant health and safety representative/s about the department's systematic work environment management within the respective health and safety areas. Consultation shall also

² The employer is responsible for the work environment for both staff and students.

³ See applicable rules on the allocation of work environment and fire safety duties at Lund University.

⁴ 'Regularly' means showing consideration for the existing conditions at the workplace and for current action plans regarding systematic work environment management.

take place at the request of the health and safety representative. The employer is to involve the relevant health and safety representative in any significant changes to the work environment conditions within the representative's health and safety area.

Instructions concerning this shall be made available.

Collaboration in HES committees when such exist

Section 2c Work environment collaboration at the departmental level may take place within a HES committee set up by the faculty board, covering one or more departments. The HES committee serves as a preparatory and advisory body for the departmental management. Work environment collaboration within a HES committee shall include at least one employer representative, i.e. the head of department or other decision-making representative, and a health and safety representative for each department concerned. A student health and safety representatives shall have the right to attend and speak at these meetings.

Follow-up of the department's work environment management

Section 2d The systematic work environment management at the departmental level shall be followed up annually in collaboration between the employer and health and safety representatives, in accordance with the procedures established by the University. The results of the annual work environment management follow-ups are to be submitted to the faculty's local health and safety committee for further analysis.

Work environment collaboration at the faculty level

Section 3 The local health and safety committee is a collaborative body for addressing work environment issues at the faculty level.

Collaboration between the employer and the principal health and safety representative

Section 3a The employer shall regularly, and as needed, consult the relevant principal health and safety representative about the faculty's systematic work environment management within the respective health and safety areas. Consultation shall also take place at the request of the principal health and safety representative. The employer is to involve the principal health and safety representative in any significant changes to the work environment conditions within the representative's health and safety area.

Instructions concerning this shall be made available.

Collaboration within the local health and safety committee

Section 3b Each faculty is to have a local health and safety committee. The committee is to be a collaborative body between the employer and the principal health and safety representatives in matters concerning planning, implementation and follow-up of the systematic work environment management within the faculty.

If there are student health and safety representatives at faculty, two of them shall be members of the local health and safety committee.

The local health and safety committee shall monitor the progress of the faculty's preventive work against ill health and accidents, as well as its efforts to promote a good work environment. The local health and safety committee shall participate in the planning of the faculty's work environment management, propose measures to the faculty management and follow up on them.

Follow-up of the faculty's work environment management

Section 3c The local health and safety committee is responsible for ensuring that the analysis of the annual follow-up outcomes and action plans regarding the systematic work environment work at the faculty's departments are communicated to the central health and safety committee. The local health and safety committee shall also provide feedback to the departments in matters relating to the outcome of the annual follow-ups and action plans regarding systematic work environment management.

Composition of the local health and safety committee

Section 3d After a consultation with the trade unions, the faculty board shall decide on the number of members of the local health and safety committee⁵. The number of members, with the exception of the student health and safety representatives, shall be no less than five (5) and no more than fourteen (14), including at least two representatives for the employer and three for staff.

The faculty board is to appoint the employer representatives and substitutes of the local health and safety committee. The dean⁶ or other decision-making representative of the faculty shall be a member, and chair, of the local health and safety committee⁷. A deputy chair shall be appointed by the local health and safety committee from among the employer representatives of the committee.

The trade unions shall collectively appoint employee representatives, of which at least one shall be made principal health and safety representative within the faculty.

The student health and safety representatives at the faculty are entitled to appoint two representatives to serve on the committee.

The employer and employee representatives on the committee are normally appointed for a period of three years.

The employer is to appoint a secretary for the local health and safety committee; the secretary is not a member of the committee.

⁵ If there is no faculty board, e.g. within the university administration, the decision is to be made by the relevant manager, after a consultation with the trade unions.

⁶ Within the university administration, 'dean' corresponds to university director.

⁷ If a faculty consists of only one department, the representative of that department can be made a member, as well as chair.

Formal requirements regarding meetings and procedures

Section 3e The employer shall call the meetings of the local health and safety committee. The committee shall convene at least four times a year.

The local health and safety committee shall summon experts to the meetings or co-opt functions that the committee needs in order to carry out its work. The committee is to determine its own work procedures with regard to sub-committees and working groups, for example.

The local health and safety committee shall document its meetings in the form of minutes.

University-wide instructions regarding local health and safety committees shall be made available.

Work environment coordinator

Section 3f Each faculty is to ensure that there is a coordinating function (work environment coordinator), responsible for supporting the faculty's work to promote and follow up on the systematic work environment management.

Work environment collaboration at the university level

Section 4 The central health and safety committee is the statutory collaborative body for addressing work environment issues at university level.

Collaboration between the employer and the chief health and safety representative⁸

Section 4a The employer shall regularly, and as needed, consult the relevant chief health and safety representative about the systematic work environment management at the University. Consultation shall also take place at the request of the chief health and safety representative. The employer is to involve the chief health and safety representative in any significant changes to the work environment conditions concerning the entire University, or at least more than one faculty.

Collaboration within the central health and safety committee

Section 4b The central health and safety committee is to be a collaborative body between the employer and employee representatives in matters concerning planning, implementation and follow-up of the systematic work environment management within the University.

The central health and safety committee shall participate in the planning of the work environment management and, based on the objectives of the University's

⁸ In accordance with the vice-chancellor's decision, dated 25 October 2012, reg. no LS 2012/667.

work environment policy, initiate and follow up on measures concerning the University's work environment management.

Follow-up of the University's work environment management

Section 4c The central health and safety committee shall annually present, and make available, a report on the University's work environment management and the areas identified where work environment management and collaboration can be improved.

The central health and safety committee shall also provide feedback to the faculties, in matters relating to the outcome of the annual follow-ups and action plans regarding systematic work environment management, for example.

Composition of the central health and safety committee

Section 4d The central health and safety committee is to be composed of nine (9) members representing the employer and the employees. The vice-chancellor or other representative of the university management shall be a member, and chair, of the central health and safety committee. The vice-chancellor is to appoint the other two members representing the employer. A deputy chair is to be appointed by the central health and safety committee from among the employer representatives of the committee.

In addition, the employer may summon individuals as co-opted employer representatives, with the right to attend and speak at the meetings of the central health and safety committee.

The trade unions are entitled to appoint six members in total, of which at least three shall be chief health and safety representatives.

The employer and employee representatives on the committee are normally appointed for a period of three years.

The student health and safety representatives at the faculty are entitled to appoint two representatives to serve on the committee.

If a regular member is absent, a substitute may take their place at the meeting.

The employer is to appoint a secretary for the central health and safety committee; the secretary is not a member of the committee.

Formal requirements regarding meetings and procedures

Section 4e The employer shall call the meetings of the central health and safety committee. The committee shall convene at least four times a year. The regular meetings of the central health and safety committee are to be scheduled annually.

The central health and safety committee shall summon experts or co-opt functions that the committee needs in order to carry out its work. The committee is to

determine its own work procedures with regard to sub-committees and working groups, for example.

The central health and safety committee shall document its meetings in the form of minutes.

University-wide instructions for the central health and safety committees shall be made available.

Health and safety areas and the appointment of health and safety representatives

Section 5 The University consists of various general and main health and safety areas. Trade unions that are party to agreements with the University are to set up general and main health and safety areas in consultation with the employer, in accordance with established procedure. If consensus is not reached, the decision is to be made by the trade unions.

The trade unions shall appoint health and safety representatives after having received nominations in accordance with the established procedure, and ensure that the employer has an updated list of appointed health and safety representatives on hand. The trade unions are to ensure the appointment of principal health and safety representatives. Each trade union represented at Lund University is also entitled to appoint a chief health and safety representative.

Instructions for the selection of health and safety representatives shall be made available.

Information and negotiation obligation in accordance with the Swedish Employment Act (MBL)

Section 6 Major organisational changes are subject to the information and negotiation obligation under the Co-Determination in the Workplace Act. Changes in the organisation may therefore be subject to regulations on work environment collaboration and the MBL.

Validity

Section 7 The agreement is valid as of 1 January 2018 and until further notice, pursuant to the collective agreements on salaries and benefits (Villkorsavtal-T/Villkorsavtal, SEKO, OFR/S), and replaces the Local Work Environment Agreement, dated 1 July 1993. However, the application of the agreement may be postponed until the local health and safety committees at faculty level have been

set up, but no later than 1 August 2018. The agreement may be terminated in writing with a mutual notice period of three months.