



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Work Environment Handbook

for

the Department of Biosystems and Technology

Work Environment Handbook

Activity: 01 Registry				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

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Work Environment Handbook

Activity: 02 Introduction				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2015	Approved by (sign.):	Version: 1	Page: 1(1)

This Work Environment Handbook describes the basic activities conducted at the department in order to create a healthy and safe work environment. The handbook's purpose is to ensure that those activities that affect the work environment are implemented in an efficient and planned manner.

Work environment activities must be a natural part of everything we do and all decisions we make. This implies that there should be a link between all operational activities and our systematic management of the work environment. This handbook is based on the Swedish Work Environment Act (SFS 1977:1160) and related Swedish Work Environment Authority provisions regarding Systematic Work Environment Management (AFS 2001:1). The Swedish Work Environment Act contains basic provisions and sets out general requirements. Swedish Work Environment Authority provisions regarding Systematic Work Environment Management clarify employer responsibility and provide general recommendations regarding how employers should meet their obligations under the Swedish Work Environment Act.

This Work Environment Handbook is also intended as a tool to dictate how and by whom systematic work environment tasks should be conducted at the Department of Biosystems and technology. It contains information on who bears responsibility for which task, as well as when tasks should be implemented and followed up.

The Work Environment Handbook consists of:

- the SLU Work Environment Policy, which provides an overall description of how we should go about creating a good work environment;
- procedural descriptions of various activities;
- forms;
- instructions;
- policies; and
- checklists.

The Work Environment Handbook, together with related reporting documentation, is available electronically on our internal website. Hard copies of procedures are made available as and when deemed necessary at an operational level.

[Link to SLU website pages on Systematic Work Environment Management](#)

Alnarp, 05.04.2018

Linda Tufvesson,
Head of the Department of Biosystems and Technology

Work Environment Handbook

Activity: 03 Work Environment Policy				
Document prepared by: Agnetha Karlberg	Document Dated: 15.02.2018	Approved by (sign.):	Version: 1	Page: 1(2)

It is the intention of the Swedish University of Agricultural Sciences (SLU) to work systematically to create a safe and stimulating work environment for all staff and students. It is a prerequisite for a good work environment that everyone participates actively in this work.

Our work environment shall:

- be designed to ensure that full advantage is taken of the creativity and enthusiasm that distinguishes the university;
- contribute to developing the knowledge, expertise and experience of staff, and to unloose as yet untapped resources;
- inspire interdisciplinary and cross-cultural meetings and exchanges of knowledge and ideas; and
- promote health and wellbeing, while giving due consideration to people's varying circumstances.

SLU's Work Environment Policy is realised through systematic work environment management in which:

- operational goals are clearly formulated and known to all;
- leadership is exercised transparently, justly and consistently so that trust and security are hallmarks of the workplace;
- managers and supervisors at various levels within the organisation are well-acquainted and comply with the Swedish Work Environment Act and associated regulations, recommendations and agreements as these affect their own operations;
- there is an open exchange of information regarding operations at and between all levels of the organisation;
- organisational changes are preceded by a comprehensive impact analysis, where the purpose behind the proposed changes is clearly stated and anchored with staff prior to implementation;
- knowledge and experience gained during previous change work is utilised;
- contacts between teachers/supervisors and students at first, second and third cycle are characterised by respect and consideration;
- any indications of work-related problems are recognised, addressed and documented;
- we work in a drug-free workplace;
- there is an awareness of all forms of harassment and appropriate measures are taken to halt and prevent these;
- workplaces are ergonomically designed to ensure health and safety in a good physical work environment.;
- we work in a climate characterised by a sense of belonging, participation and collaboration;
- all staff are offered opportunities to develop their skills;
- no member of is be subjected to a constantly high workload;

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Activity:				
03 Work Environment Policy				
Document prepared by: Agnetha Karlberg	Document Dated: 15.02.2018	Approved by (sign.):	Version: 1	Page: 2(2)

- working conditions are created that provide people with the opportunity to work until pensionable age, and to do so in an active, participatory and positive manner;
- forums are created for the exchange of ideas and information, in which people from various backgrounds are able to contribute their own knowledge and experiences;
- everyone is treated with the same level of respect and trust and afforded equal opportunities in the workplace;
- preventative healthcare is promoted; and
- staff mobility across organisational boundaries is encouraged and facilitated.

Integration and monitoring

- SLU's collaborative organisation deals with the work environment at all levels of the organisation, i.e. at central, regional and local levels. The work environment is monitored throughout the organisation, with adequate health-promoting initiatives implemented at the appropriate level.
- SLU's Work Environment Policy – together with applicable legislation, regulation, recommendations, guidelines, agreements and policy documents – forms the basis for and provides guidance on creating a good work environment.

SLU WORK ENVIRONMENT POLICY
Approved by the vice-chancellor on 19.12.2001
Ref: SLU uf 13.5-451/01

Work Environment Handbook

Activity: 04.1 Agendas for Local Liasion Group meetings				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Agenda for Local Liasion Group meeting Q1 (January-March)

1. Meeting opens
 2. Appointment of minute secretary
 3. Approval of minutes of the previous meeting
 4. Work environment
 - a) Incidents and accidents (information)
 - b) Work-related injury and sick leave (annual summary)
 - c) Action Plan
 - d) Annual review of systematic work environment management (template available in guidelines)
 - e) Matters raised by supervisors, staff or students
 - f) Any new regulations
 - g) Report from RAK
 - h) Updated list of written instructions
 - i) Any changes to work environment tasks/delegations (information)
 - j) Occupational healthcare (information)
 - k) Matters to be passed on to RAK
 5. Security
 6. Any operational reorganisation or changes (information)
 7. Other issues
 8. Date of next meeting
 9. Meeting ends
-

Agenda for Local Liasion Group meeting Q2 (April-June)

1. Meeting opens
2. Appointment of minute secretary
3. Approval of minutes of the previous meeting
4. Work environment
 - a) Incidents and accidents (information)
 - b) Action Plan
 - c) Matters raised by supervisors, staff or students
 - d) Any new regulations
 - e) Health and safety rounds
 - f) Report from RAK
 - g) Any changes to work environment tasks/delegation (information)
 - h) Occupational healthcare (information)
 - i) Matters to be passed on to RAK
5. Security
6. Any operational reorganisation or changes

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Activity: 04.1 Agendas for Local Liasion Group meetings				
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7. Other issues
 8. Date of next meeting
 9. Meeting ends
-

Agenda for Local Liasion Group meeting Q3 (July-September)

1. Meeting opens
 2. Appointment of minute secretary
 3. Approval of minutes of the previous meeting
 4. Work environment
 - a) Incidents and accidents (information)
 - b) Action Plan
 - c) Matters raised by supervisors, staff or students
 - d) Any new regulations
 - e) Report from RAK
 - f) Any changes to work environment tasks/delegation (information)
 - g) Occupational healthcare (information)
 - h) Matters to be passed on to RAK
 5. Security
 6. Any operational reorganisation or changes
 7. Other issues
 8. Date of next meeting
 9. Meeting ends
-

Agenda for Local Liasion Group meeting Q4 (October-December)

1. Meeting opens
2. Appointment of minute secretary
3. Approval of minutes of the previous meeting
4. Work environment
 - a) Incidents and accidents (information)
 - b) Action Plan
 - c) Matters raised by supervisors, staff or students
 - d) Any new regulations
 - e) Report from RAK
 - f) Any changes to work environment tasks/delegation (information)
 - g) Occupational healthcare (information)
 - h) Planning of any major work environment initiatives for the coming year
 - i) Matters to be passed on to RAK
5. Security
6. Any operational reorganisation or changes
7. Other issues
8. Date of next meeting
9. Meeting ends

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Activity: 04.2 Local Liasion Group work environment action plans				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Local Liasion Group work environment action plan

Department: **Biosystems and Technology**

No.	Issue/area	Priority	Brief description of necessary activities	Highlight any simple measures	Responsibility	Start date	End date
1	Risk assessment	1	No later than 9 May, heads of subject shall have conducted a risk assessment of all tasks carried out in the group. An Action Plan with deadlines shall be prepared. Use procedures 07 and 08 and form 8.1 in the Work Environment Handbook.		Head of subject: Erik SJ Linda Håkan Beatrix Jan-Eric Christer	01.03.18	09.05.18
2	Risk assessments of laboratories and chemicals	1	All laboratory tasks that carry a risk are listed; however, these must be inventoried and updated. A large amount is currently listed in KLARA. Maria Grudén is responsible for this, with the assistance of Karl-Erik.		Maria G	03.04.18	30.06.18
3	Internal instructions	1	Procedures and/or instructions must be drawn up for all tasks associated with a risk.		Head of subject: Erik SJ Linda Håkan Beatrix Jan-Eric Christer	05.04.18	30.08.18
4	Legislation	1	Inventory and update of Appendices 1 and 2 regarding applicable legislation, regulation and policies		Agnetha	05.04.18	30.06.18
5	Annual Review of SAM 2017	1	Use procedure 10 and form 10.1		Linda	09.05.18	09.05.18

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Activity: 04.2 Local Liasion Group work environment action plans				
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Work Environment Handbook

Activity:				
04 Work Environment Cooperation				
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Purpose

To ensure that systematic work environment management is conducted in cooperation between the employer, employees and safety officers.

Definitions

Cooperation refers to broad participation at all levels of the department on issues and activities related to systematic work environment management. A Local Cooperation Group is in place and is particularly important with regard to planning, information and training related to work environment issues.

The task of the Local Cooperation Group

The Local Cooperation Group acts as the head of department's advisory panel and sounding board on work environment issues.

- Examples of questions addressed by the Local cooperation Group: Are operational goals clearly formulated and in line with SLU's overall goals? Are these goals concrete, measurable and known to all staff?
- Does the work environment, whether physical or psychosocial, contribute to achieving the organisation's goals?
- Is there a need for any training, support, motivational or psychosocial measures to stimulate staff in working towards set goals?
- Do premises and equipment meet the organisation's needs and the requirements of the work environment?
- What kind of working climate does the department have?
- How should stakeholders negotiate work environment, equal opportunities and security issues? HR issues relating to individual members of staff are not within the remit of the Local Cooperation Group.

Members of the Local Cooperation Group:

Håkan Asp – deputy head of department/employer BT

Emma Linnér – HR Support BT

David Hansson – Safety officer

Andrus Kangro – SACO

Karl-Erik Gustafsson – Safety officer/chemist BT

Agnetha Karlberg – Secretary/environmental representative BT

Maria Grudén – Lab BT

Representative – ST

Representative – SEKO

Procedure

The Local Cooperation Group meets quarterly, with additional meetings as and when required. The convener is Emma Linnér of HR Support. All members of staff are given two-weeks notice of upcoming meetings so that they can raise issues for consideration.

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Safety officers shall be given the opportunity to participate in all work environment activities and other members of staff should also be involved.

Each quarterly Local Cooperation Group meeting has a specific agenda, so that all issues and areas can be considered, see 04.1 *Agendas for Local Cooperation Group meetings*. All minutes must be registered. Minutes are available at the [BT internal website](#).

Issues affecting Campus Alnarp as a whole are sent to the Regional Work Environment Committee (RAK). Minutes are available to employees via the Staff Web.

Once or twice a month, each subject group holds a workplace meeting at which the work environment is a standing item on the agenda. Minutes are available at the [BT internal website](#).

Forms, instructions and checklists

- 4.1 Agendas for Local Cooperation Group meetings
- 4.2 Local Cooperation Group work environment action plans

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Activity: 05 Delegation of Work Environment Tasks				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Purpose

To ensure clarity in our systematic work environment management regarding which function within the organisation is responsible for which work environment task, and ensuring that each function has the requisite knowledge, skills and resources to complete their task. [Learn more on the Staff Web.](#)

Definitions

Put simply, *delegation* means that one or more individual(s) is/are tasked with dealing with specific work environment issues related to their other duties.

The individual(s) in question need not necessarily perform tasks in their entirety. Delegated responsibility for a task can either mean ensuring that someone performs the task and assessing the results obtained, or a personal responsibility to perform the task. The starting point must however be that tasks are delegated to those in the best position to perform them or to ensure that someone else does so.

It is crucial that those delegated with work environment tasks have the necessary knowledge and resources to complete the assignment.

Procedure

Responsibility of the head of department

Within the framework of delegation by the vice-chancellor/dean, heads of department/equivalent are responsible for systematic work environment management at the department, both for staff and students. In order for the head of department to fulfil this responsibility, it may be necessary to further delegate work environment tasks to managers/supervisors. This presupposes that the head of department has ensured that the recipient of said delegation has the requisite knowledge to perform the task. Work environment tasks shall then include decision-making authority and the necessary budget, staff, premises, equipment, time, etc. to perform the task in question. It is important to note that the head of department's responsibility cannot be delegated. Heads of department/equivalent always retain overall responsibility and must monitor to ensure that the work environment task is performed in a satisfactory manner.

Other work environment tasks, for example responsibility for laboratory equipment, servicing and maintenance of machinery and other technical equipment may be delegated to individual employees and should then be included in their job description.

Tasks must be delegated in writing using Form 05.2. Anyone wishing to relinquish a delegated task must do so in writing using Form 05.3.

Clarification of work environment tasks that may be subdelegated to other managers/supervisors:

- Onboarding of new/reassigned employees.
- Information/information channels; for example, responsibility for staff meetings, group meetings, emails, etc.
- Performance appraisals.

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Activity:				
05 Delegation of Work Environment Tasks				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

- Work instructions: especially important when working alone or on call; handling hazardous substances; operating machinery, equipment and other technical devices; personal safety equipment, etc.
- Dealing with substance abuse issues.
- Dealing with harassment and victimisation/bullying.
- Dealing with dismantling operations and terminating employees.
- Dealing with work-related injuries, accidents and incidents, all of which must be documented and reported to Human Resources stating all reactive and preventative measures taken. Accidents and serious incidents in the workplace must also be reported to the Swedish Work Environment Authority.
- Dealing with sick leave, job adaptation and rehabilitation.

Work environment support functions

Division of Human Resources

The Division of Human Resources provides consultative support to departments and units on work environment issues. The Division of Human Resources can provide support regarding the psychosocial work environment and the organisation and implementation of work environment tasks. The Division of Human Resources is also responsible for designing and updating policies and guidelines related to work environment management in general and the psychosocial work environment in particular, as well as for arranging training courses in the field of work environment.

Division of Facility Management (Infra)

The Division of Facility Management (Infra) is responsible for the physical work environment and provides support on issues such as premises, hazardous substances, radiation protection, etc. Infra is also tasked with designing policies, guidelines and procedures related to the physical work environment.

Occupational Health Service

An occupational health service (OHS) is an external expert resource for the work environment and rehabilitation. Our OHS provides in-depth knowledge and expertise regarding the psychosocial and physical work environments. We engage their services when our own expertise is insufficient. An OHS is able to support job adaption, rehabilitation, risk assessments, investigations and analyses of the workplace's physical and ergonomic design, measurements of noise pollution and lighting, etc. Heads of department or equivalent can order occupational health services where the cost is borne by the individual unit. If central funds are to be used, contact must be made with an HR specialist who is authorised to place such an order.

SLU's OHS provider is [Avonova](#).

Forms, instructions and checklists

- 5.1 Checklist for delegating work environment tasks
- 5.2 Form for delegating work environment tasks
- 5.3 Form for relinquishing work environment tasks

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Activity: 05.1 Checklist for delegating work environment tasks				
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Checklist for delegating work environment tasks (SLU)

- Ensure that tasks are delegated with due consideration for the goals of systematic work environment management; i.e. to identify, implement and monitor measures in a manner that prevents work-related ill health and accidents and achieves a satisfactory work environment.
- Review the delegation of tasks within the organisation.
- Decide which tasks should be delegated.
- Decide to whom tasks should be delegated. Tasks may only be delegated to those with the requisite authority, staff and financial resources and sufficient knowledge regarding:
 1. work environment legislation and regulation;
 2. the physical, psychological and social conditions associated with a risk of ill health and accidents;
 3. measures to prevent ill health and accidents; and
 4. working conditions conducive to a satisfactory work environment.
- To the extent that authorities, resources and knowledge fail to meet the requirements for delegation, measures must be taken to ensure that these requirements are met.
- Inform the delegatee of the implications of accepting the delegation and of their right to relinquish the delegation.
- Document the delegation in writing stating:
 1. which task(s) is/are being delegated and what is expected of the delegatee; and
 2. that the individual in question has accepted (or relinquished) the delegation, as well as the authority, resources and knowledge on which the delegation is based.
- Inform the organisation about the delegation (remember to inform new employees, etc.).

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Activity: 05.2 Form for delegating work environment tasks				
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Delegation of work environment tasks

The following work environment tasks have been delegated to

Name:	Position:
-------	-----------

<input type="checkbox"/>	Prepare procedures for work environment activities
<input type="checkbox"/>	Keep the Work Environment Handbook and procedures up to date
<input type="checkbox"/>	Ensure compliance with applicable work environment legislation as it affects SLU
<input type="checkbox"/>	Conduct studies of the organisational, psychosocial and physical work environment
<input type="checkbox"/>	Conduct risk assessments, take appropriate measures and prepare action plans
<input type="checkbox"/>	Ensure that any measures taken have the desired effects
<input type="checkbox"/>	Conduct risk assessments of any operational changes
<input type="checkbox"/>	Conduct performance appraisals
<input type="checkbox"/>	Investigate incidents and accidents
<input type="checkbox"/>	Coordinate workplace meetings
<input type="checkbox"/>	Ensure that skills requirements in the field of work environment are met
<input type="checkbox"/>	Onboard/inform new employees/temporary staff
<input type="checkbox"/>	Assist staff in prioritising their duties
<input type="checkbox"/>	Conduct an annual review of systematic work environment management
<input type="checkbox"/>	Report serious incidents and accidents to the Swedish Work Environment Authority
<input type="checkbox"/>	Responsibility for first aid in the event of accidents, and for crisis management and support
<input type="checkbox"/>	Report work-related injuries to Försäkringskassan
<input type="checkbox"/>	Responsibility for work adaption and rehabilitation
<input type="checkbox"/>	Monitor sick leave

Work Environment Handbook

Activity: 05.2 Form for delegating work environment tasks				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

<input type="checkbox"/>	Implement rehabilitation inquiries
<input type="checkbox"/>	Adapt work to the individual employee's situation

Other

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

As the delegator of work environment tasks, I am responsible for ensuring that the delegatee has the requisite knowledge, authority and resources.

Place and Date:	Place and Date:
Signature, delegator of work environment tasks:	Signature, delegatee:

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Activity: 05.3 Form for relinquishing work environment tasks				
Document prepared by: Agnetha Karlberg	Document Dated: DD.03.2018	Approved by (sign.):	Version: 1	Page: 1(1)

Relinquishment of work environment tasks

It is my considered opinion that I lack the

- knowledge
- authority
- resources

required to be able to meet my obligations and am therefore relinquishing responsibility for the implementation of these work environment tasks (check applicable boxes above).

Place and Date:	Place and Date:
Signature, delegatee relinquishing work environment tasks:	Signature, delegator resuming work environment tasks:

Work Environment Handbook

Activity: 06 Knowledge and Expertise in Work Environment Activities				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(3)

Purpose

To ensure that managers, staff and safety officers have the requisite *knowledge* and *expertise* in the field of work environment.

Definitions

For the purposes of the Work Environment Handbook, the term *knowledge* refers to an understanding of:

- risks in the workplace;
- safe working practices;
- measures to prevent ill health and accidents; and
- legislation and regulation in the field of work environment.

For the purposes of the Work Environment Handbook, the term *expertise* refers to the ability to implement the various activities included in systematic work environment management.

Procedure

The following tools are used to map and monitor the department's work environment:

- Health and safety inspections of the physical and psychosocial workenvironment.
- Performance appraisals.
- In the case of particularly hazardous work, risk assessments.
- Sick leave summaries, both repeated short-term absences and long-term sick leave.
- Lists of work-related injuries, accidents and incidents.
- Staff turnover.

Training courses and training requirements shall be documented.

These measures shall be implemented annually prior to budgeting and operational planning, as a basis for forthcoming action plans.

In situations where we lack the necessary in-house knowledge and expertise to implement work environment activities, we shall engage external experts. Our first port of call in this regard shall be our OHS provider, [Avonova](#). The head of department/responsible manager shall ensure that the OHS provider or equivalent external competences are engaged.

Onboarding

New employees shall be given an introduction to the workplace that includes details of the work environment risks within the organisation and how to perform their duties and conduct themselves in order to avoid injury or ill health. Line managers are responsible for ensuring that this [introduction](#) takes place (see also 06.2). General information is also available on the Staff Web under [My employment](#).

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Activity: 06 Knowledge and Expertise in Work Environment Activities				
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Management training

New managers shall undergo basic work environment training covering systematic work environment management and legislation and regulations applicable to our operations. This training shall also deal with our internal procedures for systematic work environment management. Managers and supervisors shall also have an understanding and knowledge of work-related risks, as well as working conditions that promote a good work environment.

The Head of Department is responsible for ensuring that new managers and supervisors have the requisite training, knowledge and expertise.

Safety officer training

Safety officers shall be provided with the requisite work environment knowledge to be able to perform their duties. The head of department, in consultation with the trade unions, is responsible for determining the scope and content of training for the post of safety officer.

Staff training

Our staff shall be informed on an ongoing basis regarding any risks and deficiencies, so that they are able to prevent ill health and accidents. Knowledge regarding working methods shall always be kept updated. Onboarding of new employees shall always include a review of systematic work environment management.

Ergonomic training

In conjunction with onboarding and in order to avoid repetitive strain injuries, all staff members, with consideration for where in the organisation they will be working, shall be informed about:

- appropriate working postures and movements, as well as practical opportunities to train in good working techniques;
- how repetitive strain impacts on the body; and
- early warning signs of repetitive strain injuries.

In addition, this knowledge will be refreshed via our OHS provider.

Individual managers are responsible for ensuring that their staff acquire the above knowledge.

First aid courses, crisis support and fire protection

Annual first aid courses are held on Campus Alnarp. These courses are open to everyone. Fire protection courses are also held annually and should be renewed every four years.

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Activity: 06 Knowledge and Expertise in Work Environment Activities				
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Forms, instructions and checklists

- 8.1 Form for risk assessments and action plans
- 8.2 Form for risk assessments and action plans for operational changes
- 09.1 Form for reporting and investigating incidents and accidents
- 10.1 Checklist for annual review of systematic work environment management

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Activity: 06.1 Onboarding new employees				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(6)



Employee and mentors copy

Onboarding new employees at the Department of Biosystems and Technology

The goal of this introduction is to ensure that all new employees receive a well-planned onboarding that allows them to quickly get to grips with their new job and feel a sense of wellbeing and participation in the department's and SLU's activities.

Staff Web: <https://internt.slu.se/>, <https://internt.slu.se/min-anstallning/nyanstalld/>

English speaking? Staff Web – My employment – “Living and working in Sweden”:

<https://internt.slu.se/en/my-employment/living-and-working-in-sweden/>

New Employee:

Employed as:

Permanent employment from: XX.XX.2018 with a probationary period ending on XX.XX.2018, alt. Temporary employment from-until.

Postal address: Box 103, 230 53 Alnarp

Visiting address: Vegetum, Sundsvägen 14

Telephone number: ext. xxxx (040-41 xx xx)

Head of subject:

Tel:

Email:

Head of department:

Linda Tufvesson

Tel: +46 (0)40 41 50 21

Email: linda.tufvesson@slu.se

Deputy head

of department: Håkan Asp

Tel: +46 (0)40 41 53 26

Email: hakan.asp@slu.se

Mentor:

Tel:

Email:

Administrative staff linked to the department:

HR support: Emma Linnér, emma.linner@slu.se, ext. 5353

Financial controller: Carina Frankel, carina.frankel@slu.se, ext. 5385

Economy support: Gunilla Andersson, gunilla.andersson@slu.se, ext. 5556

Department coordinator: Agnetha Karlberg, agnetha.karlberg@slu.se, ext. 5218

Contact details, Payroll Unit in Ultuna:

Responsible payroll specialist: Mattias Ferlin, mattias.ferlin@slu.se, ext. 2273

Safety officers:

David Hansson, david.hansson@slu.se, ext. 5138

Karl-Erik Gustavsson, karl-erik.gustavsson@slu.se, ext 5392

For further information, please refer to BT's internal website: <https://www.slu.se>.

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Activity: 06.1 Onboarding new employees				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(6)

Employee and mentors copy

Onboarding Checklist

Line manager, mentor or department coordinator.....

First day:

1. Meet the new employee at the agreed place. Walking tour of the workplace and Campus Alnarp, presentation of colleagues, the workplace and the department's other premises and the library, as well as other campus facilities.
2. Visit the IT Department to obtain a password, email address/AD account and adding to mailing lists. Visit the Service Centre to introduce the new employee and collect pass and keycard.
3. Contact HR Support to book an appointment for information on Primula, sick leave, leave, occupational health services, etc.

First working days:

4. Visits and presentations to administration, health and safety representative, etc.
5. Attend the Training Centre (UC) for staff training and information on Fronter, Slunik and booking premises.
6. Visit Andrus Kangro to arrange mailing lists, internal website, CV page and photograph.

Head of department.....

1. Welcome the new employee and present the workplace's objectives and organisation (Management Group, Local Cooperation Group, etc.)
2. Present the new employee via email
3. Introduce the new employee at the head of department's next info meeting

HR Support.....

1. Request a tax certificate and any transfer of salary to Nordea (alt. prearrange with new employee via email)
2. Provide information on regulations concerning sick leave, holidays/leave, occupational health, wellness, healthcare allowance, computer glasses, etc. Introduction in Primula regarding My Page, Staff Web, insurance, the Legal, Financial and Administrative Services Agency. Provide information regarding working-hours regulations, etc.
3. Reconcile roles in IDIS

Safety officers and department coordinator.....

1. Walking tour to explain security and alarm routines and provide general information
2. Review of safety procedures and fire protection training, identify assembly points in the event of fire

Work Environment Handbook

Activity: 06.1 Onboarding new employees				
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3. Laboratory, where applicable
4. KLARA, where applicable
5. In the field and milling room, where applicable
6. Greenhouse, where applicable. Routines, how to book.
7. Phytotrone, where applicable. Routines, how to book.
8. Environmental Management System and SAM, including Working Environment Handbook

Continuous follow-up:	Party responsible	Implemented (sign, date)
Regular contact/reconciliation with the employee	Mentor	
Book ongoing meetings with the new employee, mentor and line manager to follow up onboarding	Mentor	
Disseminate information regarding university introduction for new employees	Head of department Deputy head of department	
Present driving licences, certificates, etc.	Line manager	
New employee:		
Take a moment to read the SLU website, www.slu.se , and BT's internal website , review the information on the Staff Web and find information related to your work (e.g. document management, application procedures, etc.) Familiarise yourself with Primula, Proceedo, your email and travel booking procedures	New employee Assistance from HR Support	

A WARM WELCOME TO SLU!

Work Environment Handbook

Activity: 06.1 Onboarding new employees				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 4(6)

Instructions to heads of department/heads of subject/supervisors/mentors – proposed arrangements for onboarding new employees

Bear in mind:

1. The initial salary discussion with the candidate/prospective employee to establish a starting salary is conducted by the head of department.
2. Salary is then notified to HR Support, together with accounting details, etc. for registration of employment. Remember to provide information in good time, preferably prior to the planned start date. Among other things, this is necessary so that trade union can approve the appointment and the payroll department can collect the necessary data.
3. Where will the individual be sitting? Will new office furniture be required? Is there a computer installed in the room, or should the new employee be provided with a laptop? Any purchases of computers and ordering of mobile telephones must be authorised by the head of department, whereupon orders are placed by the department coordinator.
4. Appoint someone as mentor/responsible for onboarding. Head of subject? Colleague? Head of department? It is important that the chosen mentor is available and familiar with the field/duties.
5. What information will the new employee require regarding the field/duties in order to quickly and successfully get to grips with their new job? Ensure that you check in regularly with the new employee.

Examples of possible mentors:

- For doctoral students: members of the research group, other doctoral students, principal supervisor, deputy supervisor.
- Postdoctoral student: senior researcher (host).
- Administrative/technical staff: head of department/subject/group/other.
- Course administrator/research assistant: head of department/subject/group/other.
- Senior researcher: head of department/subject/group/other.
- Laboratory and field technicians: the relevant supervisor (researcher or doctoral student).

The mentor/department coordinator is responsible for seeing that the individual comes into contact with the head of department/HR Support, financial controller, economy support, etc.

Work Environment Handbook

Activity: 06.1 Onboarding new employees				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 5(6)

Things to do before the new employee starts work:

Checklist	Party responsible	Implemented (sign, date)
Completed before the new employee starts work:		
Conducting a salary negotiation once employment has been offered.	Head of subject/ Head of department	
Providing a written justification (statement) for the appointment. Submit statement, information and CV to HR Support for registration of employment in Primula.	Head of Department/ Head of Subject	
Write and post an employment decision to the new employee's home address.	HR specialist	
Appoint a mentor for the first three months of employment. The mentor decides on a place and time to meet the new employee on their first day	Head of department/ Head of subject	
Arrange for an office/workplace, desk, chair and other office supplies	Department coordinator	
Arrange for a mobile telephone, Office Extension subscription and connection. Notify telephone number to HR Support.	Department coordinator	
Order computer, dock, monitor, etc.	Department coordinator	
Arrange nameplate, pigeon hole, etc.	Department coordinator	
Information regarding tax certificate to payroll and any transfer to Nordea.	HR Support or head of department in conjunction with salary negotiation or via email.	
In the case of foreign employees – provide information regarding the Swedish Tax Agency, bank account, etc. If necessary, submit application for SINK/passport copy.	HR Support	

Work Environment Handbook

Activity: 06.1 Onboarding new employees				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 6(6)

Checklist for employees leaving the department

Employees are required to terminate their employment in writing, preferably using the form "Uppsägning, egen" (Termination, own), which is available on the [forms page](#) on the Staff Web. Naturally, notice of termination should be submitted at the earliest possible opportunity. The employer and employee may agree on a shorter (or longer) notice period than that stated on the Staff Web. Completed notice-of-termination forms (by both the employee and head of department) should be submitted to HR Support.

- Ensure that all outstanding paid leave has been taken prior to the end of employment.
- Leave contact details where you can be reached.
- Return keys and passes to the Service Centre.
- Clean out freezers and cupboards/stores. Any materials left behind must be well labelled.
- Inform your supervisor about any chemicals or solutions left behind.
- Clean your office.
- For foreign staff: Notify the Swedish Migration Agency of when you intend to leave Sweden. Close your Swedish bank account.

Work Environment Handbook

Activity: 07 Investigating the Work Environment				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(3)

Purpose

To capture, identify and map the risks associated with our work environment.

Definitions

For the purposes of this document, the term *investigating the work environment* refers to methods and procedures for examining the work environment based on associated risk factors; whether routinely, as the need arises or in conjunction with organisational changes. Policies shall be established as and when necessary. Examples of work environment factors that need to be addressed within our organisation are:

- organisational and psychosocial work environment factors such as unhealthy work loads, job satisfaction, internal conflicts, harassment and unclear expectations;
- various classes of risk associated with laboratory work;
- working with display screen equipment;
- working alone;
- heavy vehicles;
- spraying;
- use of equipment;
- handling chemicals;
- handling hazardous waste; and
- driving.

An *incident* is defined as a situation that could have led to an injury or serious accident; for example, a heavy object falling from a shelf that fortunately did not hit anyone.

Procedures

- When investigating the work environment and associated risks, be aware of specific situations that may lead to ill health or accidents.
- Remain alert when work is carried out: How is it being implemented? Might it lead to ill health? Is there any inherent difference in the risk it presents to the health of women and men?
- Is there a need to consider the employee's age, experience, familiarity with the task and profession, language skills, cultural background or any disabilities? What is a necessity for some is often good for everyone.
- Investigate whether working methods can be improved. Is the level of noise likely to be a hindrance or is the pace of work excessive?
- Consider whether the organisation has functioning reporting systems.
- Management and safety officers must be aware of accidents, incidents and sickness.

Work Environment Handbook

Activity: 07 Investigating the Work Environment				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(3)

- Both accidents resulting in personal injury and serious incidents must be reported to the Swedish Work Environment Authority.
- Coordinate with monitoring of operations.

Highlight the work environment in existing surveys/discussions/meetings/inspections:

Health and safety inspections

Health and safety inspections shall be conducted at the department twice a year by safety officers and, where necessary, other employees. Management is responsible for ensuring that health and safety inspections take place. It is recommended that we use checklists from [Prevent](#) to support inspections. Any deficiencies and risks revealed during health and safety inspections shall be dealt with in accordance with the department's procedures for risk assessment and action plans. See procedure 08.

Performance appraisals

All staff at SLU shall have an annual performance appraisal in the form of a prepared and structured discussion with their line manager regarding their duties and preconditions for successfully completing them. Performance appraisals are intended to further the development of the individual staff member and the unit, by both evaluating past performance and discussing the need for development going forward. The dialogue between manager and staff member is therefore an important component of quality-assurance work in the department/unit. **For further information, see procedure 07.2.** Learn more about preparing a performance appraisal [here](#).

- **In retrospect** – events over the past year
- **Today** – what is your current situation?
- **Going forward** – what developments would we like to see (needs/deficiencies)?
- **Objectives and agreements** – interim and long-term objectives with deadlines

Workplace/Subject meetings

Each subject group shall hold a meeting once or twice a month. The line manager shall convene the meeting and the work environment shall be a standing item on the agenda. Meetings will discuss current issues regarding the work environment, its regulation and any incidents or accidents that have occurred.

The need to conduct further, targeted investigations may become apparent after health and safety inspections, performance appraisals or under other circumstances in which problems and deficiencies in the work environment are discovered. Each manager is responsible for instigating targeted investigations as necessary. If the requisite knowledge and expertise is not available in-house for any such investigation of the work environment, the responsible manager shall engage external expertise, initially from our OHS provider. All meetings shall be documented.

Staff Survey

A staff survey is conducted centrally at SLU every third year, the results of which will be reviewed and may form the basis for measures included in action plans.

Work Environment Handbook

Activity: 07 Investigating the Work Environment				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 3(3)

Illness and sick leave

No later than April of each year, the head of department shall review the previous year's sick leave statistics together with line managers and safety officers in order to consider whether the underlying causes of sick leave are work-related. The results of these reviews may form the basis for further investigation of the work environment.

Operational changes

In conjunction with planning major operational changes – for example, organisational changes, renovations and implementing new technologies – an analysis shall be conducted of the possible risks associated with those changes. This analysis shall form the basis for the risk assessment to be conducted prior to implementing the changes.

The responsibility for investigating operational changes may rest at a higher level than head of department. For changes at departmental level, responsibility rests with the head of department.

Forms, instructions and checklists

- 7.1 Health and Safety Inspection Checklist
- 7.2 Performance appraisals
- 8.1 Form for risk assessments and action plans
- 8.2 Form for risk assessments and action plans for operational changes
- 9.1 Form for reporting and investigating incidents and accidents

Work Environment Handbook

Activity: 07.1 Health and Safety Inspection Checklist				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(1)

[Template – Health and safety inspection checklist](#)

Template, see also Appendix 4.

Work Environment Handbook

Activity: 07.2 Performance appraisals				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Purpose

All staff at SLU shall have an annual performance appraisal in the form of a prepared and structured discussion with their line manager regarding their duties and preconditions for successfully completing them. Performance appraisals are intended to further the development of the individual staff member and the unit, by both evaluating past performance and discussing the need for development going forward. The dialogue between manager and staff member is therefore an important component of quality-assurance work in the department/unit.

Performance appraisals provide an opportunity to clarify goals, requirements and expectations placed on the employee. They are also a chance for the member of staff to tell their manager what they require in order to be able to develop in their role. This discussion also provides an opportunity to identify any deficiencies in the organisation and work environment.

Benefits and opportunities for the employee

- The employee can: offer viewpoints/suggestions regarding their own duties, as well as the work of the unit as a whole;
- state any desire for personal development;
- offer constructive thoughts on their working relationship and collaboration with their manager; and
- enjoy a chat with their manager in peace and quiet.

Benefits and opportunities for the manager

- The manager can: gain a deeper understanding of the employee's situation in the workplace;
- obtain a broader base for decisions regarding development and planning issues;
- increase their insight into and understanding of the employee's contributions to the work of the unit;
- gain an improved overview of the unit in terms of capacity, development needs and available expertise, as well as the employee's interest in their work;
- obtain feedback on their own leadership; and
- have the opportunity to identify deficiencies in the work environment.

Implementation

Performance appraisals are a reciprocal process built on mutual trust. Each party has a responsibility for the content of the discussion and for arriving prepared to contribute. Salary issues should be excluded from performance appraisals and instead dealt with in salary-setting negotiations. The manager has a duty of confidentiality and should not reveal anything said in performance appraisals to a third party without first obtaining the consent of the employee in question. The Division of Human Resources recommends that this type of dialogue be conducted more frequently than once a year, although in a less comprehensive form.

Work Environment Handbook

Activity: 07.2 Performance appraisals				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

As a quality-assurance measure, it is important that both the employee and manager prepare by considering the areas of discussion stated in Appendix 3 – [Performance Appraisal Template](#). The template is simply a framework for discussion and may be modified as required. When addressing issues, it may be wise to take [SLU's core values](#) as a point of departure for what can be considered desirable.

Generally speaking, a performance review should last for an hour or two and should be summarised in an individual development plan, which should to be monitored and revised as necessary. This plan is titled "Objectives and agreements" and can be found at the rear of the template.

Work Environment Handbook

Activity: 08 Risk Assessments of the Work Environment, Taking Measures and Preparing Action Plans				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Purpose

To assess risks identified within the organisation and to evaluate their severity, and to prepare an action plan containing the measures that we are unable to implement on the spot.

Definitions

- **Risk** is defined by the likelihood of a hazardous event or exposure occurring and the likely consequences of such an event or exposure in terms of injury or ill health.
- **Risk assessment** is the process by which the severity of a risk is calculated.
- The **level of severity** is determined based on weighing up both the likelihood of the event occurring and its likely consequences.
- An **action plan** is a to-do-list of the measures to be implemented, who is responsible for implementing them and the deadline for implementation.

Procedure

Routine risk assessments

Assessments should be made of all risks identified within the organisation. The results of our work environment investigations – in the form of health and safety inspections, performance appraisals, workplace meetings and targeted investigations – are important documents for risk assessments. Risks encountered in the course of day-to-day activities must also be assessed, as well as risks that come to light as a result of incidents and accidents.

Each head of subject is responsible for ensuring that risk assessments are carried out. Safety officers and other employees have a responsibility to participate in this work. Where necessary, external expertise should be engaged; for example, from our OHS provider.

All risks together with their level of severity must be stated in writing using the form provided. 08.1 *Risk assessments and action plans*

Risk assessment and impact analysis prior to operational changes

All operational changes – for example, organisational changes, renovations, introducing new technologies – must be preceded by a risk assessment of the likely consequences or risks for the work environment associated with the changes.

The head of department and head of subject are responsible for ensuring that such risk assessments are conducted. Safety officers and any other relevant employees shall be offered the opportunity to participate in this work.

Risk assessments shall be documented in writing using Form 08.2 *Risk assessments and action plans for operational changes*.

Work Environment Handbook

Activity: 08 Risk Assessments of the Work Environment, Taking Measures and Preparing Action Plans				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

Taking measures and preparing action plans

We shall take measures to eradicate, control or reduce any risks identified within the organisation, whether these are considered as severe or otherwise. Those risks that are deemed severe shall be given the highest priority when we decide on which measures are to be taken. In the long term however, it is important in the interests of preventing ill health that we also take the necessary measures to address those risks deemed less severe.

An action plan shall be prepared for those measures that we have decided must be taken but that we are unable to implement immediately, *see Form 08.1*.

Any such action plan shall state:

- what needs to be done;
- how it is to be implemented;
- who is responsible for doing it; and
- the deadline for completion.

All action plans shall be documented in writing. Each manager is responsible for deciding on appropriate measures, preparing an action plan and checking that the measures taken have the desired effect.

Forms, instructions and checklists

Form 08.1: Risk assessments and action plans

Form 08.2: Risk assessments and action plans for operational changes

Templates are also available on the Staff Web under [Risk Assessment](#)

Work Environment Handbook

Activity: 08.1 Form for risk assessments and action plans				
Document prepared by: Agnetha Karlberg	Document Dated: 04.05.2018	Approved by (sign.):	Version: 1	Page: 1(2)

This risk assessment covers the following location(s):	Date:	Risk assessed by:
--	-------	-------------------

Results of risk assessment			Action Plan			
Risk sources and risks	Severe risk	Other risk	Measures	Party responsible	Deadline for implementation	Monitoring/ inspection

Work Environment Handbook

Activity: 08.1 Form for risk assessments and action plans				
Document prepared by: Agnetha Karlberg	Document Dated: 04.05.2018	Approved by (sign.):	Version: 1	Page: 2(2)

Results of risk assessment			Action Plan			
Risk sources and risks	Severe risk	Other risk	Measures	Party responsible	Deadline for implementation	Monitoring/inspection

Work Environment Handbook

Activity: 08.2 Form for risk assessments and action plans for operational changes				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(3)

A: Describe the planned changes

1: What do the changes consist of?

2: Where are the changes to be implemented?

3: Which employees or groups of employees will be affected?

Work Environment Handbook

Activity: 08.2 Form for risk assessments and action plans for operational changes				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(3)

[Action Plan for Work Environment Activities](#) on the Staff Web.

Unit:

No.	Issue/area	Priority	Brief description of necessary activities	Highlight any simple measures	Responsibility	Start date	End date

Work Environment Handbook

Activity: 08.2 Form for risk assessments and action plans for operational changes				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 3(3)

Risk assessed by:

Date:

Work Environment Handbook

Activity:				
09 Reporting and Investigating Incidents and Accidents				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(3)

Purpose

To ensure that all incidents and accidents occurring in the organisation are reported and investigated so that we at the Department of Biosystems and Technology can take the necessary measures, as well as to establish where work-environment-related risks exist within the organisation.

Definitions

- An **accident** is any event that leads to injury or ill health.
- An **incident** is any event that could have led to an injury or ill health.
- An **investigation** is the process of discovering why an incident or accident occurred.

Guidelines regarding what can be considered a serious incident or serious accident respectively can be found on the Swedish Work Environment Authority website under “Anmäl eller sök tillstånd”.

Procedure for reporting incidents and work-related injuries

A report must be made whenever an employee in our organisation suffers a work-related injury or is involved in an incident that could have resulted in such an injury. The following procedure complies with SLU's instructions and guidelines and has been adopted by the department's Local Cooperation Group.

In the event of an incident or work-related injury, the head of department bears the ultimate responsibility for ensuring that a report is made without undue delay. That said, it is beneficial in terms of ensuring that the report is as accurate as possible if you as an individual employee report the incident or accident yourself. Always report incidents or accidents to your head of department and then agree on who will do what in accordance with the following points. The reporting procedure differs depending on whether you are dealing with an incident or an accident resulting in work-related injury. Below you will find details of all bodies to be contacted, and when to do so.

Must always be contacted, regardless of what has occurred

- The safety officers should always be contacted irrespective of what has occurred, and must sign any report submitted to the Swedish Work Environment Authority. The safety officers at the Department of Biosystems and Technology are [David Hansson](#) and [Karl-Erik Gustavsson](#). They are available to offer advice and support if you have any questions or concerns.
- SLU Security must always be contacted, irrespective of what has occurred. This unit maintains statistics regarding all accidents and incidents and can thereby also take preventative measures. There are three available options for reporting to SLU Security:
 1. Visit the Staff Web and click on the **Reporting Sheet** button at Support & services/Administrative support/Security/Crisis and Emergency Response/ Incident reporting.

Work Environment Handbook

Activity:				
09 Reporting and Investigating Incidents and Accidents				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(3)

2. Send an email to sakerhet@slu.se, writing **Incident Report** in the heading. It is useful if you include the following information in your email: your contact details; the time and location and whether you are reporting an incident or an accident; what has occurred; the measures taken; and whether the incident/accident has been reported to anyone else.
3. Contact Mats Svensson at mats.svensson@slu.se, or by telephone on 040 41 50 33 or call SLU Security on 018 67 24 00.

Must be contacted in the event of a work-related injury or serious incident

Once you have notified the safety officers and SLU Security, you should report the matter to the following:

- In the event of an accident or serious incident – the Swedish Work Environment Authority and Försäkringskassan. Reports should be made via the following link: www.anmalarbetsskada.se. Save the receipt for your report locally on your computer.
- In the event of an accident – SLU's Division of Human Resources. A copy of all reports sent to the Swedish Work Environment Authority and Social Insurance Agency should always be sent to Gunilla Eriksson at Human Resources, gunilla.eriksson@slu.se.

Human Resources maintains a central register of work-related injuries for the whole of SLU, as well as looking into the possibility of compensation from AFA (work-related insurance). Gunilla will be happy to supply individual employees with information regarding AFA. You can then decide whether or not you wish to apply for compensation from AFA.

If you decide that you would like to make a report to AFA, simply complete the form you receive from Gunilla and return it to her at Human Resources. She will then sign the report and forward the information to AFA. AFA will then contact you to process your claim.

Remember to always save receipts for care and treatment received in connection with your work-related injury, as you may be able to obtain reimbursement for these. Your name and personal identification number must be included on any receipts.

More information about work-related injuries, incidents and possible compensation is available on the Staff Web:

<https://internt.slu.se/stod-service/admin-stod/sakerhet/crisis-and-emergency-response1/rapportering/>

<https://internt.slu.se/stod-service/admin-stod/hr/halsa-och-arbetsmiljo/arbetsmiljo/stod-i-arbetsmiljoarbetet/arbetskada/>

Work Environment Handbook

Activity: 09 Reporting and Investigating Incidents and Accidents				
Document prepared by: Emma Linnér	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 3(3)

Linda Tufvesson
Head of department

Emma Linnér
Human Resources Administrator

Most recent revision 30.06.2018

Forms, instructions and checklists

9.1 Form for reporting and investigating incidents and accidents

[Reporting Form](#)

Work Environment Handbook

Activity: 09.1 Form for reporting and investigating incidents and accidents				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Electronic Report

Report of an incident or accident

Name: _____

Date: _____

This report relates to:

- An accident An incident
 Physical Psychosocial

Description of the event/situation.
In what circumstance (the performance of a specific task, commuting to or from work, other)?
Date, time and location?
What do you know about the cause of the incident/accident?
Proposed measures to prevent this type of event.

Report received by: _____

Name: _____

Date: _____

Work Environment Handbook

Activity: 09.1 Form for reporting and investigating incidents and accidents				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

Investigation of the accident/incident

Conducted by:

Name: _____ Date: _____

Name: _____ Date: _____

Description of the investigation (events/situation, implementation and results).			
What measures need to be taken immediately?			
Measures	Who is responsible?	Deadline?	Follow up
What steps need to be taken to ensure that the incident/accident is not repeated? (long-term measures)			
Measures	Who is responsible?	Deadline?	Follow up

Dealt with by the Local Cooperation Group No Yes Date: _____

Report to Försäkringskassan No Yes Date: _____

Report to the Swedish Work Environment Authority No Yes Date: _____

OHS provider contacted No Yes Date: _____

Signature of responsible manager	Date
Signature of safety officers	Date

All serious accidents and serious incidents suffered by employees must be reported to the Swedish Work Environment Authority without undue delay. Reports can be submitted at www.anmalarbetskada.se or by telephone to 010 730 90 00.

Work Environment Handbook

Activity: 10 Annual Review of Systematic Work Environment Management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

Purpose

To review our systematic work environment activities to identify any deficiencies that need to be rectified.

Definitions

The *Annual review of systematic work environment management* is a monitoring process designed to ensure that we comply with regulations on systematic work environment management and that our work environment activities have had the desired effects.

The annual review examines how we have worked with work environment issues over the past year. The purpose is to examine how we have addressed these issues in practice. The review should also ensure that we have complied with the Provisions of the Swedish Work Environment Authority on Systematic Work Environment Management (AFS 2001:1).

If the review reveals any deficiencies, these shall be rectified. The results of the review may lead to the conclusion that there is a need to improve our working methods and form the basis for our work environment activities over the coming year.

Procedure

The Department of Biosystems and Technology shall, no later than April of the following year, conduct an annual review of systematic work environment activities carried out at the department. The annual review shall at least examine and ensure that the following elements of systematic work environment management are in place:

- Cooperation between employer and employees.
- A Work Environment Policy.
- Procedures for systematic work environment management.
- Delegation of work environment tasks.
- Knowledge of systematic work environment management.
- Examinations of working conditions.
- Risk assessments with action plans.
- Reporting and investigations of incidents and accidents.
- An annual review.
- Engaging external expertise in the field of work environment as and when required.
- Assurance that measures taken have the desired effects.
- Available and up-to-date documentation.

Work Environment Handbook

Activity: 10 Annual Review of Systematic Work Environment Management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

In addition to the above, in conjunction with the annual review we shall check to ensure that we have reported all serious incidents and accidents to the Swedish Work Environment Authority and that lists of applicable legislation and regulation in the field of work environment to which we are subject are up to date. Form 10.1 [Checklist for annual review of systematic work environment management](#) shall be used as the basis for the annual review.

The department's Management Group is responsible for implementing the annual review.

Safety officers and any other relevant employees shall participate in the annual review.

If the annual review reveals any deficiencies, these shall be rectified. The results of the annual review shall be documented on the form provided.

Forms, instructions and checklists

Form 10.1 [Checklist for annual review of systematic work environment management](#)

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 1(4)

SLU HR Unit	Checklist for annual review of systematic work environment management							
Department Biosystems and Technology	Employer SLU							
Date 11.06.18	Safety officer:s David Hansson							
Expertise	Yes	No	Partly	N/A	Deficiency	Action	When	Party responsible
Do managers and supervisors have sufficient knowledge of work environment regulations?			X		X	Training course on SAM for those who require it. Head of department to decide in consultation with affected heads of subject.	Autumn '18, spring '19	LT
Do staff receive the necessary work and safety instructions?			X		X	Labs have good procedures; however, in other working areas there is a need for written procedures and safety instructions to be circulated to those affected. - Lab introductory course - Knowledge check - Personal responsibility Onboarding new employees		Head of department and group leader

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 2(4)

Do safety officers have the necessary training for their assignment?			X			<i>SO has insufficient knowledge. We should contact the trade unions.</i>	Immediately. Contact principal safety officer Lars Hagtorn. Agnetha should first speak to Andrus regarding how to proceed.	LT (AK)
Division of responsibilities/tasks								
Is there a clear division of work environment tasks?		X				<i>Clarification required. Next Management Group meeting in September.</i>	Dec. 2018	LT
Do managers and supervisors have sufficient authority and resources for work environment tasks?			X			<i>Unclear if this is related to training. Affected parties require more knowledge about their responsibilities.</i>	Dec. 2018	LT
Mapping * regular mapping of the physical and psychosocial work environment is carried out								
Are health and safety inspections carried out 1-2 times a year?	X							
Are surveys conducted regarding the psychosocial work environment?	X							
Are performance appraisals conducted annually?	X							
Are risk assessments conducted of the existing organisation and for operational changes?			X			<i>Maria G. is working hard on procedures for this. Heads of subject are responsible for implementing these in their respective organisations.</i>	Dec. 2018	LT

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 3(4)

Are work-related injuries and incidents investigated and appropriate measures taken?	X							LT
Is work-related sick leave investigated and appropriate measures taken?	X							
Preventative measures								
Are ergonomic reviews of the workplace conducted as necessary?	X							
Inspected and maintained?	X							
- premises	X							
- equipment	X							
- personal protective equipment	X							
- safety equipment	X							
Are necessary occupational hygiene measurements taken, for example noise pollution?	X							
Are necessary medical checks conducted, e.g. for those working with X-rays?			X			e.g. in relation to lab isotope work? No procedure in place. Maria is dealing with this. Perhaps Avonova should be contacted	Dec. 2018	LT (MG)
Are there procedures for onboarding new employees?	x							
Are there procedures for rehabilitation after sick leave?	X							

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 4(4)

Documentation								
There is an action plan for work environment issues that cannot be addressed directly at the department?	X							
Are the department's/unit's procedures for work environment activities documented in writing?	X							
Is the above documentation available to the department's staff?			X			<i>It is available in Swedish, although not in English and as yet not online. This is however underway.</i>	Dec. 2018	LT (MG)
Follow-up								
Are scheduled measures followed up?	X							
Are incidents, work-related injuries and ill health followed up?	X							

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 1(3)

SLU HR Unit		Checklist for annual review of systematic work environment management						
Department Biosystems and Technology		Employer SLU						
Date		Safety officer David Hansson						
Expertise	Yes	No	Partly	N/A	Deficiency	Action	When	Party responsible
Do managers and supervisors have sufficient knowledge of work environment regulations?								
Do staff have the necessary work and safety instructions?								
Do safety officers receive the necessary training to perform their duties?								
Division of responsibilities/tasks								
Is there a clear division of work environment tasks?								
Do managers and supervisors have sufficient authority and resources for work environment tasks?								
Mapping * regular mapping of the physical and psychosocial work environment is carried out								
Are health and safety inspections carried out 1-2 times a year?								
Are surveys conducted of the psychosocial work environment?								
Are performance appraisals conducted annually?								
Are risk assessments conducted of the existing organisation and for operational changes?								

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 2(3)

Are work-related injuries and incidents investigated and appropriate measures taken?								
Is work-related sick leave investigated and appropriate measures taken?								
Preventative measures								
Are ergonomic reviews of the workplace conducted as necessary?								
Inspected and maintained?								
- premises								
- equipment								
- personal protective equipment								
- safety equipment								
Are necessary occupational hygiene measurements taken, for example noise pollution?								
Are necessary medical checks conducted, e.g. for those working with X-rays?								
Are there procedures for onboarding new employees?								
Are there procedures for rehabilitation after sick leave?								
Documentation								
There is an action plan for work environment issues that cannot be addressed directly at the department?								
Are the department's/unit's procedures for work environment activities documented in writing?								
Is the above documentation available to the department's staff?								

Work Environment Handbook

Activity: 10.1 Checklist for annual review of systematic work environment management				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version:	Page: 3(3)

Follow-up								
Are scheduled measures followed up?								
Are incidents, work-related injuries and ill health followed up?								

Work Environment Handbook

Activity: List of applicable work environment legislation				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(2)

The Swedish Work Environment Act forms the basis for all work environment activities, supplemented by the Swedish Work Environment Ordinance. In terms of daily operations in the workplace, this legislation is supplemented by provisions and general recommendations issued by the Swedish Work Environment Authority. These provisions are issued in the authority's Statute Book (AFS) and are numbered in the order in which they are decided by the Swedish Work Environment Authority.

[Swedish Work Environment Act \(SFS 1977:1160\)](#)

[Swedish Work Environment Ordinance \(SFS 1977:1166\)](#)

[The Swedish Working Hours Ordinance SFS 1982:901](#), amended by SFS 1989:795, 1993:1245, 2000:1080 and 2014:366.

Notes regarding On-call Time, Overtime and Additional Working Hours (AFS 1982:17), provisions

Use of Work Equipment (AFS 2006:4), provisions

Use of Lifting Devices and Lifting Accessories (AFS 2006:6Eng), provisions

Use of Chainsaws and Brush Cutters (AFS 2012:1), provisions

Use of Personal Protective Equipment (AFS 2001:3), provisions

Use of Tractors (AFS 2004:6), provisions

Working in Potentially Explosive Environments (AFS 2003:3), provisions

Working with Animals (AFS 2008:17), provisions

Working with Display Screen Equipment (AFS 1998:5), provisions

Job Adaption and Rehabilitation (AFS 1994:1), provisions

Workplace Design (AFS 2009:2), provisions

Pesticides (AFS 1998:6), provisions

Ergonomics for the Prevention of Musculoskeletal Disorders (AFS 2012:2), provisions

Noise (AFS 2005:16), provisions

Working Alone (AFS 1982:3), provisions

Prohibition on the marketing of flail-type cutting attachments for portable, hand-held brush cutters (AFS 2012:5), provisions

First Aid and Crisis Support (AFS 1999:7), provisions

Gases (AFS 1997:7), provisions

Gas Bottles (AFS 2001:4), provisions

Pregnant and Breastfeeding Workers (AFS 2007:5), provisions

Hygienic Limits (AFS 2015:7), provisions

Chemical Hazards in the Working Environment (AFS 2011:19), provisions

Machinery (launched on the market after 29 December 2009) (AFS 2008:3), provisions

Microbiological Work Environment Risks – Infection, Toxigenic Effects, Hypersensitivity (AFS 2005:1), provisions

Work Environment Handbook

Activity: List of applicable work environment legislation				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 2(2)

Organisational and Social Work Environment (AFS 2015:4), provisions
Protection against Injuries Due to Falls (AFS 1981:14), provisions
Ladders and Trestles (AFS 2004:3), provisions
Systematic Work Environment Management (AFS 2001:1), provisions
Design of Personal Protective Equipment (AFS 1996:7), provisions
Vibrations (AFS 2005:15), provisions
Violence and Menaces in the Working Environment (AFS 1993:2), provisions
Repeal of the National Board of Occupational Safety and Health's general
recommendations on Organic Dust in Agriculture (AFS 2007:8), provisions
Repeal of the National Board of Occupational Safety and Health's general
recommendations on Working in Confined Spaces (AFS 2014:39), provisions
Repeal of the National Board of Occupational Safety and Health's general
recommendations on Contact Lenses (AFS 2005:23), provisions
Repeal of the National Board of Occupational Safety and Health's general
recommendations on Working with Liquid Fertilisers (AFS 2008:18), provisions.

Work Environment Handbook

Activity: List of applicable local regulations and policies				
Document prepared by: Agnetha Karlberg	Document Dated: 05.04.2018	Approved by (sign.):	Version: 1	Page: 1(1)

Additional regulations and policies

Instructions and policies drawn up within the organisation are available on our internal network at <https://internt.slu.se/bt>, as well as being distributed internally as hardcopies when deemed necessary.

- ❓ Internal instructions for laboratory work (available in KLARA)
 - Risk laboratories 2 and 3, Corridor G
 - Analysis Laboratory, Corridor E
 - HPLF Laboratory, Corridor E
- ❓ Internal instructions for Milling Room (available in the Milling Room)
- ❓ Internal instructions for handling gas bottles

Policies (see appendices of this handbook).

- ❓ Road safety policy
- ❓ Policy regarding working alone
- ❓ Procedures for fieldwork in fields where crops have been treated with pesticides during cultivation
- ❓ Workwear and personal protective equipment for working in fields and greenhouses
- ❓ Unaccompanied fieldwork
- ❓ Unaccompanied laboratory work outside normal working hours
- ❓ Procedure for preventing falls in the preparation laboratory (Room 2319), controlled environment chamber and fungi cultivation room (Rooms 2230, 2231) and the greenhouse and work hall (Rooms 2236 and 2238) at Vegetum

Work to compile further instructions and policies is ongoing, please see Action Plan document 04.2



Medarbetarsamtal

Employee: []

Manager: []

Date: []

All staff at SLU shall have an annual performance appraisal in the form of a prepared and structured discussion with their line manager regarding their duties and preconditions for successfully completing them. Performance appraisals are intended to further the development of the individual staff member and the unit, by both evaluating past performance and discussing the need for development going forward. The dialogue between manager and staff member is therefore an important component of quality-assurance work in the department/unit.

Learn more about preparing a performance appraisal [here](#).

This template is divided into four sections:

- **In retrospect** – events over the past year
- **Today** – what is your current situation?
- **Going forward** – what developments would we like to see (needs/deficiencies)?
- **Objectives and agreements** – interim and long-term objectives with deadlines

In retrospect

- ☐ **Summary of duties plus feedback from earlier appraisals**
To what extent have previous agreements and objectives been fulfilled?
What tasks have been completed? With what level of success?

Today

What are your feelings about your job/duties?

For example: Do you have sufficient time to complete your duties during working hours?
Do you have the necessary competences? Is your work stimulating?

🔍 **How do you feel you have performed?**

|

🔍 **What are your feelings about your work group?**

For example; sense of community, division of labour, discussion climate, collaboration.

|

🔍 **What do you see as your role within the team?**

|

🔍 **Do you receive the necessary support and feedback to do your job?**

Do you receive clear (positive and constructive) feedback from your manager and/or colleagues? Who do you turn to when you run into problems?

|

☐ **How do you feel about the work environment in your unit?**

For example; sense of community, division of labour, discussion climate, collaboration.

☐ **Has information flowed freely?**

From your line manager and from the organisation as a whole? How do we go about sharing our knowledge? In your work group/unit and the department?

☐ **How do you feel about your personal work environment?**

For example, what is your current work situation? Do you need anything else in order to perform to the best of your abilities?

☐ **Influence/participation and workload?**

How much influence do you feel you have in your own field? Are there any changes required to increase your participation? How do you feel about the workload placed on you personally?

🔍 **What does *recovery* mean for you?**

How do you reduce stress during the working day? How do you unwind when you get home?

🔍 **What are your feelings about my leadership and management style?**

How would you like to see me develop to better support you and the organisation?

🔍 **Health**

What do you do to promote your own health? Do you utilise your wellness contribution?

🔍 **Life in general**

Going forward

🔍 **Goals and expectations for the coming year**

Are you aware of the organisation's goals?

• **What is your greatest contribution to SLU's research and education?**

What do you consider to be our greatest challenges?

🔍 **What would you like to achieve in your own job?**

What tasks and situations do you consider to be developmental for you? What motivates you?

2 **What changes/developments would you like to see in your job?**

2 **Do you see any obstacles to personal development in your current work situation?**

2 **To what extent do you feel that your skills are being utilised?**

☐ **What support from the organisation and your manager do you feel you need in order to develop?**

For example; skills development, time, resources.

☐ **Is there anything else you would like to discuss?**

Objectives and agreements

Name: | |

What would be appropriate objectives to set going forward?

Overall goal, including interim objectives

Timetable

Chances of success

<i>Overall goal, including interim objectives</i>	<i>Timetable</i>	<i>Chances of success</i>

Additional agreements on the reverse side

It is intended that this page be saved at the department for use in future performance appraisals, as well as for information in the event of a change of manager. The document exists for the benefit of both the individual employee and the department.

Name Signature

.....

Employee

Manager



ROAD SAFETY POLICY

Background

SLU's guidelines strive to prevent injury and sickness, whether psychological or physical, from occurring or being exacerbated by events in the workplace. The safety of employees in traffic also falls within the scope of these guidelines.

To varying degrees, employees at the Department of Biosystems and Technology may be called on to use vehicles in their day-to-day work. The Department of Biosystems and Technology has two fleet cars and three fleet bicycles. The majority of employees use their own cars and bicycles while on duty.

The employer has an obligation to systematically investigate work environment risks related to road safety, and to take measures to minimise such risks. All employees should be aware of the risks involved.

The Department of Biosystems and Technology's Road Safety Policy applies to all employees and all means of transport, whether that be a fleet vehicle or the employee's own car or bicycle. SLU also has guidelines for business travel, to which this Road Safety Policy should be viewed as a complement.

Responsibilities

- The employer is responsible for minimising the risks of work-related ill health and accidents, including on the roads.
- Individual managers are responsible for ensuring that every employee receives the necessary support, information and opportunities to comply with the Policy.

- Individual employees are responsible for complying with the statutory and recommended safety provisions contained in the Policy.

All accidents or incidents shall be reported to your line manager as soon as possible. Work-related injuries and incidents shall be registered in our system. Serious accidents in the workplace shall also be reported to the Swedish Work Environment Authority. If a fleet vehicle is damaged, a damage report shall be completed and submitted for processing.

Monitoring

- Once a year, vehicle accidents and work-related traffic injuries shall be reported to and followed up by the Management Group, as well as the Local Cooperation Group at the Department of Biosystems and Technology.
- This Road Safety Policy shall be updated as and when necessary.
- Work environment issues such as road safety shall be continually discussed as a standing item on the agenda for subject group meetings.

Employees driving vehicles while on duty:

- Shall at all times drive in a safe and legal manner.
Among other things, driving in safe and legal manner implies the use of seatbelts and observing the applicable speed limit. When operating vehicles, employees must always comply with the university's policy on substance abuse, i.e. always being free from alcohol and drugs while on duty. A safe distance shall always be maintained to the vehicle in front; an unobstructed view in all directions should be ensured before the vehicle is used; the seat, neck rest and rearview mirror should be adjusted for the driver.
- In Sweden, it is illegal to use a handheld mobile telephone while driving. Use voicemail or ask a passenger to make or answer calls. Drivers who need to use a mobile phone during their journey must have the appropriate handsfree equipment.
- Where necessary, employees shall participate in road safety training conducted by the employer.
- Always ensure that the vehicle is roadworthy before setting off.
- Have an obligation to report faults in the vehicle, or to rectify these.

Fleet vehicles:

- Shall be equipped with an ice scraper, brush, shovel, hi-vis vest, flashlight and first aid kit.

Employees cycling while on duty:

- Shall use a fleet cycle equipped with working lights, bell, reflectors and brakes.
- Should wear a helmet: workplaces where business trips by bicycle occur shall make bicycle helmets available at the workplace.
- Shall have access to a hi-vis vest.
- Shall always ensure that the bicycle is roadworthy before setting off.
- Have an obligation to report faults in the bicycle, or to rectify these.

Responsibility for fleet vehicles/bicycles

Fleet vehicles: Erik Rasmussen 0708 754 183

Fleet bicycles: Agnetha Karlberg 040 415 218

Linda Tufvesson

Head of Department



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Health and Safety Inspection Checklist

Inspection carried out:
Present:

<input type="checkbox"/> Supervisor	<input type="checkbox"/> Safety officer	<input type="checkbox"/> Principal safety officer	<input type="checkbox"/> Health and Safety Committee
Other:			

Inspection carried out Present

Date

Workplace, room, equipment, etc.	Brief description of issue (cause)	Measures proposed	Priority ¹	Party responsible for implementation	Deadline for implementation	Implemented, date and signature
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			

Additional notes



Signatures

Place and Date	Place and Date
Supervisor's signature	Safety officer
Print name	Print name

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1 1 = Rectified on the spot 2 = To be rectified ASAP 3 = Requires rectification

1s = Rectified on the spot and reported to the Health and Safety Committee, 2s = To be rectified ASAP and reported to the Health and Safety Committee 3s = Requires rectification and reported to the Health and Safety Committee

Work Environment Handbook

Activity: Procedures for fieldwork in fields where crops have been treated with pesticides during cultivation				
Document prepared by: M Grudén, D Hansson, A. TS Nilsson	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

Staff conducting fieldwork, for example taking samples, are at risk of possible exposure to pesticides in recently treated fields. Negative impact on humans from pesticides can take place through absorption through the skin, contact with the eyes or accidental ingestion (AFS 2012:6, AFS 1998:6). The purpose of the following procedure is to protect staff from exposure to the potentially damaging effects of pesticides.

Procedure

Risk assessment

A risk assessment is conducted prior to every field trial noting the pesticides that may be encountered and the likely spraying intervals. As an example, potatoes are treated with pesticides approx. once a week during the cultivation period, which would mean that, in principle, pesticides would always have been sprayed relatively recently. Another indication of recent spraying is recently tracks in fields.

Field cards

When commencing a project that includes obtaining samples, a field card will be provided to the responsible grower/technician. Field cards are laminated (NB: use laminating plastic designed for writing on and provide a suitable pen that can be fastened to the stick) and mounted in fields in accordance with the following; Field 1, Block 1. It is also advisable to leave plastic strips or ensure that sticks are visible. After each completed spraying, the grower/technician will immediately fill in the time and the name of the preparation used. If the above field card procedure fails to function for whatever reason, one alternative is to telephone the grower/technician before entering the field in order to find out if the field has been sprayed. It may prove difficult in practice to make contact with growers/technicians at short notice, particularly during the high season, meaning that the field-card system may be of help to both parties. If in any doubt, always use personal protective equipment.

Safety procedure

On occasions when personal protective equipment is required, the following should be used: paper coveralls with an outer plastic layer, boots and nitrile gloves. Immediately after completing fieldwork, all disposable personal protective equipment should be placed in a plastic sack and thrown into the appropriate waste bin for combustible materials. Boots should be rinsed in the boot wash outside Vegetum. You should then shower and wash your hair, change into fresh clothing and wash the clothes worn in the field. Food and drink must not be consumed in or adjacent to the field. Wash your hands thoroughly with soap and water prior to all breaks/meal times.

Personal protective equipment:

- Coverall (e.g. VWR art. no. 113-3876 or 113-0495 or ThermFisher art no: 97930)
- Nitrile gloves (e.g. VWR art. no. 112-4846, 112-4847, 112-4848)

Work Environment Handbook

Activity: Procedures for fieldwork in fields where crops have been treated with pesticides during cultivation				
Document prepared by: M Grudén, D Hansson, A. TS Nilsson	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

- Plastic sack for disposal of protective clothing
- Boots
- Access to boot wash (available in Vegetum)

Forms, instructions and checklists

Field card

Product data sheet for the pesticide in question

References

Provisions of the Swedish Work Environment Authority on Pesticides together with General Recommendations on the implementation of the Provisions (AFS 1998:6), and amended provisions (AFS 2012:6)

Work Environment Handbook

Activity: Workwear and personal protective equipment for working in fields and greenhouses				
Document prepared by: M Grudén, E Rasmusson, L Mogren, K-J Bergstrand, T Hörndahl	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

Various types of experimental work are conducted at the Department of Biosystems and Technology, either in the field or in greenhouses. The following is a list of the workwear and personal protective equipment to be used in various situations.

Procedure

Type of work	Equipment	Comments
Fieldwork involving operating machinery	<ul style="list-style-type: none"> Shoes or boots with steel toe caps 	
General fieldwork	<ul style="list-style-type: none"> Protective gloves Boots Work footwear Work trousers Rainwear Shirt/sweater 	<ul style="list-style-type: none"> Choose a glove suited to the type of work Choose a shoe/boot suited to the type of work The department pays for the cost of work shoes, boots, rainwear and work trousers as necessary
Greenhouse	<ul style="list-style-type: none"> Lab coat or other attire suited to the task Gloves if necessary Suitable footwear: for floors with wet patches, use appropriate footwear that provides a good grip on the surface 	<ul style="list-style-type: none"> Choose a glove suited to the type of work
Spraying pesticides on fields using a tractor	<ul style="list-style-type: none"> Wear disposable coveralls (paper with plastic outer lining) Gloves Boots Tractors must be equipped with a carbon filter 	<ul style="list-style-type: none"> When mixing pesticides: wear a visor or half-mask respirator equipped with a carbon filter
Operating a forklift in Machine Hall B	<ul style="list-style-type: none"> Shoes with steel toe caps 	

Work Environment Handbook

Activity: Workwear and personal protective equipment for working in fields and greenhouses				
Document prepared by: M Grudén, E Rasmusson, L Mogren, K-J Bergstrand, T Hörndahl	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purchasing equipment

- Workwear, footwear, etc.: WORX (has SLU logo for printing)
- Personal protective equipment for spraying pesticides on fields:
Lantmännen, Gullviks

References

Provisions of the Swedish Work Environment Authority on Use of Personal Protective Equipment, together with General Recommendations on the implementation of the Provisions (AFS 2001:3)

<https://www.av.se/halsa-och-sakerhet/personlig-skyddsutrustning/forebyggande-att-valja-skyddsutrustning/#1>

Work Environment Handbook

Activity: Unaccompanied fieldwork				
Document prepared by: M Grudén, E Rasmusson, D Hansson	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

The term *unaccompanied fieldwork* refers to any situation in which an individual is working in the field physically isolated from their colleagues and therefore has no point of contact without the use of a technical communication device. The aim of this procedure is to ensure that anyone working unaccompanied at whatever time of the day or night is able to quickly contact others for immediate assistance in an emergency, for example an accident or sudden illness. The Department's policy is that unaccompanied fieldwork should be avoided to the greatest possible extent; however, in cases where it is unavoidable, the following procedures should be followed.

Procedure

Unaccompanied fieldwork during normal working hours

1. No work is to be carried out in the field unaccompanied until a risk analysis has been conducted in KLARA. If there is an existing risk analysis for a specific task, this should be studied carefully prior to commencing work.
2. Work shall be planned so that the person working alone is at no greater risk of injury than if the work were to be performed by more than one person. If this is not possible, more than one person shall be present when the task is performed.
3. The individual performing the work shall have the requisite prior knowledge, training and information for the task in question. The person should have completed the introductory course *General Instructions for Fieldwork*.
4. A first aid kit shall be available at all times when working in the field.
5. A mobile telephone shall always be kept within reach.
6. A colleague shall be informed about the work to be performed, its location and the length of time the work is expected to continue. The informed colleague shall be contacted by telephone during work as agreed, as well as on the completion of the task. If the task is deemed very simple in nature, this step may be disregarded; it is then the responsibility of the unaccompanied employee to make this judgement.

Work Environment Handbook

Activity: Unaccompanied fieldwork				
Document prepared by: M Grudén, E Rasmusson, D Hansson	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Unaccompanied fieldwork outside normal working hours (e.g. evenings, long weekends or nights)

- See points 1-5 above, plus:
- The form *Approval of unaccompanied fieldwork outside normal working hours at the Department of Biosystems and Technology* shall be completed, signed and valid on the date the work is performed. The safety officer and unit manager shall each retain a copy of the form. The original form must be sent to be registered at the diary: Registrar, P.O. Box 52. Signed forms are valid for six months.
- Contact the colleague as agreed at the beginning of work (phone call, email or SMS). Describe the task to be performed, your location and approximately how much time you expect the task to take. Make contact later to confirm that the task has been completed.

References:

Provisions of the Swedish Work Environment Authority on Working Alone, together with General Recommendations on the implementation of the Provisions (AFS 1982:3)

Internal guidelines for working alone at SLU (available on the website, link: <https://internt.slu.se/globalassets/mw/org-styr/styr-dok/arbetsmiljo/riktlinjer-ensamarbete-en.pdf>)

Approval of unaccompanied fieldwork outside normal working hours (Monday-Friday 07:00-18:30, excl. public holidays) at the Department of Biosystems and Technology

<i>Task/description/location where task is to be performed:</i>
<i>Risk(s):</i>
<i>Risk assessment regarding consequences (low 1-2, moderate 3-5, high 6-8, very high 9-10):</i>
<i>Risk assessment regarding probability (very low 1-2, low 3-5, moderate 6-8, high 9-10):</i>
<i>Risk value (Consequence x Probability): unless extraordinary circumstances exist, unaccompanied work outside normal working hours should be avoided where the risk analysis indicates a value equating to a <i>high</i> or <i>very high</i> risk in terms of consequences and/or a <i>risk value</i> above 30.</i>
<i>Reasons why unaccompanied work needs to be performed outside normal working hours:</i>

I hereby certify that I am aware of the risks inherent in the task in question, that I am aware of and comply with the department's procedures and that I have sufficient knowledge of how the work is to be performed.


Signature: _____ Date: _____

As head of department, I hereby grant approval for the above unaccompanied work to be performed and confirm that the above named individual has been informed of the department's procedures for unaccompanied working.

Signature: _____ Date: _____

One copy each should be handed to unit manager and safety officer. The original is sent to be registered at Diariet, P.O. Box 52.

Appendix 10.

	Field card for field experiments at SLU BT		
	Experiment series designation	Harvest	Plan No.
Experiment host tel.		Farm	
Fertilisation			
Block	amount/hectare	Kg N/ha	kg/33.6 m²
(Space for graphic/disposition/etc:)			
Map coordinates (SWEREF 99) N:		E:	
The experiment is located approx. m from		north arrow o direction of ploughing	
Gross area = crop area =			
General Information		General Information	
Sowing	date	type	seed rate
Crop:			
Preceding crop:			
Soil Sample:			
Herbicide agent quantity date			
Pesticide agent quantity date			
Fungicide agent quantity date			
Contact person:		Responsible for implementation:	

Work Environment Handbook

Activity: Unaccompanied laboratory work outside normal working hours				
Document prepared by: M Grudén, K-E Gustavsson, B Alsanius, H Asp	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

The department's policy is to avoid unaccompanied working outside normal working hours (Monday-Friday 07:00-18:30, excl. public holidays); however, in the event that this proves impossible, this document describes the procedures to be followed.

Procedure

- As with any other work, no unaccompanied work shall be performed in laboratories without a risk analysis first being conducted, or an existing risk analysis being studied.
- The form *Approval of unaccompanied laboratory work at the Department of Biosystems and Technology* must be completed and signed. The safety officer and unit manager shall each retain a copy of the form. The original form must be sent to be registered at the diary: Diariet, Box 52. Signed forms are valid for six months. Where necessary, it may be advantageous to complete the form and obtain a signature prior to commencing a new project or risk analysis.
- As far as possible, work shall be planned so that the person working alone is at no greater risk of injury than if the work were to be performed by more than one person. If this is not possible, more than one person shall be present when work is performed.
- The person performing the work must have the necessary prior knowledge, training and information for the task to be performed and shall have completed the introductory course on laboratory safety (Laboratory License).
- A mobile telephone shall always be kept within reach.
- All employees working unaccompanied outside of normal working hours are responsible for giving their line manager prior notification of their intention to do so.
- If a risk assessment reveals a value of 3-10 for consequences and/or probability (see the form *Approval of unaccompanied laboratory work at the Department of Biosystems and Technology*), then a personal alarm must be carried. The employee who is to perform the work is responsible for thoroughly familiarising themselves with the alarm's functions.
- If a risk assessment reveals a value of 6-10 for consequences and/or probability (see the form *Approval of unaccompanied laboratory work at the Department of Biosystems and Technology*), then the health and safety representative shall be informed prior to commencing work. If a risk assessment reveals a value exceeding 30 (see the form *Approval*

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of unaccompanied laboratory work at the Department of Biosystems and Technology), then the task in question shall not be performed outside of normal working hours unless extraordinary circumstances exist.

References

<https://internt.slu.se/globalassets/mw/org-styr/styr-dok/arbetsmiljo/riktlinjer-ensamarbete-en.pdf>

Provisions of the Swedish Work Environment Authority on Working Alone, together with General Recommendations on the implementation of the Provisions (AFS 1982:3)

Approval of unaccompanied laboratory work outside normal working hours (Monday-Friday 07:00-18:30, excl. public holidays) at the Department of Biosystems and Technology

<i>Task/description/location where task is to be performed:</i>
<i>Risk(s):</i>
<i>Risk assessment regarding consequences (low 1-2, moderate 3-5, high 6-8, very high 9-10):</i>
<i>Risk assessment regarding probability (very low 1-2, low 3-5, moderate 6-8, high 9-10):</i>
<i>Risk value (Consequence x Probability): unless extraordinary circumstances exist, unaccompanied work outside normal working hours should be avoided where the risk analysis indicates a value equating to a <i>high</i> or <i>very high</i> risk in terms of consequences and/or a <i>risk value</i> above 30.</i>
<i>Reasons why unaccompanied work needs to be performed outside normal working hours:</i>

I hereby certify that I am aware of the risks inherent in the task in question, that I am aware of and comply with the department's procedures and that I have sufficient knowledge of how the work is to be performed.

Signature: _____ Date: _____

As head of department, I hereby grant approval for the above unaccompanied work to be performed and confirm that the above named individual has been informed of the department's procedures for unaccompanied working.

Signature: _____ Date: _____

One copy each should be handed to unit manager and safety officer. The original is sent to be registered at Diariet, P.O. Box 52.

Work Environment Handbook

Activity: Instructions for preparing new work environment procedures				
Document prepared by: M Grudén, A Karlberg, L Tufvesson	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

This document provides instructions for writing procedures for joint departmental tasks performed within the Department of Biosystems and Technology (BT).

Definitions

A *procedure* refers to an instruction or predetermined working method, in this case, in relation to tasks that, as a result of a risk assessment, are deemed by BT to be associated with some form of risk in their implementation.

Procedure

Within the framework of BT's systematic work environment management, an annual inventory and risk assessment is conducted of the department's work environment. Based on the risks identified, procedures are written to provide instructions regarding how the tasks in question should be performed in a manner that contributes to the safest possible work environment.

This work commences in January each year and is conducted by representatives from the department appointed by the head of department. In conjunction with this, heads of subject are also asked whether they are aware of any new tasks that should be included in departmental procedures. Any new procedures are then presented at Management Group meetings.

Individuals initiating new experiments are also responsible for checking that necessary procedures are in place or, where necessary, creating a new procedure. All procedures must be approved prior to the experiment commencing.

Procedure documents shall contain information on the title of the task, the date on which the procedure was created and the latest date for revision, the names of those who participated in drawing up the procedure, and a field for the head of department's signature. When compiling a new procedure, the individual(s) performing the task as part of their duties shall be offered the opportunity to give their views and proposals for improvements. All procedures shall comply with applicable legislation. Proposed new procedures shall also be reviewed and approved by safety officer as well as members of BT's Local Cooperation Group and Management Group. The procedure will then enter into force once the head of department has approved and signed the document. Procedure templates and procedures approved by the head of department can be found on BT's internal website under "Important documents".

Work Environment Handbook

Activity: Procedure for preventing falls in the preparation laboratory (Room 2319), controlled environment chamber and fungi cultivation room (Rooms 2230, 2231) and the greenhouse and work hall (Rooms 2236 and 2238) at Vegetum				
Document prepared by: K-E Gustavsson, H Larsson-Jönsson, C Rodriguez Gonzalez, S Caspersen, H Asp, M Grudén	Document Dated: 08.10.2018	Approved by (sign.):	Version: 1	To be revised no later than: 01.01.2020

Purpose

Work is conducted in the preparation laboratory (Room 2319), controlled environment chamber and fungi cultivation room (Rooms 2230 and 2231) and the greenhouse and work hall (Rooms 2236 and 2238) that inevitably leads to plant material, earth and water, as well as tools and equipment, accumulating on floors during working hours. This results in slippery floors and an increased risk of falls, both for those performing the work and for passers by.

Procedure

- While working, all spills (of plant material, soil, water, etc.) on the floor must be cleaned up on an ongoing basis.
- Tools and equipment should be returned to the appropriate place rather than being left on floors.
- All wash basins are equipped with rubber mats that users should stand on when working with water.
- Workbenches and floors should be rinsed and wiped down once work is completed. Wash basins and sinks should be cleaned thoroughly of soil/substrata and plant materials (NB: this also applies to the bottoms of sinks equipped with grills where these are used).
- In greenhouses, hoses should be returned to their hangers after use.
- Avoid drawing hoses directly across the floor; instead, tape them to the floor along walls (NB: specific procedures are in place for the safe use of electrical equipment in greenhouse experiments).
- In the event of major spillages of water on greenhouse floors, these should be mopped up immediately using squeegees designed for the purpose. If the floor is still very wet, make sure to leave a sign to alert those passing by.
- Wear suitable shoes for the work in question: avoid slippery soles.
- Algae may grow on greenhouse floors leading to slippery surfaces. Algal growths should therefore be washed off immediately, for example using detergent and water.