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Plan for work environment efforts at the Department of Economics, 2018

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A plan for work environment efforts is to be set up annually at the Department and is to be part of the Operational Plan. Serious work environment risks uncovered during the year are to be dealt with immediately, if possible, and be accounted for within the framework of the Department personnel meeting. The plan for work environment efforts consists of two parts: points of departure and an action plan for measures to improve the work environment. The action plan shows what measures are to be given priority in coming years based on a now-completed risk assessment. The plan for work environment efforts will be followed up with those in charge of each respective measure in operational follow-up sessions or at meetings in the work environment group.

Points of departure

No local goals for the work environment efforts have been established. The Department follows Uppsala University's work environment policy.

All employees and students are part of our work environment and are therefore obligated to help to create a good work environment.

Current systematic work environment efforts

- A work environment group is in place, with representatives of students, doctoral students, postdocs, teachers, and administration. The group is responsible for systematic work environment efforts. These include:
 - Writing a proposal for a work environment plan
 - Follow up the work environment plan
 - Initiating work environment questionnaires
 - Arranging and receiving suggestions for various activities
 - Carrying out safety inspection/work environment rounds
- There is a student safety representative
- The HR administrator routinely reports incidents and accidents to the Social Insurance Agency
- Wellness subsidies are offered
- Massage is offered at a discounted price
- Mentors are in place for first year doctoral students
- Mentors are in place for postdocs.
- Supervisors and assistant supervisors are in place for the doctoral students
- Introductory routines are in place for new employees

Situation analysis of the work environment

The Department is expanding and consequently it is important to promote good information and dialogue in daily activities. As the department has recruited international researchers for several years, a significant share of the employees do not speak Swedish. Many of the researchers are employed on temporary contracts.

List of activities taken place during the year

- Given the results from the 2016 years' work environment, future measures to promote the work environment has been planned
- A personnel meeting, and a Department day followed by a dinner, have been held
- Employee appraisals have been conducted with all employees
- Salary review and salary talks has been offered to all employees
- Regular information letters have been sent out
- The Department has participated with 12 people in the charity race Blodomloppet
- Fruit baskets have been delivered twice a week and fresh milk once a week
- The Department has sponsored welcome bowling arranged by the PhD Student Association.
- A Christmas party has been held
- The PhD Student Association has arranged "After Work" beer every month
- Pre-Christmas "fika" in December has been held

Operational plan events, which affects the work environment:

The Department has recruited several new teachers. In addition, one communicator was hired during the spring. Several administrators are on leave and are currently replaced by substitutes.

The changes made in the first year of the PhD program will be evaluated and this evaluation may result in revision.

A new financial administration system has recently been implemented and "Nya Ladok", a new student administration system, will be implemented in October.

Action plan for work environment improvement measures

| <i>Area</i> | <i>Measure</i> | <i>Performed by</i> | <i>Planned deadline</i> | <i>Status</i> | | |
|---------------------------|---|-------------------------|-------------------------|---------------|---------|---------------|
| | | | | Completed | Ongoing | Not initiated |
| Information | Update the information material to new PhD students and publish on Medarbetarportalen. | PhD Student Association | 2018-07-01 | | | |
| Information | Develop the home page of the Department. | Communicator | 2018-05-31 | | | |
| Information | Update the annual plan of recurring events at the Department and publish on Medarbetarportalen. | Head of Department | 2018-12-31 | | | |
| Information | Regular information letters | Communicator | 2018-12-31 | | | |
| Development | Annual employee appraisals | Head of Department | 2018-07-01 | | | |
| Physical work environment | Annual safety inspections/work environment rounds. | Safety representative | 2018-10-01 | | | |
| Physical work environment | Annual ergonomic review. | HR administrator | 2018-12-31 | | | |
| Physical work environment | Promote health and wellbeing among employees, encourage using wellness hour and wellness subsidy. | Work environment group | 2018-12-31 | | | |

| | | | | | | |
|-------------|---|--|------------|--|--|--|
| Information | Internal web page Medarbetarportalen | Communicator | 2018-12-31 | | | |
| Well-being | Kick-off 2 weeks after the semester starts | Work environment group | 2018-09-01 | | | |
| Well-being | Breakfast/fika once a month | HR administrator | 2018-12-31 | | | |
| Well-being | PhD student kick-off | PhD Student Association | 2018-09-30 | | | |
| Information | #metoo- inform during the Department day about routines in case of harassment and follow up on the course evaluations' questions regarding this matter. | Work environment/Equal opportunities group | 2018-12-31 | | | |
| Information | Inform about routines regarding threats and violence during the Department day | Work environment group | 2018-12-31 | | | |
| Development | Annual meetings with the Director of PhD students and the PhD students | Director of PhD students | 2018-12-31 | | | |