



## **JIBS Systematic work environment process**

### **Introduction**

The central activities for the systematic work environment are the examination of the organization, assessment of the risks revealed by this examination, measures to reduce risks, and to control that the measures have contributed to a better work environment. The aim is to prevent occupational injuries, mental ill-health, and accidents in the workplace. (Systematic work environment management AFS 2001:1.)

### **Description of the Systematic Work Environment at JIBS**

- JIBS examines the working environment as follows:
- Each year beginning from January, the **gender statistics of the composition of staff**, sick-leave, turnover of staff, parental leave and care of sick child, overtime, and forms of employment are examined.
- Each year (January) the **use of occupational health** care is analyzed.
- Every year (August) a **physical work environment round** is carried out to examine the premises from a work environment perspective.
- Twice annually (March-April and October-November) each employee is given the opportunity to discuss the working environment individually with the immediate manager during the **development talk** (March-April) and the **performance review** (October-November).
- Biannually **introduction for new employees** is carried out together with the chief safety officer.
- Every two years an **employee survey on the social and organizational working environment** is carried out.
- Every third year the employee is offered a **health scan**.
- **Information is continuously shared** by management with their employees at discipline and staff meetings throughout the year.
- **Reports of incidents** are assessed for systematic work environment issues.
- Recurring **training offers in CPR** for all staff.
- Other **health and safety inspections** are applied if requested or required.
- **Equal rights and opportunities** are followed up annually. Tip-offs and suggestions by employees are analyzed continuously by the management and the work

environment committee and contribute to systematic efforts within work environment and equal opportunities.

- In the face of major changes in the organization, **risk assessments** are made. Identified risks are either managed directly or transferred to the action plan for the Systematic Work Environment. After decisions have been taken information is continuously shared amongst staff to ensure clarity across the organization.

### **Risk-reducing measures**

All input about the working environment is assessed, and what cannot be rectified immediately is formulated into measures, and a person is appointed to carry out these. The actions are documented in the action plan for the systematic work environment.

### **Organization of the Systematic work environment work**

The systematic working environment work is discussed, assessed and followed-up in the working environment committee (WEC). WEC meet four times a year (more often if necessary). The WEC consists of seven members:

- Managing Director and Operations Manager for the employer
- For the employees:
  - the chief safety representative
  - a representative from each union SACO and ST
- A member of JSA for the students
- A representative from student health services
- Secretary of the WEC is the HR-specialist.

The meeting minutes are recorded and published on the intranet.

### **The workflow for the action plan for systematic work environment management**

Following the WEC meeting the CEO provides feedback of the WEC's input on the action plan for systematic work environment management at an upcoming LT meeting. The CEO then allocates the actions required to those concerned.

Ahead of the next WEC meeting, the CEO checks the action plan for the systematic work environment management at a meeting with the LT to ensure that it has been followed-up and updated.

### **Contact**

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