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Action plan for the working environment work at the Department of Information Technology

Håkan Lanshammar, Head of Department at the Department of Information Technology, is responsible for the work environment. Routine matters are handled by human resources manager Ulrika Andersson. Safety representatives were Roland Grönroos and Anders Andersson up till 31st December 2006. Pending new elections they have continued to act as safety representatives in 2007. The department board ratifies the action plan, follows up and controls the realization of the plan. This plan of action is revised when new problems of the work environment appear and when the matters in it have been closed.

A good working environment is one of the most important requirements for the activities at the department to function well. Problems with the physical environments are small so the focus is on the psycho-social environment. The action plan for the work environment task describes activities to carry out to be able to discover any work environment problems in time and to solve them in an efficient way. To the extent that it becomes necessary, the requisite resources will be set aside in connection with the budget preparation. The task to constantly consider and improve the work environment shall have high priority for everyone working at the department.

Action plan for the coming year

- *Routines for problem handling at the individual level (Responsible: Head of Department)*
General outlines for handling problems in graduate education are already listed on the department home page.
Information on guiding principles for handling problems at the individual level will be on our home page by 1st June 2007.
- *Organization document (Responsible: Head of Department)*
The organization document will be overhauled, and if necessary, revised, including job descriptions where back-up functions are also included. This will be carried out in autumn 2007 and from then on every second year.

Continuous and recurrent activities

- *Staff appraisals*
All employees with personnel responsibilities shall carry out annual development talks so that the entire staff is covered. The outcome of these talks should be followed up and be accounted for at the division and department levels. In this way any signs of overwork, stress, health problems and other problems may be discovered early both at personal and group levels. The talks should be carried out no later than 31st October every year.
Time for staff appraisals shall be set aside in staffing plans at division level. The head of division and other persons with personnel responsibilities will be assigned 4 hours per person for whom they are supervisor or principal. This entails planning, carrying out and following up of structured staff appraisals as well as unplanned talks of a similar character in the course of the year.

It is incumbent on those with personnel responsibilities to report matters brought up during the talks that will affect the budget to the Head of Division or Head of Department.

- *Health profiles*
A health questionnaire/health check-up will be carried out every fifth year. This was last done in 2004.
- *Leadership training*
Leadership training will be offered, and encouraged, for everyone with leading functions such as Head of Department, Head of Division, administrative staff co-ordinators, Director of Studies at all levels, and research leaders. The goal is that at least 90% of all persons with leadership functions will have taken this training course. Evaluation will be done on 31st May every year.
- *Supervisor training*
Supervisors of doctoral students and degree project students should take the leadership training course offered by Uppsala University. The goal is that at least 75% of all supervisor shall have taken this course. Evaluation will be done 31st May every year.
- *First-aid instruction*
A first-aid course will be offered to employees every second year. Both basic training and a follow-up course will be offered. The next occasion is planned for 2008.
- *Keep-fit activities*
Keep-fit activities will be offered as a preventative measure, for instance, subsidized training, massage, fruit baskets in the staff rooms. The department will also work to arrange keep-fit activities at the department.
- *Preventative physical work environment tasks*
Help to achieve ergonomically correct work stations, practical aids, facilities, etc. Necessary adjustments will be made as soon as possible for both staff and students.
- *Social and cultural activities*
The department organizes and supports various social and cultural activities.
- *Stress and conflict handling*
Training in handling one's work situation, in particular in relation to conflicts and stress is offered. This may be done either individually or in groups.
- *Equality*
The equality aspect is an important part of the work for the work environment. The equality group at the department shall look after the issues and inform about its work. The equality work concerns both staff and students.
- *Evacuation and fire drill*
The next occasion is planned for september 2009.

Information

We shall inform about the above and make plain the organization and assignment of responsibility to all through:

- LäsIT, the internal information on-line source
- The department home page
- The planning days and meetings of the separate divisions, etc.

Work environment matters carried out this year

1. The evacuation plan was ratified by the department board 2007-03-01
2. The head of department, the safety representatives and the human resources administrator have taken part in a seminar on work environment policies and action plans 2007-03-26
3. A fire drill was carried out 2007-04-20 in buildings 1-4-2. The alarm can now be heard also on the web <http://www.it.uu.se/internet/Personalfragor/Utrymningslarm/utrymningslarm.html>