

Work environment plan for the Department of Peace and Conflict Research, 2021-2023

Adopted by the board of the Department of Peace and Conflict Research 2021-05-12
Revised 2022-12-08

Safety representative: Hanne Fjelde

Work environment group: Helena Millroth, Margareta Sollenberg, Liana Lopes, Gulla Olafsdottir

Introduction

The Department of Peace and Conflict Research must be characterized by a good physical and psychosocial work environment. In order to maintain a good work environment and prevent ill health and accidents, the Work Environment Group reviews the department's Work Environment Plan every year. Every year, the Prefect, together with a safety representative, also carries out a safety round to obtain views on the Work Environment Plan's action list. The plan strives for all employees to help create job satisfaction and a good psychosocial work environment. Creating a good working environment is a common concern for all the department's employees.

The goals of the Work Environment Plan are to:

- Foster a creative and safe psychosocial work environment, where everyone feels welcome and appreciated and has the opportunity to develop. This contributes to high quality teaching and research.
- Create and maintain a good physical environment that is accessible to all, where everyone has ergonomically adapted workplaces and the aids required to be able to perform their tasks satisfactorily. This is especially important because many of the employees' tasks involve sitting still at the computer.
- Create conditions so that all employees can use health-promoting benefits such as wellness grants, wellness hours and other initiatives provided by Uppsala University.

Work Environment Organization

The Prefect has the overall responsibility for the department's work environment. Together with the work environment group and the safety representative, the Prefect prepares the department's work environment plan every other year, which is then approved by the department board. The plan is revised every year. The ongoing work with the work environment is led by the Work Environment, and is conducted with the aid of procedures outlined in the Organisational and Psycho-Social Work Environment Review at UU. The overall goals for the work environment are described in the department's work environment strategy

Action List 2022-2024

(Note that the action plan in several cases is about continuing already established practice in the form of a checklist for the Prefect and safety representative.)

| Problem/question | Action/proposal | Processing | Schedule/report | Strategic sub-goal |
|--|--|--|-----------------|--------------------|
| ROUTINE TASKS | | | | |
| Staff influence: Salary review | All employees must be offered salary reviews. | Prefect | Once a year | 3.2 |
| Personnel influence: Development talks | All employees must be offered employee interviews with the Prefect or their closest manager. | Prefect | Once a year | 3.2 |
| Safety round (Skyddsround): | Perform safety patrols on a regular basis. | Prefect in consultation with safety representative | Once a year | All |
| Equality plan: | An approved equality plan must always be in place. | Equality Representative | Continuously | All |
| Wellness: | All employees must regularly be informed of current wellness rules. | Work Environment Group, Prefect | Once a year | 2.1 |
| Other work environment: | Solve problems and/or issues that arise during the year. | Prefect, Work Environment Group, safety representative | Continuously | All |
| Other work environment: | Follow up problems and/or issues that are brought to attention in connection with the surveys. | Prefect, Work Environment Group, safety representative | Continuously | All |
| Students' work environment: | Contact student representatives for information exchange. | Safety representative | 2023 | 3.2 |
| PHYSICAL WORK ENVIRONMENT AND SAFETY ISSUES | | | | |

| | | | | |
|--|--|--|---------------------------------------|-----|
| E-meetings: Lack of instructions for how to operate the e-meeting equipment | Ask IT staff to put together manuals ('lathundar') and other information to be placed in the meeting rooms. Inform everyone about additional equipment that is available, including the department camera. campus equipment etc. Ensure maintenance over time. | Prefect, HR manager | 2023 | 1.2 |
| Public order - Kitchen: Many complaints have been received about the disorder that occurs in our kitchens (caused by ourselves). In short, it often looks filthy, especially on the first floor. | Inform everyone, on an ongoing basis, about complaints and lack of order. Inform through reminders, for example, on site, at Thursday fika, and in Veckans Info. | Safety representative, Work Environment Group | Ongoing, in case of complaints | 2.1 |
| Physical work environment: Archives/storage too full and boxes placed in other places at the department. Staff leaving, also leaving boxes behind. | Go through the storage/archives at the department on a regular basis to make sure they are not too full. | Prefect, Work environment group, safety representative | Once a year | 2.1 |
| Fire protection: | Information about fire protection should be given once a semester at Thursday fika. Remind staff to participate in UU fire training arranged by Uu. | Fire protection manager | Once a year | 2.1 |
| Fire drill: This has not been done for a long time. | Fire drills should be carried out on a regular basis in coordination with campus management and the rest of the building. | Campus Management, Fire protection manager, curator | Every Every second year (standard) | 2.1 |
| PSYCHOSOCIAL WORK ENVIRONMENT | | | | |
| Psychosocial work environment: Overview – Mapping of the psychosocial work environment | Carry out a new survey on the psychosocial work environment. | Prefect, Work Environment Group, safety representative | Every other year, next survey in 2024 | 3 |
| Psychosocial work environment: Overview – Selective mapping of the psychosocial work environment on a needs basis | Carry out smaller surveys on the psychosocial work environment in the event of changes affecting the work environment. | Prefect, Work Environment Group, safety representative | On a needs basis | 3 |

| | | | | |
|---|---|--|---|----------|
| Psychosocial work environment: Information about psychosocial work environment contacts | Information should be provided on an ongoing basis about who, within as well as outside the department, an employee can turn to for psychosocial work environment issues. | Prefect, consultation with HR manager and safety representative | Once a year | 3 |
| Psychosocial work environment: Cohesion – The department is quite large, so much so, that some do not know each other at all. | Make sure to find areas for socializing for all employees during staff days. | Safety representative, Prefect, Work Environment Group, HR manager | 1-2 times per year | 3 |
| Psychosocial work environment: Return to work in the office after absence. | Review and follow up the return to working in the office after a long period of working from home. | Prefect, safety representative, Work Environment Group | 2021-2023, continuously | All |
| Information flow: Lack of information about work environment work | Information about the work environment work should be published frequently. | Safety representative, Prefect, Work Environment Group | Continuously in Veckans Info, and at staff days | 3 |
| Information flow/Staff influence: Clarify the decision processes and responsibilities at the department | Inform about, and update the “Who does what” document, and create an overview of the types of decisions taken by the Prefect/board etc. | Prefect, consultation with HR manager and Information officer | Continuously | 1.1, 3.2 |
| Staff influence: Some, especially employees with an international background, experience that they lack knowledge about how Swedish labor laws/contracts etc. works | Inform about where such information can be found in the case of new employment. Encourage UU to put together relevant material for distribution, in line with e.g. GU. | Work Environment Group, safety representative, HR manager | Continuously, 2023 | 3 |

Problems/questions addressed since last version of plan

| | | | | |
|--|--|--|--------------------|---|
| Information flow: Better coordination between the parties reviewing the work environment | Ensure that the work environment group and the safety representative pass on (non-sensitive) information about the work environment to the Prefect and HR manager. <i>Addressed by including the HR manager in the group and by</i> | Safety representative, Prefect, Work Environment Group, HR manager | 1-2 times per year | 3 |
|--|--|--|--------------------|---|

| | | | | |
|--|--|---|--------------------|-----|
| | <i>establishing routines for the involvement of the Prefect.</i> | | | |
| E-meetings: Some feel that the opportunity for professional and effective e-meetings has completely fallen between the cracks. Information and routines on how these can be done with the department's equipment are lacking | Inventory opportunities for e-meetings; equipment, rooms, routines etc. <i>E-meeting equipment has been installed in meeting rooms.</i> | Work Environment Group, environmental representative, curator | Continuously | 1.2 |
| Staff facilities- Kitchen: The kitchen on the first floor is perceived by many as undersized and becomes crowded and noisy on many occasions | Action unclear at present regarding size. Opportunity to purchase more microwave ovens. <i>More microwave ovens have been purchased. Size cannot be addressed for the foreseeable future.</i> | Prefect, safety representative, Work Environment Group | Continuously | 2.1 |
| Physical work environment: Toilets | Sanitation containers to be changed into new ones in plastic, when old ones are broken/too old. <i>New containers installed.</i> | Safety representative, curator | When needed | 2.1 |
| Physical work environment: Ventilation often seem to be either completely off or too loud. Rooms might be too cold during the winter. | Do regular check- ups on the ventilation, to make sure it is fully functioning, and not loud. Make sure the temperature in the rooms meets the requirements. <i>Ventilation check procedures in place.</i> | Safety representative, curator, land lord | 1-2 times per year | 2.1 |

Appendix 1: Points of emphasis and long term goals concerning the work environment at the department

- Promote a healthy work-life balance for employees
 - Encourage everyone to take several breaks during the workday; this can for instance include shorter walks etc.
 - Encourage the use of the “delay delivery” function in Outlook, to avoid sending each other emails outside working hour.
- Promote a good work-work balance for employees
 - Encourage everyone to schedule meetings only on meeting days (Mondays and Thursdays)
 - Encourage everyone to adhere to recommendation of working from the office at least 3 days a week.
- Strive for a friendly and collegial work environment at the department in a spirit of cooperation instead of competition.
 - Celebrate success together, at the same time normalize, and de-dramatize failures. This includes celebrating achievements, grants, promotions, etc. and to institutionalize this as department successes.
 - Promote cooperation and understanding between the different categories of employees at the department. For example through the exchanges that takes place on staff days, but also through presentations of the various research and teaching that the department conducts.
 - Encourage self-organized discussion groups between employees, both for conversations and for the exchange of ideas regarding work, professional development etc.