

Policy for work environment at Uplands Nation

1. Work environment policy

1.1 General

This policy is valid for Uplands Nation in Uppsala and is prepared by the work committee (arbetsutskottet) in the board and established by the board. The policy concerns the physical as well as the psychosocial work environment. It refers to the persons that are working at the Nation as well as the elected office holders. The policy states that the Nation shall work towards achieving sound working conditions for everyone that becomes involved at the Nation, that together with an active approach shall prevent that anyone becomes sick or is otherwise unhealthy because of their work

1.2 General purpose

The goal of this policy is to make sure that everyone at the Nation has a healthy work environment. The Nation's activities are for students, by students. Voluntary work is the most important source to the success of the Nation and is the foundation of everything we do. Without the hard work of the students, Uplands would not have been the same resource to Uppsala's student life that we are today. That is why the well-being of the students in the organisation critical for the survival of the Nation. The Nation shall strive towards creating a safe and sustainable work environment for everyone that are involved at the Nation, give necessary support to everyone who are active at the Nation, as well as contributing to making it possible to be active at the Nation while studying full time. Occupational hazards and injuries shall be prevented.

1.3 General principles

- Uplands Nation shall systematically plan, lead and control the activities in a way that leads to that the work environment fulfils the demands to be considered a good work environment. Occupational hazards and risks in the activities shall continuously be evaluated to be able to take action against them. Actions that cannot be taken immediately shall be scheduled and followed up.
- The Nation shall take the necessary steps to prevent both accidents and health related issues tied to students engaging in the Nation. Occupational hazards shall be reported to arbetsmiljöverket immediately.
- Everyone getting engaged at the Nation have to be over 18 years old as well as meeting all other requirements that the Nation have.
- The Nation shall have routines for handovers and make sure that a proper introduction to the work is given, where safety instructions and risks shall always be included. Written instructions shall be available for the kind of work that is associated with serious risks, such as routines for threats and violence.
- The board, or a by the board designated group, shall conduct risk assessments regarding the physical and psychosocial aspects of the work on a regular basis. When changing the activities a risk assessment shall be made as well as an evaluation. In the analysis, the risk for injury, general health, need of safety equipment, noise levels, chemicals, violence and threats.
- The First curator is responsible for the work environment. The Nation shall make sure that the First curator is given opportunity for education to be able to do this successfully.
- Active members of the Nation shall always have the possibility to have their say about their work environment at club workers meeting, kick-offs and Midtermkollegium as well as when they so wish, by private conversations.
- The Nation shall have active co-operations with the unit for student health and other support instances, to be able to offer professional support when so required.

The tools to achieve this, are the appendixes with routines and regulations that are available as an appendix to this policy and that have arbetsmiljölagen (1977:1160) as well as Arbetsmiljöverkets collection of rules (AFS) as their starting point.

1.4 Responsibility

The First curator is responsible for the work environment as well as the Nation's activities. In the statutes of the Nation, it is written that the First curator shall regularly keep an eye on the office holders, committees and active members activities as well as be well acquainted with their responsibilities to be able to assist them when so needed. It is also written that the First curator shall show care of the Nation members and their well-being.

The board is responsible for that the First curator shall be given enough support to be able to fulfil their task. Other full timers are also responsible for the work environment, since they act as work leaders and shall co-operate with and assist the First curator in this job.

The First curator is responsible for:

- reporting accidents to Arbetsmiljöverket, as well as inform the Inspector and Nation chaplain about what has occurred. The First curator shall also put together a work group that shall investigate the incident and put together a report about which measures have been taken;
- make sure that the office holders have had proper handovers and introductions to their tasks, so that the newly elected have knowledge about the risks, safety instructions, work tasks and authority that they have;
- regularly inspect the Nation's activities from a work environment point of view, and report eventual shortcomings as well as taken measures to the board in the messages. The First curator shall also write a short report about the following up, as well as updating the action plan, which shall be given to the board on the spring semester's first meeting;
- informing about this policy's contents.

The Third curator, the Kitchen maste and the Pub master have a special responsibility as leaders of the club workers.

The Third curator, the Kitchen maste and the Pub master are responsible for:

- Educating the club workers about the work at the Nation, making sure that they know about the routines, rules and tasks as well as transfer the information to all parts of the staff;
- Making sure that the club workers can participate in the work towards better work environment by bringing the question up at the club worker meetings;
- Continuously do follow ups so that the club workers are well acquainted with the Nation's routines to avoid work related hazards, and introduce new as well as returning staff about how they should work in a safe way;
- Filling in checklists for control of the activities at each monthly inventory;
- Within the activities committee, continuously evaluate the activities and make risk assessments when the activities are changed or broadened. Changes in routines shall be reported to the First curator.
- Handling issues regarding noise levels and loud sounds as well making sure that protective equipment is available.

The Second curator have as responsible for the property responsibility to follow up how the work regarding the physical environment is conducted. The Second curator is also responsible for the fire safety at the Nation.

The Second curator is responsible for:

Translation of the regulations regarding the Culture committee

- Making sure that repairs and maintenance of the property are made;
- Investigate issues regarding air quality and ventilation.

The content of this policy shall be revised by the board prior to the start of a new year.

2. Routines

2.1 Check lists

Check list – Threats and violence

1. Risks

- a. Are you going through the risks for each position or before an event before the work has begun?
- b. Does the full timers and club workers know about where the risks for threats or violence are present?
- c. Are there specific risks in certain situations or at certain places?
- d. Does everyone included in the events know about the risks?

2. Prevention

- a. Are there any measures to prevent the risks?

3. Act

- a. Does everyone included in the activities know how to act in case of occurring violence?

4. Locales

- a. Does unauthorized people attend the locales or the garden?
- b. Is there enough light in and outside the locales?

5. Assistance

- a. Is it possible to receive fast assistance in case of a violent or threatening situation?

6. Safety routines

- a. Does everyone know what do if help is needed?
- b. Are there rules about how money and valuables are stored?
- c. Are there routines and rules documented, for example in an action plan or check list?
- d. Is it regularly controlled that the people included in the activities knows about the safety routines?

7. Working alone

- a. Are people working by themselves?
- b. Are there specific risks for violence or threats while working alone?

8. Documentation

- a. Does the Nation report accidents to Arbetsmiljöverket?
- b. Does the Nation report work related injuries to Försäkringskassan?
- c. Are you investigating instances of threats and violence?

9. Help after an incident

- a. Is there special help to receive, such as Studenthälsan, the Nation chaplain or the University church?

10. Occurrences

Unofficial translation of the regulations for the culture committee as decided by the Landskap 2000-12-05.

Translated 2020-06-23.

Translation of the regulations regarding the Culture committee

a. Have violence or threats occurred within the activities?

b. Has there been an increase?

8. Under age

a. Are there many persons that are under the age of 18 present and working at the Nation?

Planned measures	Responsible	Completed

Date:

Sign:

2.3 Instructions

Instructions for reporting work related accident or injury

What is a work accident?

A. Accident while working

i.