

Action plan 2015-2016 for the work environment at the Department of Sociology, Stockholm University

Objectives (what should be achieved)	Activities/ actions to achieve the goal (what and how)	Person responsible for implementation (who)	Deadline for implementation (when)	How monitoring is conducted and/ or outcomes/ results
Establish an emergency and crisis plan for the department	The work environment group will draft a new emergency and crisis plan for 2016	Magnus Nermo	September 1, 2016	The work environment group will monitor and assess this task.
Implement a new working environment survey in 2016	Implement a new working environment survey in 2016	Magnus Nermo	December 1, 2016	The work environment group will monitor and assess this task
Better routines to prevent sickleave	Work Group will propose an action plan to prevent sick leave. The Action Plan should contain specific measures for different groups of staff.	Livia Oláh	March 1, 2016	Action plan
Improve routines for doctoral students development talks	Establish better routines for development talks. This task should be coordinated with the directors of studies for the graduate program.	Johanna Palm, Pierre Nikolov	February 2016	The work environment group will monitor and assess this task
Document the department's fire protection organization and its procedures.	A meeting with all involved in the fire protection organization, reviewing everyone's responsibility. Document the fire protection organization and its procedures.	Sæmundur Grettisson	February 2016	The work environment group will monitor and assess this task