

Work Environment Action Plan 2017-2018 for the Department of Sociology, Stockholm University

The following people participated in formulating the plan: Sæmundur Grettisson (Work Environment Ombudsman), Magnus Nermo (Head of department), Johanna Palm (Researcher), Livia Oláh (Researcher), Jennie Ängsås (Student representative).

| Goal (What to achieve) | Activities/measures leading to the goal (what and how) | Person responsible for the activities (who) | Final date (when) | Follow-up and result |
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| Ergonomic check-up to be held every other year | Next ergonomic check-up will be arranged during 2018 | Sæmundur Grettisson | 2018-12-31 | The work environment group will follow up the achievement of this goal |
| Reduce sound pollution | Arrange a workshop about travel-free meetings in B900 once each semester. | Sæmundur Grettisson | 2018-12-31 | The work environment group will follow up the achievement of this goal |
| | Post a notice in the department newsletter about holding skype meetings using speakers in B900 instead of our own offices. | Sæmundur Grettisson | 2018-03-01 | |
| Better information about coping with stress | Post information about stress and what help is available from the SU healthcare provider on the department's website | Sæmundur Grettisson | 2018-02-01 | The work environment group will follow up the achievement of this goal This might lead to further activities and measures |
| | Follow up on our previous work with the work environment situation for different categories of personnel. Further activities will be discussed at the environment group meetings. | The work environment group | 2018-12-31 | |
| | Follow up our work with informing about career paths for PhD. students, | Magnus Nermo | 2018-12-31 | |

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| | <p>lecturers and researchers</p> <p>Put together directions for supervisors about the responsibility to inform PhD students about career paths and resources for coping with stress.</p> | Magnus Nermo | 2018-12-31 | |
| Work Environment information for students | <p>Publish information on the department's website about where students can get help with work environment issues, equality issues etc. This can be done by linking to the student union's website etc.</p> <p>Investigate what information is given to students in connection with the intro lecture and from the students' office and student advisor about work environment and equality.</p> | Jennie Ängsås | 2018-02-01 | The work environment group will follow up the achievement of this goal |
| Follow up on our fire safety | <p>Inform about fire safety courses at SU</p> <p>Arrange yearly meetings with the department's fire safety organization.</p> | Thomas Nordgren | 2017-12-31 | The work environment group will follow up the achievement of this goal |
| Revise the work environment information in the department's common folder, and on the department website. | <p>Make sure that links to relevant work environment information on SU's central website are published on the department's website.</p> <p>Publish information on our website about where employees turn to with work environment problems, especially equality, bullying, sexual harassment, stress, injuries, and information about security, threats etc.</p> <p>Revise the documents that are found in the "common" server folder.</p> | Sæmundur Grettisson | 2017-12-31 | The work environment group will follow up the achievement of this goal |

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| <p>Clarify our routines for introducing new employees</p> | <p>Who introduces new employees when they arrive? Clarify our routines for this regarding different categories of personnel.</p> <p>Put together a package of information that will be handed out to new employees.</p> | <p>Thomas Nordgren</p> | <p>2017-12-31</p> | <p>The work environment group will follow up that this goal is achieved</p> |
| <p>Raise questions about well-being and social interaction</p> | <p>Organize a personnel meeting about well-being</p> | <p>Magnus Neremo</p> | <p>2017-12-31</p> | <p>The work environment group will follow up that this goal is achieved</p> |