Annual plan for work environment management

DECEMBER

Planning of the annual cycle for next year.

General safety inspection. First aid training and fire drill with the emergency services.

Employee survey on organisational and social work environment, e.g. OSWE survey.

Review of policies – does anything need to be changed/clarified?

Review of the latest news/provisions from the Swedish Work Environment Authority.

Employee performance appraisals.
Updating the emergency contact list.

Annual follow-up on systematic work environment management.

When necessary

JANUARY

Induction of new employees
Accident investigation
Incident reporting
Update documentation
Work adaptation
Rehabilitation
Training
Conflict management
Etc.

JULY JUNE

Checking and possibly replenishing first aid stations. Fire safety inspection.

Checking personal protective equipment and protective clothing.

Work environment theme at workplace meeting.

Workshop on dealing with hate speech and threats.

OCTOBER

SEPTEMBER

Safety inspection targeted towards one aspect, such as ergonomics, lighting or noise.