

Welcome to Work Environment for Managers – 2 days

This Course Guide is used as part of Prevent's Work Environment for Managers – 2 days course. This is where you can find all the slides, exercises and templates that are used in the course. We want to work with you to make the course as rewarding as possible. If you play an active role, it will enhance this course for everyone. Please take part in the discussions, as the more opinions that are represented, the better! Listen to the other participants and learn from them. Share your experiences and don't hold back.

About the course

Work Environment for Managers – 2 days provides knowledge about the laws and rules for the work environment, the Swedish model, systematic work environment management and the organisational and social work environment, as well as the manager's conditions for performing effective work environment management. The course blends knowledge reviews with exercises, discussions and work on a personal action plan. The course has been produced by the Confederation of Swedish Enterprise, the Swedish Trade Union Confederation (LO) and the Council for Negotiation and Cooperation (PTK) in partnership with Prevent and reflects the social partners' views on the knowledge that managers need to have about the work environment.

Purpose

To give managers the knowledge they need to comply with the statutory requirements for the work environment so that they can feel confident that they are doing the right things.

Objectives

After the course, the participants will:

- understand the purpose of the Swedish Work Environment Act;
- understand what cooperation is and know about the Swedish model;
- know what the employer's obligations are and the consequences of violating the rules;
- understand how the manager's own conditions affect work environment management;
- know what systematic work environment management is;
- know how to allocate tasks in work environment management;
- have tools for working with the work environment and assessing the risks of changes;
- understand how to carry out practical work for the organisational and social work environment.

Scope

Two days.

Participant material

Course Guide

The book *Work Environment for Managers*, Prevent

Course content

- Work environment regulations
- Cooperation and the Swedish model
- Roles and responsibilities in work environment management
- Responsibility for coordination
- Systematic work environment management
- Allocation of tasks
- Risk assessment
- Organisational and social work environment
- Workload
- Change
- Victimisation
- Health-promotive work environment management
- Objectives for organisational and social work environment

Prevent materials used and presented in the course

Used:

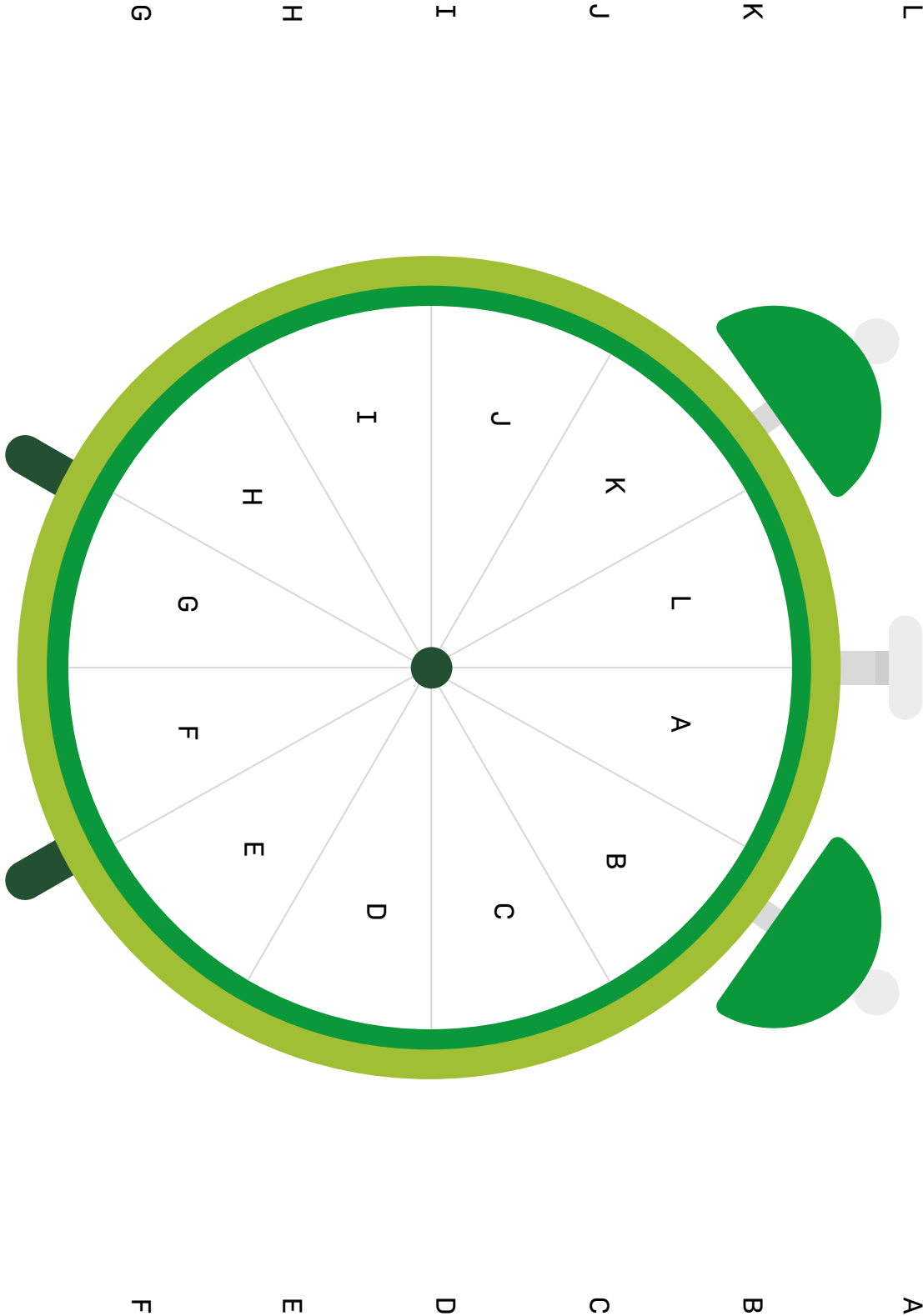
- Course Guide (document)
- Digital lecture slides (document)
- Work Environment for Managers (book)
- Template Risk assessment and action plan (document)
- My allocation of working hours (document)

Presented:

- Leadership promoting health
- WEM homepage at Prevent.se
- The OSWE survey
- Videos from the online course on risk assessment, allocation of work environment tasks and cooperation
- Inkludo, victimisation checklist

Appendices

1. My allocation of working hours
2. Quiz
3. Simple template Risk assessment and action plan
4. Template Risk assessment and action plan
5. Template Annual plan for work environment management



Appendix 1

Quiz

Answer the questions together. Can you see what the correct answer is to each question?

Feedback with the whole group.

1. The employer has a “general duty to act” with respect to anything that is important for the work environment. But which two alternatives are examples of what the employer must do or must know about?

The employer must...

- ☐ have knowledge of working conditions in the workplace;
 - ☐ investigate the work environment;
 - ☐ have knowledge of work environment certifications;
 - ☐ take social responsibility in the local community;
 - ☐ work to promote health.
2. Every employee has a personal responsibility in the day-to-day work environment management. Which three alternatives are examples of this responsibility?
 - ☐ Speaking up if they observe risks and deficiencies in the organisation.
 - ☐ Taking part in the health-promotive work.
 - ☐ Following instructions, policies and procedures.
 - ☐ Stopping work in the event of serious danger to life or health.
 - ☐ Reporting risks that need to be addressed to human resources.
 3. Which two alternatives are examples of tasks that are included in the role of a safety or work environment representative?
 - ☐ Representing their colleagues in the work environment management.
 - ☐ Ensuring effective cooperation between supervisors and employees.
 - ☐ Reporting work-related accidents or ill-health to the Swedish Work Environment Authority and the Swedish Social Insurance Agency on behalf of colleagues.
 - ☐ Participating in planning changes.
 - ☐ Drawing up rehabilitation plans for colleagues.

4. Which three alternatives are examples of useful documents for investigating the work environment?

- ☐ Details of incidents and work-related accidents or ill-health.
- ☐ Individual health profile assessments.
- ☐ Checklists.
- ☐ Minutes of previous safety inspections.
- ☐ Results of individual employee performance appraisals.

5. According to systematic work environment management, the risk of ill-health and accidents at work must be assessed on a regular basis. The requirements for risk assessments are also set out in other provisions issued by the Swedish Work Environment Authority. Does a risk assessment always have to be in writing?

- ☐ Yes
- ☐ No

	Dokumentnamn Risk assessment and action plan	
Company	Date	Version
Participants	Produced by	Approved by

Risk source	Ris assessment			Measure	Responsible	Ready when?	Checked on date
	low	med	high				

Checklist name:			
Date:		Version:	
Location/object of analysis:			
Participants in risk assessment:			
Responsible manager:		Approved by:	

RISK ASSESSMENT BEFORE ACTION							ACTION PLAN-MEASURES								
Question/Work step/Risk source	Risk description	Simple risk assessment		Risk assessment before measures			Actions/improvement suggestions	Responsible for action	Due by (date)	Risk assessment after measures			Control (date)	Responsible for control	Comment
		Low, medium, or high		Probability	Consequence	Risk value				Probability	Consequence	Risk value			
								</							

Annual plan for work environment management

