

# 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:**

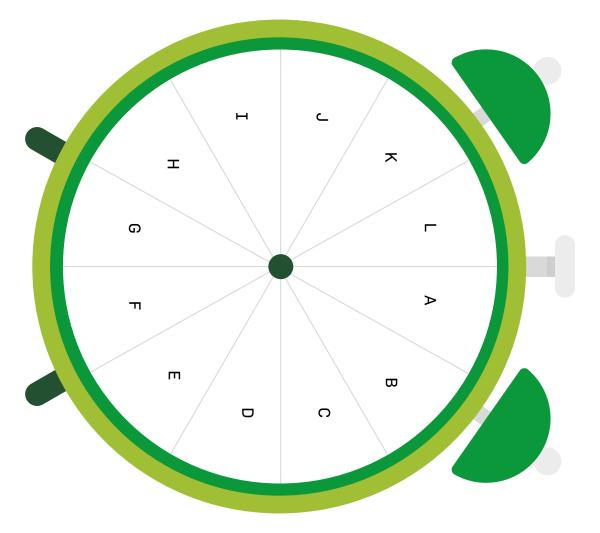
- Leadership promoting health
- WEM homepage at Prevent.se
- The OSWE survey
- Videos from the online course on risk assessment, allocation of work environment tasks and cooperation
- Inkludo, victimisation checklist

### **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

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# 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
	$\square$ have knowledge of working conditions in the workplace;
	$\Box$ investigate the work environment;
	$\square$ have knowledge of work environment certifications;
	$\square$ take social responsibility in the local community;
	$\square$ 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.
	2
	☐ 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?
	$\square$ 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.
	$\square$ Participating in planning changes.
	$\square$ Drawing up rehabilitation plans for colleagues.

4.	Which three alternatives are examples of useful documents for investigating the work environment?
	$\hfill\Box$ Details of incidents and work-related accidents or ill-health.
	$\square$ Individual health profile assessments.
	$\Box$ Checklists.
	☐ Minutes of previous safety inspections.
	$\hfill\square$ 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	tion plan		
Company			Date	Version		
Participants			Produced by	Approved by		
Risk source	Ris assessment low med	nent d high	Measure	Responsible	Ready when?	Checked on date

 	 	 	 		_		_				
			Question/Work step/Risk source		RISK ASSESSMENT BEFORE ACTION		Responsible manager:	Participants in risk assessment:	Location/object of analysis:	Date:	Checklist name:
			Risk description	9	E ACTION			ent:			
			Low, medium, or high	Simple risk assessment							
			Probability	Risk ass							
			Consequence	Risk assessment before measures							
			Risk value	easures			Approved by:			Version:	
			Actions/improvement suggestions		ACTION PLAN-MEASURES						
			Resp		S	, i					

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

https://www.prevent.se/om-prevent/for-a-better-working-day/#templates-and-examples

# Annual plan for work environment management

environment, e.g. OSWE survey organisational and social work Employee survey on emergency services. aid training and fire drill with the General safety inspection. First cycle for next year. Planning of the annual NOVENBER DECEMBER JANUARY OCTOBER Induction of new employees Accident investigation Incident reporting ANY (NESSA) Updating the emergency contact list. Employee performance appraisals HJAAM work environment management. Annual follow-up on systematic Fire safety inspection. replenishing first aid stations. Checking and possibly

need to be changed/clarified? Review of the latest news/provisions SEPTEMBER

Review of policies – does anything

from the Swedish Work Environment

Authority.

Update documentation Conflict management Work adaptation Rehabilitation Training

JULY JUNE

> at workplace meeting. Work environment theme

APRIL equipment and protective clothing. Checking personal protective

Safety inspection targeted towards

lighting or noise. one aspect, such as ergonomics,

hate speech and threats. Workshop on dealing with