

SAM-document translated from chat-GTP.

Systematic work environment management (SAM) - annual follow-up according to AFS 2001:1

KI's work environment agreement (from 2006) regulates that it is the Work Environment Group (WEG) at the department/equivalent that conducts the annual SAM follow-up. The template below is a supporting document for this follow-up. At the bottom of the template, there are also clarifications and questions to consider.

Date: 2023-11-07

Department/equivalent: Oncology-Pathology

Participants (AMG, safety representatives, managers, etc.): Charlotte Rolny, Paula Mannström, Gabriela Prochazka, Maria von Witting, Ekaterina Prokovskaja Tamm, Anna Malmerfelt, Josefin Bergström

First, two important questions:

- Results of the work environment efforts at the department/equivalent during the past year?

In 2023, we conducted the safety round. Only three research groups did not respond to the KI survey. Very good response from the physical safety rounds in spring 2023. The groups at SciLife Lab conduct their own survey, and the electronic version should be shared with the AMG chairperson.

- Priorities, work environment activities for the upcoming year?

Goals for 2024 include improving the statistics of reported incidents and conducting risk assessments more regularly. CPR training should be scheduled. Incident reports are followed up to a high degree but could possibly be followed up even more quickly. Focus on ergonomic review. It is up to each research group leader to schedule this.

1 = RED - Missing/poorly functioning/not known at the department/equivalent

2 = ORANGE Exists/is done, but not "alive" at the department/equivalent

3 = YELLOW Known, used/conducted, and mostly functioning at the department/equivalent

4 = GREEN Works actively, is used/conducted, updated, provides results for the department/equivalent

Areas to follow up and assess in SAM Assessment

RED/ORANGE/YELLOW/GREEN

Comments and possible actions

1a) Collaboration in occupational health and safety work among managers, safety representatives/student safety representatives, and other employees

YELLOW

Only three research groups did not respond to the KI survey. Very good response from the physical safety rounds in spring 2023. The groups at SciLife Lab conduct their own survey, and the electronic version should be shared with the AMG chairperson.

1b) SAM is a natural part of the operations and covers physical, chemical, biological, organizational, and social working environment conditions

GREEN

The WEG has previously developed a living document (checklist) regarding all work environment-related issues available on the institution's website and is regularly updated. The WEG chairperson, Paula, and Katja have also informed about this document at departmental council meetings, collaboration meetings, via email, and at breakfast meetings. Information about the work environment should be posted on the notice board in the kitchen.

2) Temporary employees are covered by SAM (to be completed only if you have temporary employees)

GREEN

At the department, there are only occasionally individuals from staffing agencies. We meet all external individuals and provide them with the necessary information to be in the premises. When ordering work in rooms with risks, it is mandatory to inform them about the risks beforehand. A contact person is also written on the rooms that require a contact person to enter.

3) Governing and supportive work environment documents

YELLOW

KI's governing documents are the foundation for all work. However, the work is complicated by the fact that the institution is located in the hospital premises, and that we need to consider and adapt to the hospital's rules. It is difficult to access information from INUTI (the Region's portal). The difficulty in accessing INUTI has been raised with the IT director at KI. At BioClinicum, there are special computers for access to the Region's portal. However, this is not available in administration; it is more challenging to access the Region's portal. There is a computer at MedS.

4) Delegation (distribution) of work environment tasks to managers and employees with functional responsibility

GREEN

Delegation exists. Since 2018, the prefect has addressed and discussed the various work environment tasks in development discussions with research group leaders.

5a) Knowledge among managers and employees about occupational health risks (physical, chemical, biological, organizational, and social) and how they should be handled

YELLOW

Mandatory to go through the checklist with new employees. Mandatory to complete KI's lab safety course, link available in the checklist. There is an opportunity to sign up for an introductory course four times a year. All new research group leaders are required to go through the work environment modules. CPR training should be scheduled for next year.

5b) Introduction for new employees/students (regarding work environment factors)

GREEN

Paula, Katja, and Anna from the WEG conduct introductions four times a year with new employees, and the checklist is regularly updated. New employees are also assigned a contact person in the group whom they can seek help and support from with questions.

6a) Investigations and risk assessments in work before planned changes in operations

GREEN

For major changes, risk assessments are conducted with the involvement of safety representatives.

6b) Investigations and risk assessments in work in existing operations, regularly and as needed

YELLOW

Conducted safety rounds and KI Survey 2023. KLARA updates and risk assessments need improvement. Anna informs about KLARA and is available for assistance in this regard.

6c) Investigations and risk assessments in work if a work-related injury or serious incident occurs

YELLOW

Information is available in the checklist, posted in the lab corridors, and on KI's website on the procedure for incident reporting in case of work-related injury or serious incident. New incident reporting system IA. Incident reporting could be improved.

7a) Action plans for measures that cannot be implemented immediately

YELLOW

Action plans are made if needed.

7b) Implementation of promoting and preventive occupational health measures. Provide examples.

GREEN

Three health ambassadors at Onkpat. Mobile gym from the KI Health Promotion, pause exercises for administration four days a week.

8) Collaboration with occupational health services and Student Health Services

GREEN

Collaboration seems to be of uneven quality. Student Health Services are difficult to reach during the summer. There is also a Falck Healthcare line 0200-21 63 00 that can be called free of charge.

9a) Ongoing follow-up of occupational health measures

GREEN

Goal for 2023/2024 is to improve the statistics of reported incidents and to conduct risk assessments more regularly. Incident reports are followed up to a large extent but could possibly be followed up even faster.

9b) Annual follow-up of SAM in the Occupational Health and Safety Group/equivalent

GREEN

AC/chairperson of the WEG group reports to the prefect. Information at management group meetings.