



**Karolinska
Institutet**

Introduction for student representative, student safety contacts for programmes/sections, student safety representative and chief student safety representative

Contents

1. Work environment.....	4
1.1 Physical work environment	4
1.2 Digital work environment.....	4
1.3 Psychosocial work environment.....	4
2. Studying as a parent	6
2.1 Adapting teaching or examination?.....	6
2.2 Can children be present in KI's premises?	6
2.3 Lactating rooms	6
3. Study and work environment - acts and regulations.....	7
3.1 Work Environment Act (1977:1160) (AML).....	7
3.2 Systematic Work Environment Management – basic obligations for employers (AFS 2023:1).....	7
3.3 Risks in the work environment (AFS 2023:10)	7
3.4 Planning and organization of work environment management (AFS 2003:2)	7
3.5 Other Regulations.....	8
4. Governing work environment documents at KI.....	9
4.1 Regulations regarding minors at KI.....	9
4.2 Guidelines for solitary work.....	10
4.3 Regulations regarding pets in workplaces and study places at Karolinska Institutet	10
4.4 Guidelines for work environment and health.....	10
5. KI- organisation and management.....	12
6. Student Representative	13
7. Student safety contacts for programmes/sections.....	15

8. Student safety representative	16
9. Chief student safety representative	19
10. Student and doctoral student ombudspersons.....	22
11. Incidents.....	23
11.1 Incident management.....	23
11.2 Responsibility.....	23
11.3 Submitting a report of an incident in the IA- system.....	24
11.4 Reported event.....	25
12. Support	27
12.1 The Education Support Office	27
12.2 Student Wellbeing Centre	28
12.3 HR Office	28
12.4 Occupational health care at KI	28
13. Contact.....	29
14. Links.....	30

1. Work environment

The work environment is what affects how you, as a student, experience your studies. The work environment includes the physical, psychosocial, and organizational work environment.

1.1 Physical work environment

- Ventilation and temperature in classrooms/group rooms
- Premises: availability of study places/group rooms, access to power outlets to charge your computer
- Access to changing rooms and work clothes
- Sound/noise
- Lighting
- Chemical risks
- Biosafety
- Dining spaces, access to microwaves
- Distance to and number of toilets
- Break/rest areas
- Accidents and injuries

1.2 Digital work environment

- Learning platforms such as Canvas, Ladok, KIB, Inspera, KiPP
- E-mail
- Course and program websites
- Distance learning, Zoom and Teams, etc.

1.3 Psychosocial work environment

- Stress
- Support from teachers
- Interaction/communication between students, interaction/communication between students and teachers, etc.

This also includes digital communication such as e-mails, text messages, chats

- Collaboration in group work
- Bullying, discrimination, and harassment
- How you, as a student, feel and experience your study situation (workload)
- How the education is organized:
 - Scheduled time?
 - Do you have the opportunity to recover during your studies?
- How the education is communicated
- How decisions are made
- Participation



Photographer: Unknown



Photographer: Liza Simonsson

2. Studying as a parent

2.1 Adapting teaching or examination?

If a student has or is expecting a child, it may be possible to adapt the student's teaching or examination. This may involve, for example, adapting how clinical training or classroom exams are conducted.

The student needs to contact their program's study advisor in good time to find out if adaptations are possible. For examination adaptations, the student should contact the examiner for the relevant course or courses to assess whether an adaptation can be granted.

2.2 Can children be present in KI's premises?

As a rule, children are not allowed to attend teaching sessions. The right to participate in the teaching is reserved for the teaching staff and students registered for the course in question. However, the course coordinator or the teaching staff may allow the presence of someone who is not authorized.

2.3 Lactating rooms

There are a number of quiet rooms on KI's campus that can also be used as lactating rooms. The student should contact the course coordinator for information on the availability of a resting room adjacent to the teaching area.

3. Study and work environment – acts and regulations

3.1 Work Environment Act (1977:1160) (AML)

Students are equated with employees according to the Work Environment Act. KI, as an educational provider, has a responsibility for the students' work environment. KI must take all necessary measures to prevent students from being exposed to ill health or accidents. There should be cooperation between KI and the students to achieve a good work environment.

3.2 Systematic Work Environment Management – basic obligations for employers (AFS 2023:1)

KI must systematically examine the work environment, assess risks, take measures, and control/monitor the measures. The systematic work environment management should be done to prevent ill health and accidents and to achieve a satisfactory work environment. There should be clear routines for how the systematic work should be done—who should do what, and when it should be done.

3.3 Risks in the work environment (AFS 2023:10)

KI must ensure that students handling chemical substances have theoretical and practical knowledge of chemical work environment risks. This means that KI must ensure that students have knowledge of risk assessment and measures, i.e., what risks can arise when handling various chemical substances, what laws, regulations, and routines apply, and the student's responsibility to follow these.

3.4 Planning and organization of work environment management (AFS 2003:2)

If a student informs that the student is pregnant or lactating, KI must conduct an individual risk assessment. The department responsible for the course is in charge of carrying out the risk assessment. The

regulations for Pregnant and lactating Employees state which work tasks may be performed by pregnant and lactating employees (also applicable to students, as students are equated with employees). The purpose is to prevent pregnant, recently delivered, and lactating students from being exposed to study conditions that may pose a risk of ill health or accidents. During clinical training (VFU), KI and the organization where the student is placed must conduct a risk assessment. Therefore, it is important that the student provides timely notification to the course coordinator.

3.5 Other Regulations

Other regulations that are good to be aware of and read through are the Discrimination Act (2008:567), the Work Environment act (1977:1166), the Swedish Higher Education Act (1992:1434), and the Higher Education Ordinance (1993:100).

4. Governing work environment documents at KI

4.1 Regulations regarding minors at KI

These regulations apply to minors (children and young people under the age of 18) who undergo education, participate in internships, work, or visit KI's premises. The purpose of these regulations is to ensure that minors are not exposed to risks of physical or mental harm. As a rule, children are not allowed to attend teaching sessions. The right to participate in the teaching is reserved for the teaching staff and students registered for the course in question. However, the course coordinator or the teaching staff may allow the presence of someone who is not authorized.

The head of the department/equivalent at each department is responsible for ensuring that the regulations regarding minors are followed. During internships, the direct responsibility for the protection of minors lies with the person responsible for the activity where the internship is conducted. The head of the department/equivalent determines in which activities it is appropriate for the internship/work to be carried out.

Tasks for minors

Important requirements regarding minors that KI must handle:

Conduct risk assessments before choosing activities and types of work that are suitable for minors. Safety representatives should have the opportunity to participate in this (8 kap. 4 § AFS 2023:2).

Take preventive measures, e.g., targeted health checks, supervision, and adjustments (8 kap. 5,6 §§ AFS 2023:2).

For hazardous work, the following provisions apply:

- Prohibited tasks (there are certain exceptions to these provisions, such as for teacher-led education or vocational training)

- Working with laboratory animals
- Working with certain hazardous substances (see Appendix 2, AFS 2023:2)
- Completely prohibited tasks
- Working with experimental cancer research or work carried out in the same room as such research work
- Working with microorganisms belonging to classes 3 and 4

4.2 Guidelines for solitary work

The purpose of the guidelines for solitary work at KI is to reduce and prevent risks for those who work alone. The guidelines apply to all staff and students. Solitary work should be limited if possible. If solitary work cannot be avoided, a thorough risk assessment should be conducted to ensure that safety measures such as crisis planning and adequate training are in place. Managers, staff, and students are responsible for following the guidelines and minimizing risks.

KI cards for students have a "basic access" that applies to student areas/group rooms between 07 am to 10 pm. Other accesses are handled automatically depending on the course.¹

4.3 Regulations regarding pets in workplaces and study places at Karolinska Institutet

The purpose of these regulations is to provide as allergen-free and safe a work and study environment as possible at KI. The regulations apply to everyone working or studying at KI. The regulations state that it is not allowed to bring pets to KI's work and study places. Guide and assistance dogs are exempt from this rule and are thus allowed, provided that an assessment and adjustments have been made to minimize or eliminate risks related to allergies and dog phobia/fear.

4.4 Guidelines for work environment and health

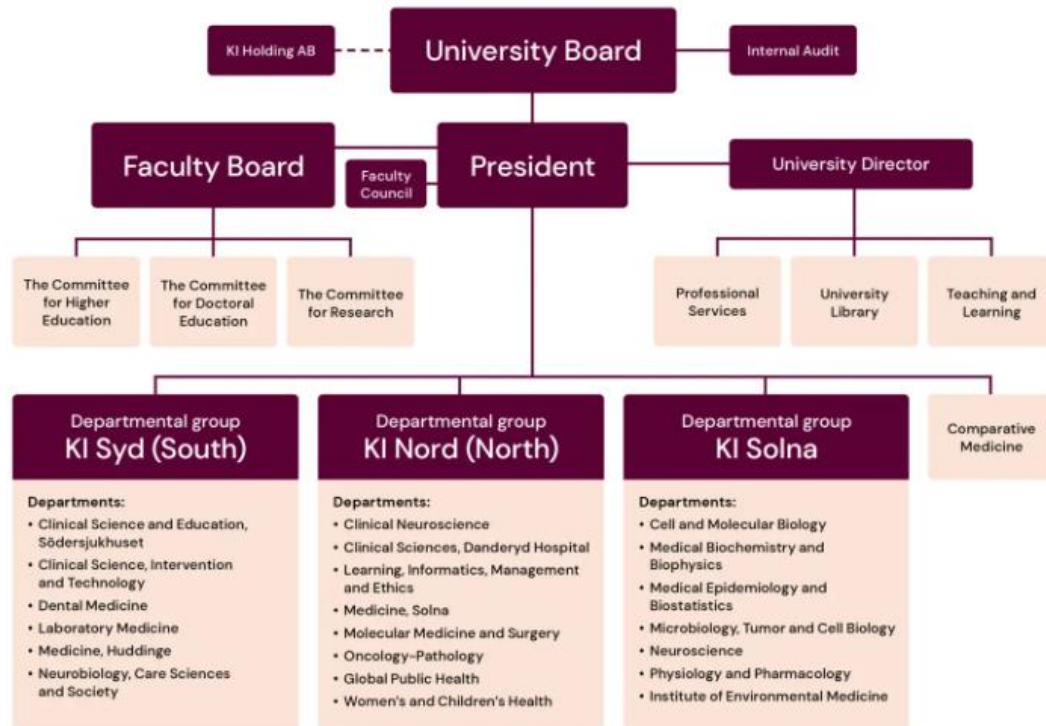
The purpose of these guidelines is to promote the health of staff and students in their work and studies, so that they have the conditions to perform creative, innovative, and sustainable work leading to high-quality

education and research. The guidelines apply to staff and students at KI.
The goals of the guidelines are:

- KI is a safe and secure work and study place
- The work and study environment is characterized by a good social climate with mutual respect, consideration and responsibility, encouraging and fair leadership, as well as participation and scope for action
- Conditions exist for reflection and recovery in work/studies
- Prevent ill health and accidents in work and studies. Incidents and work-related injuries should be handled and documented in the internal incident reporting system (IA system) for staff and students
- The departments should formulate their own goals and accompanying activities (regarding the organizational and social work environment) in their local operational plans
- Goal fulfillment should be continuously monitored and followed up during annual safety rounds, student surveys, institutional annual reports, internal audit reviews, as well as during the annual follow-ups of the systematic work environment management conducted in KI's local work environment groups

Everyone working and studying at KI is jointly responsible for contributing to a good work environment at KI. Staff and students should take responsibility for their own well-being and actively contribute to good safety and a positive work climate.

5. KI- organisation and management



This organisational chart is a general description of KI's organisational structure. Photo: -

For additional information, see <https://en/about/organisation-and-management> and <https://ki.instructure.com/courses/20203>.

6. Student Representative

Main tasks:

- Communicate their and other students' (per program) opinions.
- Participate in meetings and discussions.

Expectations:

- Complete KI's training for student representatives.
- Read through KI's "Student representative, student safety contacts for programmes/sections, student safety representative and chief student safety representative introduction".
- Attend meetings, read through meeting documents.
- Maintain regular contact with your student union.

Concrete examples where student representatives have contributed to change

In the Programme in Medicine :

- Influenced the publication of examination answers for all courses.
- Influenced the opportunities for re-examinations for courses being held for the first time.
- Contributed concrete feedback to improve Team-Based Learning (TBL) in the new medical program.
- Worked to reduce mandatory elements and improve scheduling to avoid overly tight schedules.
- Advocated for reducing differences between hospital sites.
- Worked to increase opportunities for students to practice prescription writing.

- For example, through student representation, influenced the amount of reflection tasks to make them more meaningful and “not just routine.”
- Raised issues about student health and stress, particularly related to specific courses or terms.

In the Programme in Dentistry:

- Worked to implement a digital queue system in the preclinical phase, which was implemented in 2024.
- Regular calibration exercises.
- Contributed to ATK being held in the larger E section from autumn term 2024.
- Provided access to a one-hour booth following requests from seventh-term students.
- Contributed to a more even distribution of emergency patients during morning and afternoon emergency shifts.

7. Student safety contacts for programmes/sections

Main tasks:

- Communicate their and other students' (per program) opinions.
- Participate in meetings and discussions.
- Act as a link between students and the SSO at the respective department.

Expectations:

- Participate in KI's training for student safety representatives.
- Read through KI's "Student representative, student safety contacts for programmes/sections, student safety representative and chief student safety representative introduction".
- Be familiar with the regulations necessary to perform the duties.
- Attend meetings, read through meeting documents.

Rights:

- Access to the training required to perform the duties.
- The necessary leave to perform the duties. During mandatory elements/examinations, KI has a responsibility to allow the student safety representative to complete the element at another time, if it conflicts with their duties.

8. Student safety representative

Main tasks:

- Represent students at their department.
- Communicate their and other students' (at their department) opinions to improve the work environment for students. For example, by forwarding an issue/concern to those responsible for the working environment at the department.
- Work to ensure that deficiencies in the work environment are noticed and addressed as soon as possible.
- Participate in meetings and discussions.

Expectations:

- Complete KI's training for student safety representatives, SSO, and HSSO.
- Read through KI's "Student representative, student safety contacts for programmes/sections, student safety representative and chief student safety representative introduction".
- Be familiar with regulations relevant to performing the duties.
- Attend meetings, read through meeting documents.
- Maintain regular contact with your student union.

Rights:

- Access to the training required to perform the duties.
- Obtain the necessary leave to perform the assignment. In the event of mandatory modules or examinations, KI is accountable for enabling the student to complete the module at an alternative time.

- Right to information—access the documents and information needed to perform the duties. Some documents may be confidential, which may mean that as a SSO, you may be denied access to certain documents.
- Participate in meetings at the department where work environment issues are addressed.
- Call for intervention by the Work Environment Authority (not suspension of work).
- In cases of immediate or serious danger to students' lives or health, forward the issue to the responsible for the work environment. If the responsible for the work environment does not take action, the SSO can inform the SO/HSO, who can decide if a suspension of work is necessary. A protection stop means that the SO/HSO stops the work.

SSO can:

- Require a safety round to be conducted. A safety round involves examining the work environment conditions at the department. The goal of the safety round is to prevent accidents and ill health—to detect and address any risks.
- Assist in reporting accidents, incidents, or any deficiencies in the environment (e.g., if the ventilation or lighting in a classroom is poor).

SSO has:

- Confidentiality. SSO cannot share sensitive/personal information unless it is clear that the information can be disclosed without the person or their close ones suffering damage. Sensitive/personal information can include information about a student's, or another person's, physical or mental condition. Information in incident reports can be assumed to be sensitive and should not be shared unless necessary for handling the case. Breach of confidentiality can result in fines (if the information was shared due to negligence) or imprisonment of up to one year (if the information was shared intentionally).

- The responsibility to implement any work environment measures lies solely with KI, not SSO.

9. Chief student safety representative

Main tasks:

- Be part of KI's safety committee.
- Represent the SSO.
- Coordinate the work of the SSO by maintaining regular contact/meetings with SSO, discussing and providing support on current issues.
- Maintain regular contact with the SSO.
- Help identify deficiencies in the work environment and propose corrective measures.

Expectations:

- Complete KI's training for student safety representatives, SSO, and HSSO.
- Read through KI's "Student representative, student safety contacts for programmes/sections, student safety representative and chief student safety representative introduction".
- Be familiar with regulations relevant to performing the duties.
- Attend meetings, read through meeting documents.
- Maintain regular contact with your student union.

Rights:

- Access to the training required to perform the duties.
- Obtain the necessary leave to perform the assignment. In the event of mandatory modules or examinations, KI is accountable for enabling the student to complete the module at an alternative time.

- Right to information—access the documents and information needed to perform the duties. Some documents may be confidential, which may mean that as a HSSO, you may be denied access to certain documents.
- Participate in meetings at the department where work environment issues are addressed.
- Call for intervention by the Work Environment Authority (not suspension of work).
- In cases of immediate or serious danger to students' lives or health, forward the issue to the responsible for the work environment. If the responsible for the work environment does not take action, the HSSO can inform the SO/HSO, who can decide if a suspension of work is necessary. A protection stop means that the SO/HSO stops the work.

HSSO can:

- Require a safety round to be conducted. A safety round involves examining the work environment conditions at the department. The goal of the safety round is to prevent accidents and ill health—to detect and address any risks.
- Assist in reporting accidents, incidents, or any deficiencies in the environment (e.g., if the ventilation or lighting in a classroom is poor).

HSSO has:

- Confidentiality. HSSO cannot share sensitive/personal information unless it is clear that the information can be disclosed without the person or their close ones suffering damage. Sensitive/personal information can include information about a student's, or another person's, physical or mental condition. Information in incident reports can be assumed to be sensitive and should not be shared unless necessary for handling the case. Breach of confidentiality can result in fines (if the information was shared due to negligence) or imprisonment of up to one year (if the information was shared intentionally).

- The responsibility to implement any work environment measures lies solely with KI, not HSSO.

10. Student and doctoral student ombudspersons

The students' and doctoral students' ombudspersons is an independent office, employed by the student unions, to whom you may turn with matters relating to you as a student, such as if you feel unfairly treated by someone at KI or have problems in your dealings with other students or members of staff.

The students' and doctoral students' ombudspersons represents all students, and not only pleads individual causes but also proposes amendments to procedures that affect students. You may remain anonymous in your dealings with the ombudsperson.

For additional information: <https://education.ki.se/current-student/student-rights-and-study-environment-first-and-second-cycle/student-rights/students-and-doctoral-students-ombudspersons>, <https://medicinskaforeningen.se/en/student-rights/ombudspersons/>

11. Incidents

KI is obligated to investigate and address any adverse events or situations impacting students' health within their study and work environment. KI maintains a zero-tolerance policy towards any form of violence, threats, harassment, abuse, or physical work environment incidents in the study/work environment.

11.1 Incident management

Urgent events must be addressed immediately by the individual who becomes aware of them, with subsequent documentation in the IA-system. The investigation should commence promptly, including contacting the student involved. On the incident reporting page for students (<https://education.ki.se/current-student/student-rights-and-study-environment-first-and-second-cycle/incident-if-something-has-happened>), there is information about available support functions for students. Doctoral students should file their reports in the IA incident system (<https://education.ki.se/current-student/student-rights-and-study-environment-first-and-second-cycle/incident-if-something-has-happened>).

11.2 Responsibility

The head of the department responsible for the course, where the student is registered at the time of the event, is accountable for ensuring that an investigation is conducted, appropriate measures are implemented, and the outcomes are followed up. The head of department may delegate the tasks of investigation, implementation of measures, and follow-up to other employees within the department. The responsibility for the students' work environment includes preventive efforts aimed at ensuring a favorable physical and mental study and work environment for students. Furthermore, KI is obligated to investigate incidents occurring during clinical training (VFU). The guidelines for investigating study and work environment issues for education in the first and second cycle

provide further details on responsibilities, investigations, and documentation.¹

11.3 Submitting a report of an incident in the IA-system

What can a student report in the IA system (related to study environment)?

- Accident

When a student sustains an injury. It could occur in connection with studies or clinical training (VFU), or while traveling to/from KI (provided no detour or errand was undertaken at the time of the accident). For example, needle stick injuries, cuts, or animal bites when working with laboratory animals.

- Occupational illness

If the student has been exposed to elements in the work environment that impact their mental or physical health. This exposure can include hazardous substances that may lead to allergies, respiratory issues, or even cancer.

- Incident

An unwelcome event or situation that had the potential to cause health problems, illness, or an accident. This can include scenarios such as tripping on stairs without sustaining any injury. Such an incident can be classified as a "near-accident."

- Risk

A condition or situation that could potentially lead to ill health or injury if it materializes. For example, slippery floors increase the likelihood of someone falling and sustaining an injury.

- Suggestions for improvement

How certain changes or additions can enhance the students' work environment. For instance, the absence of power outlets in a study area

¹ Anvisningar för utredning av studie- och arbetsmiljöärenden för studenter på grundnivå och avancerad nivå Dnr 2-1043/2020.

can significantly hinder students' ability to use their electronic devices. By installing additional power outlets, the functionality and comfort of the study space would be greatly improved, making it a more efficient and convenient place for students to work.

- Discrimination
- Harassment
- Sexual harassment
- Threats and violence
- Theft
- Vandalism
- Chemical spills

11.4 Reported event

1. When an event is reported in the IA system, the coordinator and administrator for systematic work environment management receive a notification that a new event has been registered. The IA system serves as a tool for documenting the details of the event documentation.

2. The coordinator or administrator appoints the head of the department, or the person to whom the head of the department has delegated work environment duties (such as GUA or PD), as the manager for the event. The manager is responsible for investigating the incident, implementing measures, conducting follow-ups, and possibly reporting to the Swedish Social Insurance Agency and/or the Work Environment Authority.

Serious workplace incidents that need to be reported to the Swedish Work Environment Authority include:

- **Serious Workplace Accidents:** This includes personal injuries and fatalities.
- **Serious Incidents:** Examples include exposure to known infections or threats of violence.

The event responsible is required to report serious workplace accidents (personal injury or death) and serious incidents (such as exposure to

known infections or threats) to the Swedish Work Environment Authority **within 24 hours.**

3. The event responsible contacts the student to follow up on the incident and possibly complete information.
4. The Investigation: The event responsible investigates the incident to understand what happened and why it occurred.
5. Measures: The event responsible evaluates what measures can be taken to prevent the incident from recurring. If measures have already been implemented, they should be described in detail, including how they have been put into practice.
6. Follow-up: The event responsible conducts a follow-up to understand the factors that led to the injury and to ensure that such incidents do not occur again. While some accidents may be unavoidable, the goal is to minimize the risk of recurrence. For instance, although preventing needle stick injuries entirely may be challenging, the risk can be reduced through proper training and clear instructions/routines.
7. The case is considered completed and closed once the investigation, implementation of measures, and follow-ups have been carried out. The student should then receive an email notification that the case has been handled and closed.
8. Other:

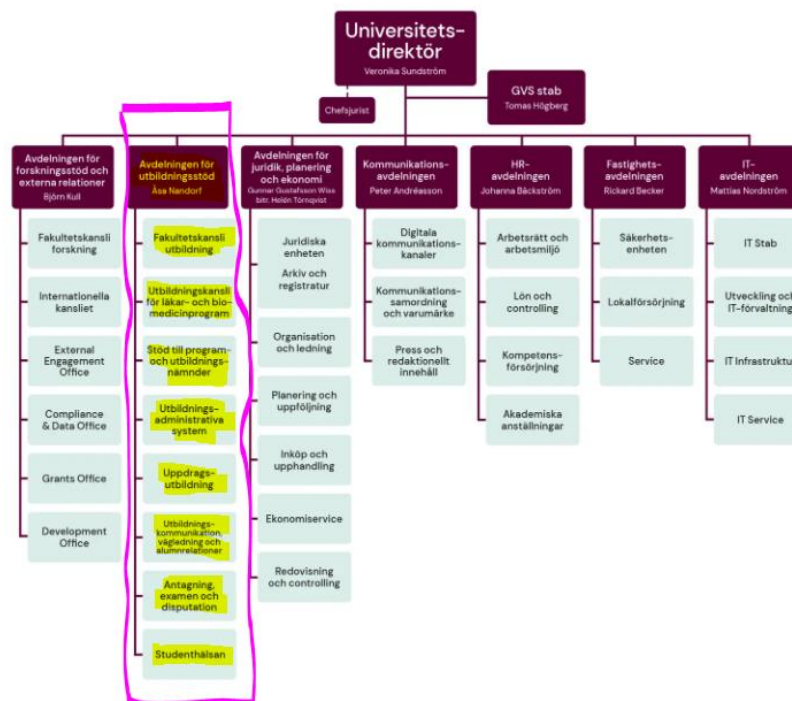
Prohibition of Reprisals: It is strictly forbidden to subject anyone to reprisals, i.e., to punish or mistreat someone for pointing out or reporting discrimination. This prohibition applies regardless of whether the reported complaint can be proven or not. Students should never feel discouraged from reporting discrimination due to fear of reprisals.

12. Support

12.1 The Education Support Office

The Education Support Office has responsibility for admissions, issuing diplomas, student health services, education communication and examination services. The office supports the departments on matters relating to education law, study environment and executive/professional education. Its responsibilities also include the development and support of education-related administrative processes and systems.

The office also houses the departmental management for the medicine and biomedicine programmes. The faculty Office for education provides strategic and administrative support to the management, the faculty board, and the committee for education at the undergraduate and advanced levels. For more information, visit: [Operational plan for the Education Support Office | Staff Portal](#),



12.2 Student Wellbeing Centre

The Student Wellbeing Centre is available for all KI students and is a complement to regular health care in Sweden. The Student Wellbeing Centre's staff have a duty of confidentiality and their own separate medical record system. All visits to the Student Wellbeing Centre are free of charge. You can contact them if you for example have problems with stress, performance anxiety, difficulty concentrating or difficulty sleeping.

The Student Wellbeing Centre also conducts MRSA screening, organizes seminars on various topics, and provides access to lifestyle tests.

If a KI student has an injury from a needle stick or a work-related injury, they should follow the Student Health Service's [flowchart needlestick](#). If the Student Health Service is closed, they should follow the [flowchart needlestick closed](#). For more information, visit: [Needlestick and work-related injuries with a risk of blood infection](#).

12.3 HR Office

The HR Office provides strategic and operational support to the university management and core activities and supports, advises, trains and sets standards in areas such as employer policy, work environment and health, skills supply and salary management. It is also responsible for local collective agreements, pension and insurance issues for employees, as well as cross-functional skills development for managers and leaders. For more information, visit: [HR Office | Karolinska Institutet](#).

12.4 Occupational health care at KI

Staff, doctoral students, and postdocs can reach out to the occupational health service for work-related issues. For advice on physical and mental health as a preventive measure, contact Avonova. For non-work-related health care, contact regular general practitioner. For more information, visit [Occupational health care at KI | Staff Portal](#).

13. Contact

For questions or support, please contact the coordinator and administrator responsible for educational law and systematic work environment management for students: ursam@ki.se

14. Links

- [Work Environment Act \(1977:1160\)](#)
- [Acts and regulations about work environment](#)
- [Higher Education Act \(1992:1434\)](#)
- [Higher Education Ordinance \(1993:100\)](#)
- [Discrimination Act \(2008:567\)](#)

Recommended reading for student safety contacts for programmes/sections, student safety representative and chief student safety representative: [Här är SSO-handboken reviderad för 2025 – Sveriges förenade studentkårer](#)