

Checklist for Student Safety Representatives (SSO)

1. Receive the Case

- Actively listen to the student's account of the issue or incident.
- Confirm that you have understood the student's statement.
- Note key details: date, location, individuals involved, and type of incident (e.g., physical, psychosocial, or organizational work environment).

2. Inform about Confidentiality

- Inform the student that you are bound by confidentiality.
- Explain that you will not disclose any information without consent, unless there is a serious risk to someone's life or health.
- Note whether the student gives consent in accordance with the above.

3. Assess the Case

- Does the issue concern the work environment (e.g., stress, ergonomics, discrimination, harassment, or victimization)?
- Is it related to the physical or psychosocial work environment?
 - o Physical work environment: ergonomics, facilities, tools, air quality, etc.
 - o Psychosocial work environment: stress, conflicts, victimization, harassment, discrimination.
- Can the issue be resolved at the course, program, or departmental level?
- Should the safety representative be involved?

4. Suggest Interventions

- Inform the **student** about support:
 - o [Student Wellbeing Centre](#)
 - o [Student and doctoral ombudspersons](#)
- Discuss possible solutions with the student:
 - o Contact with course coordinator, head of department, or administrator/coordinator for systematic work environment for students.
 - o Ask whether the student wants you to forward the matter/ the case or remain anonymous.
 - o Assist with submitting a [report in the IA system](#), if the student requests help.
- For **doctoral students**, inform about:
 - o [Occupational health care at KI – Avonova](#)
 - o [Student and doctoral ombudspersons](#)
- Discuss possible solutions with the doctoral student:
 - o Contact with course coordinator, head of department, or administrator/coordinator for systematic work environment for students.

- Ask whether the doctoral student wants you to forward the matter/ the case or remain anonymous.
- Assist with submitting a [report in the IA system](#), if requested.

5. Collaborate with the department

- Raise the issue with the head of department or Departmental Directors of Education (GUA) at the relevant department.

6. Document the Case

- Write a brief summary of the case (excluding sensitive personal data).
- Check if there is a standard procedure for saving documentation.

7. Follow Up

- Maintain contact with the student and ensure that progress is being made.
- If no improvement occurs: contact the Head of Department and the administrator/coordinator for systematic work environment for students.

8. Support

- Consult with the chief student safety representative (HSSO) without disclosing identity or sensitive personal data.
- Contact the administrator/coordinator for systematic work environment for students:

Administrator Frida Engman, systematic work environment for students & educational legal matters: +46 8 524 861 14, ursam@ki.se

Coordinator Christian Edling, systematic work environment for students & educational legal matters: +46 8 524 866 76, ursam@ki.se

9. Insurance

- [Insurance for Students](#) - Karolinska Institutet
- [Insurance for university students in Sweden](#) – Kammarkollegiet

This document was translated using a translation service. Any unintended linguistic inaccuracies may be present.