



Stockholms  
universitet

Institutionen för molekylär bioteknik,  
Wenner-Grens institut

## Protocol Work Environment and Environmental Group

**Date:** Monday 27<sup>th</sup> of November 2023

**Place:** Runnströmsrummet

**Present:** Neus Visa, Maria Ekoff, Monika Björk, Martin Säflund, Munira Akhter, Roger Johansson, Van Le Sabrie, Alexander Malmstedt, Neus Visa, Munira Akhter, Kicky Ryman

**Not present:** Claudia Arasa Cuartiella,

### Agenda

#### 1. Selection of adjuster

Monika Björk was chosen to adjust the minutes.

#### 2. Approval of the agenda

The agenda was approved.

#### 3. Previous minutes

Van went through the previous minutes. The following items were commented on:

- Neus commented on changing the last protocol about occupational health care's name to AvoNova (instead Feelgood).
- According to the last protocol on section "other" there was a discussion about the PhD routine regarding changing supervisor. Neus states that there is a demand to have a clear routine around changing supervisors. The main issue is that every situation is different, so it might be necessary to handle them individually, and different solutions may be appropriate in different situations. The crucial aspect is that students have different people to turn to, and they know who to approach if a problem arises. Additionally, the ISP could be a possible way to raise issues.



#### **4. Annual plan for work environment**

Van went through the last goals for work environment and equal opportunity 2023-2024. The goals were divided in five areas.

##### *Systematic work environment and equal opportunities:*

- There was a discussion how often the follow-up should be done. The question was raised if the group felt that we needed to have extra meetings or change the procedure. The conclusion was that we keep the follow-ups on a monthly basis in the meetings of the work environment group. If we need an extra meeting, we will schedule it.

##### *Organization and social work environment:*

- The overall judgment was that the social work environment was good, but there could be a need of getting more information about this. Van proposes that managers and group leaders could attend courses within social work environment and brought up the importance of knowledge within this subject.

##### *Equal opportunities:*

- Van mentions that there is zero tolerance towards discrimination and harassment. Everyone should be treated equally.

##### *Physical working environment:*

- Van mentions that there is good information about the work environment, both information via the web but also via information sent by e-mail.

##### *Study environment:*

- Van went through what study environment means. Neus discusses that it can be difficult with points like this as doctoral students are both employees and students. This can be compared to basic education as the division is clearer. Van mentions that we conducted a workshop and discussed with the doctoral students and highlighted that the PhD students participate in the work environment work at the department.

##### *Action plan for environment:*

- A new workplan for environment was made for 2024. Will be sent in for decision item at the department board.

##### *Inspection round (skyddsround); action plan equal rights (lika rättigheter)*

- Van brought up that the inspection protocols should be saved on the server.
- The work plan for equal rights should be reviewed and revised.

##### *Plan fire drills to next year (planera brandövning inför våren); revise annual wheel (revidera årshjul)*

- Proposal that fire drills should take place once a year and preferably between 10 and 20 June 2024.

The annual wheel: Van went through the annual wheel, asked the group if there is any need for it to be revised. The following points were brought up.

- There was a proposal that the chemicals inspection should also be added in January.
- A proposal was made that the LabSafety document should be added to the yearly wheel when we are updating the introduction to new employees and introduction to LabSafety.
- There was also a comment that the cleaning day usually takes place before the security round and in November the cleaning day is a full day. The cleaning day in June is only half a day.

## **5. Environment**

- Nothing to report

## **6. Work environment**

Neus informs that the last part of the employee survey is now closed. We will receive a link to the result in the first week of December. Neus asks if we should schedule a special meeting regarding the results of the survey. Van and Neus will have a look at the results and make an assessment if we need to have an early meeting. If there is no need, we will go through the results in January.

## **7. Fire safety**

- Nothing to report.

## **8. Gender equality and equality**

Neus brings up an email that many have received from a former PhD student who sent strong accusations. Neus informs that this is an ongoing matter that is handled centrally and that a large investigation has been made into the matter previously. It is important to understand that SU handles this centrally.

## **9. SAMIR Reports**

- Nothing to report

## **10. Information from the lab safety network at SU**

- There has been a discussion about the SU shop. MBW has been asked to fill in a questionnaire regarding needs and what we purchase. The background revolves around the SU shop running at a loss. Therefore, the real estate department wanted to conduct an investigation to see if improvements were possible. The reasons for the loss include several factors such as higher rents, lower marginals on prices, personnel costs, and more. Kicki and Monika have been interviewed about how the SU shop could have been improved and sustained. At the laboratory safety meeting, a document was compiled where thoughts about ideas for the needs of the SU shop were presented. All institutions that made purchases from the shop are involved.
- Fire safety was discussed during the last meeting.

### **11. Safety representative reports**

- Nothing to comment.

### **12. Other**

- Neus mentioned that there will be a Christmas mingle, and in connection with that, we will have a department meeting with the entire department in G-hall
- There was a problem with the reading hall that has not been cleaned.

### **13. The meeting was closed.**

Written by

Alexander Malmstedt

Approved by

Monika Björk



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