



Stockholms  
universitet

Institutionen för molekylär biovetenskap,  
Wenner-Grens institut

## Protocol Work Environment and Environmental Group

**Date:** Monday 2024-01-29

**Place:** Runnströmsrummet

**Present:** Neus Visa, Maria Ekoff, Monika Björk, Martin Säflund, Munira Akhter, Roger Johansson, Kicki Ryman, Max Louski, Van Le Sabrie, Alexander Malmstedt, Sandra Oerther.

**Not present:**

### Agenda

#### 1. Presentation of the employee survey's results (harassment, sexual harassment and victimization)

The results of the employee survey regarding harassment, sexual harassment, and victimization have been received and discussed with the central HR specialist. These results will be presented to the department. Van did a presentation of the results.

The central HR specialist did not think the results are alarming, but they need to be taken seriously; one case is one too many. The suggestion is that we should present on-site or via Zoom for the whole department. The benefits of Zoom are that more people will attend. In addition to the Zoom presentation, there could be workshops and smaller discussions within the groups if there is a need for them. A decision was made that the results will be presented on Zoom, and Sara from HR will be asked to present the results in English. One positive outcome with an external speaker is that it can add formality and seriousness. There is another factor that is an important part of the presentation: it is important that we inform everyone so they know where they can find help if they experience harassment, victimization, and sexual harassment. At the same time, the routines will be presented.

Decision: Sara from HR will present the results of the survey on English. A suggestion was made that the time should be 11 before lunch in February. If groups want to do a workshop, there will be opportunities.

Neus presented some actions and suggestions on how to address the results of the employee survey.

There was a discussion of an issue with the workshops: the concern was that the groups could be too small. A solution to this could be that groups merge together to hold workshops. Group leaders or managers could conduct informal check-ups to see if there is any interest in these types of activities.



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Van stated that it is important for everyone to have information on where they can find help if they experience harassment, victimization, or sexual harassment. Van also mentioned that individuals can turn to Feel Good, managers, safety representatives, and HR.

## **2. Selection of adjuster**

Monika was chosen to adjust the minutes.

## **3. Approval of the agenda**

The agenda was approved.

## **4. Previous minutes**

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

Nothing was commented on.

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

- Management's review of the environment (Ledingens genomgång miljö)  
Ledningensgenomgång - A time will be booked, Neus and Monika will do this.

- Summary of IA (formerly SAMIR) - Sammanfattning IA (tidigare SAMIR)

- Chemical management (Kemikaliehantering)  
Chemical inventoring is ongoing in January and February.

## **6. Environment**

Nothing to report.

## **7. Work environment**

A question was raised about some of the rooms having old furniture and curtains, and a suggestion was made that we could improve the work environment by purchasing new ones. This will be included in the budget for 2024. One suggestion is that we could allocate a budget for this, and a group with representatives from different groups within the department will be formed. The group should come up with suggestions and state their needs.

The consisting issue with problem of cold was raised again, along with a question about the possibility of purchasing small heating units. However, this cannot be done as it goes against the university's policy. The issue regarding temperatures in the building has been addressed and reported.

Another issue discussed was the improper closure of windows during window cleaning.

Additionally, it was noted that ventilation slows down around 17:00, causing problems with the work environment for those who work later than 17:00.

## **8. Fire safety**

In the spring, SU will host a fire safety course on March 7th and March 14th (ENG). An email will be sent out with information to everyone in the department. If a scheduled course is not available, you can express interest, and they will then schedule a course.

Additionally, there will be an evacuation drill in June, after the 10th, as we aim to minimize the impact on students and ongoing classes.

## **9. Gender equality and equality**

Nothing to report.

## **10. IA Reports**

An IA report was submitted on SciLifeLab. A student attempted to retrieve a bottle of chemicals from the top shelf, which she had difficulty reaching. While there was no accident, there was a potential risk of spillage. Certain types of chemicals should not be placed above waist height. We have routines in place for this, but a reminder email could be sent out. It is suggested that SciLifeLab can review of how chemicals are stored be conducted. This is important to minimize the risk of spills or accidents.

Another issue with the AI system is determining who receives the reports. Currently, the Safety Representative receives the reports. However, the problem is that the Safety Representative can only read the reports, and the Prefect does not receive them either. The questions will be sent to Mikael.

There was information that the SU Säkerhet app can be used to report incidents.

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

There is a new interface in "serviceportalen" and the chemical inventoring is ongoing. The LabSaftey course is on 13<sup>th</sup> of Mars and will be given in English, an email has been sent out.

## **12. Safety representative reports**

Nothing to report.

## **13. Other**

Annual work and environmental plan 2024.

There was a review of the work and environment plan. There was a remark and more specific information in regards of point two, social work environment. It was pointed out that we need to inform about Avonova. In regards of the physical work environment the safety round was added as an action.

The annual work and environmental plan for 2024 was completed and will be added as and decision item at the next department board.

The next meeting will be the 4<sup>th</sup> of Mars, since we have "Sportlov" with a lot of vacations.

**14. The meeting was closed.**

Written by

Approved by

Alexander Malmstedt

Monika Björk



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