

## Action plan 2016 for working environment at the Department of Astronomy

Participating in the preparation of the action plan: Garrelt Mellema, Rocio Andersson, Ruben Asensio Torres, Peter Lundqvist, Maria Cavallius, Markus Jansson (safety officer)

Objectives (what should be achieved)	Activities / measures to achieve the goal (what and how)	Person responsible for implementation (who)	End of implementation (when)	The follow-up and / or outcomes / results
<b>Improve the planning of exams</b>	<b>Order multicultural calendar</b>	<b>Garrelt Mellema</b>	<b>1601</b>	<b>Ordered and delivered</b>
<b>Systematic work environment management (SAM) works in practice</b>	<ol style="list-style-type: none"> <li><b>1. Work group meetings every month.</b></li> <li><b>2. Physical examinations and assessment of risks in the work carried out by the annual safety inspection</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Garrelt M</b></li> <li><b>2. Markus Jansson, safety officer</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. 1612</b></li> <li><b>2. 160224</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Followed up Garrelt M.</b></li> <li><b>2. Markus Jansson</b></li> </ol>
<b>Systematic work environment management (SAM) works in practice</b>	<b>Appoint a couple of PhD students to be part of the work group</b>	<b>Garrelt Mellema</b>	<b>1601</b>	<b>Ruben Asensio Torres and Maria Cavallius.</b>
<b>Systematic work environment management (SAM) works in practice</b>	<b>Performing a working environment questionnaire.</b>	<b>Rocio Andersson and Garrelt Mellema</b>	<b>1608</b>	<b>The results from the survey were showed at the conference and the three main areas were identified. Communication, stress, development opportunities for young researchers, as well as the gender imbalance among permanent staff.</b>
<b>Systematic work environment management (SAM) works in practice</b>	<b>Planning a conference with focus on the working environment at the department</b>	<b>Rocio Andersson and Garrelt Mellema</b>	<b>161017</b>	<p><b>Conference took a place at Haga Forum. 43/70 employees participated. Program:</b></p> <ul style="list-style-type: none"> <li><b>• Presentation of the working group</b></li> <li><b>• Talk about “Dacing with the deadline”</b></li> <li><b>• Introduction about safety officer tasks</b></li> <li><b>• Presentation of results of the working environment questionnaire.</b></li> <li><b>• Team building activity</b></li> </ul>

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<b>Relevant and updated information for new employees</b>	<b>Update policy documents on the website</b>  <b>"Information for new employees"</b>	<b>Rocio Andersson</b>	<b>1612</b>	<b>Information need to be updated continuously</b>
<b>Improving welcoming for new employees</b>	<b>Sending a mail to communicate when new colleagues start</b>	<b>Rocio Andersson</b>	<b>1612</b>	<b>All department is well informed</b>
<b>Improving welcoming for new employees</b>	<b>Appoint a mentor for new employees</b>	<b>Rocio Andersson / Supervisor / Team leader</b>	<b>1612</b>	<b>New employees are having help about practical things at SU and about life in Sweden.</b>
<b>Improving the furniture at the department</b>	<b>Inventory about chairs and desks</b>	<b>Rocio Andersson</b>	<b>1611</b>	<b>A third part of the employees have an adjustable desk.</b>