

Action plan 2017 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, Sara Esteban Pozuelo, Tine Libbrecht, Maria Cavallius, Markus Janson (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
Information about action plan 2016	Review of the action plan	Working environment group	170221	Publish results of action plan 2016
Improve the planning of exams	Order multicultural calendar	Garrelt Mellema	170101	Ordered and delivered
Systematic work environment management (SAM) works in practice	Appoint a substitute for Maria C. PhD student to be part of the work group. Appoint a postdoc representation	Garrelt Mellema	170101	Tine Libbrecht as substitute during the first semester. And Sara Esteban Pozuelo as postdoc
Systematic work environment management (SAM) works in practice	Work group meetings every second month. All meetings are scheduled.	Garrelt and Rocio A	171212	Followed up Rocio Andersson
	Physical examinations and assessment of risks in the work carried out by the annual safety inspection	Markus J	170222	Meeting with safety inspection, measures has been taken and a final report was sent to the main office at SU.

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Systematic work environment management (SAM) works in practice	Annual performance reviews with all employees	Peter L, director	During september	Followed up Rocio Andersson
Systematic work environment management (SAM) works in practice	Survey was done and reported in 2016.	Rocio A	170101	Communication, stress, development opportunities for young researchers, as well as the gender imbalance among permanent staff.
	HALU report by Feelgood	Rocio A & Peter L.	170630	Feedback sent by mail 171212
	Ergonomist visit	Rocio A & Peter L.	170630	Feedback sent to people who had a meeting with her, measures about new furniture was taken.
Relevant and updated information for employees	Update policy documents on the website "Information for new employees"	Rocio Andersson	171212	Followed up by the working environment group every year.
Well-functioning communication among various research groups	Implementation of a fika schedule with a fixed date for a short research presentation	Rocio with support from Rickard	170201	Implemented but a short research was not successful.
Better social environment among different groups	Create an email list where you can send invitations to social activities, regardless of the position /social.life@astro.su.se	Rocio Andersson Ruben Torres	170228	Invitation sent to everyone who want to be part of the distribution list.

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Improving gender Equity	Plan a conference on gender equality as main theme	Peter Lundqvist, Director	170921	Gender Equality Conference took place on the 21st September, all speakers were external, and the group got very good feedback from all participants.
Well established routines for new employees	Information on the website and local wiki page will be structured	Rocio Andersson	Pending	Information needed before new employees start date, and after arrival to the department.
Improved fire protection at the department.	Provide relevant training. A systematic fire prevention should be introduced. The evacuation exercise to be carried out. Information about emergency telephone numbers.	Peter Lundqvist, Director	Pending	Rocio followed it up, should be continued next year.
Sufficient number of people trained in the L-ABC and CPR at the dept.	Training in L-ABC and CPR should be performed. Publish the name of employees who have undergone this training. Information is provided to all staff and students	Peter Lundqvist Director	Pending	First aid course will take place next year during the first semester. Followed by Rocio.
Successful practices to improve gender equality	Update of the gender equality plan in Swedish and English	Garrelt Mellema	Pending	