

Action plan 2018 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, 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 2017	Review of the action plan	Working environment group	180207	Publish results of action plan 2017
Improve the planning of exams	Order multicultural calendar	Garrelt Mellema	180101	Ordered and delivered
Systematic work environment management (SAM) works in practice	Work group meetings every second month. All meetings are scheduled.	Garrelt Mellena and Rocio A	180101	Followed up Rocio Andersson
	Physical examinations and assessment of risks in the work carried out by the annual safety inspection	Markus J	180418	Followed up by Peter Lundqvist and Markus Jansson
	Following up ergonomist advices from last year	Rocio Andersson Rickard Castillus	181231	Rocio completed an inventory list, checking if some people were missing the adjustable desk. Rickard ordered it before summer, and new desks were placed during the autumn.
Well established routines for new employees	Information on the website and local wiki page will be structured	Rocio Andersson	181231	Information needed before new employees start date, and after arrival to the department.

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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 Markus J	180426	Magnus N and Alexis participated in the training on the 26th April. Next autumn, will three people (Peter L) from the “Firesafetygroup” assist to “utrymningsledare” course.
Sufficient number of people trained in the L-ABC and CPR at the dept.	Training in CPR should be performed. Publish the name of employees who have undergone this training. Information is provided to all staff and students	Peter Lundqvist	180417-180830	Training in CPR given on 17th as well as on 30th August by Jan Ekström. 24 participants from the department, 7 phd students, 3 postdocs and 14 TA/professors
Successful practices to improve gender equality	Update of the gender equality plan in Swedish and English	Garrelt Mellema	181231	Department’s gender equality plan updated only in English and sent it to the board, waiting for approval.
	Participation in international conference for gender equity	Rocio Andersson	180524-180525	Maria C and Rocio A will participate to next Gender I, Scientist Conference in Berlin, 180524/25.
	Talk about implementing Gender Equality in the Work Environment of Scientistsk.	Rocio Andersson	180424	Nina Almgren from Uppsala University, Equal Opportunities Specialist will give us a talk on the 180424
Better communication among different groups	Creating a photo album at the VRL by research group, where people can recognize all people working at the department.	Rocio Andersson	180313	Rocio will follow up an update twice a year.
	Increasing social activities between different research groups	Rocio Andersson	180522	Participation in VårRuset 2018, 13 av 17 female colleagues, male colleagues are welcome to share the picnic and support the team.

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Systematic work environment management (SAM) works in practice	Workshop about development opportunities for young researchers in and out academia	Rocio Andersson	180926	Annual conference in 26th September Invited speaker: Alaina G. Levine Author, Networking for Nerds (Wiley, 2015) Named one of the Top 5 Books of 2015 by Physics Today Magazine alaina@alainalevine.com www.alainalevine.com