



*The Student Union for
Humanities and Theology*

Guideline for HTS student safety work

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Student safety representative

A student safety representative (SSO) is a student who has been elected to represent the students in matters related to the physical or psychosocial work environment at a department. Students can turn to their department's SSO if they discover problems with the work environment. And the SSO can then take the matter to the head of department responsible or to the head student safety representative (HSSO) at the union.

It is the head of the department who is responsible for ensuring that safety work is carried out, and that the work environment lives up to the requirements placed on it. The SSOs review how the department handles the work environment, but are *never* responsible for the work being carried out themselves.

Head student safety representative

The Head Student Safety Representative (HSSO) represents the students in matters related to the physical or psychosocial work environment on the faculty-wide level, and is also responsible for coordinating the department's student safety representatives (SSOs). Other than this, a SSO and a HSSO have the same rights and obligations. A HSSO is expected to be present at the HSSO network organized by LUS.

The Student Union of Humanities and Theology's assignment of student safety representatives and Head student safety representatives

Student representatives are always appointed by the student union, this includes SSOs and HSSOs. At the Student Union of Humanities and Theology it is part of the post of vice president responsible student welfare matters (VKOS) to be the faculty's HSSO, thus no separate election for the position of HSSO is carried out.

HTS conducts SSO selections in two different ways. In the first instance, a SSO is elected through the

student councils, who monitor education at the department level. When a student council has elected a person to the SSO, the student council president notifies the HSSO. As the chairman of the student council has been elected by the union board, the choice of SSO can also be seen as anchored in the union.

In the event that an institution lacks an active student council, students interested in representing the students at their institution as SSO may contact the HSSO and be selected by a decision by the presidium. However, this should not be done if there is an active student council at the department.

The SSO of the Department of Communication and Media (KOM) can only be elected by a presidium decision, as HTS is only responsible for student welfare issues at the department. Educational issues are handled by the Social Sciences Union, and HTS thus has no student council for KOM.

Safety work of the faculties of humanities and theology

At the Faculties of Humanities and Theology (HT), the safety work consists of several annually recurring elements for each of the departments. They are systematic work environment management (SAM), systematic preventive work against discrimination (SFAD), safety rounds and follow-up of this work. The faculty's safety work is coordinated in the Local Safety Committee (LSK), where the HSSO and one of the union's SSO represent the students.

HSSO has the right to participate in all faculty-wide safety work, and SSO has the right to participate in its department's safety work.

Safety rounds

In 2019, Maintenance Unit HT conducted 17 safety rounds, which were divided as follows:

- Three safety rounds for common areas and halls (SOL, LUX and HT libraries).
- Six safety rounds for departments (Department of Archaeology and Ancient History, Department of Philosophy, Department of History, Center for Theology and Religious Studies, Department of Communication and Media and Department of Cultural Sciences).
- Five safety rounds for the sections of the Centre for Languages and Literature (SOL) (sections 1-5).
- Three other safety rounds (Humanities Laboratory, Office HT and Technology/Administration (TA)).

Of these 17 safety rounds, priority should be given to a student representative participating in the three safety rounds for common areas and halls. HSSO should participate in these, preferably together with one of the institutions' SSOs (who this should be is decided in the Safety Forum).

The institutions' SSO should also be invited to participate in their respective departments' safety rounds, but it does not have to be a priority task to participate as the spaces under review are not spaces that students stay in during their studies (in such cases only for small groups in exceptional cases). The SSO from the department SOL should be invited to participate in the sections' safety rounds, but this work can be delegated from SSO to the student representatives of the section boards. However, like the departments' safety rounds, it does not have to be a priority task for either the SSO or section board representatives to participate in these.

HSSO should be invited to participate in the safety rounds for the Humanities Laboratory, Office HT and TA, but as these do not concern spaces that students are staying in, the task can be low priority, and participation is not necessary.

In addition to the safety rounds carried out by Maintenance Unit HT, HTS is affected by the following safety rounds:

- The safety round for the Department of Educational Sciences at the MNO-building. In practice, the premises are not used for educational purposes, possibly only for small groups in exceptional cases, and therefore the presence of the SSO is not of the highest priority. However, SSO shall be invited to attend.
- Safety rounds at Campus Helsingborg. The respective departments are responsible for their own departments' work environment management for the premises where no teaching is conducted. SSO should be offered to attend these, but participation is not highly prioritized. In addition to these, the Development Unit at Campus Helsingborg conducts a central safety round for teaching premises and study environments, at which it would be good if HSSO or a campus-based SSO participates.
- The safety round for CÖS and the Asia Library. This safety round looks at classrooms and common halls in the house, and it is therefore a priority that HSSO and SSO from the Department of History participate.

The SSO also has the right to request that an extra safety round be carried out, if they believe that the work environment needs to be reviewed immediately because it poses an acute or serious danger to someone's life or health.

Training of SSO

Training of SSO is offered once a semester by the student safety representative, who is employed by Lund University's student unions (LUS) to help the unions with student matters. The training takes about

three hours and usually takes place in October during the autumn term and in February during the spring term. SSOs are expected to attend at least one of these training sessions, preferably the earliest possible.

Safety Forum

HTS SSO is coordinated in a forum called the Safety Forum, which is led by HSSO. All SSO that have been properly elected, either by a student council or by a decision by the presidium, are invited to participate in the Safety Forum. These individuals are expected to participate as much as possible in the Safety Forum. Other people interested in safety issues can also be invited by HSSO.

Safety forums work as an open network and discussion forum rather than as a well-structured decision-making body, and therefore there is also no formal obstacle to people interested in work environment issues (without being elected to SSO) being invited to attend. This decision is submitted to the HSSO.

Content

What is discussed in the Safety Forum can to a large extent be adapted to the wishes and needs of the group of selected SSOs and the HSSO. However, it is recommended that the group meets at least once a semester, and preferably more often than that.

A recommended structure for meetings is that a first meeting is held as soon as a number of SSO have been selected, e.g. in September or October. At this first meeting, HSSO can talk about what the role of SSO is about, what its rights and obligations are and what the work during the year will look like, as well as inform about the educational session in October.

A second meeting can preferably be held in January before the safety rounds, which are usually in February-March. There, the form of safety rounds can be discussed, and the Safety Forum can choose which SSOs, together with HSSO, will go on the three safety rounds for common halls and spaces. After this meeting, HSSO should make a written summary of which SSO participates in which safety rounds, and send it to Maintenance Unit HT.

A final meeting should be held before the end of the semester, in April-May, where the Safety Forum can evaluate this year's work, talk about how the safety rounds have gone and, if possible, report who will sit as SSO the next operational year.

At all meetings, all SSO should also be given the opportunity to report any cases and problems with the work environment that they have discovered or been told about. These will be compiled by HSSO and submitted to HT's work environment coordinator and Head of unit.

It is important that the level of discussions in the Safety Forum is adapted to the level of knowledge and experience of the people involved, as this can differ greatly. It is important to point out that the network's

focus must never be the network itself, and that it is not the SSO that participates in the Safety Forum that is responsible for SSO being appointed at other departments or for appointed SSO to participate in the network. Safety Forums should instead be a forum for discussing actual safety issues.

Decision-making power

The Safety Forum decides who will go as SSO on the safety rounds for common halls and spaces together with HSSO. The Safety Forum also nominates which SSO will participate in LSK together with HSSO. The decision on the LSK representative is then made by the board after the nomination has been received.

In addition to this, the Safety Forum is not a decision-making body, and therefore does not make any formal decisions on how HTS's safety work should be conducted. These decisions are instead made by the board and the representative assembly. Safety forums also do not make decisions such as who represents the students as SSO in a department, but these are made in either a student council or in the presidium.

Budget

Safety forums have their own budget line in the HTS budget, which will go to refreshments for the meetings. HSSO disposes of the budget.