



UMEÅ UNIVERSITET

SAFETY POLICY FOR UMEÅ UNIVERSITY

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1. Description

This policy describes the main focus with regard to safety work for Umeå University. The policy covers employees and organisational operations at the University, as well as service providers, externally engaged consultants and partners. With this policy, Umeå University ultimately wants to contribute to the government agency achieving its operational goals by maintaining a good ability to prevent risks and deal with undesired events. This is made possible by safety work being one element of systematic work environment management.

The policy is University-wide and applies generally to all areas of safety.

2. Safety work

Umeå University's safety work is divided into physical safety, personnel safety and information security. These in turn concern or encompass the areas of protective security, physical and technical safety, IT security and crisis preparedness. For definitions of safety areas, please refer to the underlying regulations for each safety area.

3. Background

This policy replaces the Safety Policy (100-1795-99) adopted by the University Board on 11 November 1999. In the time that has passed since then, a lot has happened in terms of the University's operations and with regard to factors in the external environment. New and more complex areas of research and new forms of teaching. Increased threats from the external environment and a transition in many cases to digital smart technologies place different demands than before, in terms of both safe management and risk awareness. New legislation that stipulates new requirements has been introduced and is being introduced continuously.

Due to the content and nature of the document, perspectives relating to health and safety, collaboration, accessibility, students and international aspects have not been integrated into the document. The policy document is not expected to have any consequences for gender equality at Umeå University.

The policy uses the term manager, which corresponds to the head of a faculty (dean), department (head of department), work unit (director), centre (director), Internal Audit (internal audit director), University Library (chief librarian), School of Education (director), University Administration (University Director), administrative unit (head of unit), section (head of section), faculty office (head of faculty office) or equivalent.

4. Responsibility

The responsibility and mandate for integrating safety work into the operation follows the Vice-Chancellor's decision-making and delegation procedure and is followed up and coordinated through the government agency's systematic work environment management and safety work.



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The Vice-Chancellor has appointed a Head of Security (University Director) and a Deputy Head of Security to assume responsibility at the government agency for governance, follow-up and quality assurance of responsibility pursuant to the Swedish Protective Security Act.

Managers at Umeå University must promote and encourage an awareness of risk and safety among employees, and ensure that safety work is integrated into the systematic work environment management and safety work. This responsibility also involves investigating, addressing, reporting and following up on incidents and making sure that staff follow policy documents and any local procedures.

Employees have a responsibility to play an active role in safety work, including by accessing and following policy documents and local procedures, and reporting incidents, risks and deficiencies.

5. Safety Policy

Systematic safety work must form an integral part of all the University's operations. There must be a high level of safety awareness among those affected by the policy. The University's safety work must result in balanced protection being provided for the government agency's assets that warrant protection. The assets that warrant protection are employees, students, information, information systems, premises and equipment.

Safety work must create the conditions for the government agency and its operations to achieve defined goals and increase the ability to manage risks, to prevent and manage undesirable events, and to maintain operations in times of crisis. The work must also contribute to making the University a safe and secure workplace for employees and students.

The policy is achieved by such means as:

- integrating safety work into operational planning and systematic work environment management and safety work.
- managers assuming responsibility for ensuring that employees and students are provided with the conditions to take part in preventive safety work and access relevant safety information and training
- safety-related incidents being investigated and action being taken by the manager responsible. Incidents are followed up on a regular basis in order to prevent safety risks and the result is escalated to a superior level.

6. Follow-up

Safety work must be followed up as required, annually and continuously, and takes place by such means as:

- internal governance and control
- systematic work environment management and safety work
- investigation of and follow-up on incidents
- continuous risk inventories