

Engelska

Faktablad för arbetssökande –  
Arbetsgivarens/anordnarens  
arbetsmiljöansvar

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## **The responsibilities of the employer/service provider for the working environment**

This fact sheet provides information about some important regulations governing the working environment that are relevant for you when you are gaining work experience at a company, or participating in another labour market programme. If you require more information, you can contact the Swedish Work Environment Authority.

### **Responsibility for the working environment**

You who are participating in a labour market programme are given the same rights by law as other employees regarding certain provisions in the Work Environment Act (section 7 of the Labour Market Programmes Act (2000:625) and chapter 1, section 4 of the Work Environment Act (1977:1160)).

An employer or a service provider who offers work experience or another programme is responsible for the working environment at the work place. Consequently, the employer is required to follow both the Work Environment Act and the regulations of the Swedish Work Environment Authority. Arbetsförmedlingen may only refer participants to an activity if it is organised in accordance with the regulations governing the working environment. For this reason, we ask questions about the working environment when we refer people to, for example, a work experience position, and when we follow up the work experience.

You who are considered to be the equivalent of an employee in accordance with the Work Environment Act have no formal responsibility for the working environment. However, you do participate in efforts concerning the working environment by, for example, reporting risks, near-accidents, illnesses and accidents, suggesting measures and providing opinions about what has been done. You can raise these matters with the responsible manager, or with the safety representative ("skyddsombudet"). You also have the option of contacting the Swedish Work Environment Authority. You can find more information on the website of the Swedish Work Environment Authority at [www.av.se](http://www.av.se). You can also contact the call centre of the Swedish Work Environment Authority at 010-730 90 00.

## **Accidents and injuries**

If an injury has resulted in someone being seriously injured or dying, the employer or the service provider must immediately contact the Swedish Work Environment Authority. The employer must also contact the Swedish Work Environment Authority if something has happened that entailed serious risk for life or health.

The employer or service provider must also report all accidents and occupational illnesses to the Swedish Social Insurance Agency (Försäkringskassan) and to the safety representative.

## **Design of the working environment**

According to the Work Environment Act, the working environment must be designed so that you are not subjected to physical or mental burdens that could result in accidents or illness. You must also have the opportunity to have variation in your work, and be able to have social contact and cooperation with others. The air quality must be good, there must be sufficient light and the noise level may not be too high. There must also be space for personal hygiene, staff rooms and rest rooms.

## **Introduction and instructions**

The employer or service provider must provide you with an introduction to your work assignments. This is particularly the case if you lack earlier experience of similar work. The introduction should also help you understand how your work assignments relate to the work assignments of other employees. You must also receive information about what risks there are in the place of work.

There must be written instructions at the work place that clearly state what you are to do if there is an accident or if there are any disturbances to operations. The instructions must be easily accessible. The introduction and the instructions must be adapted according to your age, experience, language skills, cultural background and possible functional impairment.

## **Personal protective equipment and computer glasses**

You must always use personal protective equipment when this is needed. If you use a computer for more than an hour a day, you may need computer glasses. The employer is responsible for ensuring that you receive protective equipment and computer glasses.

## **Working alone and work in private homes**

You should never work alone or on assignment in private homes. You can read about the rules that apply in the regulations of the Swedish Work Environment Authority: “Ensamarbete” (Working alone)(AFS 1982:3) and “Våld och hot i arbetsmiljön” (Violence and threats in the working environment) (AFS 1993:2).

You have the right to receive training in safety routines, safe working methods and how to assess risks if you, together with an employee, are to visit a private home or surroundings in which there is a risk of violence or threats. The training could also deal with how you should act with people who are upset or angry, how you should handle conflicts and how to protect yourself.

## **Systematic work on the working environment**

There should be routines for how systematic work on the working environment is to be carried out in the work place. There should also be a policy for the working environment that describes the working conditions needed to ensure a good working environment. The policy and the routines must be written if the organisation includes ten people or more.

## **First aid and crisis support**

At every work place, there must be routines and procedures for providing first aid. It must also be possible to receive crisis support. Sufficient first aid equipment must be available as well. There should be notices at suitable locations that state where first aid equipment can be found, which persons can give first aid, telephone numbers for taxis and the emergency services, and the address of the company.

## **Occupational health service**

The Swedish Work Environment Authority can require an employer to seek help on the basis of whether there is sufficient expertise or knowledge to solve problems in the working environment in the work place. Firstly, the employer should contact the occupational health service, which is an independent expert resource within the area of the working environment and rehabilitation. The occupational health service is to work to prevent and remove health risks at the work place and it has the expertise to identify and describe connections between the working environment, the organisation and health.

## **Would you like to know more about regulations concerning the working environment?**

The Swedish Work Environment Authority is responsible for issues relating to the work environment. If you have questions or concerns about regulations concerning the working environment, contact the call centre of the Swedish Work Environment Authority: telephone: 010-730 90 00

E-mail: [arbetsmiljoverket@av.se](mailto:arbetsmiljoverket@av.se)

Call us at 0771-416 416 if you are interested and would like to know more. You can also visit your nearest employment office, or visit us at [arbetsformedlingen.se](http://arbetsformedlingen.se).