



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

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Guidelines for hazardous use and heavy consumption

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1. Introduction

The Swedish University of Agricultural Sciences, its staff and students are all responsible for creating a good work environment. We work systematically and proactively to prevent ill health. SLU does not permit heavy consumption or hazardous that can affect the study environment and workplace.

2. Definitions

Heavy consumption

Usage that leads to an increased risk of harmful physical, psychological and social consequences, without dependency or problematic use. Heavy consumption risks developing into hazardous use.

Hazardous use

Behaviour that is harmful to health and has negative consequences in social situations, as well as negative financial implications for an individual, organisation and society. This may include the use of alcohol, narcotics, medical products or illegal substances, as well as gambling, social media use, shopping and sex.

3. Purpose and objective

These guidelines aim to assist SLU managers, staff and students in the work to address questions related to heavy consumption and hazardous use.

The guidelines will:

- provide support should there be suspicion of heavy consumption or hazardous use;
- strengthen the systematic approach to work to prevent heavy consumption and hazardous use;
- set the foundations for a common approach to matters related to hazardous use.

The objective of the guidelines is to:

- prevent illness and accidents and create a sustainable study and work environment for everybody at SLU;
- create the conditions for establishing successful procedures for cases of suspected heavy consumption or hazardous use.

4. Workplace attitudes

SLU must be a safe and secure workplace for all staff and students. We will pursue preventive measures on this issue, and act quickly if we are aware of or suspect that heavy consumption or hazardous use is taking place.

Staff and students must be fully fit to participate in their work or studies and must not be under the influence of any substance. Line managers or teaching staff determine whether a person is fully fit for participation. If a member of staff or student is deemed unfit for participation, they must be safely and securely removed from the workplace, teaching premises or similar.

Consuming alcohol or taking drugs in conjunction with work or studies at SLU is prohibited. Alcohol-free options must always be offered during celebrations, entertainment, staff parties, public defences and degree ceremonies arranged by the university. SLU has set procedures and spending limits for entertainment and conferences.

Drugs must never be used on SLU premises. The term 'drugs' refers to illegal narcotics, anabolic steroids and over-consumption of medicines in a manner or dose other than prescribed.

Gambling for money, online gaming or similar is prohibited during working and teaching hours.

5. Responsibility, roles and duties

Managers

As manager, it is your responsibility to prevent ill health and create a safe and positive work environment. If you suspect an employee is engaging in heavy consumption or hazardous use to the extent that it is affecting safety, the employee's health, working capacity, reliability or work environment, it is no longer a private matter. Consequently, you must respond and act immediately. If necessary, you also have a formal responsibility for the employee's rehabilitation.

As a manager, you are responsible for:

- informing staff about the guidelines and ensuring that they are understood so they can be followed. This should take place once per year;
- acting according to the guidelines as soon as possible after you develop concern or notice an employee has become ill or cannot perform in the workplace;
- approaching staff and students suspected of, or who engage in, heavy consumption or hazardous use in a constructive manner, by addressing the problem with the person concerned and offer them professional help.

Staff

- Act if a colleague or student is struggling or showing signs of changed behaviour that could be due to hazardous use.
- Show compassion by talking to their colleague, manager, health and safety representative, union representative or HR officer support is needed.
- Turn to managers for support.
- Access the guidelines for heavy consumption and hazardous use.
- Can book an anonymous meeting with occupational health services.
- Must participate in their own rehabilitation.
- Inform their manager of any medicine that may affect their ability to work.

Students

- Act if a course mate is struggling or showing signs of changed behaviour that could be due to hazardous use.
- Show compassion by talking to the course mate, director of studies, programme director of studies or head of department.
- Contact the Student Health Service or student union for support if they are worried about a course mate.
- Access the guidelines for heavy consumption and hazardous use.
- Contact the Student Health Service for support with their own heavy consumption or hazardous use.

Health and safety representatives

- Cooperate with the employer to guarantee that the guidelines are known and are being followed by students and employees.
- Represent employees and, if necessary, cooperate with the employer when measures are taken.

Union representatives

- Offer support throughout the process if necessary.

Division of Human Resources

- Guides and supports managers and staff on matters concerning hazardous use and any rehabilitation work.

Occupational health services

- Contribute their expertise to the employer's preventive work. The occupational health services have specialist doctors and nurses, behavioural scientists, licenced psychologists and physiotherapists. The occupational health services can also assist with taking samples and medical questions.

Student Health Service

- Promotes student wellbeing to enable sustainable studies. Provides advice over the phone and through short personal meetings. The Student Health Service offers psychologists, counsellors and sessions with health coaches.

6. Preventive work

All SLU managers must work to prevent heavy consumption and hazardous use. Knowledge about the social work environment is necessary in order to work preventively. This means that a manager must know how to discover and address unusual behaviour, cooperation problems and other sources of heavy consumption and hazardous use early on. Managers should be able to identify signs of heavy consumption and hazardous use, and may need the skills to assess which measures are the most suitable.

Employees must act if a colleague is showing the early signs of heavy consumption or hazardous use. Regardless of the issue, it is important to show compassion by asking the person how they are feeling.

Regular reviews of the work environment and work climate are one way of discovering work environment-related problems. This can be done through health and safety inspections, staff development reviews, workplace meetings, activities to increase knowledge about heavy consumption and hazardous use, and by acting promptly upon the early signs of changed behaviour or ill health. If there are any

signals to suggest this, it is important that the manager addresses the issue immediately. HR officers can provide support and suggest suitable action.

7. Support for managers when something happens

Managers have access to support materials related to this issue. In summary, the support materials describe the procedures for the following cases:

1. In the event of concern
2. If an employee is having problems in the workplace
3. If an employee is under the influence in the workplace or is deemed to be incapable of working.

8. Adaptations and rehabilitation

Managers must implement any job adaptations that an employee may need, as well as any adjustments to work duties.

Rehabilitation intends to help and support an employee so they can regain their working capacity and return to work on either a part-time or full-time basis. Employees must actively participate in their rehabilitation. This means that the employee needs to provide their manager with the information necessary to determine working capacity and the need for job adaptations or rehabilitation. For example, this can involve participating in rehab meetings, writing a return-to-work plan and following the measures you have agreed.

SLU has procedures for job adaptations and rehabilitation and HR officers and the occupational health service can provide support with the process. If the help and support measures are unsuccessful, or if the employee refuses to participate in treatment, there may be a need to take further action. HR officers must always provide support for legal measures such as salary deductions, requiring a doctor's certificate from the first day of illness or other disciplinary action.

9. Document the case.

It is important to document the case right from the start. As soon as a manager suspects any heavy consumption or hazardous use, they must begin to document the matter for example by recording absences and unusual behaviour patterns. All conversations linked to the matter must be documented.

Documentation forms an important basis for continuing work with rehabilitation and implementing measures. The employer is the one who must be able to provide proof that an employee is being negligent. The employer must be able to demonstrate how the employee has been informed of their negligence and the consequences if this behaviour continues, and the relevant action that has been

taken. Documentation must be securely stored at the department or equivalent, so it cannot be accessed by any unauthorised persons.

These guidelines were created following a collaboration between the employer, education provider and union representative.