

Outline of preventive tasks and methods

Strategic working environment



Operational working environment

Strategic tasks

- plan, manage and coordinate
- organising the working environment activities
- information and consultation
- prevention and accident investigation
- co-operation internally and in relation to others
- training and skills development

Operational tasks

- planning and prevention
- performing workplace assessments
- risk mitigation and inspection
- investigating accidents and near misses
- influence, information and education
- contact to the working environment committee

Strategic methods

- working environment policy
- working environment strategy
- annual discussion of the working environment
- knowledge sharing
- skills development
- certification of the working environment
- working environment report
- working environment culture in the workplace

Operational methods

- registration of near misses
- prevention principles
- workplace assessment
- machine operating instructions
- instructions in the workplace
- Requirements for suppliers and external workmen
- Onboarding and training of new employees
- inspection of the working environment
- rounds and inspection routines

Co-operation methods

- communication
- process tools
- aligning expectations
- respect for each other's roles and tasks
- problem management
- holding of meetings
- completion of projects
- conflict resolution
- co-operation systems

The physical working environment

- musculoskeletal disorder
- heavy lifting
- working postures
- monotonous, strenuous work
- noise and dust
- chemical substances and materials
- indoor climate
- office workplaces
- personal protective equipment
- pregnant and breastfeeding women
- young persons under the age of 18
- night work

Attitudes

- safety culture
- measuring opinions
- influencing opinions
- health promotion
- health environment
- the inclusive labour market

The mental working environment

- positive working environment factors
- well-being
- social capital
- mental risk factors
- methods in the mental working environment

Industrial injuries

- industrial accident
- occupational disease
- first aid
- accident investigation
- reporting of industrial injuries
- industrial injury compensation

The outline is for guidance only. It is up to the organisation to decide what constitutes a strategic and operational working environment, and the topics may cover both levels.