

# SUPERVISION SERIES

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3/2005

## Rules of inspection

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**Handling officer:**

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ARBETSMILJÖ  
VERKET

## RULES OF INSPECTION

*The Swedish Work Environment Authority resolves that the following Provisions and Recommendations on inspection and on the handling of obligatory supervision data and legal action shall enter into force as from 1st June 2005, when Provisions and Recommendations 4/2003 of the Work Environment Authority, Rules of Inspection, shall cease to apply.*

*It is of great importance that representatives of the Work Environment Authority should conduct themselves uniformly and in a manner consistent with the rule of law when visiting workplaces. It should therefore be noted that the rules of inspection apply, as relevant, to all parts of the Work Environment Authority concerned with official procedures in the workplace.*

*In the course of its supervisory activities the Work Environment Authority shall avail itself of the experience possessed by safety delegates. It is also the Authority's aim to support the safety delegates in the discharge of their duties.*

Kenth Pettersson

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## ABBREVIATIONS

AD	=	Administrative Affairs and Information Department
AI	=	Inspection Department
AMF	=	The Work Environment Ordinance
AML	=	The Work Environment Act
AV	=	Swedish Work Environment Authority
CT	=	Central Supervision Department
EU	=	European Union
FP	=	Inspection record
IM	=	Inspection notice
ISA	=	Information System on Occupational Accidents and Workrelated Diseases
J	=	Legal Affairs Department
RÅK	=	Targeted stipulations
SAM	=	Systematic work environment management
SARA	=	Co-ordinated workplace register for the Work Environment Authority
SFS	=	Swedish Statute Book
tc	=	Head of Department
tcAI	=	Head of the Inspection Department
td	=	Head of district

## SELECT GLOSSARY OF TERMS

AV= the person or persons who, in keeping with the established working procedure, decision-making procedure or internal departmental documents, has duties connected with inspection activities

Executive officer = the person performing a particular supervisory task (Sw.: *förrättare*)

Decision-maker = td or any other person empowered to decide the matter in question

## 1. SUPERVISION

### 1.1 Areas of supervision

The supervision concept is mainly addressed in Chap. 7, Section 1 of AML, which provides: “The Work Environment Authority supervises the observance of this Act and of the Provisions issued pursuant to the same.”

AV’s role is more closely defined in the Work Environment Authority (Standing Instructions) Ordinance (2000:1211), which lays down that AV is a central administrative authority for work environment and working hours issues except regarding work on board ship. The Ordinance also designs the tasks for which AV is to be particularly responsible.

AV supervision in the broad sense includes everything from the issue of Provisions amplifying legislation to inspection and information activities.

AV’s supervisory activities include carrying out inspections to verify that employers and others with work environment responsibilities comply with work environment rules and making the necessary decisions with a view to provision and maintenance of a good work environment by those responsible for the same.

AV supervision focuses mainly on activities where the risks of ill-health and accidents are greatest. Most of these inspection activities are carried out by the Inspection Department, but the Provisions and guidance in this document apply to all supervision, irrespective of which AV personnel it is carried out by. Accordingly, the Provisions and Recommendations apply, for example, to the GMM supervision and product supervision/market control carried out by CT handling officers. Relevant parts of the Provisions must also be observed by CT and J in the course of workplace visits connected with appeals, which among other things means that FP must be written and logged for all such executive procedures.

Chap. 7, Section 7 of AML empowers AV to subpoena employers. Injunctions, prohibitions and contingent charges are normal elements of the inspection process. In certain cases AV can intervene against others with safety responsibilities, such as a developer (client), planner, manufacturer, supplier, the lessor of facilities or a party outsourcing manpower. AV can impose contingent charges for certain infringements. AV also deals with matters concerning permits, exceptions and exemptions and carries out market control. Supplementary rules on product supervision and market control are published in the Supervision series (*Tillsynsserien*).

### 1.2 The role and responsibilities of national government officials

Employees of the national administration – national government officials – have a key role to play in society as the ultimate guarantors of the values enshrined, for example, in the Constitution Act.

It is essential to realise that AV is financed with public money and that the deployment of funding must be transparently and clearly accounted for. All employees must therefore

have a carefully considered stance on their duties from the viewpoint of ethics and administrative law. One single untoward incident can seriously damage AV's reputation.

Employment in the national government service has wider implications than a private law contract of service between employer and employee, hence the special rules applying to national government employees. The provisions of the Constitution Act, the Freedom of the Press Ordinance, the Administrative Procedure Act, the Public Employment Act and the Penal Code express fundamental stipulations and ethical principles applying to national government officials in their professional capacity. The stipulation of Chap. 1, Section 5 of the Constitution Act, namely that public power be exercised under the law, is especially important and means that AV must have legal authority for all stipulations issued, e.g. in connection with an inspection. Chap. 1, Section 9 of the Constitution Act underscores the importance of administrative authorities and others discharging duties in the public service respecting universal equality before the law and observing objectivity and impartiality. Other important rules for national government employees concern sideline occupations, bribes, corruption, dereliction of duty and breaches of confidentiality.

## 2 INSPECTION

### 2.1 Definition and purpose

A transaction, with or without visits, concerning a matter within AV's area of supervision is termed a *supervisory transaction*.

An AI supervisory transaction often starts with a visit to a workplace, during which the executive officer identifies work environment deficiencies and stipulates their elimination. A commonly occurring type of supervisory transaction comprises one or more visits with the performance INSPECTION and possible follow-up (performance: FOLLOW-UP). The supervisory transaction is kept together by means of a common reference number. It is concluded when the work environment deficiencies have been remedied. A supervisory transaction may also have a non-supervisory emphasis; see performances in the inspection record (FP). Several supervisory transactions with unique reference numbers can be handled during one and the same visit, in which case the corresponding number of FP must be drawn up.

*Inspection* is a supervisory input carried out in the form of visits to a workplace to check for the existence of work environment deficiencies which can entail a risk or ill-health or accidents or which mean that the work environment is bad in some other respect. The purpose of the inspection is to induce the employer to take action in cases where shortcomings are found with respect to the work environment or SAM. In exceptional cases an inspection may be carried out away from the employer's premises.

For same-day inspection of large workplaces united by a single CFAR number, several supervisory transactions with an inspection emphasis can be inaugurated with the various inspections targeting essentially different and/or organisationally separate units. This can be instanced with the inspection, within large hospitals, of wards belonging to different departments, or the inspection of activities in different divisions of large companies. For the inspection of most workplaces, the main rule continues to be that stipulations are to be

gathered in one IM pertaining to the same supervisory transaction and with a single reference number.

**Follow-up** is a workplace visit which can be made to verify the implementation and quality of measures taken before a supervisory transaction is concluded. If new deficiencies are discovered during follow-up, a new supervisory transaction is initiated and allotted a separate reference number.

An **inspections transaction** is a sub-quantity of the number of supervisory transactions and is defined as the number of transactions for which a visit with the performance INSPECTION has been registered in SARA.

## 2.2 Focus

The focus of inspection activities is defined with reference to the Work Environment Authority (Standing Instructions) Ordinance, the annual appropriation warrants issued by the Government, AV's programme of activities, annual operational directives and performance contracts. To this is added the obligatory supervision governed partly by complaints filed and by occurrences at Swedish workplaces.

AV's assignment is to ensure the reduction of health hazards and accident risks in the workplace. Its assignment also includes ensuring the improvement of the work environment in a holistic perspective, i.e. physically, mentally, socially and organisationally. An inspection, therefore, is normally concerned with all these aspects. Exceptions include special supervisory activities and campaigns at national or regional level focusing on a particular problem area.

Inspections can proceed in many different ways, depending on the nature of the problems and the type of activity concerned. There are often great differences between an inspection prompted by a sudden occurrence and planned inspections of, say, SAM. Where appropriate, AV can also requisition the information and written material needed for supervision.

## 2.3 Inspection methods

Methods development is a continuously ongoing process which is adapted to changes in the work environment and working life. The handbook *Inspektionsmetoder* (Inspection methods) describes a number of predefined methods. As new methods evolve, the intention is for the handbook to be updated accordingly. The handbook can be accessed on the AV intranet, under *Syrning*.

With few exceptions, work environment legislation applies to all activities in working life. Executive officers, consequently, will in the course of their duties have dealings with everything from small businesses to complex, politically controlled activities and multinational corporations. The executive officer's choice of inspection method must be tailored to the conditions prevailing on the material occasion.

The choice of inspection method is governed by the risks of ill-health and accidents, the number of employees, the nature and location of the activity, the complexity of the organisation and the purpose of the inspection itself.

In the course of the inspection the executive officer makes an assessment based on the facts emerging from interviews with employer, safety delegate(s) and employees. The assessment is also based on various available documents and on observations of the activity. The assessment of larger and more risk-prone activities calls for a more comprehensive scrutiny of documentation to supplement direct observations. For the assessment of risks which are not visible to the eye, interviews, for example, can furnish vital information. Sometimes special investigations are needed, i.e. occupational hygiene measurements.

Various supervisory projects or campaigns, resolved on in connection with the annual planning of activities, are undertaken within AV's field of activity. Co-operation on supervisory projects creates consensus and uniformity. This form of project work is the subject of a separate written guide (currently Tjänstemeddelande 5/98).

Provisions and Recommendations on product supervision and market control are contained in a separate document in the Supervision series.

### 3 THE INSPECTION PROCESS

The inspection process includes all measures taken by AV, from the planning of the inspection until the requisite measures, as per AV's stipulations, have been taken by the employer.

<b>3 THE INSPECTION PROCESS</b>	
<b>3.1 PLANNING</b>	
<b>3.1.1 Selection</b>	
<b>PROVISIONS</b>	<b>Guidance on the Provisions</b>
<p><b>The executive officer shall:</b></p> <ul style="list-style-type: none"> <li>- <b>select objects for supervision and make the purpose of the inspection clear.</b></li>   <li>- <b>engage in consultations and procure information.</b></li> </ul>	<p>* The choice of object for supervision is based partly on risks, statistics, industry, complaints under Section 2 of AMF, operational programme and performance contract. 2.</p> <p>* Advice and information are obtained, for example, from other executive officers, the media, the Social Insurance Office, ISA statistics, work injury reports and sickness absenteeism data.</p>
<b>GUIDANCE</b>	
<p>The executive officer's/working group's own planning of inspection activities is based on annual planning, performance contract and any other prioritisations. It is important for the executive officer/working group to have a supervision strategy in which planning and prioritisation are balanced against the work environment problems of the industry concerned. Supervision normally focuses on areas of activities with the greatest risks.</p> <p>Executive officers should be mindful of co-ordinating their activity with that of other AV staff. In their own planning they must allow time for following up transactions and for dealing with such externally initiated transactions as suspension of work by a safety delegate, representations by safety delegates (6:6a), work accidents and serious incidents, and permit applications. Planning also includes continuous follow-up of the executive officer's own plan of activities during the year.</p> <p>When planning an inspection it is important to note that questions to do with personal conflicts do not usually come within the AV's ambit, even if employer representatives have requested AI to intervene. On the other hand AV should observe and describe unsatisfactory working conditions and stipulate rectification of the problems. AV ought not as a rule to undertake investigation work or suchlike. It is for the employer, acting in partnership with employees and safety delegate(s), to find ways of coping with conflicts. See further the "crib" entitled <i>Arbetsbetingade konflikter och kränkande särbehandling</i>.</p>	

<b>3.1.2 Preparation</b>	
<b>PROVISIONS</b>	<b>Guidance on the Provisions</b>
<p>The executive officer shall:</p> <ul style="list-style-type: none"> <li>- <b>prepare himself for the inspection.</b></li>   <li>- <b>check particulars concerning the workplace in current registers.</b></li>   <li>- <b>draw up a strategy for the conduct of the inspection</b></li>   <li>- <b>consider the need for consultation regarding the inspection of an undertaking established in more than one inspection district.</b></li>   <li>- <b>see to it that the Inspectorate is announced and state which persons are normally to be present at the inspection.</b></li>     <li>- <b>take along FP and necessary forms.</b></li> </ul>	<ul style="list-style-type: none"> <li>* Revise the content of applicable work environment rules, consider personal protective equipment, dress, travel plans, means of transport etc.</li> <li>* Contact the CT handling officer if necessary.</li>   <li>* Check previous entries/activities in SARA and archived material. Contact the executive officer who visited the workplace last.</li>   <li>* Go over planning, choice of method and – if there will be several persons taking part – who is to lead the inspection.</li>   <li>* Supervision of undertakings established in more than one district normally requires co-ordination; see section 5.1.1</li>   <li>* Announcements are made, e.g., by letter, telephone or e-mail. For notice by letter, an established AI template is normally used.</li> <li>* Explain the purpose of the visit and indicate the amount of time it will take. Call upon the employer to see to it that safety delegates are given the opportunity of attending the inspection. This also applies to regional safety delegate, if a local safety delegate is lacking.</li> <li>* The employer or the party otherwise inspected is normally given advance knowledge of the inspection. The inspection can take place unannounced if there is cause for so doing.</li>   <li>Take along the fact sheet about AV, AML, applicable AFS, ADI brochures and forms AI 1 and AI 2 (Immediate prohibition), Y227 (Notes on uninspected pressure-retaining device) and Y231 (inspection notice) and also, if necessary, measuring instruments, a camera, maps etc.</li> </ul>

## GUIDANCE

Planning includes estimating the resource commitment in the form of personnel, travelling time, efficiency etc. Many work environment issues today are of such complexity that one person's competence will not stretch to an inspection of sufficiently high quality. Sometimes, therefore, executive officers with different competencies have to carry out the inspection together. Joint inspection also benefits the transfer of competence between executive officers. There is also the possibility of requesting temporary competence reinforcement from other districts, the AI departmental management and CT. In short, it is important that AV should be seen to be professional in its dealings with employers and safety delegates. CT's participation often enhances the prestige of inspections of a large company's head office. The risk of meeting with violence/threats or of the inspection "turning nasty" should also be factored into the planning of resource commitment.

By consulting SARA the executive officer can obtain particulars of any other transactions in progress and of the date of the last inspection. The SARA archive contains full-text documents on workplaces.

Sometimes the executive officer may need to study a particular question of legislation or statutory instruments. Preparations can, for example, include studying appeals which involve issues of principle and contacting a lawyer or a CT handling officer. Other districts or CT may have dealt with a work environment issue and/or conducted a project which is of interest for the inspection. To ensure that the inspection planned will be conducted with sufficient quality, it is important that AV's aggregate competence be utilised at the preparation stage.

The need for an interpreter should already be considered when planning an inspection; see further point 3.2.1.

When inspecting employers with activities in two or more districts, a co-ordinating district often needs to be consulted. See section 5.1.1.

Sometimes there may be cause to contact other authorities which also supervise the workplace or whose role relates to it, e.g. the National Electrical Safety Board, the Social Insurance Office, municipal environment protection and building authorities, the Swedish Rail Agency, the Swedish Aviation Safety Authority, county administrative boards, police authorities, the National Rescue Services Board, the National Agency for Education, the Swedish Maritime Administration, the National Board of Health and Welfare, the National Radiation Protection Authority and public prosecution offices. See section 5.2.

It should be noted that it is only when employers have requested a statement following suspension of work by a safety delegate and when a safety delegate makes a representation by authority of Chap. 6, Section 6a of AML that AV is obliged by law to define a standpoint. In other situations it is AV that decides whether an inspection is to be carried out in response, for example, to information concerning alleged abuses. Information of this kind is often useful as supporting material for a future planned inspection.



<ul style="list-style-type: none"> <li>- <b>furnish information concerning the work environment rules and other material needed in the workplace.</b></li>   <li>- <b>document</b> <ul style="list-style-type: none"> <li>• <b>questions dealt with during the visit,</b></li> <li>• <b>observations and particulars with a bearing on the outcome of the transaction,</b></li> <li>• <b>deficiencies remedied during the visit.</b></li> </ul> </li>   <li><b>If the inspection has not resulted in an IM, a brief rationale of this standpoint is to be recorded.</b></li>   <li>- <b>document any post-inspection information by means of official notes.</b></li> </ul>	<p>* AML, Provisions, information material, <a href="http://www.av.se">www.av.se</a> etc.</p> <p>* Careful notes are to be taken during the inspection, either in FP or otherwise. It may sometimes be necessary to draw up a special visiting memorandum recording what has emerged in the course of the inspection. It is especially important to document interviews with the employee and employer sides when the particulars furnished are material to the transaction.</p> <p>These notes constitute a basis for IM, any subsequent notice of injunction/prohibition, subsequent inspection etc.</p> <p>The rationale is entered on the reverse of FP.</p> <p>* Additional information supplied by telephone is recorded in official notes appended to the transaction.</p>
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#### **GUIDANCE**

If there is uncertainty regarding the employer's correct legal designation etc., these particulars are to be obtained from the Swedish Companies Registration Office. Registration certificates can be ordered from the same authority.

AV should have agreed with the employer on the timing of the inspection visit. If the employer objects to the visit, AV can request police assistance; see point 3.4.8.

If any person at the workplace wishes to talk to the executive officer in private, this wish should be acceded to. If statements of fact during such an interview are added to the grounds for stipulations or other standpoints, it is important that they should be noted and added to the transaction. Particulars with a bearing on the transaction are communicated to the employer and safety delegate.

A complaint filed by an employee in a matter of worker's protection is secret under Chap. 7, Section 8 of the Secrecy Act. This secrecy is very strict and is not contingent on the executive officer's assessment of whether or not the information is detrimental to the employee. The secrecy assessment is not made until disclosure of a document is requested. A verbal complaint is documented and registered in accordance with current regulations.

AV is a national authority and Chap. 1, Section 9 of the Constitution Act makes it our duty to be impartial and objective. By behaving correctly and being well apprised of the issues involved, the executive officer inspires confidence. The executive officer should continuously communicate his observations to those taking part in the inspection. If an answer to a certain question cannot be given immediately, information should be supplied as soon as possible.

In connection with an inspection it is sometimes useful to photograph or video-record working operations, machinery, facilities etc. Remember that photographs and video tapes material to the transaction must be archived and that they become public domain. Several copies may need to be made of them if the employer is to be served with them or if the transaction is appealed. Certain particulars in these documents may be secret.

Under Chap. 7, Section 3 of AML, the executive officer can demand to be given particulars and to be allowed to see various documents with a bearing on the work environment. These documents may be a useful basis for assessment of the work environment and of SAM. They may also furnish useful guidance for the making of stipulations or for provision of the information that is needed.

For every visit the executive officer should note, in FP or a special memorandum, the conditions of interest from a work environment viewpoint. This should still be done if neither an IM nor an immediate prohibition is issued. In order for the transaction to be pursued further with an injunction/prohibition, the risks and shortcomings observed during the inspection need to be thoroughly documented.

A deficiency eliminated during the inspection is not entered as a deficiency in IM but is noted in FP.

The rationale for no stipulations being made after an inspection can be confined to such observations as the following:

- No deficiencies in the fields which the inspection covered
- No deficiencies with regard to .....
- The company has an SAM appropriate to its operation.

<b>3.2.2 Concluding the inspection visit</b>	
<b>PROVISIONS</b>	<b>Guidance on the Provisions</b>
<p>The executive officer shall:</p> <ul style="list-style-type: none"> <li>- end the inspection visit with a concise assessment. Inform the employer or the party otherwise being inspected of the result of the inspection.</li>   <li>- inform the employer or the party otherwise being inspected of the implications of an IM and inform them of any further handling of the matter.</li>   <li>- consider whether the deficiencies occasion an immediate prohibition or notice concerning a possible injunction or prohibition.</li>   <li>- consider whether any Provision concerning a sanction charge or Provision with penal sanction is applicable. Inform the employer of subsequent handling.</li>   <li>- consider whether there is cause for stipulations to be made in direct conjunction with the visit. Any such stipulations shall be made in writing; see relevant parts of section 3.3.1.</li>   <li>- consider an appropriate response time.</li>   <li>- assess the SAM status of the workplace as per guidelines in current rules published in the Supervision series.</li> </ul>	<ul style="list-style-type: none"> <li>* Summarise the risks and deficiencies which exist and which entail risks of ill-health or accidents. Summarise the stipulations or recommendations which AV intends issuing.</li>   <li>* Inform the employer <ul style="list-style-type: none"> <li>- that AV is to be notified of measures taken</li> <li>- that failure to take action can result in an injunction or prohibition.</li> </ul> </li>   <li>* See sections 3.4.2 and 3.4.4.</li>   <li>* See sections 3.4.7 and 3.4.10.</li>   <li>* Written stipulations are made on the spot <ul style="list-style-type: none"> <li>- when the inspection results in only a few stipulations and no extensive deficiency descriptions are needed</li> <li>- when deficiencies of the work environment need to be remedied quickly, without an immediate prohibition being necessary.</li> </ul> </li>   <li>* Predefined stipulations can be used on certain occasions.</li>   <li>* Inform the employer of the response time.</li>   <li>* SAM status is marked on FP. SAM status is indicated when an overall assessment of the work environment has been possible.</li> </ul>

## GUIDANCE

The post-inspection summary is a very important stage of the inspection process. It is now that the executive officer, through his/her professionalism, convinces the employer in favour of remedying, within a set response time, the deficiencies revealed, without AV later needing to resort to an injunction or prohibition. The executive officer's aim should be to prevail on the employer to immediately begin implementing the measures touched on during the inspection and not to wait until the last day allowed for replying to AV.

The summary is drawn up together with the employer, or the employer's representative, and the safety delegate. This also makes it possible to remove any misunderstandings concerning work environment conditions at the business etc. In the verbal summary of what has emerged from the inspection, the executive officer should as far as possible formulate AV's stipulations and/or recommendations. Before the summary is given, it may be appropriate, if more than one person from AV is taking part in the inspection, to gather impressions and discuss observations. Sometimes facts need to be checked before the executive officer can make a final assessment, and the executive officer may therefore need to return later with a statement.

During the summing up together with the employer and safety delegate(s), it may sometimes be pedagogically appropriate to discuss the measures needed in order for AV to be able to put the workplace on one of the highest SAM status levels.

The executive officer should be able to give a rationale for his/her standpoints. This will counteract misunderstandings when the employer is to put the measures into effect. The prime concern is to get the employer's own activity started, as regards both SAM and direct improvements to the work environment.

It may be appropriate for the written stipulations to be presented in conjunction with the inspection if they are few in number and no extensive descriptions of deficiencies are needed. Form Y231 is used for this purpose.

If a final assessment on a certain point cannot be made during the inspection, the executive officer should communicate his/her assessment to the employer and safety delegate before writing IM. The executive officer should also make clear that the employer is always duty bound to comply with work environment legislation and the Provisions issued by authority of the same, regardless of the stipulations which AV has or has not made in the course of an inspection.

It is important that AV in the course of its supervisory activity should secure stipulation levels which are as uniform as possible for the industry concerned. Otherwise there is a danger of stipulations being perceived as prejudicial to competition. Thus in various fields a body of precedent has evolved which fills out many of the functional stipulations in our Provisions. There are also examples of established stipulation levels which have resulted from sectorial agreements, technical and scientific findings etc. In certain cases guidance memoranda have been compiled as support for supervisory activity.

Chap. 2, Section 1 of the Work Environment Act lays down among other things that the work environment shall be satisfactory with regard to social and technical progress in the community. The Work Environment Act, in other words, must be abreast of the times.

Given the fact of technical and social progress in the community at large, work environment stipulations are often tightened up in various respects with the passing of time, both through stricter Provisions and through new precedents (case law). Some restraint, however, needs to be exercised in this process. An employer should be reasonably assured, when incorporating a certain established work environment level in his operation, that this level will endure for a number of years, especially in industries with similar activities at a large number of workstations.

When established practice or the established stipulation level in important administrative fields needs to be departed from, it is essential for the matter to be properly cleared in advance both with the AI steering group and with CT and J. Handling procedure should resemble that applying in fields where AV does not have clearly established stipulation levels.

It is appropriate to discuss with the employer and safety delegate the point in time for which the remedial measures are scheduled. Having done so, make an assessment of what is reasonable and inform the employer accordingly. In certain cases it may already be appropriate at the end of the inspection to fix, in consultation with the employer and safety delegate, a time for following up the measures taken.

When comprehensive and/or time-consuming measures are stipulated, the executive officer can demand an action plan showing when the measures are expected to be taken.

3.3 FOLLOWING THROUGH	
3.3.1 Handling procedures	
PROVISIONS	Guidance on the Provisions
<p><b>The executive official shall:</b></p> <ul style="list-style-type: none"> <li>- see to it without delay that <b>FP and any visit memorandum are logged in SARA.</b></li> <li>- address <b>IM to the appropriate legal person.</b></li> <li>- see to it that <b>IM contains particulars of when the inspection took place and of the persons taking part, together with their functions.</b></li> <li>- give a clear description in <b>IM of the type of safety liability under Chap. 3 of AML on which the stipulations are founded, if stipulations are directed at a party other than the employer.</b></li> <li>- give a clear and concrete description of the risks and deficiencies and formulate clear stipulations in <b>IM.</b></li> </ul> <p><b>IM can consist solely of a deficiency description accompanied by the stipulation of an account of the measures which the employer intends taking by reason of the deficiency description.</b></p> <ul style="list-style-type: none"> <li>- formulate recommendations and information so clearly that they will not be taken for stipulations.</li> <li>- indicate in <b>IM the Provision or Provisions on which the stipulations are based, by clearly referring to the relevant sections and the name of the instrument.</b></li> </ul>	<ul style="list-style-type: none"> <li>* See 2, Section 7 of the Freedom of the Press Ordinance and Chap. 15, Section 1 of the Secrecy Act.</li> <li>* See Provision, section 3.2.1.</li> <li>* An IM to a party with safety liability other than the employer shall be formulated so as to make clear the capacity in which the addressee receives the notice, e.g. “As the party outsourcing manpower” or “as developer (client) you shall”. Reference shall also be made to the applicable statutory provision, e.g. in these two instances Chap. 3, Section 12 (2) AML and Chap. 3, Section 14 (1) AML respectively.</li> <li>* Use is normally made of a standard AI form for IM.</li> <li>* The Clear Language Test is a useful aid to ensuring clarity. See Intranet, subheading Information &amp; Press.</li> <li>* This is not a normal procedure but requires a special supervisory method dealing, for example, with complex issues of an organisational and psychosocial nature where many different measures can lead to the elimination of the risks described.</li> <li>* In the absence of a Provision issued by ASS/AV, reference is made to the statutory provision or other instrument on which the stipulations are founded.</li> </ul>

<ul style="list-style-type: none"> <li>- stipulate in IM that AV be informed not later than a certain date of measures taken by reason of deficiencies described and stipulations made.</li> </ul> <p>The IM shall also make clear that the notification should be signed by the safety delegate and employer together, so as to show that the safety delegate has seen the notification.</p> <ul style="list-style-type: none"> <li>- send IM as soon as possible, and on no account more than 3 weeks after the inspection visit or after the day on which the employer or another party responsible for safety was informed of the deficiencies.</li> <li>- when swift action is needed or when previous experience/observations during the inspection indicate that the employer will not take measures of his own free will, send notice of a possible injunction/prohibition without preceding stipulations in IM.</li> <li>- see to it that IM is signed and logged in SARA before being issued.</li> <li>- see to it that a copy of IM is sent to the safety delegate.</li> </ul>	<ul style="list-style-type: none"> <li>* In exceptional cases, a statement is required concerning measures planned.</li> </ul> <ul style="list-style-type: none"> <li>* The Administrative Procedure Act makes it part of the authority's duty for the matter to be dealt with promptly.</li> </ul> <ul style="list-style-type: none"> <li>* Don't forget to save the IM in the SARA archive.</li> <li>* An IM, once issued, is public domain.</li> </ul> <ul style="list-style-type: none"> <li>* Copies are to be sent to: <ul style="list-style-type: none"> <li>- the safety delegate, senior safety delegate and regional safety delegate who took part in the inspection,</li> <li>- a local safety delegate, even if not present at the inspection.</li> </ul> </li> <li>*Failing a local safety delegate, a copy should be send to the regional safety delegate, even if that delegate did not take part in the inspection.</li> <li>* If the name of the regional safety delegate is not known, the copy is to be sent to the organisation by whom the regional safety delegate was appointed.</li> </ul>
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## GUIDANCE

If necessary, the executive officer should consult a lawyer on the legal and linguistic construction of the stipulations and on the formal handling procedure. Management, senior officers concerned, the relevant CT unit etc. should also be consulted if necessary. A co-ordinating district should be consulted as well, in cases where an employer carries on business in more than one district. See section 5.1.1.

The stipulations in an IM are not legally binding, and so an IM cannot be appealed. AV cannot make stipulations by authority of other legislation than that indicated in its standing instructions.

An employer may, for example, be a limited company (AB), a partnership (HB), a co-operative economic association, a municipality, a county council, a national authority or a public service company. A natural person may also be an employer, e.g. if they run a business with a corporate name (such as Arne Andersson, proprietor of Cykelspecialisten). There are also cases of employers carrying on business without a corporate name and in their own name only.

It is important to define the risks and deficiencies with reference to conditions in the activity inspected, and accordingly inappropriate to rely solely on the general wordings contained in AV Provisions. Failing a suitable Provision for the deficiency concerned, reference is made to a provision of AML, AMF or other legislation for which AV is a supervisory authority.

It may sometimes be appropriate, under the heading BACKGROUND, to give a concise description of the work environment and the work environment management of the activity inspected, including also the positive impressions gained.

The stipulations should be worded so as to clearly indicate what the employer is to do. Sometimes, owing to the character of the deficiencies, this is neither possible nor suitable. The deficiencies, for example, may be due to problems which are of a composite nature or hard to elucidate, e.g. relating to psychosocial work environment conditions. In cases of this kind it is appropriate to stipulate that the employer investigate working conditions and assess the risks of ill-health and accidents, and that he draw up timetabled action plans for eliminating the risks which have emerged. Alternatively, IM may comprise a description of deficiencies stipulating an account of the measures which the employer has taken on this account, in which case it is particularly important that a full description be given of the deficiencies.

A promise by the employer in the course of the visit to take the measures stipulated is not enough. Many obstacles may appear. There may, for example, be a change in the employer's circumstances. Or again, the next visit to the workplace may be paid by another executive officer. Normally, therefore, an IM should always be written when there are deficiencies of the work environment.

The stipulations contained in an IM must not be vague, expressions like *satisfactory*, *requisite*, *adequate*, *sufficient*, *troublesome* and *ergonomically appropriate* should therefore be avoided. Nor should stipulations be made in such relative terms as *reduce*, *increase*, *improve* or *change*. If the transaction goes to the point of notification and injunction, the stipulations have to be lucid and clearly defined.

Statutory references are to be written on the following lines:

Chap. 3, Section 2 (3) of the Work Environment Act.

Section 30 (3) of the Provisions of the National Board of Occupational Safety and Health on Chemical Hazards in the Working Environment (AFS 2000:4).

In addition to deficiencies and stipulations, an IM can contain recommendations and information. Stipulations, recommendations and information are entered under separate headings. This arrangement is also to be followed when writing an IM on the spot.

It is important that AV should make clear stipulations concerning response. Avoid vague expressions like *looks forward to*, *expects*, *calls upon*, *requests*, *wishes* etc. A standard AI form for IM is normally to be used.

When inspection methods such as Focus Inspection and Macro Supervision are used, a relatively long time can elapse between the first inspection visit and the employer being informed of the deficiencies by word of mouth. From this latter point in time it is important to ensure that the IM is issued within three weeks.

The IM is normally sent to the employer's official address.

A copy of the IM can be sent, for example, to the manager, political representative, department, board, administrative authority or board chairperson concerned.

### 3.3.2 Amendment of response time and stipulations in IM

PROVISIONS	Guidance on the Provisions
<p>The executive official shall:</p> <ul style="list-style-type: none"> <li>- at the employer's request decide whether the response time is to be extended.</li>   <li>- see to it that any response time extension granted is documented and recorded in SARA. The employer and safety delegate shall be notified in writing if the extension exceeds one month.</li>   <li>- amend IM stipulations in writing if new conditions emerge which render the stipulations out of date or incorrect. The employer and the safety delegate shall be notified in writing of the amendments made.</li> </ul>	<p>Normally the response time set by AV is not to be extended. It is important that the employer clearly state the reasons for requesting an extension.</p> <p>Extension is always preceded by careful examination of the reasons given. Response times are not to be extended routinely.</p> <p>No further extension of the response time should be granted. In exceptional case a further extension is granted after the matter has been referred to the decision-maker.</p>

3.4 Prosecution of supervisory transactions	
3.4.1 Follow-up and conclusion after IM	
PROVISIONS	Guidance on the Provisions
<p>The executive officer shall:</p> <ul style="list-style-type: none"> <li>- see to it that the employer is normally contacted not more than two weeks after the response date given in the IM has passed, if no response has been received by AV.</li>   <li>- document the employer's response in official notes when the employer has responded by word of mouth and also if a check is made in the course of a follow-up inspection.</li>   <li>- assess the quality and implementation of measures taken, as per the content of the employer's response.</li> </ul>	<ul style="list-style-type: none"> <li>* The reminder should be in writing. Normally a standard AI form is used. The employer is also to be contacted if the content of the response is such as to create a presumption that stipulations have not been met or are not going to be met.</li>   <li>* The official notes are logged and added to the dossier.</li>   <li>* In order for a supervisory transaction to be concluded, there must be written or verbal statement from the employer or the party otherwise inspected, stating that the stipulations have been met.</li> </ul> <p>Before a supervisory transaction is concluded, the employer and/or safety delegate may need to be contacted in writing or by telephone to resolve points of uncertainty in the statement or to obtain further particulars. In addition, an assessment must be made of the necessity or otherwise of a follow-up visit.</p> <p>The following criteria can serve as a point of departure for deciding whether a follow-up visit is called for:</p> <ul style="list-style-type: none"> <li>• there is uncertainty as to whether the stipulations have been met, or the quality of the measures taken is open to question</li> <li>• the IM stipulations were prompted by serious risks and/or serious deficiencies in SAM activities</li> <li>• the stipulations are of a complex or process-related nature</li> <li>• during the inspection the employer has shown clear reluctance to take remedial measures.</li> </ul>

<ul style="list-style-type: none"> <li>- <b>see to it that the supervisory transaction is concluded when the stipulations are judged to have been met. Normally the employer or the party otherwise inspected and the safety delegate shall be informed to this effect.</b></li>   <li>- <b>pursue the supervisory transaction to notice of injunction/prohibition if the stipulations have been met only partially or not at all.</b></li>   <li>- <b>if new deficiencies are revealed during a follow-up, initiate a new supervisory transaction, to be documented in a separate FP and allotted a new reference number.</b></li> </ul>	<ul style="list-style-type: none"> <li>• a safety delegate/employee contacts AV and indicates points of uncertainty regarding the employer's statement</li> <li>• it is not clear from the employer's written statement that a safety delegate has taken part in the planning of the remedial measures or that the safety delegate has been apprised of the statement.</li> </ul> <p>A follow-up can also be a partial means of maintaining respect for AV as a supervisory authority and giving the executive officer feedback on the work done.</p> <p>* The standard AI conclusion form is normally used.</p> <p>* In exceptional cases the supervisory transaction can be concluded if there is an acceptable and clearly timetabled action plan.</p> <p>* The transaction is concluded by a note on the dossier cover. These notes are signed and dated. The transaction is concluded in SARA. More detailed rules on this subject are set forth in the Provision "Registration and archiving within the Work Environment Authority", published (in Swedish only) in the Administrative series (current issue 11/2004).</p> <p>See point 3.4.2</p>
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## GUIDANCE

It is important for work environment deficiencies to be eliminated as soon as possible, above all in view of the risk they imply to employee's lives and health. It can also be important for AV's prestige as a supervisory authority that the employer should respect the time limit AV has decided. This requires consistent action on AV's part, with injunction/prohibition notices forming normal ingredients of the inspection process. In this way too, AV will achieve greater uniformity of handling procedure and shorter handling times, which in the long run should be conducive to greater compliance with work environment legislation

When appraising an incoming statement of measures taken, the executive officer must assess both the degree of implementation and the quality of the measures. The degree of implementation can be illustrated on the following scale:

No measures taken → Certain measures inaugurated → Measures implemented for the most part → All measures implemented

The quality of measures taken, as they are described in a statement received, is often particularly hard to evaluate in such areas as risk assessment, work organisation, work load, prevention of musculoskeletal disorders etc., and so it may be necessary to contact the employer and/or safety delegate, e.g. in order to require a supplementary written statement, to ask further questions (by telephone) or to pay a return visit to the workplace.

There are probably few cases where an employer deliberately misinforms AV concerning measures taken. Very often the discrepancy between the statement made by the employer and the observations made during a follow-up visit is due to the employer not having fully understood what needs to be put right. Many of AV's stipulations nowadays are process-oriented, and as such require a high level of competence and understanding on the employer's part, failing which, it can sometimes happen that measures are taken which are wrong or inadequate. The verbal summing up at the end of the inspection, therefore, is often crucial to the employer's proper understanding of the work environment deficiencies needing to be dealt with.

In cases where the party returning the statement to AV did not actually take part in the inspection – which is not unusual in large organisations such as municipalities – it is extra important for the deficiencies and stipulations to be formulated so clearly that they cannot be misunderstood.

In cases where an employer has wilfully or negligently furnished untruthful particulars concerning important conditions, prosecution should be considered for an offence under Chap. 8, Section 2, point 3 of AML. See point 3.4.10.

### 3.4.2 Notice

#### PROVISIONS

The executive officer shall consult the decision-maker and a lawyer if the employer or other parties responsible for safety do not take the measures stipulated.

AV shall:

- apply the provision in Section 17 of the Administrative Procedure Act in such a way that the employer or another party against whom the decision is to be directed is given the opportunity of returning a statement concerning notice of a possible injunction or prohibition. Copies of documents which the employer, or another party, has not seen shall be enclosed. The notice shall normally indicate when measures as per an injunction are to be taken or when a prohibition is to take effect, as the case may be.
- see to it that particulars obtained in the course of interviews or otherwise from outside parties and having a bearing on the point at issue are documented. The notice shall make clear the foundation for AV's standpoint, in such a way that the employer is given the possibility of rebutting the particulars.
- normally issue notice within six weeks of the IM response date having passed.

#### GUIDANCE

The duty of communication normally lapses when the executive official issues an immediate prohibition on the spot. If the risks are serious or if deficiencies noted during previous inspections are observed again, the question of notice of a possible injunction or prohibition can be raised directly, without any new IM being issued.

It is important that memo notes should be documented from interviews with the employee and employer sides, if the particulars thus furnished have a bearing on the transaction.

At a workplace belonging to an undertaking with operations in more than one district, the need for consultations with a co-ordinating district should be considered before a notice is issued.

In areas for which AV does not have established stipulation levels, the appropriate specialised unit within the CT and J departments should be consulted.

There are several situations where it may be appropriate for the executive official, together with the management and/or a lawyer, to pay a follow-up visit before a notice is issued, e.g. when a long time has elapsed since the original stipulations were made or when the transaction involves complex issues of a psychosocial and organisational nature.

The employer should be allowed a reasonable time in which to submit a statement after he has received the notice. The definition of "reasonable time" will depend on the circumstances of the individual case. If there are great risks involved, one week may be sufficient. In exceptional cases, a period of more than three weeks may be reasonable.

An injunction/prohibition notice can normally be sent by ordinary letter post, without any form of service.

Use is normally made of standard AI forms for notice of possible injunction/prohibition.

### 3.4.3 Decisions concerning injunctions and prohibitions

#### PROVISIONS

The executive officer shall:

- examine and assess the available particulars in the transaction.
- consult the decision-maker and a lawyer on the formal handling procedure and on the legal and linguistic structure of injunctions and prohibitions

AV shall:

- normally make a decision within three weeks of the time limit given in the notice for the submission of a statement having expired.
- consider whether injunctions and prohibitions are to carry a contingent fine. The amount of the contingent fine shall be computed on the merits of the individual case.

#### GUIDANCE

It is important that a decision concerning an injunction or prohibition should be formally correct. If the employer etc. does not comply with such a decision, judicial proceedings may come to be considered. If the injunction or prohibition is incorrectly or unclearly formulated, the court may for this reason alone refuse to impose a contingent penalty. Implementation of the remedial measures will then be delayed, and AV will at the same time lose credibility.

A decision concerning an injunction or prohibition is made by td or some other person empowered to make decisions in the matter.

Injunctions and prohibitions are equated with each other in Chap. 7, Section 7 of AML, which makes both instruments subject to the same preconditions. The choice between them depends on the concrete situation in the transaction and on the stipulations needing to be made. Generally speaking, if certain concrete, active measures are needed in order to eliminate a work environment deficiency, an injunction should be issued. If on the other hand the concern is with ensuring that an activity or job is continuously conducted in a particular way, a prohibition should be issued. In formal terms, a prohibition is no more of an intervention than an injunction.

A prohibition ought usually to be framed in such a way that a certain activity is prohibited unless certain conditions are satisfied. Unconditional prohibitions are uncommon.

A contingent fine is computed according to what is needed in order to prevail on the recipient to comply with the decision. The computation takes into account known facts regarding the addressee's financial circumstances, the extent of the measures stipulated and the estimated cost of taking them, as well as the urgency of the injunction being complied with. The addressee's attitude to the stipulations should also be factored in.

Note that national authorities cannot be subpoenaed. State-owned companies are treated the same as other limited companies and accordingly can be subpoenaed.

Sometimes, before an injunction or prohibition can be decided on, a new inspection needs to be carried out in order to check whether the deficiencies remain.

Use is normally made of standard AI injunction/prohibition forms.

Concerning notice and service of injunctions/prohibitions, see the relevant parts of the guidance on point 3.4.4. In this connection it should be recalled that in formal terms AV should serve employers with the injunction/prohibition orders made by the Government following appeal.

### 3.4.4 Immediate prohibition during executive procedure

#### PROVISIONS

- AV shall consider issuing an immediate prohibition where there is a risk implying an immediate and serious danger to life and health.
- No prohibition shall be issued if the dangerous work is already prohibited through a general Provision accompanied by penal sanctions. Instead the employer or other responsible party shall be informed of the implications of the penal sanction and of his duty of immediately complying with the prohibition by discontinuing the forbidden work. If the employer persists in breaching the prohibition, an immediate prohibition can be issued in order to stop the forbidden work.
- The issue of an immediate prohibition during executive procedure shall comply with the following handling procedure.

#### A. ORDER BY THE DECISION-MAKER

An executive officer observing at a workplace a risk implying an immediate and serious danger to life or health shall contact the decision-maker.

If in the course of this contact the decision-maker orders an immediate prohibition as provided in Chap. 7, Section 7 and Chap. 9, Section 5 of AML, the decision-maker shall make an official note of the matter and the note shall be logged. An immediate prohibition of this kind can carry a contingent fine. The decision-maker decides whether the prohibition is temporary or constitutes AV's final decision.

The executive officer shall document the decision in form AI 2, making clear whether the prohibition is temporary or constitutes AV's final decision. The decision sentence shall identify the decision-maker and the executive officer acting as rapporteur.

If the immediate prohibition is temporary, AV shall promptly make a final decision in the matter. The new decision shall indicate that it supersedes the temporary prohibition. The employer or the person to whom the prohibition is addressed shall be informed of the new decision immediately.

#### B. DECISION BY THE EXECUTIVE OFFICER

If the executive officer is unable to make contact with the decision-maker or the danger is of such an immediate and serious nature that there is not even time for a phone call, the executive officer in person shall immediately issue a prohibition as provided in Chap. 7, Section 7 and Chap. 9, Section 5 of AML. The executive officer shall document the decision in form AI 1.

An immediate prohibition thus ordered by the executive officer is always temporary and may not carry a contingent fine.

On the next following working day at the latest, the executive officer shall notify the decision-maker of the temporary immediate prohibition and shall see to it that FP and the temporary decision are logged in SARA. The decision-maker shall make a final decision in the matter as soon as possible thereafter.

The new decision shall make clear that it replaces the temporary prohibition. The employer, or the party against whom the prohibition is directed, shall be informed immediately of the new decision. This final decision may be issued *sub poena*.

- Generally speaking, an immediate prohibition requires the executive officer to
  - check that the prohibition is directed at the right addressee, i.e. the employer or another party responsible for safety,
  - indicate risks and deficiencies carefully,
  - frame the terms of the prohibition specifically and clearly,
  - make reference to the relevant statutory provisions,
  - inform the employer/employer's representative or some other party responsible for safety of the content of the decision, at the same time calling upon that party to give written acknowledgement of receipt on the prohibition form.

## GUIDANCE

### GENERAL OBSERVATIONS CONCERNING IMMEDIATE PROHIBITIONS

A prohibition is such a far-reaching measure that normally it is decided on by td or by another officer empowered to make decisions in the matter. The procedure described in point A, above, is then applied, but it may become necessary for the executive officer personally to decide on an immediate prohibition, in which case the procedure to be followed is that described in point B, above.

It is important that the risks and deficiencies connected with an immediate prohibition should be described as closely as possible and that the activity prohibited, together with any conditions, be formulated so concretely and clearly that there need be no doubt concerning the implications of the decision. Remember also to complete the reverse side of forms AI 1 and AI 2, filling in the name and mailing address of the district in the "Appeal procedure" (*Hur man överklagar*) box.

Normally a standard AI immediate prohibition form is used when the prohibition is drawn up at the office.

### NOTICE AND SERVICE

Section 21 of the Administrative Procedure Act lays down that the party affected shall be notified of the substance of the decision. If there is an injunction or prohibition involved, the company concerned should be formally served with the decision, partly to enable AV to obtain the imposition of a contingent fine. For notice of and service of immediate prohibitions issued in the course of an executive procedure, the rules are as follows.

## 1. Swedish enterprises and entrepreneurs

- a) If an authorised signatory receives the decision and signs for the same on the prohibition form, the company has then been formally served with the decision.
- b) If an authorised signatory refuses to acknowledge receipt, the decision can be left in a conspicuous position in the workplace. If the authorised signatory refuses to receive the decision or to acknowledge receipt, the executive officer should make a note to this effect on the prohibition form and ask a witness to confirm this. The company can then be deemed to have been formally served with the decision.
- c) If no authorised signatory can be found, the prohibition is delivered to another representative of the employer, e.g. a supervisor, who is called upon to sign for the prohibition on the prohibition form. If the supervisor refuses to receive the document, it is read to him or her instead. Verbal service as provided in Section 21 of the Administrative Procedure Act is then deemed to have taken place.

Depending on the circumstances of the individual case, service is then effect according to one of the following alternatives:

- the prohibition is delivered to an employee at the office where the signatory is permanently stationed. The person to whom the document is delivered is instructed to deliver the document to the signatory. Notice of the document having been delivered to an employee is then sent by letter to the employer's official organisational address.
- a copy of the prohibition form is promptly dispatched by letter to the employer's official address, together with a service receipt/acknowledgement of receipt.

## 2. Foreign enterprises and entrepreneurs

a) Service of documents to a foreign enterprise having a branch office in Sweden as defined in the Foreign Branch Offices Act (1992:160) is effected to the managing director of the branch office or, if that person is not resident in Sweden, to a person residing in Sweden whose appointment has been duly notified by the foreign company. Both these officers are hereinafter called branch office manager. The Act lays down that a foreign company's operations which are conducted through a branch office in Sweden shall be conducted under a company name which contains the company's name and the words "branch office" and which clearly indicates the company's nationality.

Service of documents to Swedish or foreign nationals domiciled abroad and carrying on business activity in Sweden shall be effected to a notified local manager.

Further information concerning branch office managers and local managers can be obtained from the Swedish Companies Registration Office.

If a local manager or branch office manager, as the case may be, receives the decision and acknowledges receipt on the prohibition form, the company/the person carrying on the business activity has then been formally served with the decision.

b) If no local manager or branch office manager can be found, the prohibition should be delivered to another representative of the employer, e.g. a supervisor, and that person called upon to sign for the prohibition on the prohibition form. If the supervisor refuses to accept delivery of the document, the prohibition is read out. If the supervisor does not understand Swedish, the content of the decision should be simultaneously interpreted for him. Verbal service can then be deemed to have taken place as provided in Section 21 of the Administrative Procedure Act. A copy of the prohibition form is then promptly sent by letter, with a service receipt/acknowledgement of receipt, to the branch office manager's or local manager's official address in Sweden, in order for that person to be formally deemed to have been served with the prohibition.

c) If no branch office managing director or local manager exists, problems may be encountered in notifying and serving an authorised person. The executive officer should then look up another representative of the employer, e.g. a supervisor, and read the decision to that person. If the person in question does not understand Swedish, the content of the decision should be simultaneously interpreted for him. Verbal service can then be deemed to have taken place as provide in Section 21 of the Administrative Procedure Act.

The decision should then be sent, with a service document, to the foreign company's address abroad, if that address is known. AV can also apply Council Regulation (EC) No 1348/2000 of 29 May 2000 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters. The document concerned must have been translated into the official language of the receiving state. Under the Regulation, every Member State has undertaken to designate a receiving agency to assist with the transmission of judicial documents. (Note, however, that Denmark has not acceded to this Regulation.)

#### LEGAL EFFECT OF A PROHIBITION

When the employer or the party against whom the prohibition is otherwise directed satisfies the conditions laid down in the prohibition, the activity may continue. The prohibition becomes effective again as soon as the conditions are not satisfied.

#### APPEAL

An employer or other party responsible for safety under Chap. 3 of AML against whom the decision is directed can appeal AV's decision to the Government. Normally an appeal means that the decision does not enter into force until the Government has reached a decision in the matter. If it has been ordered in the decision that the same shall apply immediately by authority of Chap. 9, Section 5 of AML, the decision will apply regardless of being appealed. The appellant, however, can request the Government to grant a stay of execution, i.e. to suspend the decision until it has decided the appeal. If so, the Government shall decide this matter immediately.

### 3.4.5 Sealing

#### PROVISIONS

On suspicion that a prohibition will be infringed, AV shall secure the prohibition by ordering the sealing or other closure of a facility, space or device. The sealing is carried out by AV. Before the decision is effectuated, a written record of decision as provided in Chap. 7, Section 10 of AML shall be drawn up and the employer served with the same.

#### GUIDANCE

A standard AI sealing order form is normally used.

Sealing tongs with seals and wire are available at all AV offices.

### 3.4.6 Verification of compliance, termination of injunction/prohibition

#### PROVISIONS

- AV shall verify compliance with
  - an injunction in close conjunction with the expiry of the time limit for completion,
  - a prohibition in close conjunction with the expiry of the time limit for entry into force of the same,
  - an immediate prohibition within three weeks of the decision being made.

Prohibitions shall be subsequently verified as necessary.

- The outcome of the verification of compliance with an injunction/prohibition shall be documented and reported to the decision-maker.
- The decision-maker shall, when
  - an injunction or prohibition *unaccompanied* by a contingent fine has not been complied with, decide whether a complaint is to be laid with a public prosecution authority concerning an offence against Chap. 8, Section 1 of AML. If it is decided to refer the matter further to a public prosecutor, AV shall promptly file a complaint with the same. See section 3.4.10.
  - an injunction or prohibition *accompanied* by a contingent fine has not been complied with, decide whether application be made to a county administrative court for all or part of the contingent fine to be imposed. The application shall be made to country administrative court within whose jurisdiction the AV district office is located. If it is decided to refer the matter further to a county administrative court, AV shall swiftly file an application with the same.

- **Questions concerning indictment and the imposition of contingent fines shall be handled in consultation with a lawyer.**
- **Subpoena proceedings shall be conducted with legal representation.**
- **AV shall keep itself informed of the outcome of indictments and applications.**
- **AV shall conclude in SARA**
  - **an injunction with a set time for the completion of the remedial measures, when the time limit has expired and the decision-maker has made a decision on the further handling of the matter,**
  - **a prohibition with a set time for entry into force when that time has passed,**
  - **an immediate prohibition when the decision has acquired force of law.**
- **The parties affected by an injunction or prohibition are to be informed in writing that the transaction has been concluded and what this implies. A copy shall be sent to the safety delegate.**

#### GUIDANCE

Once the time limit for implementation of an injunction has expired, the injunction ceases to be enforceable, and so AV must then decide whether a complaint is to be laid with a public prosecution authority, alleging an offence under Chap. 8, Section 1 of AML, or whether an application for imposition of the contingent fine is to be filed with a county administrative court. If no measures have been taken in accordance with the injunction, AV must also decide whether a new injunction is to be issued

When all conditions in a prohibition have been satisfied, the prohibition no longer applies and activities can normally be resumed without AV needing to take a decision. This also means that, formally speaking, the prohibition does not to be repealed by AV. If, subsequently, a condition is no longer being observed, the prohibition remains in force, because its legal force is perpetual or at all events will last for as long as the object of the prohibition remains and the activity is conducted by the same employer.

The termination of a prohibition in SARA by AV is purely administrative.

If AV lays a complaint with a public prosecution authority alleging an offence under Chap. 8, Section 1 of AML or applies for the imposition of a contingent fine, the employer is informed accordingly. A copy is sent to the safety delegate.

Prohibition follow-ups are normally allotted a new reference number and reference made to the original prohibition reference number.

Use is normally made of a standard AI form for the termination of injunctions and prohibitions.

### 3.4.7 Imposition of sanction charges

See internal regulations and recommendations, currently Tjänstemeddelande 6/96.

An environmental sanction charge has to be levied for certain infringements of the Pesticides Ordinance (1998:947) and the Biocide Products Ordinance (2000:338). Provisions concerning environmental sanction charges are contained in the Environmental Sanction Charges Ordinance (1998:950). In particular, see point 5.2 of the schedule to the Ordinance.

### 3.4.8 Request for police assistance

#### PROVISIONS

**AV shall request police assistance when its own measures are insufficient for the exercise of supervision. In order for AV to be entitled to request police assistance, there must be a clearly established need of police powers for implementation of the supervisory measure.**

**A request for police assistance shall be made well in advance of the supervisory measure planned. The request shall be made in writing. In exceptional, urgent cases, the request can be made by word of mouth, in which case it shall be supplemented in writing afterwards.**

The request shall contain the following particulars:

- the party requesting assistance,
- the party against whom the assistance is requested,
- the nature of the assistance requested,
- statutory authority for the request,
- underlying circumstances of the matter,
- measures taken by AV in an attempt to accomplish the measure without police assistance, or
- the reason why any attempt to accomplish the measure without police assistance has been judged pointless.

**Decisions concerning police assistance are to be taken by the decision-maker.**

#### GUIDANCE

A request for police assistance may refer to assistance in, for example, gaining access to particular premises. If the person doing the work refuses to give his or her identity, police assistance can also be requested in obtaining particulars of identity, provided the person doing the work is suspected of an offence against work environment legislation. Use is normally made of a standard AI form for requesting police assistance.

### 3.4.9 Seizure request

#### PROVISIONS

- AV shall request the seizure of certain goods by a public prosecutor, pursuant to Chap. 27 of the Code of Judicial Procedure, when it is suspected that a crime has been committed and impoundment of the goods has a bearing on the criminal investigation.
- A seizure request to a public prosecutor shall be made in writing. In exceptional, urgent cases, the request can be made by word of mouth, in which case it shall be supplemented in writing afterwards.

#### GUIDANCE

In connection, for example, with the investigation of work accidents, it is sometimes necessary to impound, say, a machine part or a tool for further examination. In a situation of this kind AV may not use its strong position as a supervisory authority to induce the employer to surrender certain material of his own free will. AV is **not** empowered under work environment legislation to take materiel into custody. It is essential, not least with a view to the rule of law, that seizures should strictly comply with the provisions of the Code of Judicial Procedure, since the goods impounded may form the basis of a subsequent decision to prosecute.

Criminal offences for which it may sometimes be relevant to request the seizure of goods by a public prosecutor include, for example, infringement of penal injunctions issued by AV, removal of a protective device, work environment crimes under the Penal Code, and infringement of injunctions and prohibitions which were not issued sub poena.

In addition to the possibility of filing a seizure request with a public prosecutor, AV, by authority of Chap. 7, Section 3 of AML, can itself arrange for certain materiel to be examined.

Use is normally made of a standard AI request form.

### 3.4.10 Request for indictability assessment

#### PROVISIONS

- An executive officer suspecting a crime connected with the work environment shall report the matter to the decision-maker.
- A request for indictability assessment shall be handled in consultation with a lawyer.

AV shall keep itself informed of the outcomes of preferment of charges.

**GUIDANCE**

A request for indictability assessment is an important means of sustaining respect for work environment legislation and for AV as a supervisory authority.

Indictable offences include, for example:

- infringement of penal provisions issued by AV
- work environment offences under the Penal Code
- infringement of injunctions and prohibitions not issued sub poena.

Other penal provisions which AV may come into contact with are to be found, for example, in the Work Environment Ordinance, the Working Hours Act, the Environmental Code and the Domestic Employment (Working Hours etc.) Act.

Note that AV is obliged under Chap. 29, Section 4 of the Environmental Code to report suspected offences against the Pesticides Ordinance (1998:947) and the Biocide Products Ordinance (2000:338).

Use is normally made of a standard AI form for requesting indictability assessment.

Reports of suspected offences are submitted to a public prosecution authority.

Requests for review of a decision by a police authority not to initiate a pre-trial investigation are addressed to the police authority. A decision by a public prosecutor not to initiate a pre-trial investigation or instigate criminal proceedings can be reviewed. A request for such review is filed with the public prosecution office which made the decision. Reviews of work environment cases are decided by the Chief Prosecutor, Utvecklingscentrum, Stockholm. Requests to the Prosecutor-General for review of decisions by the Chief Prosecutor are decided in accordance with AV rules of procedure by the Director-General.

**3.4.11 Information from inspection bodies****PROVISIONS**

**AV shall, on receipt of information from inspection bodies concerning objects not meeting predefined requirements, promptly contact the employer to ensure that the object is not used without the requisite measures having been taken and that re-inspection is carried out where necessary.**

## 4 OBLIGATORY SUPERVISION

### 4.1 Suspension of work by a safety delegate pursuant to Chap. 6, Section 7 of AML

#### PROVISIONS

- AV shall:

- verify that it is the employer or the employer's representative who contacts AV and requests AV's pronouncement on the suspension of work by the safety delegate. AV shall ascertain whether the parties have attempted to resolve the issue in joint consultations.
  - without delay carry out an inspection visit and see to it that the employer, the employer's representative and the safety delegate have an opportunity of attending.
  - make a decision in the matter at the earliest possible opportunity when an employer does not accept the suspension of work by a safety delegate. The decision shall lead to an immediate prohibition or to a decision not to issue any immediate prohibition.
  - pay heed only to the risk situation at the time of the decision being made. The conditions prevailing when the safety delegate suspended work shall not be included in the assessment. Nor shall the assessment address the justifiability of suspending work.
  - only assess conditions directly connected with the acute issue to which the suspension refers.
- The executive officer shall contact the decision-maker when a decision is needed concerning an immediate prohibition; see section 3.4.4. A decision not to issue a prohibition in connection with suspension of work by a safety delegate must always be taken by the decision-maker.

Legal advice shall normally be obtained.

- When a prohibition is *not* to be issued, AV shall

- address the decision to the safety delegate who ordered the suspension of work,
- communicate the decision without delay to the safety delegate who ordered the suspension of work,
- send a copy of the decision, without service procedure, to the employer,
- make an official note if a verbal preliminary statement has been furnished.

- When a prohibition is issued pursuant to Chap. 7, Section 7 of AML, AV shall

- address the decision to the employer,
- serve both the employer and the safety delegate ordering the suspension of work with the decision.

**GUIDANCE**

Check that the party who suspended work is an authorised safety delegate at the workplace. If the safety delegate declares to AV that the work no longer needs to be suspended or if the suspension of the work is accepted by the employer, no official standpoint need be adopted by AV.

If other deficiencies are discovered during the inspection visit, these are dealt with separately in the usual way.

AV's decision not to issue an immediate prohibition means that the suspension of work by the safety delegate lapses immediately and the employer can resume the work. Rapid notice of the decision can be given personally or by telephone, by telefax, by e-mail or by some other means. The decision is thereafter handled and served in the usual way.

Use is normally made of standard AI forms for decisions prompted by the suspension of work by a safety delegate.

It should be noted that a local safety delegate cannot appeal AV's decision, the appeal instructions in the record of decision notwithstanding, if there is a senior safety delegate for the workplace. See Chap. 9, Section 3 of AML. It may be appropriate to inform the safety delegate accordingly.

## 4.2 Representation by a safety delegate pursuant to Chap. 6, Section 6a of AML

### PROVISIONS

AV shall:

- examine the representation without delay. Only questions directly relating to the representation shall be examined. Prompt handling procedure shall be observed.
- process the transaction so as to result in a written decision in the form of an injunction or prohibition or a decision not to issue any injunction or prohibition. Decisions of this kind are taken by the decision-maker.
- verify that the formal requirements of Chap. 6, Section 6a of AML are satisfied.
- carefully consider how communication as provided in Section 17 of the Administrative Procedure Act is to take place during the handling procedure.
- when an injunction/prohibition is *not* issued in response to the safety delegate's representation,
  - address the decision to the safety delegate making the representation,
  - serve the safety delegate making the representation with the decision,
  - send a copy of the decision to the employer without service of documents.
- when an injunction/prohibition is issued pursuant to Chap. 7, Section 7 of AML,
  - address the decision to the employer,
  - serve both the employer and the safety delegate making the representation with the decision.

### GUIDANCE

Check that the safety delegate's representation actually contains a request for intervention and is not just a document for information or requesting AV's advice or viewpoints. Check also that the party sending in the document is an authorised safety delegate for the workplace concerned and that the safety delegate has approached the employer first in the matter concerned.

It is appropriate for AV to be apprised of the safety delegate's representation to the employer, so as to be able to compare the demands in that representation with those in the representation made to AV. If AV is told only by word of mouth that the safety delegate has already approached the employer, the executive officer makes an official note to this effect. If it emerges that the safety delegate has not contacted the employer in the matter concerned or that the safety delegate has increased his or her demands in relation to the employer, AV is under no obligation to examine the representation on the merits. The representation should then be dismissed, a decision to be taken by the decision-maker.

If there is any doubt as to what the representation refers to, AV needs to request additional particulars.

All safety delegates at a workplace can make representations under Chap. 6, Section 6a of AML. A regional safety delegate can also make a representation of this kind, provided there is no safety committee and that the union appointing the safety delegate has members at the workplace.

The safety delegate can rescind the representation at any time during AV's processing of the same. It is desirable for such rescission to be in writing, but the situation will decide whether an official note by AV suffices. Use is normally made of a standard AI form for striking off the matter.

Standard AI forms are normally used for decisions prompted by a safety delegate's representation pursuant to Chap. 6, Section 6a of AML.

It should be noted that a local safety delegate who has made a representation pursuant to Chap. 6, Section 6a of AML cannot appeal AV's decision, the appeal instructions in the record of decision notwithstanding, if there is a senior safety delegate for the workplace. See Chap. 9, Section 3 of AML. It may be appropriate to inform the safety delegate accordingly.

It is appropriate to take legal advice concerning the legal and linguistic framing of the decision and the formal handling procedure. The executive officer should also consult a senior executive, heads of specialist departments, the appropriate CT specialist unit and others if necessary. Particularly in areas where AV lacks established stipulation levels or where there is a need to depart from established practice, it is important that the issue should be soundly based; see guidance on point 3.2.2.

Consider whether consultations should be held with a co-ordinating district concerning employers conducting activities in more than one district. See section 5.1.1.

Unlike suspension of work by a safety delegate, a representation under Chap. 6, Section 6a of AML does not require AV to make an immediate decision. The handling procedure can therefore continue for a certain time and may include several exchanges of correspondence and inspections. The usual rules of administrative law on pre-decision handling, e.g. communication, therefore come into play. Whether formal notice of a possible injunction/prohibition is to be issued or a decision can be made directly, is a matter to be decided on the merits of the individual case. It is of the utmost importance to ensure that the parties have received all documents and other particulars on which AV proposes to base its decision. If this is checked during an inspection, careful notes are made on the FP to the effect that both parties have been apprised of all documents in the matter. It may be appropriate for written advice of an inspection to be accompanied by the documents respectively received and drawn up in the matter.

### 4.3 Reporting of accidents and incidents pursuant to Section 2 of AMF

See internal regulations and recommendations (currently Tillsynsserien 3/2004).

### 4.4 Permits/exceptions

AV can, on application being made, grant permits and exceptions under certain Provisions. This presupposes the Provision expressly sanctioning application for permits/exceptions.

The AV decision-making procedure shows that permits/exceptions

- \* affecting a district are decided on by that district,
- \* affecting more than one district or the whole of Sweden are decided on by tcAI.

Permits to handle and demolish asbestos in more than one district are decided by td in the district of the applicant's corporate address.

Decisions affecting more than one district are gathered on the AV Intranet. These decisions are logged in SARA in such a way that the permit/exception is evident from all the workplaces affected.

If it comes to AV's knowledge that an employer is not complying with conditions laid down in a permit etc., it is important – as a matter of maintaining respect for work environment legislation and for AV as a supervisory authority – for the question of possible revocation to be raised promptly.

### 4.5 Exemptions

An employer or other party responsible for safety can always apply for exemption from current Provisions issued by ASS/AV. If so, the application must give the special reasons invoked. Applications of this kind are handled by AI with regard to minors and CT concerning other Provisions.

<b>5</b>	<b>CO-OPERATION</b>
<b>5.1</b>	<b>Co-operation within AV</b>
<b>5.1.1</b>	<b>Supervision of multi-district enterprises</b>
<b>PROVISIONS</b>	
<ul style="list-style-type: none"> <li>- <b>An activity conducted by one and the same employer in more than one district is termed a multi-district enterprise.</b></li> <li>- <b>AV supervision of multi-district enterprises shall normally be co-ordinated.</b></li> <li>- <b>The district in which a multi-district enterprise has its head office shall have a co-ordinating role (the head office principle). TcAI can decide that the co-ordinating role shall be vested in another district.</b></li> <li>- <b>The co-ordinating district is responsible for the planning and conduct of co-ordinated supervisory measures affecting two or more districts where the employer conducts activity. On completion of a supervisory measure, the districts concerned shall inform one another of stipulations made and of replies from the employer</b></li> <li>- <b>A district proposing to carry out a separate inspection of a workplace in the district which belongs to a multi-district enterprise shall consult the co-ordinating district when the inspection planned or the stipulation contemplated can have implications for the co-ordinating district's inspection activity or making of stipulations.</b></li> </ul>	
<b>GUIDANCE</b>	
<p>One of the purposes of supervisory co-ordination is to achieve uniformity in the making of stipulations. Furthermore, spin-off effects within the employer's organisation should also lead to the remediation of deficiencies revealed at workplaces which have not been inspected. In this way co-ordinated supervision often leads to greater efficacy of supervision as well.</p> <p>Common supervisory initiatives involving more than one district are normally planned in connection with the annual planning process. For co-ordinated supervision, the districts should consult each other concerning both the need for co-operation and the structure and conduct of inspections. The co-ordinating district has a key role to play in this connection.</p> <p>Co-ordinated initiatives can be instanced with inspections carried out for a limited period by different districts, with the co-ordinating district subsequently compiling a joint IM which is sent to the employer's head office. Alternatively, the co-ordinating district raises the SAM stipulations generated by detailed deficiencies revealed, while each of the individual districts makes detailed stipulations for the individual workplace.</p> <p>Exceptions to the head office principle are listed on the AV Intranet, under <i>Verksambet</i>. When the head office principle has been departed from, AI staff informs the employer's head office to this effect.</p>	

When a district proposing to carry out a separate inspection of a workplace belonging to a multi-district enterprise already has cause to suspect at the planning stage that the inspection will address issues relating to the area for supervision by the co-ordinating district or the making of stipulations on overarching issues, consultation is of the utmost importance. If this only becomes clear when the inspection takes place, consultations with the coordinating district are called for before stipulations are made in an IM.

When stipulations are made by an individual district, it is important to make clear that the stipulations refer to activities within that district alone.

To minimise the transmission of documents between districts, information to other districts concerning IM etc. ought preferably to be conveyed by an e-mail message indicating that the document referred to can be downloaded from the SARA archive.

### 5.1.2 National stipulations

#### PROVISIONS

- National stipulations comprise stipulations in IM, supervision notices, notice of injunction/prohibition and injunctions/prohibitions referring to one and the same employer's activities in more than one district.
- National stipulations are issued by tcAI or, by authority of the same, by td.
- When the question of National stipulations arises, consultations shall be held with the co-ordinating district, to agree which district is to handle contacts with tcAI. Deficiency and stipulation wordings shall normally have been approved by the operative manager and legal adviser in that district before tcAI is contacted.
- Before National stipulations are issued, consultations shall normally have taken place with the relevant specialised unit of CT and department J.
- A Sweden stipulation shall make clear that the stipulations apply to the whole of the employer's activity in Sweden or alternatively to workplaces in the county or counties specified.
- Information concerning IM, supervision notices, notice of injunction/prohibition and injunctions/prohibitions containing "National stipulations", plus replies from employers, are to be transmitted to the district(s) concerned, tcAI and CT.

#### GUIDANCE

The term "supervision notice" refers to documents in which stipulations are made without any preceding inspection.

Transactions with National stipulations are logged in SARA in such a way that the stipulations are noted for all the workplaces affected.

Deficiencies which can become a subject of National stipulations are normally of a more serious nature and must be properly identified and described. There should normally be some form of indication of the deficiencies existing at other workplaces besides the one inspected.

SAM is one example of an area in which National stipulations are often appropriate.

The purpose of consulting CT and J is to save AV from having to depart from its previous viewpoint in the event of an appeal.

Special care should be taken to ensure that a copy of an IM with Sweden stipulations is sent to the senior safety delegate at the highest possible level within the enterprise.

Information concerning IM etc. with Sweden stipulations ought preferably to be conveyed by an e-mail message indicating that the document referred to can be downloaded from the SARA archive.

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## **5.2 Co-operation with other authorities**

### **PROVISIONS**

- **AV shall co-operate with other authorities where potentially conducive to a better work environment.**

### **GUIDANCE**

When handling a work environment transaction, it is important consider whether other authorities can contribute relevant facts in the matter. In addition, co-operation agreements exist with certain other regional authorities. Certain authorities have a supervisory domain which comes very close to work environment issues. Special internal provisions exist to clarify AV routines for co-operation with other authorities; see App. 2.

**Appendix 1****Examples of statutory instruments**

The Work Environment Act (SFS 1977:1160)

The Working Hours Act (SFS 1982:673)

The Work Environment Authority (Standing Instructions) Ordinance (SFS 2000:1211)

The Genetically Modified Organisms (Contained Use) Ordinance (SFS 2000:271)

The Inspection (Elevators and Certain Other Powered Devices in Buildings) Ordinance (SFS 1999:371)

The Environmental Code (SFS 1998:808)

The Environmental Code (Supervision under) Ordinance (SFS 1998:900)

The Environmental Sanction Charges Ordinance (1998:950)

The Biocide Products Ordinance (2000:338)

The Pesticides Ordinance (1998:947)

The Domestic Employment (Working Hours etc.) Act (SFS 1970:943)

The Tobacco Act (SFS 1993:581)

The Administrative Procedure Act (SFS 1986:223)

The Constitution Act (SFS 1974:152) : Chap. 1, Sections 1, 2 and 9

The Secrecy Act (SFS 1980:100) : Chap. 4, Section 1, Chap. 5, Section 1, Chap. 7, Section 8, Chap. 8, Section 2, and Chap. 15

The Freedom of the Press Ordinance (SFS 1949:105) : Chap. and Chap. 14, Section 5

The Government Agencies and Institutions Ordinance (SFS 1995:1322)

**Important internal Provisions and Recommendations****Appendix 2****Tillsynsserien (Supervisory series):**

- 2/2005 AV:s strategi för arbete med arbetsanpassning och rehabilitering samt samverkan med Försäkringskassan (AV strategy for addressing job modification and rehabilitation, together with co-operation with the Insurance Office)
- 5/2004 Handläggning av ansökningar om tillstånd i mer än ett distrikt till bearbetning, behandling och rivning av asbest eller asbesthaltigt material enl. 6 §, 9 § punkt 1 och 22 § AFS 1996:13 om asbest (Handling of applications for permits in more than one district for the machining, processing and demolition of asbestos or asbestos-containing material under Section 9, Section 9, point 1, and Section 22 of AFS 1996:13 Asbestos)
- 4/2004 Handläggning av yttrande i överklagat ärende (Handling of statements to the Government in appealed transactions)
- 3/2004 Utredning av olycksfall, skadlig inverkan och tillbud (Investigation of accidents, harmful effects and incidents)
- 2/2004 Samverkan mellan Arbetsmiljöverket och Sjöfartsverket (Co-operation between the Work Environment Authority and the Swedish Maritime Administration)
- 5/2003 Arbetsmiljöverkets tillsyn av bekämpningsmedel klass 1 ASS enligt miljöbalken (AV supervision of class 1 ASS pesticides under the Environmental Code)=
- 3/2003 SAM-status
- 2/2003 Policy för handläggning av arbetsmiljöbrott m.m. inom Arbetsmiljöinspektionen (Policy for handling work environment offences etc. within AI)
- 1/2003 Rutin för samverkan AV, polis, åklagare (Routine for co-operation between AV, the police and the public prosecution service)
- 4/2002 SAM-policy inom Arbetsmiljöverket (SAM policy within the Work Environment Authority)
- 2/2002 Handläggning av ansökningar om tillstånd att utföra provning med gas (Handling of applications for permission to carry out pressure testing with gas)
- 8/2001 Eltillsyn (Electrical supervision)
- 7/2001 Strålskyddstillsyn (Radiation protection supervision)
- 6/2001 Tillsyn över arbete inom civil luftfartsverksamhet (Supervision of working conditions in civil aviation)
- 5/2001 Sekretessfrågor vid tillsyn inom försvarsmakten (Secrecy issues and supervision within the Swedish Armed Forces)
- 4/2001 Tillsyn av brandfarliga och explosiva varor (Supervision of flammables and explosives)
- 3/2001 Tillsyn enligt AFS 1999:5 om Allvarliga kemikalieolyckor (Supervision under AFS 1999:5 Serious Chemical Accidents)
- 2/2001 Marknadskontroll (Market Control)

**Administrativa serien (Administrative series):**

- 11/2004 Registrering och arkivering vid Arbetsmiljöverket (Registration and archiving within the Work Environment Authority, AV)
- 7/2004 Beslutsordning för Arbetsmiljöverket (Decision-making procedure for AV)
- 6/2004 Arbetsordning för Arbetsmiljöverket (Working procedure for AV)

**Tjänstemeddelanden (Official bulletins):**

- 5/98 Projektguide för Arbetarskyddsverket (Project guide for AV)
- 6/96 Uttag av sanktionsavgifter (Imposition of sanction charges)
- 8/95 Beslutsdokumentation vid Arbetarskyddsstyrelsen (Decision-making documentation at AV)

**AD-meddelanden:**

- 6/95 Delgivning av beslut (Service of decisions)

**Sundry**

For instructions on the use of SARA, e.g. concerning logging of documents and archiving in the SARA archive, see Intranet, Verksamhet-SARA.