

AFS 2020:5



Job modification

The Swedish Work Environment Authority's Statute
Book (AFS)



Job modification

**The Swedish Work Environment Authority's
provisions and general recommendations
concerning job modification**

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Translation

In the event of disagreement concerning the interpretation and content of this text, the printed Swedish version shall have priority

The Swedish Work Environment Authority's Statute Book (AFS) contains publications of the Authority's provisions and general recommendations.

The provisions are binding regulations. The general recommendations have a different legal status than provisions. They are not binding, but contain recommendations on the application of the provisions indicating how someone can or should act in a certain respect. They can, for example, inform you of suitable ways of meeting the requirements, and they demonstrate practical solutions.

Please note that references to statutes always relate to the original number of the statute. Later amendments and reprints may exist.

As regards amendments and reprints of National Board of Occupational Safety and Health's and the Swedish Work Environment Authority's statutes, please see the latest Register of Provisions and General Recommendations.

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The Swedish Work Environment Authority's provisions and general recommendations concerning job modification;

adopted on 1 December 2020.

The Swedish Work Environment Authority decrees the following pursuant to Section 18 of the Work Environment Ordinance (SFS 1977:1166) and establishes the following general recommendations.

Scope

Section 1 These provisions apply to the employer's method of organising job modification and procedures applied in order to modify the work environment when necessary for individual employees. The provisions apply to every activity in which employees perform work on behalf of an employer, when job modification is required, despite the measures taken in relation to the general work environment.

For whom these provisions are intended

Section 2 The employer is responsible for ensuring that these provisions are followed.

Provisions governing the employer's responsibility for employee rehabilitation can be found in chapter 30 of the Swedish Social Insurance Code.

Definitions

Section 3 In these provisions, the following words are defined as follows:

Job modification

Individual measures in the physical, organisational and social work environment that aim to allow an employee with impaired ability to perform normal work, to continue to work or return to his or her work. These measures are applied as preventive action to avoid illness and sick leave, and to help the employee return to work after sick leave. Job modification may be time-limited or permanent.

Organising job modification

Section 4 The employer shall at all times consider whether any of the employees require job modification.

General recommendations: This should be carried out in the form of dialogue with the employee. This could take place during meetings already scheduled in the company, or during separate meetings.

Section 5 The employer shall ensure that routines are in place for receiving information on the need for job modification.

These routines shall specify

1. who shall receive such information,
2. how the information shall be processed, and
3. what the person who receives the information shall do.

The employer shall communicate the routines to all employees. Employers who have 10 or more employees shall have written routines.

Procedure for job modification

Section 6 Once the need for job modification has been confirmed, the employer shall

4. as soon as possible, assess and make a decision on how the job modification shall be carried out,
5. then, as soon as possible, carry out the job modification,
6. continuously follow up and check that the job modification is successful, and
7. if necessary, adjust the job modification.

General recommendations: Job modification can be carried out in many different ways, such as special work equipment, modified assignments, modified working hours or amendments to allocation of tasks.

The Swedish Work Environment Authority's Provisions on Systematic Work Environment Management contain provisions on engagement of occupational health services or corresponding expert assistance from outside when the organisation itself does not have sufficient competencies to work on job modification.

Section 7 The employer shall provide the employee involved with the opportunity to contribute towards the assessment, design and follow-up of the job adaptation.

General recommendations: The safety representative's tasks relating to job modification are stipulated in Chapter 6 Section 4 of the Swedish Work Environment Act (1977:1160).

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1. This statute enters into force on 1 June 2021.
 2. Through this statute, the Swedish Work Environment Authority's Provisions (AFS 1994:1) on job modification and rehabilitation are repealed.

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