

Organisation and Roles within Environmental and Sustainable Development

1 Purpose

This document describes the organisation for environmental and sustainability work at Lund University and the duties that specific functions within the University are required to undertake. This document is a complement to *Responsibility and Delegation in Environmental and Sustainable Development*, which describes the division of responsibilities in the line organisation. Responsibilities and duties related to environmental and sustainable development may also be described in other policy documents.

2 Scope

This document applies to all employees at Lund University.

Environmental and sustainability work at Lund University covers all organisational units, staff and students. Environmental and sustainability work is to be conducted as an integrated part of everyday work and at the level where it will be most effective.

3 Organisation

Environmental and sustainability work at Lund University is organised based on the University's overall line organisation. Responsibility is delegated according to the line organisation as follows: University Board – Vice-Chancellor – dean – head of department. As a complement to the line organisation, there are also functions specific to environmental management.

The dean/equivalent and head of department/equivalent have responsibilities and duties within environmental and sustainability work. To support the execution of these, the dean/equivalent and head of department/equivalent should allocate tasks to one or more functions depending on the organisation and scope.

For the overall environmental management organisation at Lund University, see *Organisational Plan for Environmental and Sustainable Development*.

4 The role and duties of members of staff

All employees are important to achieving university-wide goals and developing environmental and sustainability work in all parts of the University's operations.

Each member of staff is tasked with:

- Integrating environmental and sustainability aspects into their professional role where applicable.
- Following policy documents and guidelines, as well as local policy documents.
- Taking part in professional development initiatives within environmental and sustainable development.
- Submitting proposed improvements within environmental and sustainable development and reporting deviations according to the reporting procedure.

5 Roles and duties for specific functions

The University has a pro vice-chancellor with particular responsibility for sustainable development at the university-wide level, alongside the Education Board, the Research Board and the Research Programmes Board. The pro vice-chancellor and the boards work on strategic questions related to sustainable development linked to their respective areas of responsibility.

The following division of duties applies to each specific function in environmental and sustainability work:

5.1 Sustainability Forum

The Sustainability Forum is Lund University's common umbrella organisation for strategic support and coordination for sustainability issues. Responsibility for the Sustainability Forum and the Sustainability Forum Office is stipulated in the Vice-Chancellor's remit to the Sustainability Forum.

The Sustainability Forum's tasks include:

- Acting as a strategic support for the University's core operations and the line organisation's various parts to help realise the intentions of the University's sustainable development strategy.

- Working as a reference group for the environmental manager when it comes to issues of strategic significance to internal environmental and sustainability work.

The Sustainability Forum Office's tasks include:

- Coordinating the Sustainability Forum's assignments.
- Communicating the University's work on environmental and sustainable development.

5.2 University-wide environmental function

The central administration has an environmental function within Security and Environment that deals with environmental issues, led by the environmental manager.

The environmental function is tasked with:

- Developing and administering Lund University's environmental management system.
- Being the University's expert function on environmental and sustainability issues, giving advice and help to faculties, departments/equivalents, divisions and the central administration in their environmental and sustainability work.
- Producing and communicating university-wide policy documents and assisting in the production of local policy documents.
- Providing training for employees, managers and specific functions within environmental and sustainable development.
- Coordinating and communicating lists of current environmental legislation, changes to legislation and providing support in legal compliance checks.
- Communicating information about decisions and necessary interventions in the areas of environment and sustainability.
- Representing Lund University in various forums.
- Coordinating and giving responses to internal and external consultations.
- Maintaining the Environmental Audit Plan and audit programme which are intended to follow up policy documents and procedures within the environmental management system.
- Maintaining regular communication with important stakeholders of significance to environmental and sustainability work at Lund University.

- Coordinating and supporting supervision of activities by other public authorities.
- Handling permits, registration and reports that are university-wide in nature according to legal requirements.
- Collating reports within environmental and sustainable development.

The environmental manager is, in addition to the above, tasked with:

- Coordinating environmental and sustainability work within the University.
- Working to ensure that the level of quality regarding necessary efforts and levels of ambition is maintained.
- Participating in the Sustainability Forum.
- Appointing an environmental auditor to audit the environmental management system.
- Reporting performance at the management's review of environmental and sustainability work and when otherwise called for.

5.3 University's central chemical and biosafety function

The chemical and biosafety coordinator is tasked with:

- Being the University's expert on questions related to chemical and biosafety, providing advice and assistance to faculties, divisions, departments, units, the SAM team or equivalent in cases that concern chemical and biosafety.
- Producing and communicating university-wide policy documents and assisting in the production of local policy documents.
- Providing training in chemical and biosafety for staff, managers and specific functions.
- Coordinating and communicating a list of current legislation and changes to legislation as well as acting as a support in legal compliance checks.
- Communicating information about decisions and necessary interventions in the areas of chemical and biosafety.
- Representing Lund University in various forums.
- Dealing with, and providing answers to, internal and external consultations.

- Coordinating and supporting supervision of activities by other public authorities and serving as their contact person.
- Collating reports/annual reports for various public authorities.
- Being system administrator for, and coordinating work on, Lund University's chemicals database KLARA.

5.4 The environmental function at faculty/equivalent and department/equivalent levels

The dean/equivalent and head of department/equivalent have responsibilities and duties within environmental and sustainability work. To support the execution of these, the dean/equivalent and head of department/equivalent should allocate tasks to one or more functions depending on the organisation and scope.

Environmental function(s) at the faculty or department may, for example, be tasked with:

- Aiding the dean/equivalent or head of department/equivalent in working with environmental and sustainable development and reporting to them on how the environment and sustainability work is progressing.
- Coordinating the operative work on environmental and sustainable development within the organisation.
- Disseminating information about environmental and sustainable development work to the organisation, staff and students.
- Producing proposals for local policy documents and local procedures in accordance with policy documents and guidelines, to be approved by the manager responsible.
- Being the contact person for the university-wide environmental function at Lund University.
- Providing the university-wide environmental function with information about the environmental and sustainable development work in the annual follow-up.
- Providing supervisory authorities and the university-wide environmental function at Lund University with the information and documentation necessary for supervision, cooperation and access to the facility/building.

5.5 KLARA users

In the department/equivalent, there may be two levels of KLARA users, **administrators** and **registrars**, depending on the organisation's handling of chemical products and the complexity.

KLARA administrators are tasked with:

- Undertaking training for KLARA administrators and KLARA registrars.
- Being the contact person and link between the department/equivalent and Lund University's central chemical safety coordinator and KLARA system administrator.
- Ensuring that the organisational chart in KLARA lists all of the units/divisions within the organisation, including the name of the person responsible for handling chemical products.
- Continually updating the organisational chart with regard to units/divisions that are added or that cease their operations.
- Informing all new employees at the department (who handle chemical products) about KLARA, what information can be accessed in KLARA, how they can use the system in their work and how read access is obtained in the system.
- Assisting the department's KLARA registrars in conjunction with the annual chemical inventory and providing general support on organisation-specific KLARA issues.

KLARA registrars are tasked with:

- Undertaking training for KLARA registrars.
- Being the contact person and link between the department's/equivalent's KLARA administrator and their own division/group/unit.
- During the year, continually registering purchases and usage of chemical products correctly in KLARA.
- Conducting an annual inventory of chemical products in KLARA.
- Being responsible for ensuring that the chemicals list in KLARA is kept up to date within the organisation.
- Being responsible for chemicals being stored correctly and the chemical storage room and cupboards being correctly labelled.

- Being responsible for ensuring that information about rules and procedures for working with chemical products is given to new staff members (e.g. technical staff, researchers, doctoral students and degree students).

5.6 Security advisor hazardous goods

There is to be someone at Lund University with the role of security advisor for hazardous goods.

The security advisor's duties include:

- Giving advice and support to organisations despatching, conducting their own transport of, or receiving hazardous goods.
- Suggesting procedures regarding identification, packaging, loading and unloading, transport and measures in the event of an accident.
- Contributing to the arrangement of necessary training and following up of training requirements.
- Following up to ensure that organisations that deal with particularly hazardous goods have an appropriate safety plan.
- Investigating and proposing measures to be taken in the event of an accident, and reporting said accident to the relevant authority when necessary.
- Producing and submitting an annual report on the University's operations that involve hazardous goods.

6 Documentation

- Description of duties

7 Version history

This is the first version of this document.