Rules on the allocation of duties with regard to work environment and fire safety management at Lund University, including appendices

Appendix 1. Template for the vice-chancellor’s delegation of duties with regard to work environment and fire safety management to the dean (equiv.)
Appendix 2. Template for the subdelegation of duties with regard to work environment and fire safety management from the dean (equiv.) to the head of department (equiv.) and further delegations
Appendix 3. Instructions on the delegation of duties with regard to work environment and fire safety management

Adopted by the vice-chancellor on 17 November 2016

Background to the decision
Pursuant to Swedish legislation, Lund University is obliged to conduct systematic work to achieve a satisfactory work environment and to prevent fire, as well as prevent or limit the damage caused by fire. Systematic work environment and fire safety management refers to work performed by employers to investigate the work environment, implement measures and follow up on them to prevent illness and accidents at work.

The work is based on the Swedish Work Environment Act (SFS 1977:1160), the Swedish Work Environment Authority’s regulations on systematic work environment management (AFS 2001:1) and the Civil Protection Act (2003: 778), with further clarifications in the general advice and comments on systematic fire safety management (SRVFS 2004:3).

1. The vice-chancellor’s responsibility for the work environment and fire safety
As head of the public authority that is Lund University, the vice-chancellor is ultimately responsible for making sure that the work environment and fire safety at the University fulfils the requirements of the legislation referred to above and any other relevant legislation. This also includes a responsibility for radiation safety. At the University, there is a separate organisational plan for radiation safety management.

The vice-chancellor’s responsibilities include
– ensuring that the University has a policy, with overall objectives, concerning work environment management, as well as written procedures for this work
– allocating responsibilities for systematic work environment and fire safety management to managers immediately below the vice-chancellor, as well
as regularly following up to make sure that the allocation of duties works in practice
– initiating annual follow-ups to ensure that the work is planned, managed and followed up in accordance with the University’s policies, agreements and local procedures

2. Work environment responsibilities in accordance with the Work Environment Act
In order for the vice-chancellor to fulfil his/her responsibilities, the work must be allocated in such a way that several managers and others within the organisation are allocated duties to ensure that risks at work are prevented and that a satisfactory work environment is achieved.

The allocation of duties also involves an allocation of responsibilities with regard to work environment management. This responsibility involves an obligation to actively take steps to eliminate or reduce the risk of illness and accidents at work. However, a person who is allocated duties concerning systematic work environment management can never assume the current responsibilities of their line manager. The employer (vice-chancellor) is always ultimately responsible for the work environment and work environment management, even when certain duties have been delegated to others.

3. The vice-chancellor’s delegation of duties to immediately subordinate managers
Given the size and organisation of the University, the vice-chancellor delegates certain responsibilities with regard to work environment and fire safety management to various managers who, in accordance with the University’s rules of procedure, are immediately below the vice-chancellor.

After clarifying the conditions listed in sections 5.1–5.5 below, the allocation of duties is to be documented and confirmed in accordance with the Template for the vice-chancellor’s allocation of duties with regard to work environment and fire safety management to the dean (equiv.) (see Appendix 1).

4. Subdelegation of duties from the dean (equiv.) and further delegation
Managers immediately below the vice-chancellor may subdelegate1 duties concerning systematic work environment and fire safety management to immediately subordinate managers (heads of department/equiv.) within each area of activity.

Except for some general functions, the heads of department (equiv.) may subdelegate these duties entirely or in part to immediately subordinate managers or supervisors in charge of staff within each unit. Subject to approval of the head of department, they can in turn, if necessary, further delegate the duties to their immediately subordinate supervisors in charge of staff.

After clarifying the conditions listed in sections 5.1–5.5 below, the allocation of duties is to be documented and confirmed in accordance with the Template for subdelegation of duties with regard to work environment and fire safety

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1 Delegation of duties to heads of department (equiv.) that involves several faculties requires that all affected deans (equiv.) agree on which duties are to be delegated and how the work is to be supervised. The delegation of responsibilities is to be confirmed by all affected parties.
management from the dean (equiv.) to the head of department (equiv.) and further delegations (Appendix 2).

If there are any uncertainties as to which duties can be subdelegated, the matter is to be brought to the manager for clarification.

5. Rules on the allocation of duties
In an organisation of the size of Lund University, with extensive activities and many employees and students, it is particularly important that the allocation of duties is well-founded, clear and communicated.

For a more detailed description of the rules below, please refer to Appendix 3 (Instructions on the delegation of duties with regard to work environment and fire safety management).

In general, the rules on the allocation of duties with regard to systematic work environment management (Swedish abbr. SAM) and systematic fire safety management (Swedish abbr. SBA) that apply at Lund University are:

5.1 Duties with regard to SAM and SBA must always be allocated so that the responsibility rests with the people who are best equipped to investigate, implement and follow up the activities at the specific workplace.

The manager who delegates a duty is responsible for ensuring that the recipient has

- the necessary conditions for carrying out the duties
- the knowledge necessary to perform the duties, including knowledge of the rules of importance to the work involved in work environment and fire safety management, as well as knowledge of risk assessments of physical, organisational and social circumstances that involve risks of illness, accidents or fire
- otherwise sufficient skills for a well-functioning systematic work environment and fire safety management

5.2 All allocation of duties must be documented in writing by using the University’s established templates. The agreement is to be registered in accordance with the University’s document registration plan. The person delegating and the person receiving the task are each to retain a copy.

5.3 The person delegating a duty has a special responsibility to ensure that the recipient of the duty has understood the responsibilities it entails. The person delegating the duty is to continuously make sure that the allocation works in practice and make changes to the allocation as needed.

5.4. The person who is allocated a certain duty

- is responsible for informing people of the allocated responsibility within the organisation concerned
- is to familiarise him- or herself with the contents of the University’s regulatory and guiding documents concerning SAM and SBA
- is to keep the person who delegated the task up to date on the progress of the work environment and fire safety management
- is to immediately inform the person who delegated the task if a duty cannot be performed due to a lack of the necessary conditions and, if necessary, return the task to that person in writing
5.5. The person who delegates duties can also recall them, entirely or in part, if the organisational conditions change or if the recipient lacks the conditions necessary for performing the task. If duties are recalled, this must be documented in writing.

6. Period of validity
The allocation of duties is valid for the period agreed. If the agreement of a delegated duty expires – in case the employee delegating or receiving a certain task is replaced, or if a certain delegated task is recalled – the allocation of duties is to be reviewed immediately and possibly replaced by a new allocation.

7. Work environment responsibility for shared workplaces
A shared workplace is defined as a workplace where several departments (equiv.) conduct activities at the same time on premises that are not physically separated, and when internal or external contractors (e.g. LU Service and LDC) conduct activities on the premises.

In cases when students, internal and external contractors, temporary employees, other faculties/departments are to work at a shared workplace, this is to take place safely. On Lund University premises, the University is the coordinator responsible for minimising the risk of illness and accidents. This requires that the person in charge of the premises (coordinator) consults with other organisations (internal and/or external) that operate on the premises about work environment issues concerning these shared spaces.

7.1 The person responsible for the premises, usually the head of department (equiv.) is the coordinator in charge of the work environment. Duties linked to the coordination responsibility can be delegated to someone else within the organisation, usually to one or more managers.

8. Instructions on delegating duties that concern the work environment and fire safety
In connection with adopting these rules, the vice-chancellor also adopted the Instructions on the delegation of duties with regard to work environment and fire safety management (Appendix 3).

Entry into force
These rules entered into force on 17 November 2016 and replace the University’s decision from 19 August 2010 Rules on the allocation (delegation) of work duties and decision-making powers with regard to the work environment, sustainability and safety at Lund University (BY 2010/195) regarding the aspects that concern the work environment and fire safety. As for the delegation and decision-making powers with regard to work environment and safety, the rules from 2010 will continue to apply.
Template:

Vice-chancellor’s delegation of duties with regard to work environment and fire safety management to the dean (equiv.), Appendix 1

In accordance with the Rules on the allocation of duties with regard to work environment and fire safety management at Lund University (STYR 2016/1045), the vice-chancellor of Lund University hereby delegates duties to:

__________________________________________________________________

(name, title, faculty/equiv.)

starting ___________________ up to and including ___________________

(YYYY-MM-DD)                     (YYYY-MM-DD)

Today, we have agreed on the duties involved in the delegation and have jointly made sure that the person who has been allocated the responsibility has the conditions necessary for performing the duties in a satisfactory way.

If I, the recipient of the allocated duties, find that I lack the knowledge, expertise, resources or authority necessary for carrying out the work, I am to inform the vice-chancellor and, if needed, return any duties that I am unable to perform.

Date:

_________________________  __________________________

Vice-chancellor   Dean (equiv.)

The allocation of duties applies to the following tasks:

1. Follow up to make sure that the systematic work environment and fire safety management within the dean’s (equiv.) area of responsibility is successful and conducted in accordance with the requirements of the legislation that concerns work environment and preventive fire safety management, regulations that have been issued in accordance with Swedish legislation, as well as the University’s work environment policy, agreements and local procedures.

2. Every year, in accordance with the University’s established procedures, compile and present to the relevant safety committee at Lund University a report on the
systematic work environment and fire safety management within their area of responsibility.

3. Allocate duties concerning work environment and fire safety management, regularly follow up to make sure that the allocation of duties works in practice and, if necessary, implement changes to the allocation, as well as follow up to make sure that the recipients of the allocated duties have the knowledge required for carrying out the tasks.

4. Ensure that all activities within the dean’s (equiv.) area of responsibility, with regard to staff, students and premises are covered by the implemented allocation of duties or, in case of a shared workplace, by agreements with representatives of other relevant internal or external organisations.

The signed document is to be registered in accordance with the University’s document registration plan (see Appendix 3 Instructions on the delegation of duties with regard to work environment and fire safety management). Each party is to retain their own copy as a basis for the annual follow-up of the allocation of duties.

Copies to:
Relevant work environment committee at Lund University
Relevant work environment coordinator
Template:

Subdelegation of duties with regard to work environment and fire safety management from the dean\(^1\) (equiv.) to the head of department (equiv.) and further delegations, Appendix 2

In accordance with the Rules on the allocation of duties with regard to work environment and fire safety management at Lund University (STYR 2016/1045), the undersigned manager allocates duties concerning:

__________________________________________________________________

(name of the organisation (e.g. office, study programme))

to the person stated below, starting \(YYYY-MM-DD\) up to and including \(YYYY-MM-DD\)

Aim

The subdelegation of duties is to clarify the allocation of operational responsibility for the work duties of promoting a satisfactory work environment and preventing accidents and injuries. It is also to ensure that the University fulfils all current legal requirements with regard to work environment and fire safety management.

In connection with the decision on the allocation of duties, the vice-chancellor has also adopted instructions on the process of allocating duties (see Appendix 3, Instructions on the delegation of duties with regard to work environment and fire safety management STYR 2016/1045).

Allocation of duties with regard to the work environment and fire safety

Today, the undersigned parties have agreed on the allocated duties and together ensure that the recipient has the conditions necessary to perform these tasks in a satisfactory way.

As the person delegating duties, I have a special responsibility to continuously make sure that the allocation works in practice and, if necessary, make changes to the allocation.

As the recipient of duties, I am aware that in connection with receiving them, I am to conduct the work in accordance with the rules of the Work Environment Act and other regulations significant to systematic work environment and fire safety management. I am also to strive to ensure that the objectives and areas of the University’s work environment policy are achieved.

\(^1\) When allocating duties that involve several faculties to heads of department (equiv.), the concerned deans (equiv.) must be consulted on which duties are to be allocated and on the process of supervision. The allocation of duties is to be confirmed by all parties concerned.
Return of duties
As the recipient of duties, I am aware that whenever I lack the conditions necessary for performing a task, I am to inform the person who delegated the duty. Any returns of duties must be made in writing.

Delegating manager          Recipient of duties
Date____________________  Date____________________

Name_________________________  Name_________________________

Title/organisation_________________________  Title/organisation_________________________

Instruction
The duties may vary depending on the type of activity conducted. For instance, within purely administrative activities, there are probably no health hazards involving chemicals or radiation, which means that the duties involved in these areas do not need to be taken into consideration in connection with the allocation of duties.

Use the comments section at the bottom of the template for any duties that have not been specified below, as well as any necessary further explanations.

Tick the box with an X for any work environment duty that is to be subdelegated.

NB! Colour coded fields indicate that the duties cannot be subdelegated beyond the organisational level of head of department (equiv.).

The allocation concerns the following duties:

General planning and follow-up
1. Make sure that the work to promote a better work environment is conducted in accordance with Lund University’s work environment policy.

2. When necessary, subdelegate duties with regard to work environment and fire safety management. Make sure that the recipient has sufficient knowledge, authority and resources to perform the allocated duties.

3. Continuously make sure that the allocation of duties works in practice and, if necessary, make changes to the allocation.

4. In collaboration with the relevant health and safety representative, plan the activities of the workplace to achieve the overall objectives.

5. Issue local rules and/or procedures concerning work environment management.

6. Make sure that the financial conditions necessary for implementing action plans are addressed in budgets and operational plans.

7. In collaboration with the relevant health and safety representative, annually follow up, compile and present to the dean/equiv. the systematic work conducted to improve the work environment and promote fire safety at the department/equiv.
8. Follow up the statistics on sick leave, incidents and accidents, and measures taken within the organisation, and use the statistics as a basis for preventive work concerning the work environment.

**Participation by staff and students in work to improve the work environment**

9. Encourage staff and students to participate in the work to improve the work environment through meetings that allow participants to address current work environment and organisational issues etc.

10. Make sure that people are aware and comply with the provisions of the Work Environment Act and any other relevant rules and regulations.

**Preventive fire safety management**

11. Plan the activities of the workplace to achieve the overall objectives concerning systematic fire safety management.

12. Plan and conduct annual evacuation exercises in accordance with the University’s guidelines.

**Review and risk assessment**

13. Regularly map, analyse and document the work environment and the risks involved from a physical, organisational and social perspective. Monitor the work climate to detect early signs of discrimination, conflict or alcohol and drug abuse.

14. Conduct regular safety inspections together with the relevant health and safety representative.

15. Conduct regular fire safety inspections.

16. Regularly review and assess the risks in the organisational and social work environment.

**Measures**

17. Take action against risks and deficiencies in the area of responsibility immediately whenever possible, otherwise plan measures in an action plan. Follow up on these measures and assess whether they are sufficient.

18. Make sure that materials and chemicals are managed in a way that prevents illness and accidents.

19. Ensure that the University’s radiation safety rules are followed.

20. If the work involves serious risks, draw up written instructions on the work procedures that apply.

21. Make sure that all machines, tools and other equipment are inspected.

22. Draw up procedures for workers/contractors working on the premises.

23. Make sure that statutory medical check-ups of staff and student are conducted.

24. Request permits for organisations as needed.

25. Initiate and regularly maintain contact with employees on sick leave. Monitor sick leave closely and ensure the implementation and review of rehabilitation efforts as well as work adaptation.

26. Make sure that accidents, work-related illness and incidents are reported, that reviews are conducted, and that measures are taken and followed up.

27. Make sure that serious incidents and accidents are reported immediately to the Swedish Work Environment Authority or the emergency services (when relevant).

**Active measures to combat discrimination and reprisals**

28. Review risks, analyse causes, implement preventive and positive measures, and follow up and evaluate the work to combat discrimination.
### Information/training

29. Make sure that staff, students and health and safety representatives are continuously provided with the information/training they need to prevent illness and accidents.

30. Inform new staff and students of the working conditions at the workplace and the rules that apply concerning safety and the work environment.

31. Inform staff and students of the procedures that apply in cases of discrimination, harassment, threats and violence, as well as of the organisation of the crisis and disaster management.

32. Inform staff and students of the procedures that apply when reporting incidents and work-related injuries.

33. Coordinate training in fire safety for all staff.

### Coordination responsibility

34. Be responsible for coordinating work environment and fire safety issues at a shared workplace.

### Documentation of fire safety

35. Make sure that the necessary documentation concerning fire safety is available in order to conduct fire safety inspections.

### 36. Notes/additional information

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Each party is to retain a copy of the completed document for an annual follow up of the allocation of duties. The document is also to be registered in accordance with the University’s document registration plan (see Appendix 3, Instructions on the delegation of duties with regard to work environment and fire safety management).

Copies to:
Dean/head of department (manager of the delegating person)
Relevant safety committee
Relevant health and safety representative
Relevant student health and safety representative
Relevant work environment coordinator
Relevant fire safety coordinator
Instructions on the delegation of duties with regard to work environment and fire safety management

1. Subdelegation of duties from the dean\(^1\) to the head of department and further delegations

1.1. Organisation of work environment management

Many departments conduct extensive activities in which the head of department is unable to fulfill the operational responsibility for work environment and safety management in a satisfactory way, in which case it may be necessary to delegate certain duties to subordinate managers within each organisation. The faculty determines, together with the heads of department and concerned principal health and safety representatives, to whom certain management duties concerning work environment and fire safety can be delegated. Any further delegation below the level of head of department must be approved by the head of department.

Anyone who accepts a management position at the University undertakes a responsibility for the work environment and cannot avoid responsibility by, for instance, refusing to sign an agreement on the allocation of duties. Through the written allocation of duties, every manager is made aware of this responsibility and what it entails.

1.2. Allocation of duties

When there is a need to allocate duties and a recipient of those duties has been identified, the parties need to go through what the allocation entails\(^2\) (see description of the allocation process below). This discussion is best performed based on the adopted template for the subdelegation of duties from the dean and further delegations (Appendix 2, STYR 2016/1045). Depending on the faculty’s internal procedures, the work environment coordinator can also participate in this review. The following points should be addressed:

- a) Allocated duties
- b) Conditions necessary for performing the allocated duties, e.g. authorities and resources (staff, equipment and time).
- c) Knowledge required for the duties. Performing duties related to work environment and fire safety management requires knowledge of the laws and University-wide rules that apply to the organisation concerned, as well as knowledge to identify and take action against work environment risks. As

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\(^1\) Titles for organisational roles used in this document, such as dean and head of department, also cover management positions at the equivalent level at the specialised centres (USV), cultural and public centres (LUKOM), University Library, MAX IV Laboratory and central administration. Names for organisational units, such as faculty and department, cover equivalent units in the organisations mentioned.

\(^2\) When duties are to be allocated to heads of departments shared by several faculties, the relevant deans must agree on the duties to be allocated and how supervision is to be organised. The allocation of duties must be confirmed by all parties concerned.
rules are added and revised, it is recommended that the knowledge of the person to whom duties are allocated is assessed. Those who have been allocated duties previously may also need to update their knowledge. The information on the University’s work environment and fire safety training, as well as other management training available in Kompetensportalen, can serve as a basis for this discussion. The discussion should conclude in an agreement on a training plan including the training and time frame agreed on. When possible, it is recommended that the training is completed before the allocation of duties takes place. If this is not possible, the training should be completed no later than 6 months after the allocation was made.

d) Information on how the recipient is to act if the conditions to solve a task are insufficient (see below, section 1.6 Return of a duty)

e) Information on where to find the University’s rules, procedures and support material

f) Supervision of the allocated duties and results that are expected to require follow-up (see below, section 1.5 Supervision of the allocation of duties).

1.3. Documentation

The duties which can be further delegated are indicated in the template mentioned above (NB: the colour coded boxes in the form indicate that these duties cannot be subdelegated by the head of department). The comments section of the template can be used for any necessary additional information or clarifications concerning the allocation of duties. The parties are each to sign and retain a copy of the document. The document is to be registered (see below, section 1.9 Document registration procedure). Case description for registration: Allocation of duties with regard to systematic work environment and fire safety management to [name] starting [yyyy-mm-dd] up to and including [yyyy-mm-dd] at [department/equiv.].

1.4 Period of validity

In accordance with STYR 2016/1045, the allocation of duties is valid for the period agreed. Once the agreed time for a delegated duty expires – in case of someone replacing the person delegating or receiving a certain task, or if a certain delegated task is recalled – the allocation of duties is to be reviewed immediately and possibly be replaced by a new allocation.

### Description of the delegation process with regard to systematic work environment management (Swedish abbr. SAM) and systematic fire safety management (Swedish abbr. SBA)

1. Identify the need for subdelegation (manager, work environment coordinator)
2. Identify duties based on the template in Appendix 2 (manager, work environment coordinator)
3. Review the conditions for performing the duties (manager, work environment coordinator, recipient of duties)
4. Sign the filled in template on the allocation of duties (manager, recipient of duties)
5. Agree on SAM/SBA training (manager, recipient of duties)
6. Register the allocation of duties document (administrator)
7. Review the allocation of duties regularly and during staff appraisals (manager, recipient of duties)
8. Review current allocations of duties, as determined by the period of validity, with regard to SAM/SBA during an annual follow-up. In case of a new manager, new recipient, or return of duties, the need for a new allocation is to be assessed immediately (manager, work environment coordinator)
1.5. Review of the allocation of duties
In connection with the allocation of duties, the delegating and receiving party are to agree on how the allocated duties are to be supervised. Both parties are responsible for this supervision, and it is to take place on a regular basis. Annual staff appraisals could be one way to exercise this supervision.

1.6. Return of a duty
If the recipient of a duty cannot perform the tasks involved due to a lack of the necessary conditions, he or she is to immediately notify the person who delegated the duty. This person must then initiate a discussion as to why the duty cannot be performed and, together with the recipient, plan on how to improve the conditions.

If the recipient, despite the efforts mentioned above, is not able to perform the duty, it is to be returned to the delegating manager. The return of a duty is to be made in writing and be registered (see section 1.9 below, Document registration procedure), and both parties are to retain a copy. The form for returning duties is included in Appendix A of this document. Case description for registration: Return of duties with regard to systematic work environment and fire safety management at [department/equiv.], valid from [yyyy-mm-dd].

NB: If the conditions of the allocated duties change, the duties can be reallocated.

1.7. Recall of duties with regard to SAM/SBA
The person who delegated duties can also recall them, entirely or in part, if the organisational conditions change or if the recipient lacks the conditions necessary for performing the task. The recall of duties must be documented in writing, and each party is to retain a copy. The matter is to be registered (see section 1.9 below, Document registration procedure). Case description for registration: Recall of a duty with regard to systematic work environment and fire safety management at [department/equiv.], valid from [yyyy-mm-dd].

1.8. Follow-up on the allocation of duties at the department
The allocation of a duty to a department is to be followed up in accordance with the University’s established processes concerning the annual follow-up of systematic work environment and fire safety management.

1.9. Document registration procedure
Registration series: STYR
- Case description:
- Administrator (responsible for the registration)
- Department (equiv.)
- Case type: 1.1.2 Managing strategic governance of activities
- Save
- Include a registration number on the document
- Scan the document in W3D3 once it has been signed by all parties
- Conclude and file the case
- The original is to be archived in accordance with the procedures at the department/equiv.

1.10. Clarification of specific duties concerning work environment and fire safety
Certain employees may be assigned specific duties that concern the work environment or fire safety, such as the management of a chemicals storage room. To facilitate the management of such duties, these should be documented.
However, they do not need to be registered. Below is an example on how the specific duties can be documented.

Duties concerning the work environment at

...........................................................................................................
(department/division/unit/research group)

Title ........ Name ........................................................................................................

☐ Orders and replenishes the supply of warning signs, hazard symbols and absorbents
☐ Orders and replenishes the supply of protective gloves and safety googles
☐ Handles permits, purchasing, storage and distribution of ethanol
☐ Checks and replenishes the supply of first aid kits, eye wash bottles, respiratory masks and filters
☐ Chemicals management at the lab, including:
  - managing the chemicals storage rooms
  - handling purchasing and registration of all chemicals
  - maintaining and updating reference binders with safety data sheets
  - registering and making sure that all chemical waste is sent to the waste recycling centre for disposal
  - making sure that all chemicals are managed in accordance with the procedures that apply

Place/date.................. ...................

...........................................................................................................
...........................................................................................................
Name of employee Name of delegating manager

2. Subdelegation of duties to the coordinator in charge

Definition
A shared workplace is when several departments/equiv. operate at the same time on premises that are not physically separated from each other (e.g. SOL, BMC or certain LTH buildings), and when internal or external contractors conduct activities on the premises (e.g. LU Service and LDC).

General
On Lund University premises, the University is the coordinator responsible to minimise the risk of illness and accidents. This requires that the person in charge of the premises (the coordinator) consults with all the departments (equiv.) which operate on the premises about work environment issues.

The coordination responsibility for the shared workplace includes

- drawing up local rules and procedures
- making sure that the legally required records and registers are in place
- making sure that all those concerned receive information on procedures, rules, management, errors and risks
- being available to the extent required by the organisation
- reviewing, assessing and correcting any deficiencies (risks) concerning work environment, sustainability and safety.
The coordination duty can be subdelegated to another person within the organisation, usually to one or more managers.

NB!
The responsibility for other duties concerning work environment, sustainability and safety that do not relate to the shared workplace remains with the relevant head of department, unless otherwise agreed.

2.1. Documentation of coordination duties
Agreements on duties concerning the coordination are to be documented in writing to ensure unambiguous responsibility for the work environment, sustainability and safety, and to maintain supervision of the organisation. This agreement does not require document registration.

See below for an example of an agreement on the allocation of coordination duties (p. 6), as well as an example of concrete coordination duties (p. 7).

2.2. Notice
Information on the person in charge of coordination is to be provided near the entrance of the building.

2.3. Coordination responsibility on premises with building supervisors and boards
Many departments at the University share their workplace with one or more departments, e.g. within BMC and LTH buildings. Most of these buildings have special boards dealing with issues concerning shared premises and services. Some also have designated building supervisors or coordinators whose duties relate to the shared work spaces and functions available within the building.

It may be suitable to appoint the building supervisor/coordinator as the coordinator in charge of the work environment, sustainability and safety, and fire safety within the shared premises and for the shared functions. It is also possible to allocate these duties to other employees.

<table>
<thead>
<tr>
<th>Agreement on the allocation of certain duties with regard to the work environment, sustainability and safety at a shared workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today, the undersigned parties have agreed on the duties allocated for coordination at a shared workspace and together ensure that the recipient has the conditions necessary to perform these duties in a satisfactory way.</td>
</tr>
<tr>
<td>Duties:</td>
</tr>
<tr>
<td>Place/date........................................................................................................</td>
</tr>
</tbody>
</table>
| ..........................................................................................................................
| Premises included in the coordination responsibility                                                                             |
| ..........................................................................................................................
| Name of recipient of the coordination responsibility                        Signature |
| ..........................................................................................................................
| Name of head of department (coordinator) and department                      Signature |
| Copies to:                                                                                                                      |

Examples of duties that could be included in the coordination responsibility

Information
- Inform about the organisation and application of systematic work environment management
- Inform about the safety rules that apply at the workplace
- Inform all affected parties of planned work and the associated impact on the work environment
- Inform about medical check-ups if necessary
- Inform about special risks at the workplace

Review and risk assessment
- Continuously assess deficiencies and risks in the work environment and call attention to these, or make sure that they are taken care of
- Follow up on the planning and possibly make changes to ongoing activities
- Participate in reporting incidents or work-related injuries

Measures
- Make sure that posted information on the organisation of work environment management is up to date with regard to the coordinator in charge
- Make sure that general rules on safety and order are drawn up and kept up to date to ensure that new staff are immediately informed of those that apply
• Coordinate a time frame for work performed by contractors to avoid unnecessary risks

**Supervision**

• Make sure that the shared workplace is functional and safe, and that safety equipment is installed, e.g. guardrails, warning signs, scaffolds
• Ensure that maintenance processes are in place and that joint safety equipment training is provided
• Verify that the facility was securely shut down before allowing re-access, e.g. through the venting of pressure equipment and cleaning of vessels containing corrosive substances
• Follow up to make sure that the given instructions are followed
• Make sure that the necessary permits, e.g. a truck licence, have been obtained

**General duties**

• When construction work takes place in parallel with normal activities, the coordinator in charge is to initiate consultations with the appointed construction work environment coordinator concerning the work (BAS-U).
Return of allocated duties concerning the work environment or fire safety

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Organisational unit</th>
</tr>
</thead>
</table>

I have been allocated duties within the above mentioned organisational unit. It is my assessment that I am no longer able to ensure a satisfactory work environment and therefore I am returning the following duty:


The reason for returning this duty and the additional knowledge, authorities and/or resources necessary to reassume responsibility for this duty are:


The person who allocated the duty hereby reassumes responsibility for this duty. This return only applies to the above mentioned duties; otherwise, the previously agreed allocation of duties applies.

In connection with this return of duties, an action plan is drawn up to ensure that the responsibility for the returned duty is immediately reassumed.

<table>
<thead>
<tr>
<th>Signature (person receiving the returned duty)</th>
<th>Signature (person returning the duty)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print name</th>
<th>Print name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title/function</th>
<th>Title/function</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Place and date</th>
<th>Place and date</th>
</tr>
</thead>
</table>