



LUND
UNIVERSITY

Vice-Chancellor

19 August 2010

Reg. no BY 2010/195

Pursuant to a decision by the vice-chancellor on 3 December 2020, the sections that regulate the work environment and fire safety are replaced by the Regulations on the allocation of duties with regard to work environment and fire safety management at Lund University (Reg. no STYR 2020/2060).

Rules on the allocation (delegation) of work duties and decision-making powers with regard to the work environment, sustainability and safety* at Lund University

*‘Safety’ refers to the safety aspects of the work environment and sustainability. For other safety aspects, please see the Safety Policy for Lund University 2009–2012, reg. no LS 2009/448

With the support of Chapter 3 Section 9 of the Higher Education Ordinance (1993:100), Lund University stipulates the following.

Background

The University Board has in a previous decision decided on the allocation of responsibilities and work duties within the University¹, and the Vice-Chancellor has decided on the allocation of decision-making powers². This decision regulates *in greater detail* the allocation of responsibilities with regard to the work environment, sustainability and safety, and the allocation of responsibilities within operational units that are not part of the traditional organisational structure.

Allocation of organisational responsibilities

Many laws and ordinances within the area of work environment, sustainability and safety require that there is to be a *clear* allocation of responsibilities within an organisation, that is, an allocation of work duties, at all workplaces and organisations³. The allocation of work duties also involves the necessary powers and resources. Powers apply to the right to make decisions and take actions, and resources to financial means, access to staff, equipment, premises, time and knowledge. Regardless of the allocation of work duties, the employer/operator always has a fundamental responsibility to ensure that the allocation of work duties functions in a satisfactory way in the organisation.

The legislation also acknowledges the risks that may arise when several operators have employees in the same workplace, and require that when two or more employees simultaneously engage in activities at that workplace, they are to consult one another and work together to achieve satisfactory safety conditions⁴.

¹ *Regulations on the division of Lund University into faculties and the management bodies of these etc., LS 2009/85*

² *Regulations on the allocation of decision-making powers, LS 2009/8; Regulations on departments, reg.no IA 32 11 332/93 and 15 May 2002 (repeal of decision with regard to points 7-9)*

³ *The Swedish Work Environment Act (1977:1 160) Chapter 3 Section 2a; the Swedish Work Environment Authority’s Statute Book 2001:1 Systematic Work Environment Management; The Swedish Environmental Code (1998:808) Chapter 26 Section 1; Operator self-monitoring ordinance (SFS 1998:901); Civil Protection Act (SFS 2003:778)*

⁴ *The Swedish Work Environment Act (1977:1160) Chapter 3 Section 7 d; Operator self-monitoring ordinance (SFS 1998:901)*

An allocation of responsibilities is also a prerequisite for developing a functioning management system for the work environment, sustainability and safety. This decision also allocates the work duties within the University's management system for the work environment, sustainability and safety.

Decision on the allocation of work duties and decision-making powers with regard to the work environment, sustainability and safety

University Board and Vice-Chancellor

The University Board is to decide on issues that affect the overall and long term work environment, sustainability and safety management. The University Board is to decide on a University-wide policy that states the University's long term objectives with regard to work environment and sustainability management. The University Board is also responsible for following up the results of the University's work on these issues.

The Vice-Chancellor and the Head of Administration reporting to the Vice-Chancellor have the ultimate responsibility for the work environment, sustainability and safety at the University, as well as for general supervision of work environment, sustainability and safety management at the University. The Vice-Chancellor is responsible for formulating and implementing the internal regulations (procedures) needed for the management and supervision of the faculties, departments and other operational units. It is also the Vice-Chancellor's duty to decide on the goals and action plans for the work environment and sustainability management at the University, and to decide on the allocation of work duties with regard to the work environment, sustainability and safety. Furthermore, the Vice-Chancellor and the Head of Administration are responsible for following up the work on the work environment, sustainability and safety management at the faculties, and for ensuring that the premises made available to departments and units comply with the work environment legislation current at the time.

Faculty Boards and Deans

The Faculty Board is to decide on issues that affect the faculty's overall and long term work environment, sustainability and safety management. The faculty board is also responsible for following up the results of the faculty's work on these issues.

The Dean has an overall responsibility for the work environment, sustainability and safety at the faculty concerned. The dean is responsible for issuing rules and procedures, both general and specific and required for the management of the faculty's departments and other operational units. It is also the dean's duty to draw up action plans to achieve the faculty's goals, and to follow up the work environment, sustainability and safety management at the departments.

Department Boards and Heads of Department

The Department Board is to decide on the guidelines for the department's work environment, sustainability and safety management. The department board is responsible for deciding on a policy stating the department's long term objectives with regard to work environment and sustainability management. The department board is also responsible for following up the results of the department's work on these issues.

The Head of Department is responsible for the work environment, sustainability and safety at the department, and for supervising the department's work environment, sustainability and safety management. The head of department is responsible for formulating and implementing the procedures necessary for the management and supervision of the department. It is also the head of department's duty to decide on the goals and action plans for the department's work environment and sustainability management, and to decide on the allocation of work duties with regard to the work environment, sustainability and safety.

The responsibility of the head of department involves both staff and students. In the case where a student's education takes place at different departments, the heads of the respective departments are responsible for the student's work environment and safety. The same applies for staff.

If the size or other aspects of the organisation prevent the head of department from being able to exercise his or her supervisory duties with regard to the work environment, sustainability and safety, the head of department is to delegate the organisational responsibility within the department. This allocation also involves the necessary powers and resources. The allocation of work duties must be clear about who has the organisational responsibility for both staff and students. Decisions on the delegation of the organisational responsibility are to be documented in writing.

Other operational units

(Divisions, faculty offices, etc.)

The *Head of Administration* has a responsibility for the operational units within the University administration, equivalent to that of the Dean. The responsibilities of the heads of divisions and heads of faculty offices/equivalent correspond to those of the heads of department.

The *Director/equivalent* has a responsibility equivalent to that of the heads of department for the operational units comparable to departments, and if there is a board, it is to have the same responsibilities as those of department boards.

Coordination responsibilities at shared workplaces

(Research centres and other types of shared workplaces)

If several departments conduct work at a shared workplace, and have shared physical resources, they need to be coordinated to ensure that the allocation of responsibilities is clear and specific for all those who work there. *Each shared workplace should therefore appoint a coordinator, as well as establish shared procedures.* Coordination refers only to the physical environment, and is to focus on the risks that can arise when several operators have employees at a shared workplace.

An agreement between the parties involved on the coordination is to be documented in writing (for example, when employees at a workplace belong to different departments, faculties or centres) to ensure that the responsibility for the work environment, sustainability and safety is clear, and so that supervision of the operations can be maintained.

The following duties should be included in the post of a coordinator:

The coordinator is to be responsible for

- drawing up local rules and procedures for the shared workplace
- ensuring that there are statutory records and registries for the shared workplace
- ensuring that all parties are informed about procedures, rules, management, errors and risks
- informing the heads of department/equivalent about incidents or other irregularities
- systematically investigating, assessing and implementing measures against inadequacies and risks with regard to the work environment, sustainability and safety

Each head of department/equivalent is responsible for providing the coordinator with information about planned activities, installation of equipment, etc. which may affect the work environment at the shared workplace.

Finally, it is important to remember that even if work duties have been allocated, the employer/operator always has a fundamental responsibility to ensure that the allocation of work duties functions in a satisfactory way in the organisation.

Entry into force

These regulations enter into force 19 August 2010, making the decision on the allocation of work duties and decision-making powers with regard to the work environment, sustainability and safety at Lund University (Vice-Chancellor decision 29 January 2004, reg. no I C 59 530/2004) invalid.