DATE

Reg. no STYR

1/4

**Subdelegation of duties with regard to work environment and fire safety management**

The undersigned manager delegates duties in accordance with the *Rules on the allocation of duties with regard to work environment and fire safety management at Lund University, STYR 2020/2060 for:*

Click here to insert text

*Name of organisational unit or activity (e.g. division X, study programme Y etc.)*

We, the undersigned, have today agreed on the duties involved in the delegation and have jointly made sure that the recipient of the duties has the conditions necessary for performing the duties in a satisfactory way.

The allocation of duties is valid until further notice or for as long as the recipient of duties has their current position. The allocation is to be reviewed annually.

**Returning duties**

If I, the recipient of the allocated duties, deem that I lack the knowledge, resources or authority for carrying out any of the duties, I am to inform the delegator of duties as soon as possible and return, in writing, the duties that I am unable to perform.

**Delegator of duties, manager (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click here to insert text

Date: Click here to insert date

Position: Click here to insert text

Unit: Click here to insert text

**Recipient of duties (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click here to insert text

Date: Click here to insert date

Position: Click here to insert text

Unit: Click here to insert text

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| **The allocation of duties applies to the following tasks:****Overall planning and follow up** |  |
| 1. Planning, organising, implementing and following up the activities so that they are run in accordance with the requirements set for the work and study environment in laws and regulations, Lund University’s work environment policy, agreements, policy documents and decisions.
 |[ ]
| 1. If required, subdelegating duties regarding work environment, study environment and/or fire safety management.
 | [ ]  |
| 1. Monitoring and following up to ensure that the recipients of the allocated duties in systematic work environment and fire safety management have the authority, resources and knowledge required for carrying out the tasks.
 |[ ]
| 1. Issuing local written instruction and/or procedures for systematic work environment and fire safety management and for tasks that involve serious risks for employees and/or students.
 |[ ]
| 1. Through annual follow ups ensuring that the systematic work environment management within the area of responsibility functions and is run in accordance with the applicable rules and regulations, and identifying and taking measures to rectify any deficiencies.
 |[ ]
| 1. Where necessary, appointing people for specific roles in work environment and fire safety management.
 |[ ]

**Participation by staff and students in work environment management**

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| --- | --- |
| 1. Regularly collaborating with employees, students, health and safety representatives and student health and safety representatives on work to attain a good work and study environment.
 | [ ]  |
| 1. Conducting regular workplace meetings that cover work environment and operational matters.
 |[ ]
| 1. Ensuring that the health and safety representatives and student health and safety representatives are given adequate conditions in which to perform their duties.
 |[ ]

**Investigating the work environment**

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| --- |
| 1. Investigating and documenting the work environment continuously from a physical, organisational and social perspective*.*
 |[ ]
| 1. Carrying out regular health and safety inspections that cover physical, organisational and social work environment conditions.
 |[ ]
| 1. Carrying out annual staff appraisals and the follow up of these.
 |[ ]
| 1. Communicating continuously with employees to identify early signals of work-related ill-health.
 |[ ]

**Risk assessment and measures**

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| 1. Ensuring that risk assessments are carried out regularly and if there are changes in the organisation or activities. The risk assessments are to be documented in writing and include physical, organisational and social risks.
 |[ ]
| 1. Taking measures regarding risks and deficiencies in the area of responsibility immediately or planning measures in an action plan for the deficiencies that cannot be rectified directly. Following up implemented measures and assessing whether they are sufficient.
 |[ ]
| 1. Ensuring that occupational injuries and incidents are reported, that investigations are conducted, measures are taken and that these are followed up.
 |[ ]
| 1. Ensuring that serious accidents and incidents are reported directly to the relevant public authorities.
 |[ ]
| 1. Registering/applying for a permit for the activities that require it.
 | [ ]   |
| 1. Ensuring that regular risk assessments are carried out regarding chemicals and chemicals handling and that these are stored, handled and inventoried in accordance with applicable regulations.
 |[ ]
| 1. Be the permit holder for inflammable and/or explosive goods and be responsible for the handling of these goods in accordance with applicable regulations.
 |[ ]
| 1. Ensuring compliance with the rules in the University’s management system for radiation safety.
 |[ ]
| 1. Ensuring that maintenance and inspection of machines, tools and other equipment is carried out regularly.
 |[ ]
| 1. Assuming responsibility for the implementation of statutory medical check-ups for employees and students.
 |[ ]

**Ensuring knowledge and expertise**

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| --- |
| 1. Ensuring that employees and students are continuously provided with the information/training they need and that they have adequate knowledge about risks at work to prevent ill-health and accidents.
 |[ ]
| 1. Introducing new employees to working conditions and the work environment regulations that apply.
 |[ ]
| 1. Ensuring that employees and students are informed about the procedures that apply for occupational injuries and incidents.
 |[ ]
| 1. Ensuring that employees and students receive relevant fire safety training.
 |[ ]

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| --- | --- |
| **Responsibility for coordination**  |  |
| 1. Assuming responsibility for coordination of work environment matters at a shared workplace.
 |[ ]
| 1. Coordinating procedures for workmen’s/contractors’ tasks at a shared workplace.
 |[ ]
| 1. Coordinating systematic fire safety management at a shared workplace.
 |[ ]
| **Systematic fire safety management**  |
| 1. Ensuring that systematic fire safety management is documented and carried out in the area of activities.
 |[ ]
| 1. Conducting annual evacuation exercises, regular fire safety inspections and an annual follow up of fire safety management.
 |[ ]
| **Additional duties/clarifications/comments** |  |
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The signed document is to be registered in accordance with the University’s document registration plan. Each party is to retain their own copy as a basis for the annual follow-up of the allocation of duties.

Title of the matter for registration: *Allocation of duties in systematic work environment management and systematic fire safety management at (faculty/department/equivalent) valid from (YYYY-MM-DD).*

The recipient of the duties is stated at the counterparty in the matter.

Copies to:

Manager of the delegator of duties

Relevant work environment coordinators