



DECISION

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Date 2020-12-03

Vice-Chancellor

## **Rules on the allocation of duties with regard to work environment and fire safety management at Lund University**

*Approved by the vice-chancellor on 3 December 2020*

According to the Swedish Work Environment Authority's provisions on systematic work environment management the employer shall allocate duties in the organisation in such a way that one or more managers, supervisors or other employees are tasked with working to prevent risks at work and attaining a satisfactory work environment.

### **Responsibility for the work environment at Lund University**

As head of a public authority, the vice-chancellor of Lund University has overall responsibility for ensuring that the work environment and fire safety fulfil the requirements of relevant legislation.

The vice-chancellor's responsibilities include:

- ensuring that the University has a work environment policy, with overall objectives, concerning work environment management, as well as written procedures for this work
- allocating duties in systematic work environment and fire safety management to managers immediately subordinate to 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.

Managers at Lund University have a responsibility to work in a preventive way on work environment and fire safety issues in order to prevent the occurrence of ill-health or accidents.

## Rules on the allocation of duties at Lund University

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

Those who undertake the role of manager within the University have assumed responsibility for the work environment and fire safety. Drawing up a written allocation of duties makes every manager aware of this responsibility and what it entails.

Specific duties within work environment and fire safety may be delegated to individual employees. However, the delegator of duties always retains responsibility for following up allocated duties and ensuring that the recipient has the necessary conditions for performing the duties.

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:

- a) The duties in SAM and SBA are always to be allocated so that the responsibility for carrying out duties lies with those people who have the best possibilities to investigate, assess risk, carry out measures and follow up activities at a specific workplace.

The manager who allocates duties is responsible for ensuring that the recipient has:

- a. authority to make decisions regarding work environment and fire safety matters
  - b. resources in terms of time, budget, staff etc.
  - c. knowledge of rules pertinent to work environment and fire safety management in the area of activities and of physical, organisational and social circumstances that involve risks of ill-health, accidents or fire and of working conditions that promote a satisfactory work environment
  - d. sufficient expertise to conduct effective systematic work environment and fire safety management
- b) All allocation of duties is to be documented in writing by using the University's approved templates. The agreement is to be

registered in accordance with the University's document registration plan. The delegator of duties and the recipient are each to retain their own copy.

- c) The delegator of duties has a special responsibility to ensure that the recipient of a duty has understood it and the responsibilities it entails. The delegator of duties is to continuously ensure that the allocation of duties works in practice and make changes to the allocation as needed.
  
- d) The recipient of duties
  - a. is responsible for informing people within the organisation concerned of the allocated duties
  - b. is to assimilate the content of the University's regulatory and guidance documents concerning SAM and SBA
  - c. is to keep the delegator of duties up to date on the progress of work environment and fire safety management
  - d. is to immediately inform the delegator of duties if a duty cannot be performed due to a lack of the necessary conditions and, if necessary, return the task to the delegator in writing

### **Period of validity**

The allocation of duties is valid until further notice or for as long as the recipient of duties has their current assignment/position and has the necessary conditions to perform the duties.

The allocation of duties is to be updated as soon as possible if one of the parties leaves their assignment/position.

### **Allocation of duties by the vice-chancellor**

The vice-chancellor allocates duties in SAM and SBA to deans and other managers, who, in accordance with the University's rules of procedure, are immediately subordinate to the vice-chancellor.

After clarifying the rules for allocation of duties above, the allocation of duties is to be documented and confirmed in accordance with the template for the vice-chancellor's allocation of duties.

## Allocation of duties

Deans and other managers immediately subordinate to the vice-chancellor may delegate all or parts of their area of responsibility within the organisation's SAM and SBA to heads of department and/or managers at an equivalent level in the University.

Heads of department/equivalent may for all or part of their area of responsibility subdelegate duties to immediately subordinate managers within each unit. Following approval by the head of department they can in turn, if necessary, subdelegate the duties to their immediately subordinate supervisors or employees with duties relating to SAM or SBA. Where required, local appendices to the allocation of duties document are to be produced to clarify and specify allocated duties.

Deans and other managers immediately subordinate to the vice-chancellor determine, in collaboration with heads of department/equivalent and relevant principal health and safety representatives, the officials to whom the duties in work environment and fire safety management can be allocated. After clarifying the rules for allocation of duties above, the allocation of duties is to be documented and confirmed in accordance with the relevant template. If there are any uncertainties as to which duties can be subdelegated, the matter is to be referred to the superordinate management level for clarification.

For allocation of duties at departments that are shared by several faculties there is a requirement for consultations between the deans concerned regarding which duties are to be allocated and the supervision procedures. The allocation of duties is to be confirmed by all those involved.

In all allocation of duties, it is important that the scope of the allocated duties are adapted to the role and conditions in which the recipient has to carry them out.

## Implementation of allocation of duties

When the need for allocation of duties and the recipients have been identified, the parties need to review what the allocated duties entail in practical terms. The points below should be covered:

- a) Which duties have been allocated and what these entail

- b) What authority does the recipient have to make decisions concerning the allocated duties
- c) What resources does the recipient have for carrying out the duties (budget, staff, equipment and time)
- d) What knowledge and expertise does the recipient have regarding the allocated duties.
- e) Information about how the recipient is to respond if they do not have the necessary conditions for performing a duty
- f) Information on where the University's rules, procedures and support resources are available
- g) How the follow up of the allocation of duties is to be conducted and what results are expected to be reported

## Documentation

Indicate which duties are allocated in the template for allocation of duties. The notes field in the template may be used if there is a need to add information or clarify allocated duties. The parties sign the document and each party retains their own copy of the document.

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

## Follow up of allocation of duties

The follow up of the allocation of duties is to be carried out in the annual follow ups of SAM and SBA for the faculty and department.

The follow up between the delegator and recipient of duties is to be carried out regularly, at least annually. This may, for example, be carried out during the annual staff appraisal.

## Returning duties

If the recipient of duties cannot perform a specific duty due to not having the necessary conditions, they are to inform the delegator of the duty as soon as possible. The delegator of duties is to then initiate a dialogue about the reason why the duty in question cannot be performed and plan together with the recipient how the conditions can be improved.

If the recipient, in spite of the above, does not have the conditions to perform the task, the duty can be returned to the delegator of duties. The return of a duty is to be done

in writing and registered, the delegator of duties and the recipient each retain their own copy. If the conditions for the allocation of duties change, the duty may be reallocated.

The form for returning work environment duties is to be used when duties are to be returned.

### **Recalling duties**

The delegator of duties can also recall them, entirely or in part, if operational or organisational conditions change or if the recipient lacks the conditions necessary for performing the duties.

For the recall of allocation of duties in its entirety, a decision on the recall of allocation of duties is drawn up. The parties each retain their own copy. The matter is to be registered.

For the recall of some of the duties, a new adjusted allocation of duties is to be drawn up. The parties each retain their own copy. The matter is to be registered.