**Vice-chancellor’s delegation to the dean (equivalent) of duties with regard to work environment and fire safety management**

The vice-chancellor 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 (e.g. faculty)*

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 vice-chancellor 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: Vice-chancellor

Unit: Lund University

**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

**The allocation of duties applies to the following duties:**

* 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.
* 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.
* Subdelegating duties in work environment and fire safety management in the area of activities, continuous monitoring that duties are performed and making changes to allocations, as needed.
* Monitoring and following up to ensure that the recipients of the allocated duties in systematic work environment management have the authority, resources and knowledge required for carrying out the duties.
* Ensuring that all activities within the dean’s (equivalent) area of responsibility, with regard to staff, students and premises are covered by the implemented allocation of duties or, in the case of a shared workplace, by agreements with representatives of other relevant internal or external organisations.

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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:

Relevant work environment coordinators