 **Delegation decision Ref. No:
 Y-M-D**            /

**Delegating manager**

**Delegation (allocation) of work environment tasks**

This document is an appendix to the instructions for Delegating roles and tasks in a department or the equivalent, which in turn is based on the document Decision-making procedures and delegation rules for Karolinska Institutet. This document describes the process required when delegating (and retracting the delegation of) work environment tasks. In *AFS 2001:1 Systematic work environment management* the legal requirements for allocating work environment tasks are stated.

Heads of department, with a delegation from the president, have the right to redistribute practical work environment tasks to subordinate managers and other department employees. Heads of department may also give their directly subordinate managers authority to further allocate work environment tasks to their subordinate managers and employees.

Delegation conducted in accordance with this document is valid when signed by the appropriate officials on the separate form “Delegationsformulär\_KI\_generisk” or equivalent.

**Head of department shall ensure and follow up that:**

1. the systematic work environment management (as stated in *AFS 2001:1*) is integrated in the department’s activities and that resources are available for implementing and developing the work environment activities.
2. work environment management is conducted in accordance with current legislation and internal governance documents. This includes that governing work environment documents shall be known to the managers, co-workers and students concerned.
3. measures are taken to achieve KI and departmental work environment goals. Specific goals shall be formulated for organizational and social work environment.
4. harassment and discrimination are prevented and, if they should occur, are handled according to KI guidelines.
5. there is knowledge of and preparation for prevention and (when needed) handling of cooperation difficulties and conflicts.
6. risk and consequence assessments are conducted when planning for changes in departmental activities.
7. risk assessments are carried out regularly and if the need arises (*e.g.* in connection with safety inspections, measurements/controls and following employee surveys).
8. near accidents and work injuries are reported (externally and internally), investigated, assessed and handled. This includes ensuring that a report is sent to the Swedish Work Environment Authority, without delay, if a serious near accident or an accident with severe personal injuries or death occurs at work or during studies.
9. preparations and routines are in place for first aid and crisis support.
10. necessary permits are in place for the activities being conducted (*e.g.* regarding radioactive sources, genetically modified organisms and other hazardous substances.
11. a person is appointed and assigned a responsibility for the practical work environment coordination if KI is in control of a permanent shared workplace where two or more legal persons conduct business simultaneously.
12. work environment management is a natural part of departmental activities. This can, for example, be done in collaboration with the local work environment group/equivalent during the yearly audit of systematic work environment management.
13. work environment tasks, when needed, are further delegated to subordinate managers with personnel responsibility and/or employees with functional responsibility (*e.g.* lab managers and employees with responsibility for students’ work environment). This also includes ensuring that they have the necessary knowledge, authority and resources to carry out the tasks.

It must be clearly marked (with an X below indicating one or both categories) if the delegation refers to staff members’ and/or students’ work environment within each activity. Follow-up regarding how the delegation is working shall be done during annual performance management dialogs.

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| **Work environment tasks delegated to subordinate managers****and/or staff with functional responsibility** | Mark with X |
| Applies to staff | Applies to students |
|  **General, applicable to all activities at KI** |
| 1 | Carry out the practical tasks of systematic work environment management, *i.e.* investigate working conditions, assess risks, take corrective action and follow up/evaluate results.  | [ ]  | [ ]  |
| 2 | Be updated on and comply with all relevant laws, provisions, and internal governance documents applicable to work environment activities and ensure that staff and students are familiar with their content. | [ ]  | [ ]  |
| 3 | Collaborate with local work environment groups (or equivalent), local/central HR resources, staff, students, local safety representatives, main safety representatives, student safety representatives and when needed the occupational healthcare services and Student Health Service. | [ ]  | [ ]  |
| 4 | Have regular workplace/unit/group etc. meetings where work environment issues are on the agenda. | [ ]  | [ ]  |
| 5 | Promote a working climate that lives up to *KI’s Work Environment and Health Guidelines* and *Code of Conduct.* Have the knowledge, preparation and routines to swiftly deal with conflicts or situations involving victimisation, harassments or discrimination. | [ ]  | [ ]  |
| 6 | Maintain an open dialogue on a day-to-day basis and during the annual performance management dialogs\* so that signs of mental and physical strain/ill-health can be identified and dealt with at an early stage. | [ ]  | **\*N/A** |
| 7 | Create clarity regarding who is responsible for what in the activities and where and how co-workers and/or students can get support if needed. | [ ]  | [ ]  |
| 8 | Ensure that new co-workers and/or students get a good introduction that also includes work environment issues. | [ ]  | [ ]  |
| 9 | Ensure that employees know which working tasks to prioritize if too little time is available.   | [ ]  |  **N/A** |
| 10 | Ensure that the purchase and use of technical equipment are in compliance with applicable laws and regulations. | [ ]  | [ ]  |
| 11 | Ensure that staff and/or students are given the conditions they need to work safely and ergonomically. This includes instructions, training, equipment, workplace layout, etc. | [ ]  | [ ]  |
| 12 | Ensure that fire protection equipment and other safety equipment are available and in good working order and that staff and/or students know how to use them. Make sure that evacuation routes and exits are clear. | [ ]  | [ ]  |
| 13 | Ensure that there are routines and knowledge of first aid and crisis support in the working group, and that this knowledge is kept up to date. | [ ]  | [ ]  |
| 14 | Make sure that a safety inspection is conducted once a year using the KI digital safety inspection checklist. Assess and take action on identified work environment risks.  | [ ]  | [ ]  |
| 15 | Report the results of employee surveys/equivalent to the working group. Assess and take action on identified work environment risks.  | [ ]  |  **N/A** |
| 16 | Conduct risk-/consequence assessments in the event of changes in the activities (this applies to both physical and organizational changes).  | [ ]  | [ ]  |
| 17 | Draw up written action plans after completing risk assessments for work environment measures. Follow up to ensure that appropriate actions are taken according to the plan. This applies if measures could not be taken immediately.  | [ ]  | [ ]  |
| 18 | Ensure that near accidents and work-related injuries are reported, investigated and managed in accordance with KI’s internal instructions (internal report and report to Försäkringskassan, the Social Insurance Office). Inform employees and/or students on the availability of compensation from AFA Försäkring and Kammarkollegiet. | [ ]  | [ ]  |
| 19 | Report serious near-accidents and work-related injuries affecting employees or students to the Work Environment Authority (the same day). [www.anmalarbetsskada.se](http://www.anmalarbetsskada.se)This requirement is stated in a penal sanction (Chapter 3. section 3a in the Work Environment Act).   | [ ]  | [ ]  |
| 20 | Follow up cases of sick leave/ill-health and take measures to prevent longer periods of sick leave. Maintain an early and regular dialog with employees showing signs of ill-health/sickness. | [ ]  |  **N/A** |
| 21 | Arrange work adaptation and/or relocation of employees to avoid sick leave or facilitate a return after a sick leave period. Collaborate with HR and the procured occupational health service company. | [ ]  |  **N/A** |
|  **Supplementary work environment tasks in and around laboratories** |
| 22 | Ensure that risk assessments and risk handling are conducted via KLARA/BARA/HUMRA, and that safe routines and working methods are established accordingly. | [ ]  | [ ]  |
| 23 | Purchase required safety equipment, give instructions and ensure that staff and students use it properly. | [ ]  | [ ]  |
| 24 | Ensure that all safety fixtures and equipment (*e.g.* warning signs, alarms, eye wash devices, emergency showers, ventilation alarms, sprinklers and special extinguishing equipment) are functional, properly maintained and inspected. | [ ]  | [ ]  |
| 25 | Ensure that the required medical controls and vaccinations (when necessary) are offered to all employees and/or students who qualify for them. | [ ]  | [ ]  |
| 26 | Ensure that the required authorisations and valid permits are in place for the activities, *e.g.* regarding radiation sources, genetically modified organisms and other hazardous substances. | [ ]  | [ ]  |
| 27 | Ensure that machines and technical equipment are properly maintained, checked and inspected. | [ ]  | [ ]  |
|  **Other work environment tasks** |
| 28 |       | [ ]  | [ ]  |
| 29 |       | [ ]  | [ ]  |
| 30 |       | [ ]  | [ ]  |
| 31 |       | [ ]  | [ ]  |
| 32 |       | [ ]  | [ ]  |
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| Template issued by: HR Office/Competence Provision Unit |
| Determined by: Head of Office  |