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**Manager for the handling of flammable products**

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| **Appointed as manager for the handling of flammable products** | |
| **At the department (or equivalent)** | |
| **The following authorisations have been delegated to the manager**  Tasks and responsibilities as per the Description of organisation and responsibilities, section 2.6.  *See the extract on page 2 in this form.*  A right to make independent decisions on funding, to a sum of SEK …………., for improvements to how flammable products are handled at the department/equivalent.  A right to use working hours to acquire a knowledge of how best to handle flammable products, and how to handle such products in accordance with applicable legislation. | |
| **Assignment as manager received**  Signature and name in block capitals | |
| **Town/city and date** | **Head of Department/equivalent**  Signature and name in block capitals |

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**Extract from *Description of organisation and responsibilities*, section 2.6 Flammable products manager.**

There must always be at least one manager within the department. Deputy managers should also be present within departments if there is deemed to be a need for such a person given the size of the department and/or the complexity of the risks. Deputy managers must take over the position of manager in the absence of the regular manager.

Managers must act to ensure that operations are executed in accordance with the requirements of the legislation, and thus help to ensure that everyone handling flammable products at the relevant department does so correctly.

Managers must act to ensure that:

• Operations are executed in accordance with applicable regulations and any terms in the permit.

• Local procedures/instructions for work involving flammable products within the department are compiled, approved and followed.

• Technical inspection of the facility is carried out in accordance with applicable regulations and terms.

• Instructions are available for the operation and maintenance of the facility.

• Instructions are available for the handling of flammable products.

• Classification plans are available and up-to-date.

• Procedures are available for reporting accidents and incidents.

Managers are also obliged to:

• Stand responsible for the department's contact with the permits authority and supervisory authority within their area of responsibility.

• Monitor the situation to ensure that applicable regulations and local procedures/instructions are observed when commencing new operations (starting to use new facilities).

• Monitor the situation to ensure that an up-to-date risk assessment is always available and that safety is checked on an ongoing basis.

• Carry out regular self-inspection of the handling of flammable products.

• Monitor the situation to ensure that the volumes of flammable product handled within the department are compliant with the specifications of the applicable permits.

• Ensure that action is taken in the event of any non-conformances. Necessary measures may be organisational or technical in nature so as to ensure that handling is satisfactory.

• Discontinue work with flammable products at the department/equivalent if this may present a risk to life and limb.

• Report to the head of department and fire safety coordinator on activities within their area of responsibility, e.g. non-conformance reports and reports on the need for action.