

Roles within the fire safety organisation

Here is a brief explanation of what the roles within the fire safety organisation involve. More detailed descriptions of the individual roles can be found under "Delegation rules and templates. Please note that some roles must be carried out by a Swedish speaker. This is because the individual is expected to be able to understand the relevant legislation, which has not always been translated, and to participate in authority inspections, which are carried out in Swedish.

- **Fire safety supervisor** – Has an overall departmental role with the aim of coordinating fire safety within the department. This includes acting as the contact for fire safety issues, both within and beyond the department, and ensuring that the department's employees receive the necessary fire training. The role also involves coordinating self-monitoring of fire protection and working together with the other roles within the department's and KI's fire safety organisation, as well as with other relevant functions such as chemical's representatives or those responsible for chemical inventory taking. This position must be held by a Swedish-speaking person.
- **Fire safety monitor** – Appointed locally at the department/unit/group, depending on how the department is organised. Duties include carrying out and reporting on self-monitoring of fire protection in the workplace, and carrying out workplace fire safety inductions for new employees including e.g. routines and equipment. The monitor should also work together with the other roles within the department's and KI's fire safety organisation, as well as with other relevant functions such as chemicals representatives or those responsible for chemical inventory taking.
- **Supervisor for flammable goods** – Has an overall departmental role with the aim of ensuring that flammable goods are handled and stored in accordance with relevant legislation, rules and routines. Ensures, among other things, that operational risks with regard to flammable goods are mapped and that adapted routines and instructions are drawn up to minimise handling and storage risks. The supervisor acts as the contact for flammable goods issues, both within and beyond the department, and shall work together with the other roles within the department's and KI's fire safety organisation, as well as with other relevant functions such as chemicals representatives or those responsible for chemical inventory taking. This position must be held by a Swedish speaker.
- **Flammable goods monitor** – Appointed locally at the department/unit/group, depending on how the department is organised. Duties include carrying out daily inspections of how flammable goods are handled and stored. This involves ensuring that the rules, routines and instructions in place for this are complied with, and that everyone in the workplace is aware of them. This includes carrying out inductions for new employees on rules and routines for flammable goods. The controller should work together with the other roles within the department's and KI's fire safety organisation, as well as with other relevant functions such as chemicals representatives or those responsible for chemical inventory taking.
- **Safety coordinator for Fire safety** – Centrally located at University Administration and part of KI's Security and Environment Unit which is part of the Facilities Office. The role includes drawing up common guidelines, rules and routines within the field of fire safety for KI. For example, this could involve producing relevant training, common support tools and systems that facilitate the work of the departments' fire safety organisations and ensure a systematic way of working in connection with fire safety issues. This person is the central point of contact for fire safety issues within KI.

A list of the Fire safety supervisors and Flammable goods monitors at the individual departments can be found under "Documents".