

## **Roles within KI's fire safety organization**

**Fire safety supervisor** - Coordinates departmental fire safety activities in collaboration with KI's central safety coordinator – fire safety, the department's fire safety monitor and, where relevant, the supervisor/acting supervisor of flammable goods at the department. Tasks involve, among other things, ensuring that the department's staff receive the required fire safety training, monitoring and following up that the departmental fire safety inspections are conducted in accordance with KI's guidelines, and participating in official fire safety inspections at the department. All other tasks are given in the appended role descriptions. This position must be held by a Swedish speaker.

**Fire safety monitor** - There shall be a fire safety monitor in all locations in which the department has operations to ensure compliance with KI's fire safety rules, regulations, guidelines and instructions. The monitor liaises with the departmental fire safety supervisor. Tasks include, among other things, introducing new staff and students to the local fire safety procedures and conducting fire safety inspections in accordance with KI's guidelines.

**Supervisor/acting supervisor for flammable goods** - The supervisor of flammable goods or his/her deputy (acting supervisor) has a legal responsibility for ensuring that the department's flammable goods are handled with due diligence in accordance with all applicable laws and regulations and in compliance with the relevant steering documents at KI. The supervisor of flammable goods liaises with KI's central coordinator for flammable goods and the departmental flammable goods monitor. The supervisor of flammable goods is responsible, among other things, for ensuring that procedures are in place for the safe handling of flammable and explosive goods, that staff and students receive required information and training, that deficiencies in the handling of flammable goods are reported to the head of the department and remedied, and for participating in official inspections and risk investigations. The supervisor of flammable goods and the acting supervisor must have attended KI's introductory course for supervisors of flammable goods and shall retake the course at least every five years. This position must be held by a Swedish speaker.

**Flammable goods monitor** - There shall be a monitor of flammable goods in all locations in which the department has operations to ensure compliance with KI's steering documents for flammable goods. The monitor liaises with the departmental Supervisor/acting supervisor of flammable goods. Tasks include, among other things, introducing new staff and students to the local handling and storage procedures and ensuring that flammable goods are handled and stored correctly and safely. Deficiencies shall be reported to the department's supervisor of flammable goods.

**Safety coordinator for Fire safety** – Centrally located at University Administration and part of KI's Safety and Security 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 organizations to ensure a systematic approach to fire safety issues. This person is the central point of contact for fire safety issues within KI, and also KI's central coordinator of flammable goods.

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