

Page 1. The chart contains the responsibility for the working environment for each employee in the organisation within the following areas...

The employer or company manager	Supervisors	Employees
In general		
Co-operate on the working environment	Co-operate on the working environment	Co-operate on the working environment
Ensure that working conditions are safe and healthy	Contribute to ensuring that working conditions are safe and healthy within the manager's area of work	Contribute to ensuring that working conditions are safe and healthy within the area of work, including that measures taken to promote safety and health are working as intended
Ensure that co-operation on health and safety can take place - and participate in the co-operation		
Ensure that employees have the opportunity for regular contact with the working environment organisation		Have the opportunity for regular contact with the working environment organisation
Give the Danish Working Environment Authority all necessary information for its activities		
Draw up a smoking policy		
Planning and workplace assessment		
Ensure that work is planned, organised and carried out in a safe and healthy manner	Contribute to ensuring that work is planned, organised and carried out in a safe and healthy manner	
Ensure that written workplace assessments to be reviewed at least every three years are prepared		
Involve the working environment organisation or employees in the planning, organisation, implementation and follow-up of the workplace assessment	Be involved in the planning, organisation, implementation and follow-up of workplace assessments	Be involved in the planning, organisation, implementation and follow-up of workplace assessments
Include sickness absence in the company's health and safety work in order to reduce sickness absence		
Prevent hazards, faults and defects		
Ensure effective supervision to ensure that work is carried out in a safe and healthy manner	Ensure that measures taken to promote health and safety are working as intended	Help ensure that measures taken to promote health and safety work as intended
Take the necessary measures to protect employees' safety and health	If the supervisor becomes aware of faults and defects that could lead to a risk of accidents or illness, he must take steps to avert the danger. If the risk cannot be prevented by his intervention on site, he must immediately inform the employer of the situation	If employees become aware of faults or defects that may impair safety or health and that they cannot correct themselves, they must report them to a member of the working environment group, the supervisor or the employer
		Anyone who has to temporarily remove a safety measure to perform work, e.g., a repair or installation, must ensure that the safety measure is put back in place immediately after the end of the work process - or that a different, equally safe protective measure is taken
<i>Prevent hazards, faults and defects, continued ...</i>		

Page 2. The chart contains the responsibility for the working environment for each employee in the organisation within the following areas...

The employer or company manager	Supervisors	Employees
Prevent hazards, faults and defects		
If the working environment representative or supervisor is not present, ensure that employees can call in a responsible representative of the company		If the working environment representative or supervisor is not present, be able to call in a responsible representative of the company
Accept that an employee has the right to leave his/her workplace or a hazardous area in the event of a serious and immediate danger that cannot be avoided		Leave the workplace or a hazardous area in the event of a serious and immediate danger that cannot be avoided
When it is not possible to contact the employer, company manager or supervisor, accept that an employee takes appropriate action to avoid the consequences of a serious and immediate threat to his/her own safety or the safety of others		When it is not possible to contact the employer, company manager or supervisor, and taking into account his/her knowledge and access to technical work equipment, an employee must take appropriate measures to avoid the consequences of a serious and immediate threat to his/her own safety or the safety of others
Information, training and instruction		
Make employees familiar with the accident and illness hazards that may be associated with their work	Contribute to making employees familiar with the accident and illness hazards that may be associated with their work	Become familiar with the accident and illness hazards that may be associated with their work
Ensure that employees receive the necessary training and instruction to perform the work in a hazard-free manner	Contribute to ensuring that employees receive the necessary training and instruction to perform their work in a hazard-free manner	Receive the necessary training and instruction to perform the work in a hazard-free manner
Take measures to prevent risks, including information, instruction and training		
Co-operate with others		
Multiple employers who have work performed at the same workplace and everyone employed at the same workplace must co-operate to create safe and healthy working conditions for all employees	Everyone who works at the same workplace must work together to create safe and healthy working conditions for all employees	Everyone who works at the same workplace must co-operate to create safe and healthy working conditions for all employees
	In addition to complying with the rules that apply to the work to be performed, those who work at a workplace where several employers have work done must comply with the rules that apply to the companies' co-operation	In addition to complying with the rules that apply to the work to be performed, everyone who works at a workplace where several employers have work done must comply with the rules that apply to the companies' co-operation
		In addition to complying with the rules applicable to the work to be performed, people working on the premises of a foreign company must comply with the rules on safety and health applicable to that company

Page 3. The chart contains the responsibility for the working environment for each employee in the organisation within the following areas...

The employer or company manager	Supervisors	Employees
Co-operate with others		
Attend or be represented at client safety meetings		
Contribute to ensuring that the client's planning, delimitation and co-ordination to promote the health and safety of employees work as intended	Participate in ensuring that the client's planning, delimitation and coordination to promote the health and safety of employees work as intended	
Take into account instructions from the client's co-ordinators concerning the promotion of the health and safety of workers	Take into account instructions from the client's co-ordinators concerning the promotion of the health and safety of workers	
Inform other employers about the risks associated with each employer's tasks at the workplace	The individual employer must pass on the information received to the employees	The individual employer must pass on the information received to the employees
Performance of work		
Follow recognised norms and standards of health and safety importance	Follow recognised norms and standards of health and safety importance	Follow recognised norms and standards of health and safety importance
Work that may cause a significant risk of accident or illness may only be performed by persons who have undergone a specified training, passed a test or reached a certain age		Work that may cause a significant risk of accident or illness may only be performed by persons who have undergone a specified training, passed a test or reached a certain age
Follow the rules for the employment of persons with physical or mental deficiencies or disorders that may increase the risk of accidents or illness involved with certain work		
Follow the rules on restrictions on having employees work alone		
Upon request, verify to the Danish Working Environment Authority that employees have the necessary qualifications to perform the work in question for which specified training, a test, certificate, work experience or similar is required		
Workplace, technical work equipment, substances and materials		
Premises, machinery, containers, tools and other technical work equipment must be designed and used so that they are safe and healthy		Use the technical work equipment
Substances and materials with properties which may endanger or otherwise impair safety or health may only be produced and used in work processes and methods which effectively protect workers against accidents and illnesses		

Page 4. The chart contains the responsibility for the working environment for each employee in the organisation within the following areas...

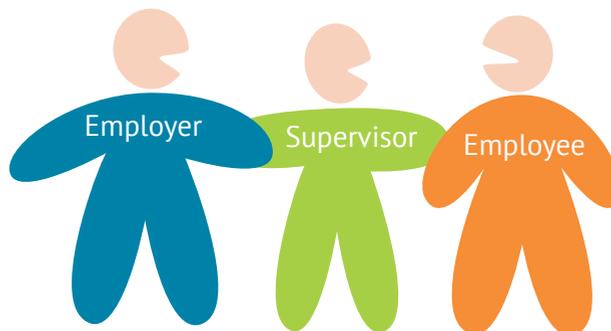
The employer or company manager	Supervisors	Employees
Working hours and young persons under the age of 18		
<p>Follow the rules on periods of rest and days off</p> <p>Follow the rules for young persons under the age of 18</p>		
Investigations		
<p>Have investigations, tests and inspections carried out, possibly by specialised experts, to determine whether the working conditions are safe and healthy</p> <hr/> <p>Ensure that doctors, occupational medicine clinics and health authorities responsible for occupational medicine examinations have access to the company's workplace assessment when relevant to the health surveillance of employees</p>		
<p>Comply with the rules on employee medical examinations prior to employment, during employment and after termination of employment, possibly through regular examinations</p>		<p>Employees and former employees are obliged to undergo a medical examination in accordance with the established rules</p>
Injunctions		
<p>Comply with the Danish Working Environment Authority's injunctions in the event of an imminent, significant danger, including stopping work and removing oneself from the danger zone</p> <hr/> <p>Make the working environment representatives and union representatives of the work area familiar with the decisions that the Danish Working Environment Authority has made and the injunctions that the Danish Working Environment Authority has issued in writing</p>	<p>Comply with the Danish Working Environment Authority's injunctions in the event of an imminent, significant danger, including stopping work and removing oneself from the danger zone</p>	<p>Comply with the Danish Working Environment Authority's injunctions in the event of an imminent, significant danger, including stopping work and removing oneself from the danger zone</p>
Industrial injuries		
<p>Report occupational accidents, cases of poisoning, occupational diseases and other matters of importance to the working environment</p>		
Reports etc.		
<p>Report to the Danish Working Environment Authority, keep registers according to specific rules and possibly provide information for statistical use</p>		

Page 1. The form contains the working environment responsibilities of the working environment organisation within the following areas...

The employer or company manager	Supervisors	Employees
The working environment organisation		
In co-operation with employees and supervisors, determine the number of working environment representatives and supervisors in the working environment organisation	In co-operation with the employer and the employees, determine the number of working environment representatives and supervisors in the working environment organisation	In co-operation with the employer and the supervisors, determine the number of working environment representatives and supervisors in the working environment organisation
Every year, in co-operation with employees and supervisors, organise the content of co-operation on health and safety for the coming year and establish how this is to take place. In companies with a working environment organisation, this must be organised in co-operation with the organisation	Each year, in co-operation with the employer and the employees, organise the content of co-operation on health and safety for the coming year and establish how this is to take place. In companies with a working environment organisation, this must be organised in co-operation with the organisation	Every year, in co-operation with the employer, organise the content of co-operation on health and safety for the coming year and establish how this is to take place. In companies with a working environment organisation, this must be organised in co-operation with the organisation
Supervisor		
Appoint the supervisors who are part of the working environment organisation	Be part of the working environment organisation	
Set aside time for the supervisor to discuss working environment issues with employees and the working environment representative	Set aside time during working hours for employees to discuss working environment issues with their supervisor	Set aside time during working hours to discuss working environment issues with the supervisor
Working environment representative		
Encourage the election of working environment representatives		Elect working environment representatives
Set aside time during working hours for the working environment representative to discuss working environment issues with employees and the supervisor	Set aside time to discuss working environment issues with working environment representatives	Set aside time during working hours to discuss working environment issues with working environment representatives
Expertise in companies with 1-9 employees		
Discuss annually with employees and supervisors whether the necessary working environment expertise is present in the company	Discuss each year with the employer and employees whether the necessary working environment expertise is present in the company	Discuss each year with the employer and supervisors whether the necessary working environment expertise is present in the company
Competence development		
Ensure that a competence development plan is drawn up for the members of the working environment organisation regarding supplementary working environment training		

Page 2. The form contains the working environment responsibilities of the working environment organisation within the following areas...

The employer or company manager	Supervisors	Employees
Environment		
As per agreement between the company and the employees, the tasks of the working environment organisation may be expanded to include environmental issues		As per agreement between the company and the employees, the tasks of the working environment organisation may be expanded to include environmental issues
Company agreement		
Conclude an agreement with the employees to strengthen and streamline the company's co-operation on health and safety	Conclude an agreement with the employer to strengthen and streamline the company's co-operation on health and safety	Conclude an agreement with the employer to strengthen and streamline the company's co-operation on health and safety
Prepare and conclude a written company agreement that specifies, i.a., activities, methods and procedures for the implementation and follow-up of the working environment work	The company agreement must be available in writing to employees	The company agreement must be available in writing to employees
Describe the management's participation in the working environmental work	The supervisor's participation in the working environment work must be described	The employees' participation in the working environment work must be described



The form describes the responsibility for suppliers and other people's tasks in the working environment based on the following subjects...

Supplier, electrician, planner and others	Employer and supervisor	Employee
Protective equipment		
Ensure that machinery, tools and technical work equipment etc. are equipped with the necessary protective equipment and can be used as intended without endangering health and safety		
Instructions and directions		
Ensure that necessary and easily understandable instructions for operation, maintenance, transport and installation are included in the supply		
Safety regulations, faults and defects		
Anyone who installs, converts or carries out major repairs to technical work equipment must ensure that the safety regulations and instructions applicable to the equipment are met.	Anyone who installs, converts or carries out major repairs to technical work equipment must ensure that safety regulations and instructions applicable to the equipment are met	<p>If a repair affects only one or some parts of the item being repaired, the repairer must ensure that the safety regulations and instructions applicable to the parts are met</p> <hr/> <p>If, during the work, the repairer becomes aware of other faults or defects that have safety implications, he or she must inform the owner or user</p>
Design		
Anyone who provides a project (or advises on working environment issues) for technical work equipment, a production facility or building or construction work must take into account health and safety in the execution of the work and the operation of the finished building or plant etc.	Anyone who provides a project (or advises on working environment issues) for technical work equipment, a production facility or building or construction work must take into account health and safety in the execution of the work and the operation of the finished building or plant etc.	Anyone who provides a project (or advises on working environment issues) for technical work equipment, a production facility or building or construction work must take into account health and safety in the execution of the work and the operation of the finished building or plant etc.
Substances and materials		
Suppliers of substances and materials with properties that may impair safety or health must, among other things, provide necessary instructions that are easy to understand		Become familiar with and follow instructions