



Guidance for the role of contact person

Guidelines for the working environment when work is performed by service providers contribute to promoting a good working environment and high level of safety for everyone in connection with the work of internal and external service providers at DTU.

The guidelines have been developed to clarify the joint responsibility and ensure a clear division of responsibility between university units and service providers in relation to identifying, managing, and preventing working environment risks before and during performance of the service providers' services.

Dialogue, collaboration and contact persons

It is a joint responsibility to ensure a good working environment and high safety in connection with the work of service providers at DTU. This requires good dialogue between the requester, the recipient, and the supplier of services, and in this connection the role of DTU contact person is introduced in the guidelines.

When services are ordered, the contact persons from the university unit and the service provider must always be stated. In some cases, it will be necessary to assign several contact persons, e.g. if there are multiple service providers involved in the work or several university units involved.

The role of the contact persons is to have **insight and understand the given process** and service. It is particularly important that the contact persons can contribute with knowledge and understanding regarding the working environment and safety, so that good and safe coordination can take place in relation to the planning and performing of the service.

Examples of contact persons at DTU: Building manager, working environment coordinator, laboratory manager, facility manager, workshop manager, member of the working environment organization, project manager, CAS/AIT service technician and more.