

	Document name <b>Allocation of tasks</b>	
Company/workplace Company Ltd	Date 15 October 2023	Version 1.2
	Produced by Sven Svensson	Approved by Eva Ohlson (CEO)

As the person with formal employer responsibility for the work environment at the workplace, I hereby allocate tasks relating to work environment management as follows.

Task no.	Task
1	Conduct employee performance appraisals with department staff.
2	Make close early contact with and maintain contact with employees who are off sick.
3	Report work involving serious risks to the CEO and safety representative.

We have agreed on the tasks that should be included in the allocation of tasks and agreed that the necessary competence, resources and authority are available for the above tasks to be performed in a satisfactory manner.

.....

Date

Date

.....

Name (person allocating tasks)

Name (person being assigned tasks)

.....

Name in block capitals

Name in block capitals

### Return of tasks

Due to lack of competence/resources/authority, I have found that I cannot perform the above task, no.

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The aforementioned tasks are therefore returned to you until these deficiencies have been rectified.

.....

Date

Name (person returning tasks)