**Responsibility, Authority & Accountability Matrix**

**Officers**

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| **Position** | **Officers** |
| **Purpose** | This document explains your health & safety responsibilities, authority and accountabilities in your role as an officer. |
| **Definitions** | **Responsibility**  Specific requirements assigned to officers for the fulfilment of a task (what is expected of you in your role). |
| **Authority**  The delegation of official power to carry out tasks with and through others to fulfil assigned responsibilities (defines what decisions and actions you can take). |
| **Accountability**  The active measurement of a person’s fulfilment or otherwise of an assigned responsibility (how you will be measured against your responsibilities). |
| **RESPONSIBILITIES**  (These responsibilities will apply as so far as is reasonably practicable and not beyond the control of the individual) | |
| **The following responsibilities are applicable to officers under Catholic Church Endowment Society Inc. (CCES) self - insurance licence.** | |
| 1. to acquire and keep up to date knowledge of workplace WHS matters. | |
| 1. to gain an understanding of the nature of the operations of the business or undertaking and of the hazards, and risks associated with those operations. | |
| 1. to ensure that the person conducting the business or undertaking (PCBU) has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking. | |
| 1. to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. | |
| 1. to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under WHS Act, Return to Work Act and other relevant legislation. | |
| 1. to verify the provision and use of the resources and processes of the above. | |
| 1. additional responsibilities and authority as outlined in the CCES Management System. | |
| **In addition to the above officer responsibilities you are also deemed a worker and the following responsibilities apply.** | |
| 1. take reasonable care of yourself and others in the workplace. | |
| 1. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons. | |
| 1. comply, so far as you are reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act. | |
| 1. co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers. | |
| 1. do not bypass or misuse systems or equipment provided for any purpose. | |
| 1. report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor / manager of actual or potential WHS risks in your work area. | |
| 1. notify your supervisor / manager of incidents, injury, and pain or discomfort following a work related injury / activity **as soon as possible, preferably in the shift it occurs, but no later than 24 hrs**. | |
| **LEVEL OF AUTHORITY** | |
| The officer position is authorised and shall be held accountable to take or facilitate appropriate action to ensure compliance with assigned responsibilities, enabling the safe and efficient undertaking of work activities, including but not limited to:   * stop or cease an operation or project if the risk is assessed as being unacceptable. * terminate services or contracts with non-conforming suppliers of goods and services. * approve and maintain the CCES system requirements. * approve and make sufficient resources available to ensure implementation and maintenance of the CCES system. * define and assign generic responsibilities and authorities commensurate with the organisation and / or site structures. | |
| **ACCOUNTABILITY** | |
| CCES utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.  The key process may include;   * supervisory arrangements (in accordance with organisational and site management structures); * system review and verification activities; and * performance appraisals. | |