**Responsibility, Authority & Accountability Matrix**

**Workers**

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| **Position** | **Workers** |
| **Purpose** | This document explains your health & safety responsibilities, authority and accountabilities in your role. |
| **Definitions** | **Responsibility**Specific requirements assigned to workers 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 all workers under Catholic Church Endowment Society Inc. (CCES) self - insurance.** |
| 1. take reasonable care of yourself and others in the workplace.
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| 1. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
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| 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.
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| 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.
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| 1. do not bypass or misuse systems or equipment provided for any purpose.
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| 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.
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| 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**.
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| **LEVEL OF AUTHORITY** |
| All workers are authorised to:* Stop any activity where there is imminent risk of harm to self or others and to the environment.
* Instruct others to stop a task considered to present a risk to health, safety and the environment.
* Raise and / or discuss health, safety, environment and quality matters with supervisors / managers or safety representatives where relevant.
* Notify a direct report and follow up on any health safety, environment and quality matters outside of one’s ability or capacity to control.
* Escalate health, safety, environment and quality matters to an appropriate level.
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| **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.
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