**Responsibility, Authority & Accountability Matrix**

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| **Position** | **Managers & Supervisors** |
| **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 advise and assist with the implementation and maintenance of the WHS Principals, Policy, Procedures, Work Instructions or equivalent, forms and checklist in your area of responsibility. | |
| 1. to demonstrate visible leadership regarding the WHS Principals, Policy, Procedures, Work Instructions or equivalent, forms and checklist in your area of responsibility. | |
| 1. to consult with workers on decisions which affect their work health and safety as appropriate. Implement and maintain communication / consultative mechanisms for the site and / or business area. | |
| 1. to develop, implement, monitor and review corrective actions for non-conformances resulting from site / business level audits, hazard / incident reports or incident analysis. | |
| 1. to allocate appropriate resources to the WHS functions within areas of responsibility. | |
| 1. to monitor and enforce that workers, as appropriate, carry out tasks safely following documented procedures wherever applicable. | |
| 1. additional responsibilities and authority as outlined in the CCES Management System. | |

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| **In addition to the above officer responsibilities, you are 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 hours**. |
| **LEVEL OF AUTHORITY** |
| The above positions are 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:   * provide instruction, information and appropriate supervision in the conduct of system requirements, procedures, work instructions, risk assessments, site rules, etc.; * assign tasks to competent personnel; * investigate incident to determine corrective actions; * hold workers (including contractors, labour hire, visitors, volunteers, students etc.) accountable for complying with the CCES Management System, work instructions and work practices. |
| **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. |