**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. | |
| 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**. | |

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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 and environmental matters to an appropriate level. |
| **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. |