Responsibility, Authority & Accountability Procedure (12)

Catholic
Safety & Injury
Management
South Australia

Contents

1. PURPOSE

The purpose of this procedure is to describe the formalised processes that Catholic Church Endowment Society Inc., have in place to establish and define the specific health and safety responsibilities, authorities and accountabilities applicable to each level of officers, managers, supervisors and workers.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the Catholic Safety & Injury Management Website.

3.1. Information

Nil

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers and others in the workplace.

Responsibility, authority and accountability processes have been defined in this procedure and summarised in:

- Responsibility, Authority & Accountability Matrix – Workers (025G);
- Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G);
- Responsibility, Authority & Accountability Matrix – Officers (024G); and
- Work Health & Safety and Injury Management Policy.

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

Responsibilities refer to the activities or processes over which a position holder is empowered and expected to exert control.

Responsibilities associated with managing, performing and / or verifying activities driven by Policies, the Business Management System, legal and other requirements shall be defined.

A Responsibility, Authority & Accountability Matrix shall be established by Catholic Safety & Injury Management (CSaIM) and endorsed by the Self-Insured Governing Council (SIGC) to align specific work health and safety (WHS) responsibilities to the general organisational structure including:

- Officers;
- Management and supervisory levels;
- Workers, labour hire personnel, contractors, visitors and other personnel (e.g. trainees, students, and volunteers).

5.1. Position Descriptions

WHS responsibilities for all personnel will be identified and documented within each position description. The manager has the responsibility for maintaining the currency of position descriptions for each of their workers.

The manager is responsible for reviewing position descriptions when job responsibilities change. Outcomes of performance development processes will be used to provide input into the review of the suitability of allocated responsibilities.

Changes to position descriptions in relation to the WHS responsibilities will be conducted in consultation with the person or persons in the position and in line with the requirements detailed in Consultation & Communication Procedure (5).

5.1.1. Responsibility, Authority & Accountability Matrix

CSaIM is responsible for developing a matrix detailing the WHS responsibilities, authorities and accountabilities for roles in the organisation and obtaining SIGC endorsement.

5.1.2. Procedures

Procedures and supporting tools provide the detail necessary to ensure that each task or activity is effectively implemented in a structured manner. WHS procedures identify the position holders responsible for implementing the identified tasks and activities within a procedure. These tasks and activities include responsibility for:

- managing the task or activity;
- conducting the task or activity;
- recording the outcomes of tasks and activities;
- verifying tasks or activities have been conducted in accordance with procedural requirements.

5.2. Authority

Authority is the level of control able to be exercised in relation to responsibilities through action or financial delegation.

5.2.1. Levels of Authority

The authority levels are aligned to the business hierarchy. The various management levels within this hierarchy are assigned the level of decision making capability to eliminate or reduce workplace risk based on the scope and extent of exposure and the action required to eliminate or control the risk. Position holders allocated such authority are responsible for diligently exercising their legislative responsibilities.

Authorities applied to ensure that personnel effectively discharge their assigned responsibilities are in the Responsibility, Authority & Accountability Matrices.

Note: Lower level authorities shall also be assumed by position holders at higher levels.

5.2.2. Delegation of Authority

Delegation involves the formal conferring of responsibilities, functions or powers that are prescribed to a position holder so they can act on their behalf. A direction to conduct a task or activity is not a delegation of authority.

Authority for position holders to perform defined functions may be formally delegated to other position holders to ensure that functions are performed in an effective manner.

Responsibility and accountability can only be delegated to other position holders in exceptional circumstances. **The responsibility and accountability for performing functions always remains with the defined position holder.**

Authority may be delegated by managers to other position holders to ensure continued and effective implementation of Business Management System requirements. The position holders must be competent workers who have demonstrated the skill or ability to perform the required function.

The manager delegating the authority will discuss the scope of the delegation with the person to receive the delegation of authority.

Authority may be formally delegated under the following circumstances:

- manager off site;
- manager on leave (sick, annual, maternity etc.);
- special business events e.g. Conference;
- specific activities, agreed to by both parties.

The following information must be identified and documented by the manager giving the delegation:

- scope of the delegation;

- timeframe of the delegation;
- person receiving the delegation;
- expected outcomes of the delegation.

5.3. Communication of Responsibilities and Authorities

Communication, reinforcement and acknowledgement of responsibilities and authorities by workers shall occur through a variety of mechanisms as outlined in Table 1. Communication of Responsibilities and Authorities. Responsibilities may be redistributed in some situations to reflect differences in management structure, position titles and available resources.

Table 1. Communication of Responsibilities and Authorities

Position Holder	Key Communication Tools	Acknowledgement	Timing
All Workers	Induction – Agency Induction – Site Position description Responsibility, Authority & Accountability Matrix	Signed Training Records Signed Position description Signed Induction Sheet	On employment or when changes occur
Labour Hire / Agency Workers	Induction	Signed Induction Sheet	
Contractors	Contractual arrangements Induction	Signed contracts Sign in book / system	On engagement and every five (5) years or when changes occur Every Visit
Volunteers	Induction	Sign in book / system	On engagement and every five (5) years or when changes occur
Visitors	Visitor Induction	Sign in book / system	Every Visit
Workers with WHS responsibilities	System procedures and supporting tools	Competency assessment	Upon appointment or when changes occur
Emergency Control Organisation	Emergency Management Plan	Competency assessment	Upon appointment or when changes occur
First Aiders			
WHS Committees	Committee Terms of Reference	Signed Terms of Reference	Upon appointment or when changes occur

5.4. Accountability

5.4.1. Development of Performance Measures

Various sources of information may be used to develop performance measures to evaluate fulfilment of responsibilities and authorities for all position levels.

The main source relates to outputs driven by Policies and Management System requirements including, but not limited to:

- documented objectives, targets and plans;
- audit outcomes;
- inspection outcomes;
- statistical data trends;
- corrective actions;
- complaints;
- competency assessments;
- incident investigations.

5.4.2. Evaluation of Performance

CCES utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all workers and are performance based. English literacy needs of workers and workforce geographical spread have also been considered as part of the approach.

The key processes will be managed by the worksite and must include:

- supervisory arrangements (in accordance with organisational and site management structures);
- system review and verification activities;
- performance appraisals;
- disciplinary measures in accordance with Human Resource processes.

The outcomes of accountability underperformance will be recorded.

5.5. Records

Documents used to manage Responsibility, Authority & Accountability as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in Document Control Procedure (22).

5.6. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in Document Control Procedure (22).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity;
- investigations;
- performance reports.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Consultation & Communication Procedure (5)

Contractor Management Procedure (6)

Document Control Procedure (22)

Induction & Training Procedure (13)

Work Health Safety & Injury Management Policy

6.2. Forms & Tools

Group Legal Register (010T)

Responsibility, Authority & Accountability (12) Process Flow Chart (030T)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in **Group Legal Register (010T)** which can be accessed via the Catholic Safety & Injury Management website.

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

7.2. External Resources

Nil

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Position Descriptions
- Responsibility, Authority Accountability Matrix
- Performance Appraisals
- Committee Terms of Reference
- Audit Reports

- Emergency Management Plan
- Induction Training Records

9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V1	Executive Manager CSHWSA	22/01/2021	New Procedure	2026
V1.1	Director CSaIM	24/07/2024	Updated procedure numbers	2026
V2	Director CSaIM	21/11/2025	Reviewed in line with Document Control Procedure	2030

Approved for Publication: *D J Parsons*   **Date:**   21st November 2025

Dave Parsons