



# RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY MATRIX - Workers

**025G**  
(January 2021)

Position	Workers
Purpose	This document explains your health & safety responsibilities, authority and accountabilities in your role.
Definitions	<b>Responsibility</b> Specific requirements assigned to workers for the fulfilment of a task (what is expected of you in your role).
	<b>Authority</b> 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).
	<b>Accountability</b> The active measurement of a person's fulfilment or otherwise of an assigned responsibility (how you will be measured against your responsibilities).
<b>RESPONSIBILITIES</b> (These responsibilities will apply as so far as is reasonably practicable and not beyond the control of the individual)	
<b>The following responsibilities are applicable to all workers under Catholic Church Endowment Society Inc. (CCES) self - insurance.</b>	
1. take reasonable care of yourself and others in the workplace.	
2. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.	
3. 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.	
4. 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.	
5. do not bypass or misuse systems or equipment provided for any purpose.	
6. 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.	
7. notify your supervisor / manager of incidents, injury, and pain or discomfort following a work related injury / activity <b>as soon as possible, preferably in the shift it occurs, but no later than 24 hours.</b>	
<b>LEVEL OF AUTHORITY</b>	
All workers are authorised to: <ul style="list-style-type: none"><li>• Stop any activity where there is imminent risk of harm to self or others and to the environment.</li><li>• Instruct others to stop a task considered to present a risk to health, safety and the environment.</li><li>• Raise and / or discuss health, safety, environment and quality matters with supervisors / managers</li></ul>	



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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.

### 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.