RACI – Responsibility Matrix

*List specific activities that support the safety and health management system and identify who is Responsible, Accountable, Consulted, or Informed. As your system grows and matures, you will add or change line items to this matrix. The activities listed are examples only. Your organization will decide specific activities that are relevant to your operations.*

|  |  |
| --- | --- |
| R | Responsible (person working on the activity)  |
| A | Accountable (person with decision authority) |
| C | Consulted (key stakeholder who should be included in decisions/activity) |
| I | Informed (needs to know of decision or action) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Safety & Responsibilities (examples)*** | CEO/ Owner | VP/Sr Leader | Director/ Manager | 1st line Supv | Safety Prof | Employees |
| Develop Incident Investigation Plan |  |  |  |  |  |  |
| Report an Incident |  |  |  |  |  |  |
| Conduct Incident Investigation |  |  |  |  |  |  |
| Review & Approve Incident Investigation Report |  |  |  |  |  |  |
| Conduct Safety Meeting |  |  |  |  |  |  |
| Review & Approve Corrective Action Plan |  |  |  |  |  |  |
| Follow up on Corrective Action Plan |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Conduct Safety Training |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Inspect Work Area |  |  |  |  |  |  |
| Perform Housekeeping Audit |  |  |  |  |  |  |
| Initiate Safety Work Orders |  |  |  |  |  |  |
| Prioritize Safety Work Orders |  |  |  |  |  |  |
| Approve Safety Work Orders |  |  |  |  |  |  |
| Follow-up on Safety Work Orders |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Develop Safety Procedures |  |  |  |  |  |  |
| Approve Safety Procedures |  |  |  |  |  |  |
| Train Employees on Safety Procedures |  |  |  |  |  |  |
| Revise Safety Procedures |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Identify Tasks for Job Hazard Analysis |  |  |  |  |  |  |
| Conduct Job Hazard Analyses |  |  |  |  |  |  |
| Review and Approve Job Hazard Analyses |  |  |  |  |  |  |
| Revise Job Hazard Analyses |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Lead Safety Committee |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Ensure that specific responsibilities assigned are included in job descriptions and annual performance reviews.*