

Health and Safety Responsibility Matrix

Responsibility Area	H&S Council	H&S Forum	Division	Business Unit
Responsible Manager	Chairperson: CEO.	Chairperson.	Divisional Chief Executive.	General Manager.
Policy	Define Group Policy and sign off Regional Policy. Keep FBL intranet up to date.	Define Regional Policy.	Define Divisional Policy.	Define Business Unit Policy.
Systems	Define Group reporting requirements. Manage data consolidation system. Format Executive Committee and Board Reports.	Define and implement Regional system requirements and leverage synergies.	Define and implement Divisional system requirements that do not compromise Regional requirements.	Define and implement Business Unit system requirements that do not compromise Regional requirements.
Plans/Strategy	Define format for all plans. Define and deliver Group Plan. Sign off Regional Plans.	Define and deliver Regional Forum Plan. Leverage Regional synergies across Divisions.	Define and deliver Divisional Plan.	Define and deliver Business Unit Plan.
Measures & Statistics	Set Group Targets.	Input to Group targets. Facilitate the sharing of optional lead measures.	Define Divisional targets over and above Group targets.	Define Business Unit targets over and above Group and Divisional targets.
Guidelines	Define Group Guidelines and sign off Regional Guidelines.	Define Regional Guidelines.	Define Divisional Guidelines.	Define Business Unit Guidelines.
Legislations and Regulatory Compliance	Track and manage any risks or exposures that could affect the entire Group.	Track and recommend actions to manage any risks or exposures that could affect the Region.	Oversee compliance across the Division.	Ensure compliance.
Communication	Group wide communications. Meeting minutes and Bulletin. FBL Newsletter. CEO Safety Communications.	Regional Communications relating to Forum's responsibilities. Meeting minutes and Bulletin.	Divisional Communications.	Business Unit Communications.
Contractors & Suppliers	Group supply contracts (i.e. Group Training Providers).	Regional supply contracts (i.e. Regional Insurance Providers).	Divisional supply contracts.	Business Unit supply contracts.
Audit & Risk Management	Maintain declarations of compliance in key fatal risk areas. Prioritise risk areas.	Facilitate the maintenance of Regional safety accreditations (i.e. ACC).	Oversee compliance across the Division.	Maintain compliance within Business Unit. Communicate Safety Alerts.
Training	Group wide training (i.e. Executive Safety Leadership Training).	Leverage synergies across Divisions. Ensure training support areas covered by regional responsibility (i.e. systems).	Leverage synergies across business units. Share best practices.	Complete training and share best practices.
Safety Awards	Manage Awards and define Award categories.	Input into award categories and award evening.	Shortlist divisional nominations.	Put forward nominations.