Responsibility, Authority, and Accountability Checklist

In order to accomplish anything in the workplace, supervision must have the tools of the trade available. For the supervisor, the essential tools are the assignment of responsibility for a function or activity, the authority to do the job, and accountability to senior management to see that it is done. Using the following checklist, supervisors can determine if, in fact, they do have the tools necessary to do their job in safety. For self-directive work teams, the team must decide these issues.

Typically, these tasks are the responsibility of the supervisor for which he/she has complete authority and for which they are held accountable. They should also agree that these are of key importance to safety and health. Where check marks fall outside the "Yes" or "Complete authority" box, the recommended action is for the supervisor to discuss the situation with senior management and agree on steps necessary to assume appropriate responsibility, authority, and accountability. Note however, it is acceptable to delegate some of these items to assigned employees. This is part of the empowering process.

Is this your responsibility? Yes! Is this your responsibility? No! Do you have COMPLETE authority? Do you have the authority to DECIDE; BUT TELL? I S your authority limited to DECIDE; BUT CHECK FIRST? Do you have NO authority? Are you measured for accountability? Yes! I S this issue of key importance? Yes! I S this issue of key importance? Yos!	
	Ensure equipment, materials, facilities, and conditions are safe.
	Provide for safety and health training
	Require employee compliance with safety requirements and rules.
	Recognize and reinforce safe behaviors.
	Make safety and health part of job standards and procedures.
	Request safety and health technical assistance.
	Obtain safe work permits
	Investigate accidents and take appropriate corrective action.
	Conduct inspections, audits and surveys.
	Establish emergency procedures for area.
	Hold safety meetings and workshops
	Correct unsafe conditions and behaviors.
	Stop production for safety reasons.
	Delegate authority for safety to others.