

## **BI-SDA.81.10 Clear accountabilities for managers, superintendents and supervisors are included in comprehensive, site relevant design and planning processes**

### ***Expectation***

Accountabilities and responsibilities for design and planning processes (short and longer term) are documented and implemented by role holders coordinating business activities on site.

### ***Specify***

Clarity for managers, superintendents and supervisors on the requirements of their roles is provided in:

1. Formal appointment to a role
2. Role descriptions which describe the business input activities they are accountable and responsible for. Accountable means having ultimate over sight of all site required implementation of a business input activity and Responsible means tasked with coordinating and/or conducting the business input activity within their span of control
3. Organisation structures which document the required reporting lines and spans of control
4. Formal communication requirements for collecting and passing on data and observations from activities they are involved in
5. Non-conformance and escalation processes when required business input activities can not, or are not, implemented as required
6. Performance review processes which involve regular measurement and discussion on execution of tasks required by business inputs needed to meet site requirements

### ***Implement***

1. Managers, superintendents and supervisors are trained and assessed in the requirements of their role prior to and regularly during their appointment
2. Reports on activities are prepared and reviewed by management team members

### ***Monitor***

1. Training records are kept in line with training needs analyses (TNA's) and expiry dates trigger requirements for follow up training
2. Supervisors confirm workers in their area(s) of responsibility are aware of task expectations and understand key requirements. Inspection findings are recorded and passed on as required
3. Superintendents and Planning personnel confirm that construction, work planning and execution are safe and productive
4. Senior management conduct and coordinate higher level oversight inspections to confirm all leadership activities are aligned
5. Audits of Safety Management systems confirm that the site management structure is performing in line with requirements and trigger follow up opportunities for improvement as required