



## EL-05: Management Structure Roles and Responsibilities

A key component of a safe workplace is that OTHR Members and contractors understand what they are required to do, how to do it, that they have authority to do it, and the roles and responsibilities of others.

OTHR Members and contractors must have a clear understanding of what they can and cannot do and must operate within the bounds of those tasks/duties.

OTHR has developed an organisation chart which details the allocation of key safety roles and identifies those roles with specific responsibilities.

OTHR will ensure that each role has a Position Description which details:

- Responsibilities;
- Accountabilities; and
- Level of authority.

The competency that is required to carry out the role is documented in the Position Description for each of these positions.

Position holders will be required to sign their Position Description as confirmation of their understanding of their accountabilities and responsibilities.

OTHR Management Structure, Roles and Responsibilities Procedure describes the hierarchy of authorities for Management Committee and Line Management positions.

All OTHR Members and contractors with safety responsibilities are expected to work within the limits of their authorities and only after having demonstrated that they are competent to do so.

Organisational structure and changes to authorities and accountabilities are considered as part of the risk assessment process, when a change that may affect rail safety occurs.

Version No	1.0	Version Date:	1 July 2021
Approved By:	OTHR Management Committee		

**ALL PRINTED DOCUMENTS ARE UNCONTROLLED**