SECTION 6: STRUCTURE AND RESPONSIBILITY

6.1 OBJECTIVE
To assist with the effectiveness of the Environmental Management Plan (EMP), all employees and Sub-Contractors should understand their roles, responsibilities and authority (accountability) for protecting the environment.

To ensure effective environmental management, Helidon Resources management must ensure adequate resources including human, specialized skills, technology and financial are available for meeting all environmental objectives and policy commitments.

6.2 ACTION ITEMS
A simple matrix has been developed to enable a quick check of employee’s and sub-contractors environmental responsibilities.

The matrix consists of the job titles in the organisation and a list of environmental related tasks. The ‘ticked’ boxes highlight who is responsible for what areas of environmental management.
A matrix such as this enables a simple method for identifying responsibilities in the EMP.

The site environmental issues are generally accountable to the Site Manager and other Managers.

The plans and procedures put in place to achieve the commitments made in the policy, must be supported by adequate resources (people, money and time) and clear lines of authority.

The people responsible for defining objectives and targets, management programs and/or procedures, and conducting audits must identify the resources required and ensure they are available, prior to implementation (money to spend on improvement options, auditing qualifications and technical understanding of processes).

6.3 RESPONSIBILITIES
The Site Manager is responsible for designating responsibilities and ensuring that employees understand their responsibilities.

6.4 DOCUMENTATION
Section 6.1 Responsibilities Matrix