

## Structure and Responsibility Matrix

<b>Title</b>	<b>Areas</b>	<b>Responsibility</b>	<b>Authority</b>
<b>Sustainability Policy</b>	Define sustainability policy	Sustainability Advisory Committee	President
<b>Environmental Aspects</b>	Establish and maintain procedures to identify environmental aspects	Environmental Management System (EMS) Coordinator / EMS Task Force	Management Representatives
	Review, update and send aspect survey to department chairs annually	EMS Task Force	Management Representatives
	Complete aspects and impacts survey every 3 years for each process, sub-process and significance of each	AU Departments	Management Representatives
	Determine aspects and impacts by process and/or sub-process	AU Departments / EMS Task Force	Management Representatives
<b>Legal and Other Requirements</b>	Establish and maintain the procedure for identifying legal requirements	EMS Coordinator / RMS / EMS Task Force	Management Representatives
	Identify legal requirements	EHS	Assoc Director EHS
	Make legal requirements accessible to campus and keep them up to date	EHS	Assoc Director EHS
	Ensure legal compliance	AU Departments / Assoc Director EHS	Management Representatives
<b>Objectives and Targets</b>	Establish and maintain objectives and targets	EMS Coordinator / EMS Task Force	Management Representatives
<b>Resources, Roles, Responsibility and</b>	Define roles, responsibility and authority	EMS Task Force	President / Management

<b>Title</b>	<b>Areas</b>	<b>Responsibility</b>	<b>Authority</b>
<b>Authority</b>	Communicate roles and responsibility	EMS Task Force	Management Representatives
	Provide resources to implement and control the EMS	Management Representatives	President
	Appoint management representatives	President	President
<b>Competence, Training &amp; Awareness</b>	Identify training needs	AU Departments / RMS / EMS Task Force	AU Department Chairs & Directors
	Develop Training	AU Departments / RMS / EMS Task Force	AU Department Chairs & Directors
	Provide training	AU Departments / RMS	AU Department Chairs & Directors
	Ensure individuals whose work can have a significant impact to the environment are trained	EMS Coordinator	Management Representatives
<b>Communication</b>	Establish and maintain procedure for internal / external communication	EMS Coordinator / EMS Task Force	Management Representatives
	Record decision about communicating significant aspects	EMS Coordinator / RMS	Management Representatives
<b>Environmental Management System - Documentation</b>	Maintain and update EMS manual	EMS Coordinator / EMS Task Force	Management Representatives
	Approve and communicate EMS manual	EMS Coordinator / EMS Task Force	Management Representatives
<b>Control of Documents</b>	Establish and maintain procedure for controlling EMS documents	EMS Coordinator / EMS Task Force	Management Representatives

Title	Areas	Responsibility	Authority
	Control of department specific procedures	AU Departments	AU Department Chairs / Directors
<b>Operational Control</b>	Identify operations that are associated with identified significant environmental aspects	AU Departments	AU Department Chairs / Directors
	Establish and maintain procedures and operating criteria where their absence can lead to deviations from the policy and the objectives and targets	EMS Coordinator / EMS Task Force	Management Representatives
	Establish, maintain and implement procedure for communicating relevant procedures and requirements to contractors, granting institutions and visiting researchers	RMS / EMS Coordinator / EMS Sub-Committee	Management Representatives
<b>Emergency Preparedness and Response</b>	Identify potential emergencies	AU Departments / Assoc Director Public Safety & Security	AU Department Chairs and Directors
	Establish and maintain procedures in the Emergency Operations Plan	AU Department of Public Safety & Security	Assoc Director EHS
	Establish and maintain procedures for the contingency plans	Assoc Director Public Safety & Security	Assoc Director EHS
	Develop emergency preparedness procedures for each identified potential emergency	EHS / Assoc Director Public Safety & Security	AU Department Chairs and Directors / Assoc Director EHS

Title	Areas	Responsibility	Authority
	Implement procedure to test emergency preparedness	Assoc Director Public Safety & Security / AU Departments	AU Department Chairs and Directors / Assoc Director EHS
<b>Monitoring and Measurement</b>	Establish and maintain procedures to monitor and measure key characteristics that have a significant impact on the environment	EMS Coordinator / EMS Task Force	Management Representatives
	Measure and monitor key characteristics that have a significant impact on the environment	AU Departments / EMS Task Force	AU Department Chairs and Directors / Management Representatives
	Develop and implement calibration procedures for any instruments used to monitor and measure	AU Departments / EMS Task Force	AU Department Chairs and Directors / Management Representatives
<b>Evaluation of Compliance</b>	Establish, implement and maintain procedures for periodically evaluating compliance	EMS Coordinator / EMS Task Force	Management Representatives
	Record and maintain periodic evaluation results	EMS Coordinator	Management Representatives
<b>Nonconformity, Corrective and Preventive Action</b>	Establish and maintain procedures for handling and investigating non-conformances and taking corrective action	EMS Coordinator / EMS Task Force	Management Representatives

Title	Areas	Responsibility	Authority
	Investigate non-conformances and take corrective action	EMS Coordinator / AU Departments	President
<b>Control of Records</b>	Establish and maintain a procedure for identifying and maintaining EMS records	EMS Coordinator / EMS Task Force	Management Representatives
<b>Internal Audits</b>	Oversee internal auditing program	EMS Coordinator / EMS Task Force	Management Representatives
<b>Management Review</b>	Review EMS to ensure continued suitability, adequacy and effectiveness	Sustainability Advisory Committee / Management Representatives	President