

Table 1. Responsibility matrix: duties, authorizations and responsibilities of employees involved in the RI&E

This responsibility matrix provides an overview of the duties, authorizations and responsibilities of employees and departments that are involved in the RI&E.

Responsible	Duties	Responsibilities	Authorizations
Director of faculty or division, or employee mandated by the director	Takes the initiative to draw up/actualize the RI&E, or considers HSE's (Health, Safety and Environment) advice. Consults with participatory bodies. Executes Action plan.	Responsible for drawing up and conducting the RI&E and Action plan. Keeping the RI&E documentation up to date. Actively asking for advice and processing HSE advice. The faculty or division itself is responsible for the RI&E process and writing up the definitive Action plan.	Starting the RI&E. Financial decisions at the faculty/division level and according to procurement regulations.
Optional: manager of a department	Takes the initiative to draw up/actualize the RI&E for the department, or considers HSE's advice. Takes the initiative to execute necessary measures.	Responsible for drawing up and conducting the RI&E of the department and Action plan. Keeping the RI&E documentation up to date. Processing HSE advice.	Financial decisions at the department level.
Employees of faculty or division	If requested, cooperates and provides information for the RI&E. Completes Employee Survey.	Providing correct information	Legal right of access to the RI&E.
Subcommittee	If desired, cooperates to the realization of the RI&E. Gives solicited and unsolicited advice on the Action plan.	Representing the faculty or division's employees. Providing correct information.	Right of consent with RI&E method and contents. Receives a copy of the RI&E and evaluation by HSE, and can request this.
VU Works Council	No specific duties.	VU-wide representation of the employees.	Right of consent with RI&E method and contents. Receives a copy of the RI&E and evaluation by HSE, and can request this.
Prevention officer (if present)	Contributes to drawing up the RI&E. (Jointly) executes the Action plan. Collaborates with HSE.	Providing accurate advice. Bringing in knowledge from the faculty or division.	Advisory
(Advisor) department Health, Safety and Environment	Supports and coaches drawing up RI&E. Advises on severity of risks. Collaborates with participatory bodies.	Providing accurate advice	Advisory
*Core experts Health and Safety and occupational health physician *Higher safety expert, occupational and organizational expert and industrial hygienist)	Supports and coaches in drawing up RI&E. Advises on severity and consequences of risks. Advises on Action plan. Collaborates with participatory bodies. Process evaluation RI&E and customer satisfaction.	Correctness of the RI&E evaluation and advice, within the core expert's scope. (Ensuring) sending RI&E and evaluation to Subcommittee and Works Council.	Advisory. Right of access to RI&E. Legally authorized for evaluating RI&E and advising independently on Action plan. Authorized for workplace visits.