Role and Authority Worksheet

WC-19 | Chapter 10 | Both | Version 1.0

Assign authority before assigning responsibility. Record specific limits and the person to contact when a decision goes beyond them.

Write in the spaces or click a blank field to type in Word.

Role and person	Supervisor and date

Decision	Who may decide and limit	Escalation contact
Approve purchases and use a card or account		
Call a licensed tradesperson or outside help		
Issue refunds, move guests, or make exceptions		
Enforce rules, close an amenity, or ask someone to leave		
Call law enforcement		

Urgent danger procedure and emergency contacts

If the main contact is unavailable

How decisions are recorded and handed off

Reviewed with the worker by and date

Do not delay an emergency call while seeking routine approval. No role authorizes a person to handle violence, a medical crisis, or dangerous work beyond their training.

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