

Supervisor Responsibilities

Supervisors fill an important role in every workplace. Employers rely on them to mentor, monitor and help motivate their workers to uphold adopted safety standards. While the workers look to their supervisor for ongoing guidance and support in their day-to-day job. As a supervisor, it is your job to make sure that workers you supervise not only understand the organization's health and safety expectations, but they live up to them.

List of Health and Safety Responsibilities that Supervisors have for Workers under their Supervision		
1	<i>You must do everything reasonable to ensure the health and safety of the workers you supervise on the job.</i>	As a supervisor this includes knowing, following, and ensuring your workers know and follow all your company's health and safety policies and procedures.
2	<i>You must inform workers about any known workplace hazards, existing controls for those hazards and/or safe work practices.</i>	As a supervisor you must ensure workers are aware of any known hazards connected to the work they do. You must communicate all controls designed to protect against those hazards, including safe work practices.
3	<i>You must involve workers in the process of hazard identification and controls.</i>	As a supervisor talk to your workers about their job. Ask questions and respond to any feedback they provide. Since they are performing the work, they may offer valuable input and suggestions on proposed controls that may be beneficial to the workplace.
4	<i>You must make sure all workers have the proper training and equipment (tools/PPE) for the job they are expected to do.</i>	As a supervisor you need to make sure your workers know what to do and how to do it. Without proper training, workers can pose a hazard to themselves and to others. Having all the right tools to do the job is necessary, but it is not enough. Workers require the skills to use the tools and do their work safely. Likewise, even the best personal protective equipment is only effective if it is used as intended.
5	<i>You must know and communicate workers' health and safety rights and responsibilities.</i>	As a supervisor it is your job to make workers aware of their rights and responsibilities. Workers are required to: <ul style="list-style-type: none"> • Behave in a way that would not result in harm or damage to themselves, others, or the employer. • Wear specific personal protective equipment while performing specific tasks • Report incidents and hazards whenever they see or suspect one.

Your level of commitment to health and safety will help inspire the workers level of commitment to staying safe on the job. They count on you to be informed, respectful, approachable and that you will do what's right for them.



What is the Danger?

Most serious incidents occur during a workers' first year on the job. In the event of a workplace incident, the employer and supervisors must be able to demonstrate due diligence, or to show that every reasonable effort was made to avoid illness, injury, or harm.

The establishment of due diligence involves providing proof that all precautions, reasonable under the circumstances, were taken to protect the health and safety of workers. This can be demonstrated through documentation and includes maintenance records, implementation of corrective actions, training and/or orientation records, etc.

If unable to demonstrate due diligence, the company may be subject to an improvement or stop work order and administrative penalties through Manitoba Workplace Safety and Health.

Safety Tips

- ✓ Lead by example by demonstrating a positive attitude toward health and safety, and good related habits. Make safety awareness part of the job.
- ✓ Show up on site wearing the personal protective equipment you want your workers to wear.
- ✓ Keep your eyes and ears out for potential hazards, and address these with the workers. Workers who move to another area or begin a new job must be made aware of any safety and health risks through new orientation.
- ✓ Assist in incident investigations. Supervisors are often most knowledgeable about processes in their department.
- ✓ Enforce safety rules/procedures/practices. Failure to enforce will result in unsafe working conditions and potential workplace incidents which may result in the supervisor being held legally responsible.
- ✓ Conduct 'Safety Talks' with staff on a regular basis. This serves as refresher training and reminds workers of potential safety and health risks in the workplace.
- ✓ Coach new workers on the importance of safety. Creating an environment where they can approach you when they need clarification on a task or job, can reduce the risk of a serious incident.
- ✓ When completing performance reviews, take some time to reflect on their safety performance.

Demonstrate

Have employees sign off on Safety Orientations, Policies, Safe Work Procedures, Inspections and Safety Talks.

Sign up for S2SA's Safety for Middle Management course if you would like to learn more.

Discussion

Discuss company specific supervisor roles and responsibilities.

Discuss what are some ways supervisors can prove due diligence in the case of a workplace injury



Manitoba Workplace Safety and Health Act and Regulation

Duties of Supervisors – Section 4.1

Workers Involved in this Safety Talk

Date: _____

Name	Signature

Name	Signature

Notes
