

SUPERVISOR SAFETY RESPONSIBILITIES

Supervisors with authority to direct the work and actions of others are responsible for adhering to the company's safety rules, procedures and policy guidelines. Supervisors are also responsible for the safety and welfare of employees at work. Consequently, if a supervisor sees a hazard or safety compliance violation in an area outside of his or her direct authority, he or she should report this to the supervisor in charge of the work area and then to the Safety Coordinator.

If the hazard or violation presents an IMMEDIATE DANGER to life or health, the supervisor observing the danger should intervene immediately to the extent necessary to prevent injury or harm to persons. This is the overriding priority. Preventing damage to company facilities and/or property is a secondary priority.

Supervisor safety performance is part of their overall performance evaluation. Job responsibilities include:

1. Ensure compliance with Company safety rules and regulations through all daily supervision of workers. Take corrective and progressive disciplinary actions to ensure employee compliance with safety policies.
2. Conduct and/or assist with ongoing safety indoctrination and training for employees; and provide additional safety training for employees reassigned to new duties. This includes ensuring that personal protective equipment is either issued or available to new hires and they are properly trained in its use.
3. Conduct and/or assist with ongoing safety indoctrination and training for employees; and provide additional safety training for employees reassigned to new duties. This means making sure that employees have received required safety training BEFORE they begin performing duties in the Company workplace.
4. Report and, if possible, correct unsafe conditions anywhere they are observed in the workplace. Request corrective actions through higher levels of supervision if the required correction is beyond his/her authority or ability to correct.
5. Ensure that all accidents, injuries and near misses are reported by employees. Be sure that an injured employee completes the First Aid Report form or Employee's Report of an Injury form as soon as possible and when appropriate.
6. Investigate reported accidents and "near misses." Complete the Supervisor's Report of an Accident form, documenting circumstances relative to all recordable injuries.
7. Ensure that all injuries are promptly treated by first aid. If the employee requires attention by a doctor (non-emergency), ensure that he or she is taken to the Company's designated primary care physician or hospital emergency room. In emergency situations, alert and cooperate with the local Emergency Medical Service and/or Fire Department. Inform immediately.
8. Set an example by personal behavior, such as wearing required personal protective equipment and not acting in violation of safety policies and rules.
9. Work at all times to develop and support safety consciousness and a cooperative attitude among employees about safety.