



Supervisor Responsibilities

Your Supervisor (aka Foreman) is responsible for:

- ensuring safety policies and procedures are followed in the workplace;
- promoting safety awareness; and
- demonstrating through day-to-day attitudes and actions, that safe work performance is a top priority.

The Supervisor's responsibilities include, but are not be limited to:

Establish and communicate required Safe Work Practices to workers and ensure worker competency.

Monitor and enforce compliance with health and safety rules and other regulations.

Inspect the workplace on an ongoing basis for unsafe work practices and conditions. Ensure that action is taken immediately to correct any deficiencies.

Ensure that the necessary discipline and documentation to rectify unsafe work practices and conditions are completed. Provide and document meaningful and timely safety talks with workers.

Recognize and document, publicly if practical, good safety performance by workers.

Provide and maintain safety equipment and protective devices for workers, as required.

Develop and administer an effective program of good housekeeping.

Develop and practice good communication skills with all workers to ensure they are physically and mentally capable of performing their work safely. Communicate on a regular basis with the safety committee for input and/or recommendations.

Organize the work process to eliminate potential hazards and ensure safe work practices.

Respond to all worker concerns, complaints, and inquiries in a prompt and open manner.

On the job training — Monitor new workers to establish knowledge and awareness of safety. (Pay close attention to young workers and new apprentices.) Provide on-the-job training where required.

Observe workers, work practices and site operation and correct when necessary.

Conform to the Health and Safety Program and set a good example.



Leading by Example

Everyone, from head office to the worksite, must lead with their actions as well as their words.

Work safe to inspire others to work safe.