

Supervisor Responsibilities:

1. Ensure that each employee supervised has received an initial orientation before beginning work and that the orientation is documented.
2. Ensure that each employee supervised is competent or receives training on safe operation of specific equipment or tasks before starting work on that project or equipment.
3. Ensure that each employee has been issued required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Complete a daily walk around safety check of the work area and promptly take corrective action for any hazards discovered.
5. Periodically observe work performance of employees supervised for compliance with safety rules contained in or referenced by this program. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following established safety rules and attending required training.
7. Complete a preliminary investigation of all accidents and report findings to management.
8. Provide information to management suggesting changes to work practices or equipment that will improve employee safety.

Employee Responsibilities:

1. Follow established safety rules contained in this program, safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative as soon as you become aware of them.
3. Report all injuries to your supervisor promptly regardless of the severity of injury.
4. Report all-near-miss accidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and behavior to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes to work practices or equipment that you believe will improve employee safety.