

# TOOL BOX TALKS

## Supervisor Safety Responsibility

Supervisors play a crucial role when it comes to creating and maintaining successful safety programs. Supervisors are the “boots on the ground” on the plant floor or jobsite. Supervisors have the seniority, and they typically know the ins and outs of the job. Employees mimic their supervisor’s behavior. Without clear supervisory support on the plant floor or jobsite, no safety program will function well. Supervisor support is a necessity!

### WORKSAFE TIPS

#### CAN SUPERVISORS HURT A SAFETY PROGRAM?

- Does upper management kill supervisor involvement by ignoring safety suggestions or limit funding for protective safety equipment?
- The supervisor breaks safety rules on a regular basis like failing to wear a seat belt or use eye protection.
- The supervisor gets angry or yells when an accident report is turned in.
- The supervisor does not complete accident report paperwork, or fails to report the accident at all.
- The supervisor does not send employees to safety training – always says there’s no time.
- Accidents are not investigated by the supervisor.
- The supervisor does not send in maintenance or safety work orders.

#### WHAT CAN GET SUPERVISORS INVOLVED IN THE SAFETY PROGRAM?

- Involve them in inspection programs.
- Involve supervisors in accident investigations that actually put to use final recommendations.
- Act on the recommendations supervisors have – acting on recommendations is a positive reinforce and will encourage supervisors.
- Do the supervisors have the TOOLS that they need to do their “safety job”?
- Provide resources – what could stop supervisors from doing their “safety job”?

- Lack of hardcopy forms?
- PPE on order and the supply has ran out?
- Upper management won’t keep vehicles and equipment maintained?
- Safety recommendations are rarely implemented.

#### THOUGHTS...

- Does the supervisor know the goals and objectives of the safety program?
- Does the supervisor know – clearly – their responsibility in the safety program?
- Has the supervisor received training that is customized to supervisor responsibility?
- How does the supervisor know that safety truly is a business priority? Has that been communicated well to the supervisors?

#### WHAT TRAINING MUST SUPERVISORS HAVE?

- Accident investigation training
- First aid and bloodborne pathogen training
- Principles of behavior based training
- Principles of effective communication
- Delivering disciplinary action or corrective discussion to employees
- Basic instructor training
- Employee involvement techniques

#### WHAT RESPONSIBILITIES DO SUPERVISORS HAVE IN ANY SAFETY PROGRAM?

- Make sure employees have enough time to do safety checks of their equipment and work area.
- Make sure employees have enough time to attend safety training and safety

- Encourage participation & participate with employees.
- Ensure safety work orders are completed.
- Record observation data during safety meetings.
- Provide positive feedback to employees that participate in safety meetings & provide observations.
- Deliver constant feedback – both positive and corrective – for safety purposes.
- Don't force employees to do unsafe work or tasks – supervisor must model safe behaviors.



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