

Occupational Safety and Health

Safety Responsibilities for Supervisors

Supervisors are key members of the Department's safety program. Safety responsibilities for supervisors are contained in several OSHA standards, as well as in the Department's Occupational Safety and Health Manual. To assist supervisors in carrying out their safety responsibilities, the key elements are described below:

Maintain safe and healthful workplaces: Keeping workplaces free from hazards is one of the most critical aspects of a comprehensive safety program. To ensure their employees are adequately protected from hazards, supervisors must:

- Monitor their workplaces frequently to identify unsafe or unhealthful conditions
- Take prompt action to correct hazardous conditions
- If a serious hazard is detected take immediate interim action to safeguard employees
- Encourage employees to report unsafe or unhealthful conditions
- Seek suggestions from employees for improvement of workplace conditions

Investigate workplace accidents:

- Investigate workplace mishaps and take prompt corrective action necessary to ensure the safety and health of employees
- Institute actions to prevent recurrence of accidents

Ensure employees are adequately trained to perform the work safely:

- Prior to permitting employees to work with machine tools, chemicals, powered machinery, electrical systems, lasers and other such equipment, or enter confined spaces, operate forklifts, work in elevated locations or perform similar hazardous work, they must receive specialized training. Contact the Safety Office to obtain the requirements for such training
- Inform employees of the hazards associated with the work they are to perform prior to beginning the work
- Inform employees of the requirements to use any personal protective equipment, such as respirators, safety glasses, fall protection, head or foot protection, etc.

- Inform employees of the procedures to follow in the event of an emergency
- Inform employees of any unique hazards in the workplace and how to identify them
- Inform employees of how to report unsafe or unhealthful conditions
- Inform employees of actions to take in the event of a work-related injury
- Maintain records of safety training provided, such as lesson plans, rosters, list of audio-visual and other materials used

Ensure that employees perform work in a safe manner:

- Monitor employee behavior to ensure that work is being performed safely
- Take prompt action to correct any unsafe or unhealthful actions or behavior