

Supervisor & Managers Safety Responsibilities (R & R)

Presented by

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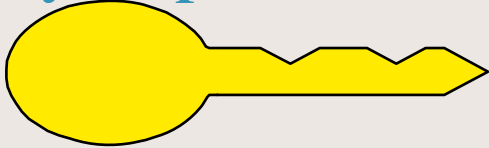
SEMINAR AGENDA

- Importance of accident prevention
- Your role as a supervisor
- Motivating safe behavior
- Effective training techniques
- Setting the example – 100% Safe Behaviors
- Accident investigation
- Legal Responsibilities
- Cal/OSHA Requirements
- Summary

ACCIDENTS HAVE MANY COSTS NOT USUALLY TRACKED

- **LOSS OF MANPOWER**
- **RETRAINING COSTS**
- **DAMAGED MATERIALS / EQUIPMENT**
- **LOWER MORALE**
- **LOSS OF PROFITS**

ACCIDENT PREVENTION

- Preventing accidents is critically important
- Supervisor plays a key role 
- Supervisors need to deal with many issues
- Certain techniques are useful to effectively lead others; e.g., DuPont, BBS
- This session reviews these tools / techniques to assist you as a supervisor

THE SUPERVISOR'S ROLE...

- TRAINS PEOPLE
- COMMUNICATES
- SETS THE EXAMPLE
- ENFORCES RULES
- ENCOURAGES POSITIVE BEHAVIOR
- INVESTIGATES ACCIDENTS



SIGNS OF A LEADER

- Commands respect
- Exhibits respect for others
- Capable of clear communication
- Trains effectively
- Has good listening skills
- Gives feedback
- Follows up
- Understands Human Behavior

FACTORS INFLUENCING SAFETY

- Management Systems
 - Policies, Procedures, Pro-Active Safety Culture
- Work Factors
 - Facilities, tools, equipment and materials, housekeeping, physical hazards
- Human Element
 - Behaviors, Skills, knowledge, abilities, intelligence, motives

HUMAN ELEMENT

Most safety programs deal with physical factors

- easiest to identify and correct

Can only do a partial job at best

- human element is always present

Examine human behavior as it relates to
Safety

- how & why workers commit unsafe acts
- correct the human behavioral aspect

FOCUS ON BEHAVIORS, NOT ATTITUDES

- Unsafe Behaviors should be your focus
 - failure to use PPE, safe guards, procedures.
These are observable and can be changed
- Most Safety programs try to change attitudes
 - carelessness, laziness, “bad attitude” not directly observable, hard to change

CORRECTING HABITS

Reminders and repetitions of 100% Safe behavior

Enforcement is – Required – Walk the Talk

Use disciplinary action if needed –

‘Up to & Including...Termination’

Positive Reinforcement is the most effective method

Praise the employee for Safe Behavior

Set a good example yourself – Walk the Talk

Catch your people doing something Right -
Rewards

EFFECTIVE TRAINING

- Employees need to know safe job procedures
- Important part of supervisor's duties
- Trial & error is a poor method of learning
- Organized training is necessary
- Follow a step by step approach

SHOW

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**TRAINING
STEPS**

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CORRECT



TRAINING GUIDELINES

- Explain the job procedures
- Show the job procedures
- Employee explains it and shows you
- Praise for what is done correctly
- Correct the technique if necessary
- Employee explains and shows again
- Praise for correct technique / procedure
- Follow-up and repeat if necessary

SETTING THE EXAMPLE

- Follow the rules yourself
 - Be consistent in your approach
 - Even small things count
 - Don't make exceptions & Don't play favorites
 - Your actions say a lot more than your words
- Employees will watch you to see if you can
“Walk the Talk”

ACCIDENT INVESTIGATION

- Accidents are investigated, not to find fault or to blame, but to find out the Root Cause
 - Safety Committee, Union & Management
- Get the who, what, when, where & why
- Careless is unacceptable “cause”
- Develop a plan for preventing the accident in the future

Supervisor's Legal Responsibility

- Besides an ethical and moral duty, you have a legal responsibility for safety supervision
- Supervisors can be held criminally liable for serious injury or death of an employee if they have been negligent in their duties

OSHA Requirements

- Effectively implement the Safety Program
- Enforce all Safety rules
- Monitor Safety equipment use (PPE, guarding)
- Correct & report hazards as soon as possible
- Document all Safety activities
- Ensure employees know that they can come to you with safety concerns

Recordkeeping

- New hire training
- Safety meetings
- Safety warnings / disciplinary actions
- Correct & report hazards as soon as possible
- Document all Safety activities
- Be sure that all your employees know that they can come to you with safety concerns

ONE LAST POINT

- As long as you follow through on your duties and don't ignore Safety Issues / Problems
- As long as you take the time to properly train and monitor your workers
- As long as you document all Safety activities
- Then you won't have any legal problems
- It's when you ignore your duties and don't take this seriously that you can get in trouble

SUMMARY

- Accident prevention saves money and improves productivity
- Supervisors have a key role in the Safety program
- Understand human behavior
- Be a leader - set the example, enforce the rules
- Train, communicate, motivate & don't play favorites
- Follow through on your duties - take the time!