

# Supervisor Work Instruction

## Health and Safety Program—WorkSafe BC

While it is recognized that not all items can possibly be covered by this mandate, the major items that should be completed by this position are documented here. This is a living document, and changes will be made from time to time as necessary. Those persons covered by this document should seek further advice or explanation from their superior.

Role in Task	Evidence of Satisfactory Accomplishment
<ul style="list-style-type: none"><li>➤ Ensures crew is operating in a safe manner</li></ul>	<ul style="list-style-type: none"><li>➤ No crew violations are noted during daily checks by supervisors</li><li>➤ Ongoing and continued absence of injuries to personnel or damage to equipment or the environment</li><li>➤ Confirms the use of PPE by workers where applicable</li><li>➤ Works with the supervisor to ensure compliance of workers with the rules</li><li>➤ Utilizes documentation to show compliance (or non-compliance) with the rules and regulations</li></ul>
<ul style="list-style-type: none"><li>➤ Demonstrates adequate understanding of health and safety rules and their intent</li></ul>	<ul style="list-style-type: none"><li>➤ Supervisor shows level of understanding by enforcement and communication of the rules to crew personnel</li><li>➤ Demonstrates proper understanding of rules by utilizing proper documentation</li><li>➤ Completes all reports properly and in a timely fashion</li><li>➤ Completes training as requested by the company</li></ul>
<ul style="list-style-type: none"><li>➤ Manages the crew within a safe working environment</li></ul>	<ul style="list-style-type: none"><li>➤ Demonstrates the understanding of “right to refuse unsafe work”</li><li>➤ Understands the importance of reporting incidents, and demonstrates this by ensuring compliance from workers</li><li>➤ Does not permit horseplay, or any other activity that is not for the purpose of working</li><li>➤ Shows leadership by following the rules without exception, and operates with a good safety attitude</li><li>➤ Intervenes when a safety matter is unable to be resolved at lower levels</li></ul>