**Sample Supervisor Responsibility Sign-off**

**Supervisors**

•

* Ensure that all workers are trained and educated to work in a safe manner and that they use all protective devices and procedures required by the company and safety legislation
* Advise all employees of any potential or foreseeable hazards or dangers and how to identify and address them through control methods.
* Arrange for medical treatment as required, in the case of injury or illness, including transportation to a medical facility
* Record and investigate incidents such as potential losses, and property damage
* Advise management and safety committees on how to prevent similar incidents in the future
* Involve themselves in the company safety inspection program
* Carry out on-going safety inspections within area of responsibility
* Correct physical conditions which are liable to cause or have caused incidents
* Provide a good example for employees by always directing and performing work in a safe manner
* Maintain a good housekeeping standard and assign definite responsibilities for housekeeping
* Enforce all established safety regulations and work methods
* Provide toolbox meetings to the crew and record minutes of those meetings
* Set a good example by following the rules and polices
* Ensure workers are aware of their rights under the Act, Regulation and Code.
* Ensure that the health and safety system continues to challenge and move in an industry forward direction

•

I have read and understand my health and safety duties and responsibilities. I will perform them to the best of my abilities in support of the company health and safety system.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Printed Name and Signature |  | Date |