

# Roles and Responsibilities of Supervisor



# SAFETY

## WHY ?

सुरक्षा

क्यों ?

Because,

Somebody is waiting for you at Home

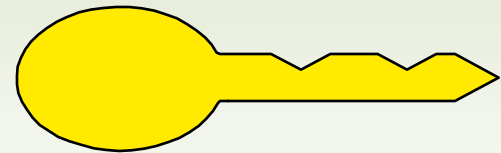


क्योंकि

कोई घर में आपका (प्रतीक्षा/इंतजार) कर रहे हैं

# Supervisor - Definition

- ✦ **A supervisor is “ a person who instructs, directs, and controls the workers in the performance of their duties”.**
- ✦ **Supervisor is a KEY person in any organisation.**



# Supervisor – Key Person

- Supervisor is a interlink between Management & Workers.



Management



Supervisor

Workers



# Who is Supervisor ?

**Supervisor may also includes Owners, managers, Superintendents, Engineers, Foremen, Department heads, & Trainee Engineers**

**Remember;**

**If you as a Supervisor fail to take action or delay taking action, you not only condone the UNSAFE activities but you also ENCOURAGE it**

# Duties of Employer / Management

- **To ensure the health and safety of their workers and other workers on the worksite.**
- **To ensure that workers are aware of all known or reasonably foreseeable hazards.**
- **To establish Safety Policies and programmes**
- **To remedy hazards**
- **To provide information, instruction, training and supervision**



# Duties of Workman

- ✦ **Take reasonable care to protect themselves and others**
- ✦ **To work with all rules and regulations.**
- ✦ **Follow established safe work procedures**
- ✦ **To work safely as per the instruction of Supervisor**
- ✦ **Report any unsafe conditions or unsafe acts.**





# Duties of Supervisors (General)

- **Achieve corporate goals – Produce a quality product or services, meet delivery schedules and minimize waste.**
- **Production – Effective and efficient management of personnel, time, equipment, material for production.**
- **Give job instructions.**
- **Assign work to personnel and supervise them.**
- **Maintain equipment and workplace.**
- **Documentation.**



# SIGNS OF A GOOD SUPERVISOR

- **Good Leader**
- **Commands respect**
- **Exhibits respect for others**
- **Advise and take care of safety of their workers**
- **Capable of clear communication**
- **Trains effectively**
- **Has good listening skills**
- **Gives feedback**
- **Follows up for safety**
- **Understands Human Behavior**



# THE SUPERVISOR'S ROLE... (Safety)

- TRAINING TO THE PEOPLE
- COMMUNICATES
- SET AN EXAMPLE
- LEGAL REQUIREMENT / ENFORCES RULES
- ENCOURAGES POSITIVE BEHAVIOR
- JOB SAFETY ANALYSIS
- SAFETY INSPECTION
- RECORD KEEPING
- INVESTIGATES ACCIDENTS



# Training to workmen

- ✦ **A good supervisor always train their people for safe operation on machine.**
  - ✦ **Explain the job in detail and the reasons for doing it.**
  - ✦ **Explain the safe procedure for doing work.**
  - ✦ **Encourage workers to ask question during training.**
  - ✦ **Explain the hazards associated with machine / process and safe work of doing it.**

# Training to workmen

- ✦ **Explain the importance of PPEs (Safety helmet, gloves, goggles, Safety shoes, ear plug, etc.)**

- ✦ **Give special focus to young and new workman.**

- ✦ **Give special focus on new job (operation).**

- ✦ **After training - Supervisor should observe the workmen and check workmen for his safe and good work.**

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**TRAINING  
STEPS**

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**CORRECT**





Show

Observe

Tell

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**





# Communication

- **A good supervisor always give TOOL BOX TALK prior to any work.**
- **Always tells their workers about hazards associated with work and their remedy.**
- **Communicate the safe working procedure.**
- **Supervisor also listen to workers about their problems and solve accordingly.**
- **Supervisor also communicates any requirement of PPEs, unsafe condition, unsafe procedure to Management for its correction or provision.**



# Set an Example

- **A supervisor is a person who first follow all safety rules.**
- **Use of PPEs during work should be his nature.**
- **Supervisor always give respect to SAFETY in any time.**
- **Always follow work-permit procedure.**
- **Supervisor should report any unsafe condition or act.**



# Set an Example - Guideline

- **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"**

# Legal Requirement / Enforce Safety Rules

**Besides an ethical and moral duty, Supervisor have a legal responsibility for safety supervision.**

- ✦ **Testing of tools / tackles**
- ✦ **Testing of pressure vessels**
- ✦ **Use of PPEs**
- ✦ **Availability of Fire Extinguishers at work place**
- ✦ **Ensure Emergency Procedure**
- ✦ **Validation of machine**



# Encourage Positive Behaviour

- Motivate the workmen for safe work.
- Do not scold or blame but analyze the situation.
- Do not behave like BOSS but always guide as FRIEND.
- Always focus on behaviour of workmen and try to change bad behaviour (not using PPEs, safe guards, procedure) behaviour and try to change it by training or advising them emotionally.
- Praise the employee for Safe Behavior
- Catch your people doing something **Right - Rewards**



# Encourage Positive Behaviour

- **Supervisor should ask any unsafe condition while working and should take steps to element it.**
- **Always behave like family member with workmen and understand their situation.**
- **Always work in team.**



# Job Safety Analysis

- **Supervisor should always do Job Safety Analysis with the help of manager, safety professionals and display JSA on each machine.**
- **For JSA – break activities, identify hazards, apply remedial measures for that.**
- **Display Dos and Don'ts on each machine or procedure after analyzing.**



# Safety Inspection

**Supervisor should do periodically Safety Inspection of his area.**

- ✦ **Condition of machine**
- ✦ **Work place condition**
- ✦ **Unsafe Act / Unsafe Condition**
- ✦ **Hazard at work place**
- ✦ **Violation of Safety Rule**
- ✦ **Violation of Legal Requirement**

**Submit report to Management for its correction.**





# Record Keeping

**Always keep record of-**

- **Training documents**
- **Tool Box Talk**
- **Concerned Safety Procedure**
- **Minutes of Safety Meeting**
- **Report of hazards and its compliance status**
- **Work-Permit**
- **All Safety Activities**
- **Inspection / Audit Report**



# Investigate the Incident

- ✦ **As a key person of work place, it is essential to take part in accident / incident Investigation and give valuable suggestion / information during investigation.**
- ✦ **Accidents are investigated, not to find fault or to blame, but to find out the Root Cause - (who, what, when, where, why).**
- ✦ **Develop a plan for preventing the such incident in future.**



# Investigate the Incident

**Accident have many costs not usually tracked-**

- ✦ **Loss of Manpower**
- ✦ **Retraining Costs**
- ✦ **Damaged Material / Equipment**
- ✦ **Lower Morale**
- ✦ **Loss of Profit**
- ✦ **Loss of trust towards Management and Supervisor.**



# Supervisor - Summary

- ✦ You are a Supervisor and thus in a sense, have **TWO FAMILIES**. Care for your people at work as you would care for people at home.



With Family



With Workmen

# Supervisor - Summary

✦ Know all the rules of Safety that apply to your workplace.



### Safety Rules

- Adult supervision of all children is required at all times.
- Bounce houses are designed for children.
- Children in jump houses should be close in age.
- Divide children by ages and give each group their own time to bounce, jump or slide in our jump houses bouncers and slides.
- Restroom clean bottles using jump houses bouncers, or slides.
- Keep all sharp objects away from inflatable units.
- Keep all pets away from inflatable jump houses bouncers, and slide units.
- Keep all food, drinks and snacks away from bounce houses.
- Stay out of jump houses bouncers and slides in strong wind or thunderstorms.

### Be smart on the internet

**S SAFE** - Keep safe by being careful not to give out personal information - such as your full name, email address, phone number, home address, photos or school name - to people you are chatting with online.

**M MEETING** - Meeting someone you have only met in chat with online can be dangerous. They may not be who they say they are. Always meet with your parents or carers. Never meet anyone from online when they see you in person.

**A ACCEPTING** - Accepting emails, text messages or instant messages from people you don't know can be dangerous. They may contain viruses or spyware.

**R RELIABLE** - Information you find on the Internet may not be true, or someone online may be lying about who they are.

**T TELL** - Tell your parents, carers or a teacher about if someone is sending you pictures or videos of yourself, or if you are someone you never to be in person.

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KIDSMART

# Supervisor - Summary

- Anticipate risks that may arise from changes in equipment or methods.
- Encourage your people to discuss with you the hazards of their work.
- Train, communicate & monitor your workmen for safe work.





# Supervisor - Summary

- ✦ **Instruct your workmen to work safely.**
- ✦ **Follow up your instructions consistently.**
- ✦ **Implement all safety rules at workplace.**
- ✦ **Report and Correct all hazard at workplace as soon as possible.**



# Supervisor - Summary

- ✦ Investigate all accidents no matter how slight.
- ✦ Remember that safety not only reduces human suffering and loss, but also improves efficiency, productivity and quality. Safety is good business.
- ✦ In any organization safety culture can be bring only with the help of SUPERVISOR.





**Thank You**