Keep this as a “living” document that should evolve with the workplace requirements and risk assessments over time. As you work through the modules, check “yes” or “no” for each of the statements. If you indicate a “no” to any statement, work toward moving those to “yes”.

**Module 5: Due Diligence**

**Supervision and Due Diligence** (source: WorkSafe Saskatchewan, *Supervision and Safety*)

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| **Yes** | **No** | **Demonstrate commitment** |
|  |  | I set an example for health and safety. |
|  |  | I integrate health and safety into all aspects of my work. |
|  |  | I communicate health and safety expectations to all of the workers I supervise. |

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| **Yes** | **No** | **Identify, assess and control hazards** |
|  |  | I have definite procedures and resources in place to identify, assess and control hazards. |
|  |  | I have committed (or asked the employer to assign) appropriate resources to health and safety. |
|  |  | Safety is a factor when new equipment is acquired, when a new process is developed and when a procedure is changed. |
|  |  | There is a hazard reporting procedure in place that encourages workers to report unsafe conditions and unsafe practices to their supervisor. |
|  |  | I promptly deal with hazards and concerns reported to me, including informing workers about the situation and what is being done to protect their health and safety. |

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| **Yes** | **No** | **Prepare for emergencies (fire, incident, etc.)** |
|  |  | I identify potential emergencies in the workplace. |
|  |  | I have definite procedures and resources in place to manage emergencies. |
|  |  | I have assigned responsibilities and accountabilities. |
|  |  | I have provided adequate training and practice. |

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| **Yes** | **No** | **Assign responsibilities and accountabilities** |
|  |  | I have assigned clear responsibilities and accountabilities for health and safety to the workers I supervise? |
|  |  | Records I maintain show that workers I supervise are held accountable for their health and safety performance. |

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| **Yes** | **No** | **Conduct regular inspections (walkabout)** |
|  |  | I regularly inspect work areas I’m responsible for. |
|  |  | I ensure that workers I supervise inspect tools, equipment, machinery and controlled product containers. |
|  |  | I support inspections by the occupational health committee or worker health and safety representatives. |
|  |  | I promptly address concerns. |
|  |  | I follow up on unresolved items. |
|  |  | I check on effectiveness of corrective action. |

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| **Yes** | **No** | **Controlled chemicals and biological substances** |
|  |  | I maintain a current inventory of chemical and biological substances. |
|  |  | I check to see that each controlled product has a current SDS and that product containers are properly labeled. |
|  |  | I obtain hazard information about each controlled product, develop safe work procedures and train workers I supervise. |
|  |  | I make sure that each worker I supervise has adequate generic and job-oriented WHMIS training. |
|  |  | I show workers I supervise how to use the safety data sheets (SDSs) for the controlled products they work with. |
|  |  | I make sure that hazard controls are adequate, and that workers I supervise are following safe work procedures and using appropriate personal protective clothing and equipment. |
|  |  | I assign clear responsibilities to workers I supervise who order, purchase and receive chemical and biological substances. |
|  |  | I have developed plans to prevent the release of hazardous chemical and biological substances into the work environment and to minimize the concentrations of hazardous substances. |
|  |  | I make sure that containment and ventilation systems are used and maintained properly. |
|  |  | I keep the workplace clean. |
|  |  | I check to see that personal protective equipment (PPE) is used, cleaned, stored and maintained properly and that workers I supervise know the limitations of their PPE. |

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| **Yes** | **No** | **Train workers** |
|  |  | I explain health and safety responsibilities and requirements to all workers I supervise and made sure they understand. |
|  |  | I train workers I supervise to work safely and use proper protective equipment and checked their understanding. |
|  |  | I supervise inexperienced workers closely until they are able to work safely. |
|  |  | I follow up to make sure workers I supervise are using their training and are working and acting safely. |
|  |  | I keep records of the orientation and training each worker I supervise has received. |

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| **Yes** | **No** | **Investigate incidents** |
|  |  | I inform LRWS, OHS Division about reportable incidents. |
|  |  | I investigate incidents, concerns and refusals to work. |
|  |  | I support investigations by the occupational health committee. |
|  |  | I take corrective action to deal with the root causes of incidents. |

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| **Yes** | **No** | **Involve your workers** |
|  |  | I involve workers I supervise in occupational health and safety. |
|  |  | I regularly discuss health and safety during staff meetings and safety talks/huddles. |
|  |  | I inform workers I supervise about what is being done to deal with concerns and correct problems reported to you and found on inspections and investigations. |
|  |  | I support the occupational health committee or worker health and safety representative to receive adequate training, time and resources. |

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| **Yes** | **No** | **Evaluate and revise your system regularly** |
|  |  | I review my organization’s health and safety system with workers I supervise at least once a year and make improvements as needed. |
|  |  | I keep records of health and safety activities and improvements. |

**Module 6: Orientation and Training**

**Supervision and Training**

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| **Yes** | **No** | **Prior to training of workers I supervise:** |
|  |  | I provide workers with appropriate information on the upcoming training. |
|  |  | I ensure workers attend required training. |

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| **Yes** | **No** | **Training for workers I supervise includes:** |
|  |  | procedures to be taken in the event of a fire or other emergency. |
|  |  | the location of first aid facilities. |
|  |  | identification of prohibited or restricted areas. |
|  |  | precautions to be taken for the protection of the worker from physical, chemical or biological hazards. |
|  |  | any procedures, plans, policies and programs that the employer is required to develop pursuant to the Act or any Regulations made pursuant to the Act that apply to the worker's work at the place of employment. |
|  |  | any other matters that are necessary to ensure the health and safety of the worker while the worker is at work (e.g., specific training on safe moving tasks, violence intervention, etc.). |

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| **Yes** | **No** | **Training for workers I supervise involves:** |
|  |  | explanation: nature and purpose of the task. |
|  |  | demonstration: the skill. |
|  |  | helping: worker performs the task. |
|  |  | coaching: worker practices with assistance - appropriate feedback. |
|  |  | supervising: watch worker and use positive reinforcement to correct where necessary and praise where necessary. |
|  |  | fine tuning: watch for development of unsafe habits/return to unsafe habits. |

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| **Yes** | **No** | **Following training for workers I supervise:** |
|  |  | I ensure training is documented including topic, date, other relevant information. |
|  |  | I ensure that workers are assessed to demonstrate they are able to apply their learnings to their job. |
|  |  | I ensure workers are given appropriate mentoring/coaching and support to be successful. |
|  |  | I provide ongoing reinforcement:* annual reviews of policies, procedures, topics covered in orientation, various recording/reporting forms
* safety talks/safety huddles\*

\*A safety talk/safety huddle would be a reinforcement of policies and procedures in a more informal and abbreviated manner A Safety Talk is a short (two-five minutes) “talk” on a safety related topic. Visit www.saswh.ca for a variety of Safety Talks and resources. |

**Supervision and Regulation 31-3** - Additional requirements in health care facilities

From this list, check off all of those that YOU appropriately meet to support the requirements of OH&S Regulation 31-3. For those that you mark with a “No”, speak to your supervisor as these are legislated requirements that must be met.

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| **Yes** | **No** | **Sample Activities for the Area(s) I Supervise** |
|  |  | I am aware of where policies and procedures are located and what they mean. |
|  |  | I comply with the policies and procedures. |
|  |  | I ensure workers I supervise know and comply with the policies and procedures. |
|  |  | I am knowledgeable about, and experienced in the safe handling, use and storage of hazardous substances (e.g., WHMIS 2015). |
|  |  | I am knowledgeable about, and experienced in techniques for safely moving patients, residents and clients (e.g., SASWH’s Transferring Lifting Repositioning (TLR®) program©). |
|  |  | I am knowledgeable about, and experienced in the handling, use, maintenance and storage of personal protective equipment. |
|  |  | I am knowledgeable about, and experienced in the appropriate response to any emergency situation at my place of employment. |
|  |  | I am knowledgeable in the duties and responsibilities of workers I supervise. |
|  |  | I am knowledgeable in the training of workers under my supervision in safe work practices and procedures (e.g., have taken the training to adequately understand and support workers). |
|  |  | I ensure that all workers I supervise know my name. |

**Supervision and Regulation 31-3(2)**. The following is a sample of activities that apply with supporting SASWH’s Transferring Lifting Repositioning (TLR®) program© and OH&S Regulation 31-3(2).

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| **Yes** | **No** | **Supporting Workers I supervise in the TLR program** |
|  |  | I promote a team approach to safely complete tasks and consider changing the daily routine when working short staffed to ensure safety of the worker and patient, resident or client is not jeopardized. |
|  |  | I ensure proper risk assessments (self, environment, equipment, object/task, client) are completed and documented as necessary. |
|  |  | I ensure that workers I supervise are trained on the use of any equipment appropriate for the task. |
|  |  | I ensure that any defective equipment is promptly reported. |
|  |  | I ensure a preventative maintenance program is implemented and that the appropriate repair and replacement of equipment happens in a timely manner. |
|  |  | I ensure the moving technique, the safe patient handling equipment necessary, any assistants or other safety information to mobilize, lift, hold, turn, position or transfer a patient, resident or client is current, is specified in writing and visually displayed near the patient, resident or client (e.g., TLR logos are used and up to date). |
|  |  | I ensure the workers I supervise incorporate appropriate equipment, decant, decase or use other safe strategies to reduce the load of objects. |
|  |  | I ensure workers I supervise document and report all potential risks of injury related to the moving task, whether it pertains to an object or a client. |
|  |  | I ensure the documented and reported potential risks of injury are reviewed (be proactive and prevent an injury). |
|  |  | I ensure workers I supervise document and report all injuries and incidents resulting from a moving task. |
|  |  | I ensure corrective measures are taken to avoid further injuries. |
|  |  | I maintain a summary record of injuries to workers I supervise so that trends can be identified and dealt with in a timely manner. |
|  |  | I work in consultation with the OHC to review the activities that cause or could contribute to musculoskeletal injuries (MSIs); work to minimize or eliminate the risk of injury. |
|  |  | I ensure communication with workers I supervise remains open. |

**Supervision and Regulation 3-26** - Violence

Supervisors and violence

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Supporting Workers I Supervise** |
|  |  | I ensure I’m aware of any staff positions under your supervision that have been, or may reasonably be expected to be, exposed to violent situations. |
|  |  | I ensure I’m aware of, and inform workers I supervise, of the nature and extent of risk from violence. |
|  |  | I ensure that myself and workers I supervise have appropriate training to recognize, minimize or eliminate the risk of violence. |
|  |  | I ensure that myself and workers I supervise report/document violent incidents. |
|  |  | I ensure that myself and workers I supervise know where the employer’s policy statement is located and what it means. |
|  |  | I respond promptly to reports and treat all violent situations confidentially and seriously. |
|  |  | I am sensitive to effects in workplace. |

**Supervision and WHMIS**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Supporting Workers I Supervise** |
|  |  | I know hazardous products in the workplace. |
|  |  | I review hazardous products in the workplace with workers I supervise. |
|  |  | I know which substances are controlled products and which are consumer products. |
|  |  | I ensure workers I supervise receive education and training on hazardous products when workers work with those products or may be exposed to those products in the course of their work activities. |
|  |  | I ensure that all containers are suitably labelled from the supplier, employer and when decanted. |
|  |  | I ensure safety data sheets (SDSs) are in place and up-to-date for all controlled products and that they are available to workers I supervise. |
|  |  | I ensure workers I supervise are appropriately educated on WHMIS 2015 (what’s new; what’s changed; implementation of WHMIS 2015; new SDSs) and receive site and job specific training which may include personal protective equipment required; specific procedures on disposal, emissions, emergency, spill kits; when new products/chemicals and/or change in supplier. |

**Module 7 - SMS and OH&S Program Requirements**

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| --- | --- | --- |
| **Yes** | **No** | **SMS and OH&S Program Support** |
|  |  | I know where to find the SMS documents in my organization. |
|  |  | I understand the SMS. |
|  |  | I know how to apply the SMS requirements |
|  |  | I encourage and ensure reporting and investigation of hazards and incidents. |
|  |  | I identify, assess and eliminate/control hazards. |
|  |  | I instruct workers I supervise regarding hazards and ensure controls are in place. |
|  |  | I involve workers I supervise in problem-solving of safety concerns. |
|  |  | I ensure workers I supervise understand their duties and responsibilities. |
|  |  | I ensure workers I supervise know and comply with the SMS. |
|  |  | I correct unsafe behaviour. |
|  |  | I recognize positive, safe work efforts. |
|  |  | I set a good example by complying with the SMS. |

**Module 8 - OHCs**

**Supervision and OHCs**

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| --- | --- | --- |
| **Yes** | **No** | **OHC Member Support** |
| I make every effort to ensure that the OHC member I supervise is given the required time away from regular duties to: |
|  |  | attend committee meetings and related activities; and |
|  |  | conduct inspections and related activities; and |
|  |  | participate in investigations and related activities; and, |
|  |  | receive, investigate and report on worker concerns. |

|  |  |  |
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| **Yes** | **No** | **OHC role and members** |
|  |  | ensure that all workers I supervise know the role of the committee and which committee member represents them. |

**Module 12 - Effective Supervision**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Keys to Supervisor Effectiveness** |
|  |  | I am appropriately trained. |
|  |  | I encourage workers I supervise to document incidents and hazards. |
|  |  | I correct unsafe behaviour in a timely manner. |
|  |  | I am appropriately delegated with the authority to make decisions and act on OH&S issues. |
|  |  | I know how to escalate issues to ensure compliance. |
|  |  | I understand OH&S legislation, as well as workplace policies and procedures. |
|  |  | I understand all requirements of the job and its obligations under OH&S laws. |
|  |  | For workers I supervise, I am aware of the workers’ experience and skills, as well as the tasks being supervised so I can understand what level of supervision is required. |
|  |  | I promptly take corrective action when a worker reports a concern or hazard. I do this by: |
|  |  | * + asking the workers for suggestions on how to rectify the situation.
 |
|  |  | * + consulting with internal subject matter experts, such as maintenance or purchasing.
 |
|  |  | * + consulting the OHC member representing the area or a co-chair as required.
 |
|  |  | * + informing the appropriate manager/OHC of concerns that cannot be resolved on the work unit.
 |

When you have challenges, you may want to discuss them with other supervisors at your workplace. A team approach may help to overcome challenges through sharing of knowledge, skills and experience.