

## **UNBSJ SUPERVISOR GUIDE**

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

### **Your key responsibilities**

1. Ensure the health and safety of all workers under your direct supervision.
2. Know the WorkSafeNB requirements that apply to the work under your supervision and make sure those requirements are met.
3. Ensure workers under your supervision are aware of all known hazards.
4. Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

The first step is to go over the applicable New Employee Brief (NEB). The NEB is intended and designed to serve as a directional platform for conversation and does not fulfill legal requirements when it is simply read by an employee. When complete, both sign the last page and send a copy to EHS&S for retention. It would be good practice to also add any other training completed on this signature page for records keeping.

<http://www.unb.ca/saintjohn/security/resources/briefings.html>

Next, scan through the index/regulation outline of 91-191, General Regulation, of the Occupational Health and Safety Act to see if any government act applies to

your specific work (ie, scaffolding work, working with asbestos, working from heights, working in temperature extremes, boat safety, etc)

<http://www.worksafenb.ca/acts-and-regulations#NBOHS>

Now do a Risk Assessment of all processes, equipment, and or product in your workplace to see what may require written procedures. This is easier than it sounds – Equipment comes with an operating manual with written instructions on how to use and what personal safety equipment needs to be worn; product comes with warning labels to advise on safe handling procedures and required safety equipment; all that is really left is your individual processes.

For every task we start by doing a risk assessment; on the left, how likely is an accident to happen - on the top, what would the severity be like if an accident did happen. Any process that falls within the medium range should have written instructions for how it is performed safely. Any process within the high category needs to be evaluated to see if the risk can be mitigated by other means.

		<b>Hazard Severity</b>				
		<b>Negligible</b> Negligible injury, no absence from work	<b>Slight</b> Minor injury requiring first aid treatment	<b>Moderate</b> Injury leading to a lost time accident	<b>High</b> Involving a single death or serious injury	<b>Very High</b> Multiple deaths
<b>Likelihood of Occurrence</b>	<b>Very Unlikely</b> A freak combination of factors would be required for an incident to result	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>
	<b>Unlikely</b> A rare combination of factors would be required for an incident to result	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>
	<b>Possible</b> Could happen when additional factors are present but otherwise unlikely to occur	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>
	<b>Likely</b> Not certain to happen but an additional factor may result in an accident	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>
	<b>Very Likely</b> Almost inevitable that an incident would result	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>

Next is there specific training required; ie, working with chemicals requires MSDS or new SDS; shipping samples from field requires TDG Air training, working in remote locations requires a first aid certified person; working with Biological agents requires biosafety training, radiation and laser both require specific training, use of power tools requires training by a competent person (someone with working knowledge of the item), and specialized equipment/processes require training to use (fume hood, biosafety cabinet, autoclave, scintillators, and work around/with asbestos).

Ensure this training is documented and any medium risk tasks have been explained and employee knows where to find instructions for future reference. Again the NEB is a great place to document any additional training. You may opt to use a simple hand written form or opt for the Microsoft Excel training log as pasted below.



# TRAINING LOG

<p>This shape represents a table slicer. Table slicers can be used in at least Excel 15.</p> <p>If the shape was modified in an earlier version of Excel, or if the workbook was saved in Excel 2010 or earlier, the slicer cannot be used.</p>	<p>This shape represents a table slicer. Table slicers can be used in at least Excel 15.</p> <p>If the shape was modified in an earlier version of Excel, or if the workbook was saved in Excel 2010 or earlier, the slicer cannot be used.</p>	<p>This shape represents a table slicer. Table slicers can be used in at least Excel 15.</p> <p>If the shape was modified in an earlier version of Excel, or if the workbook was saved in</p>	<p>This shape represents a table slicer. Table slicers can be used in at least Excel 15.</p> <p>If the shape</p>	<p>This shape represents a table slicer. Table slicers can be used in at least Excel 15.</p> <p>If the shape</p>
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DATE OF TRAINING	NAME	COURSE	INSTRUCTOR	TAKEN	PASS/FAIL	NOTES
01/06/2012	Kim Abercrombie	Employee Introduction	Chris Johnson	Yes	Pass	Excellent instructor.
<b>02/06/2012</b>	<b>Michael Lange</b>	<b>Employee Introduction</b>	<b>Chris Johnson</b>	<b>Yes</b>	<b>Fail</b>	<b>Had to leave early, not able to complete.</b>
03/06/2012	Robin Wakefield	Employee Introduction	Chris Johnson	Yes	Pass	Final offering this quarter.
03/06/2012	Michael Lange	Employee Introduction	Chris Johnson	Yes	Pass	Final offering this quarter.
04/06/2012	Michael Lange	Employee Operations	Katie Jordan	Yes	Pass	Initial offering for this quarter
04/06/2012	Robin Wakefield	Employee Operations	Katie Jordan	Yes	Pass	Initial offering for this quarter
04/06/2012	Robin Wakefield	Intermediate Accounting	Katie Jordan	Yes	Pass	Closed audience only.
04/06/2012	Kim Abercrombie	Employee Operations	Katie Jordan	Yes	Pass	Initial offering for this quarter
05/06/2012	Kim Abercrombie	Intermediate Accounting	Katie Jordan	No	Future	Not taken yet.
05/06/2012	Michael Lange	Advanced Accounting	Chris Johnson	No	Future	Not taken yet.

Last, ensure there is a schedule for follow up training, review cycle, and process in writing for reviewing any new procedures introduced. Ensure all safety equipment is available, working, and employees know how to use it.