

Suggested Actions for Supervisors

1. Recognize that unsafe acts, conditions, and most accidents are the results of management system failures. Work to reduce those failures.
2. Set a personal example by wearing required PPE. Follow all work rules. Management can best convince other employees of the importance of safety and health by carrying out his/her responsibilities with conviction.
3. Ensure that every employee receives necessary training, before the employee begins work. Inform new employees, or employees changing jobs, of potential safety hazards in their working environment and give explicit instruction regarding good safety practices. **Do not allow anyone to perform a task without assuring yourself they know how to do the job and do it safely.**
4. Ensure PPE is made available to employees that need it.
5. Observe each worker under your supervision some time during each workday. When you observe unsafe acts, inform the worker immediately and explain why the act was unsafe. Depending on the circumstance, disciplinary action may be necessary. Compliment those workers you observe to be working safely.
6. Inspect work areas regularly, eliminating potential hazards. If the hazard can not be immediately eliminated, make sure the hazard is clearly identified.
7. Require employees to follow all work rules. Make this a condition of employment. Include safety performance as part of the performance review.
8. Ensure employee report injuries/illnesses to Medical Department as soon as possible. **Investigate all accidents immediately.** Take appropriate action to make sure accident cannot be repeated.
9. Conduct regular safety meetings to help increase safety awareness and to keep employee informed.
10. Encourage the reporting of safety concerns and unsafe conditions. Immediately address those concerns.
11. Maintain a general knowledge of the FESHM and good specific knowledge of those portions pertinent to their specific operations. Enforce the safety requirements.