



POLICY	
Policy Number: HS2020-008	Date Approved: April 2009
Department: Health and Safety	Date Reviewed: October 2020
Supervisor Responsibilities	

1. Policy Statement

The Town of Kirkland (the Corporation) recognizes the importance of engaging supervisors with health and safety responsibilities to achieve a healthy and safe workplace. Supervisors shall be competent, understand and comply with their imposed duties and responsibilities; as mandated in all applicable legislation, regulations and standards. The Corporation shall hold supervisors accountable to their defined responsibilities.

2. Purpose

The policy outlines a standard for supervisors and further describes expectations and how the supervisor shall carry out their responsibilities; pertaining to the health and safety of all employees.

3. Scope

This Policy applies to all Supervisors of The Town of Kirkland Lake.

4. Definitions

Supervisors shall:

- Conduct and participate in training, information sessions, meetings, tail-gate meetings, and safety talks relevant to health and safety in the workplace;
- Ensure training of all employees in safe work practices and job safety requirements;
- Perform monthly workplace inspections as required;
- Conduct and participate in incident, complaint and work refusal investigations;
- Perform employee safety observations;

- Provide induction training to new and transferred employees and reinforcement/refresher training to all employees including consistently providing information, instruction and supervision;
- Enforce rules, procedures, safe work and hygiene practices, health and safety standards and use of personal protective equipment;
- Advise employees of the existence of any known hazards or potential danger to the employee's health and safety;
- Respond to and correct any identified or known unsafe or substandard acts, contraventions or hazardous conditions;
- Respond to and investigate all incidents/accidents resulting in personal injury and or property damage and analyze all accidents, attempting to establish the true cause and take the corrective action most likely to prevent a reoccurrence of the accident or accidents similar in nature;
- Ensure the inspection and maintenance program for equipment/machinery in the department is being followed;
- Inform the Department Head and Safety Committee of any known and/or identified health and safety concerns;
- Annually evaluate employee safety performance;
- Investigate and analyze work methods and practices and when possible develop new and improved safe work practices;
- Verify on a continuing basis that all Corporate safety policies, regulations and work practices are consistently being applied by all employees and provide regular feedback including corrective measures;
- Ensure that all emergency equipment and supplies are in correct operating condition and properly located;
- Take all reasonable precautions to ensure the protection of employees;
- Co-operate with the Safety Committee/Safety Representative.

5. Policy & Procedures

Supervisor Health & Safety Authority

In order to carry out their responsibilities, the supervisor has the authority to:

- Suspend operations in the interest of safety;
- Have unsafe conditions corrected;

- Prevent access to unsafe areas;
- Shutdown unsafe equipment;
- Correct unsafe acts of subordinates;
- Recommend discipline for violations of safe practices in accordance with the Corporation's Code of Discipline Policy;
- Authorize overtime to correct unsafe conditions;
- Plan and schedule safety meetings and safety talks with employees;
- Carry out investigations and job hazard analysis studies;
- Request assistance from a Department Health and Safety Representative;
- Request additional authority and assistance from other supervisors.

6. **Summary**

Evaluation

An annual performance review shall be conducted to measure each of the above listed responsibilities and ensure accountability. This procedure shall be reviewed annually with collaboration of the department head managers and the Safety Committee.

Acknowledge Success and Recommendations

An annual report will be produced by the Health and Safety Coordinator outlining results of the annual review. Success will be noted and recommendations will be documented for further review.

Training

Supervisors shall complete recognized competency training and training on hazards and legislative requirements as required.

Legislation/Standards

The Occupational Health and Safety Act, R.S.O. 1190, Section 27