

JOB DESCRIPTIONS – RECOMMENDED SAFETY LANGUAGE

For Managers/Supervisors

It is the responsibility of each manager and supervisor to ensure that safe or healthy work practices occur throughout their department and the entire organization. If any manager or supervisor has knowledge of an unsafe or unhealthy work situation or practice anywhere in the organization, they are responsible for reporting the practice or situation to their immediate supervisor in writing.

Creating and maintaining a safe work environment includes, but is not limited to:

- Knowing the health and safety requirements that apply to the work being supervised and ensure that they are followed
- Instructing and training workers in safe work procedures for all tasks assigned to them, and check that their work is being done safely
- Providing a positive example by following all safety rules
- Investigating unsafe conditions and following formal organizational policy and procedure for reporting and ensuring that corrective action is taken without delay
- Consulting and cooperating with governmental regulators in all aspects of adherence to laws and regulations involving employee work related health and safety
- Identifying workers with problems that could affect safety at the worksite and following up with corrective action where necessary
- (IF APPLICABLE) Inspecting the workplace for hazards
- (IF APPLICABLE) Ensuring that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- (IF APPLICABLE) Ensuring that only authorized, adequately trained workers operate tools and equipment or use hazardous chemicals

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