



### Supervisor Competency Checklist

	Yes/ No	Key Questions an Employer Should Ask
1		Is the supervisor aware of the <i>Occupational Health and Safety Act (OHSA)</i> ?
2		Can the supervisor describe the Internal Responsibility System?
3		Does the supervisor know the three rights of workers under the OHSA?
4		Does the supervisor know the difference between the OHSA and the health and safety regulations?
5		Does the supervisor know the requirements of competent person set out in the OHSA?
6		Does the supervisor know the responsibilities of the supervisor, employer, worker, owner, constructor, and officers and directors under the OHSA?
7		Does the supervisor understand the concept of hazard anticipation, recognition, assessment and control?
8		Does the supervisor know the six classes of occupational hazards?
9		Is the supervisor familiar with the regulations and its provisions that are applicable to the work he/she organizes?
10		Does the supervisor know how to conduct a job hazard analysis?
11		Does the supervisor know the functions, powers and rights of the Joint Health and Safety Committee?
12		Does the supervisor understand how the Joint Health and Safety Committee fulfills the right to participate?
13		Does the supervisor know the legal requirements for reporting workplace accidents set out in the OHSA?

14	Does the supervisor know how to conduct a workplace accident investigation?
15	Does the supervisor know how to conduct a workplace inspection?
16	Does the supervisor know how to respond to and resolve a work refusal?
17	Does the supervisor know how to respond to and resolve a work stoppage?
18	Is the supervisor aware of the prohibitions in the OHSA for employee discipline?
19	Does the supervisor know how to interact with the Ministry of labour inspector?
20	Does the supervisor know the powers of Ministry of labour inspectors to enforce the OHSA?
21	Does the supervisor understand the employers' legal liability under the OHSA
22	Can the supervisor describe health and safety due diligence in his/her own words?
23	The employer should also determine if supervisors have the knowledge and skills to: (1) anticipate and recognize occupational hazards its workers may face; (2) assess workers' risks of exposure to those hazards; and (3) where necessary, eliminate or control workers' exposure to those hazards.

*These skills are critical for supervisors in dealing with day-to-day activities such as: planning, organizing and scheduling work; instructing workers; monitoring work activities; correcting unsafe behaviours; responding to work refusals or accidents; and assisting the joint health and safety committee.*

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