



Supervisor Due Diligence Checklist

| | Yes/No | Items |
|----|--------|---|
| 1 | | Do you understand the nature of the work that your people are doing? |
| 2 | | Do you fully understand the hazards and risks associated with the work you are directing? |
| 3 | | Are you clear about whom you are responsible for as a supervisor (contractors, employees, and people moving through your area)? |
| 4 | | Are you clear about the boundaries of the physical area that you are in charge of? |
| 5 | | Are you familiar with the regulations that apply to the kind of work you supervise? |
| 6 | | Do you know which employer rules, procedures, and policies, apply to your area and the work you supervise? |
| 7 | | Do you understand what authority and responsibility for health and safety has been delegated to you by your own manager? |
| 8 | | Do you know how frequently and in what manner you will have to account to your manager regarding workplace health and safety? |
| 9 | | Do you routinely inspect the workplace you are in charge of (not waiting for the health and safety committee or others to do it for you) getting to the root causes of problems you find? |
| 10 | | Do you investigate close calls, incidents and loss events, as opposed to paying attention only to the high severity accidents; again, seeking the root causes of problems? |
| 11 | | Do you ensure that new people are trained before they begin? |
| 12 | | Is refresher training done frequently enough and on your own initiative? |

| | |
|----|---|
| 13 | Do you reinforce training with safety talks of various kinds, particularly safety talks at the worksite (such as tailgate or toolbox talks)? |
| 14 | Do you “go see”...i.e. job observations; as opposed to waiting for your people to call?... (and remember, they never call to tell you they are taking a shortcut). |
| 15 | Are you encouraging people to bring problems to you and to not cover up mistakes? |
| 16 | Are you sensitive to events that increase risk, such as novelty and high energy activities, and allocate your efforts at risk reduction accordingly? |
| 17 | Do you do task analysis, job planning (and similar analyses) to avoid learning by trial and error with new equipment, processes and materials? |
| 18 | Do you attempt to eliminate obstacles to the use of protective devices? |
| 19 | Are you realistic when setting tasks and allocating resources, so people can meet targets safely? |
| 20 | Do you enforce standards and rules through discipline where necessary (and almost always as a last resort, after education, persuasion, and obstacle removal)? |
| 21 | When you delegate work, are you clear about the health and safety delegation (clear expectations about health and safety performance)? |
| 22 | Do you hold your people accountable for delegated work involving health and safety on a regular basis? |
| 23 | Do you take action when you learn of hazards not covered by your existing activities and procedures (i.e. not resting on your “proactive laurels” but always vigilant)? |
| 24 | Are you a creative problem solver when it comes to novel health and safety concerns (not just a rule follower or rule enforcer)? |
| 25 | Do you take health and safety problems that are outside your jurisdiction, or beyond your ability to solve, to senior people in your organization? |

Need help? Contact Cate Drum, EHS Officer, X: 7086, E: cdrum@ryerson.ca

This material is reproduced courtesy Workplace Environment Health & Safety Reporter, a subscription-based information service for health and safety professionals in Canada. For more information, or to subscribe, call: 416-920-0768, or visit:

<http://www.templegateinfo.com/index.php/workplace-environment-health-a-safety-reporter/overview>

350 Victoria Street, JOR-1122, Toronto, Ontario, M5B 2K3

Tel: 416-979-5000 x 7096

Fax: 416-979-5205

Email: cehsmadm@ryerson.ca

Web: www.ryerson.ca/cehsm



RYERSON
UNIVERSITY