

Our policy is performance.™



## The Role of the Supervisor

### » Controlling Your Workers' Compensation Costs Through A Better Work Environment

*Safety professionals agree that the supervisor is the key person in the prevention of accidents and in successful safety programs. Supervisors are uniquely positioned through direct daily employee contact to respond to employee needs, problems and satisfactions. Supervisors are the direct link between management and the work force and can be most effective in developing job training, safety attitudes, safe working methods and identifying unsafe acts and conditions.*

#### *Expectations, Authority, Responsibility*

You have given supervisors authority and responsibility for on-time completion of a quality product, improving work methods, controlling costs, training and evaluating personnel. Completing work with a minimum of accidents and injuries should also be included.

Have you expressed this responsibility to *your* supervisors? Do the supervisors know what is expected of them in terms of accident prevention and employee safety? Will it be included in their performance review? Have safety responsibilities been included in their job description?

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### *Safety Training for the Supervisor*

Accident prevention and safety training can be provided to supervisors through your local trade or industry association, their safety literature, and seminars and meetings. Numerous safety chapters and organizations throughout the United States are another source of training materials and supervisory safety training.

The National Safety Council publishes many brochures and books on the safety role of the supervisor. Their catalogs are free from: National Safety Council, 1121 Spring Lake Drive, Itasca IL 60143 or by calling 800-621-7619.

The business events section in your local newspaper may list meetings on accident prevention and safety. The local OSHA office can supply safety materials and training aids. Most of the materials are free. Check your telephone directory under the U.S. Department of Labor.

We can assist you in supervisor training through audiovisuals and training modules. For more information, contact the Loss Control Department of our Branch Office nearest you.

#### SAFETY ACTIVITIES OF THE SUPERVISOR

Supervisor safety activities will vary depending on the size, complexity and resources of your organization. Below is a partial list of common supervisor safety activities. For accountability, incorporate them in job descriptions and include the activities as part of supervisory performance reviews.

- Establish safe, productive work methods
- Provide job instructional training including safety
- Monitor safety performance after job placement
- Identify and correct unsafe acts and conditions
- Supervise work practices
- Make certain the equipment and the work place are being maintained in safe condition
- Enforce safety rules and regulations
- Motivate employees towards safety
- Develop job hazard analysis
- Discipline employees who disregard safety rules and regulations
- Complete accident investigation reports and develop corrective actions to prevent recurrence
- Reinforce employees who are following established safety rules and regulations
- Assist the company in complying with laws and regulations governing occupational safety and health

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## Reducing Your Risk of Loss

### *Reduce Your Risk for a Loss*

Access our policyholder education safety series online at [www.hanover.com](http://www.hanover.com).



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