

HEAD OF DEPARTMENT/SUPERVISOR POSITION SAFETY RESPONSIBILITIES

Production Name: _____

SPECIAL NOTICE TO HEADS OF DEPARTMENT/SUPERVISORS

The Head of Department or Supervisor:

- Is an individual who can take immediate, direct action to make sure that his or her work area is safe for employees.
- Is an individual who can control employees, machines, and working conditions on a daily, full-time basis.
- Works most directly with subordinates and bears responsibility and accountability for their work practices.

Under the Occupational Health and Safety Act, a supervisor is responsible for certain safety duties, including:

- Provide, or arrange and ensure safety training for subordinates
- Provide resources, support and share experience
- Enforce safety practices consistently
- Oversee worksite safety
- Investigate workplace accidents
- Correct unsafe conditions
- Lead by working safely and ensure your subordinates follow your lead
- Consult and cooperate with the joint committee or worker health and safety representative for the workplace, and
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part of the regulations.

I have received SAFETY RESPONSIBILITIES specific to my position on this Production.

Name: (Print) _____

Signature: _____

Position: _____

Date: _____