

SUPERVISOR RESPONSIBILITIES

Understands Responsibility

Supervisors should review the Safety and Health Policy document (available on the Safety & Workers' Compensation website at www.safety.appstate.edu) which describes the various administrative policies and responsibilities for Department Chairpersons/Area Directors and Supervisors. Knowledge of the department's work rules, a safety conscious attitude, awareness of potential hazards, and repeated safe actions will help prevent needless employee accidents, and/or injuries.

Personal Protective Equipment

The State of North Carolina Division of Occupational Safety and Health (NCOSH) requires that each supervisor perform an assessment of the hazards of their work area to determine the type of protective equipment needed. This review must be documented and a copy forwarded to the Safety & Workers' Compensation Office when completed. Refer to Policy 3, Personal Protective Equipment, in the ASU Resource Manual for more information. Contact the Safety & Workers' Compensation Office at Extension 4007 if you have questions.

Employee Training

Supervisors are responsible to assure that each new employee, whether temporary or permanent, receives appropriate safety training at the start of employment - prior to actually working with machinery or equipment. Supervisors should refer to the Employee Training Requirements for Safety and Health Programs, available on the Safety & Workers' Compensation website at www.safety.appstate.edu as the minimum required safety and health training new employees. Training documentation forms, once completed and signed, should be maintained in the employee's personnel file and updated as needed. Contact the Safety & Workers' Compensation Office at Extension 4007 if you have questions, or need a copy of the training documentation form.

Self Inspections

Each supervisor is required to conduct regular inspections of their work area. As a minimum, an annual inspection of the work area must be performed. Keep a copy of the most recent inspection performed in your area.. NOTE: Do not mail a completed inspection form to the Safety & Workers' Compensation Office. Please follow up on any noted deficiencies following the inspection to insure that corrective actions are taken as soon as possible. Contact the Safety & Workers' Compensation office if you need a copy of an inspection form.

Corrective Action Closure

Supervisors must insure that corrective action is taken and completed on deficiencies noted as a result of self-inspections, inspections by Safety & Workers' Compensation Office staff, inspections by other stage agency officials, or resulting from investigations of reported accidents and incidents. Refer to the Safety & Workers' Compensation Office Policy 4, Accident Reports, in the ASU Resource Manual for more information. In some cases, it will be necessary to follow up on corrective action requests submitted. Please be persistent in obtaining closure on corrective action requests.

Employee Involvement

Supervisors should involve their employees in their accident prevention activities. Employee observation and feedback to correct at-risk behaviors of coworkers and praise safe behaviors is an effective and recommended technique. The use of employees to assist in investigating in-house accidents, near misses, and other incidents, and to perform workplace inspections is also recommended.

Screening Applicant's Physical Condition

Supervisors should thoroughly screen each applicant's physical condition during the initial interview for employment. If it is discovered that the applicant may not be able to perform certain demands of the job due to a physical condition, a thorough check should be made prior to employment. This action may prevent a serious accident in the future.

Contact the Safety & Workers' Compensation Office at Extension 4007 if you have questions concerning the above listed Supervisor Responsibilities.