

Supervisor Responsibilities

Supervisors are anyone having direct supervisory authority, and includes staff administrators, class instructors, teaching assistants, research assistants and faculty. University supervisors are responsible for protecting the health and safety of employees and students under their supervision per campus policy #5400.

Given their vital role in health and safety, EH&S has developed **three online training modules for supervisors of offices, laboratories and shops/trades areas**. The modules are about 15 minutes long and review a supervisor's basic safety responsibilities and provide the forms that allow a supervisor to fulfill specific Cal-OSHA requirements for basic **worker safety training and workplace inspections**. Find the modules on the EH&S Web site: click on *Training Schedules* then *Training Courses and Sessions*. These issues are also reviewed here:



Training

Supervisors, both faculty and staff, are responsible for analyzing jobs to determine the qualifications needed to perform the activity safely, and for establishing a system for training on health and safety matters. EH&S can assist through its regularly scheduled training programs (*Website: Training Schedules*), videos for checkout, or customized consultation/training. Employees and students must be trained by their supervisor:

- When first hired or introduced to the workplace
- When given a new assignment for which previous training is not applicable
- Whenever new categories of potential hazards are introduced in the workplace
- Whenever the supervisor becomes aware of a new potential hazard.

Although each work area is unique, EH&S has developed generic **employee training checklists** (and self-inspection checklists) for the following areas:

- Offices
- Shops/Trades Areas
- Laboratories

These checklists can be found in the Appendices to the *Injury and Illness Prevention Program* (4th tab of binder). Supervisors should use these checklists as a starting point to develop an applicable and effective training program. In addition to the generic issues addressed in the checklists, workers must also be informed of specialized campus policies, procedures and manuals applicable to their particular workplace, e.g. Material Safety Data

Sheets, waste disposal, ergonomics, Diving Safety Manual, Radiation Safety Manual, etc. See the *Programs* section in this binder.

Identifying and Correcting Hazards

Supervisors, both faculty and staff, are responsible for conducting **periodic safety inspections of workplaces and unsafe work practices**. See *Injury and Illness Prevention Program* Appendices for generic checklists of Office, Laboratory and Shop Safety Inspections. The frequency of inspections should be proportional to the magnitude of risk posed in a particular workplace. Inspections are also required whenever significant new substances, processes, procedures, or equipment presenting new health and safety hazards are introduced into the workplace. EH&S does its own periodic inspections of campus workplaces – laboratories particularly - but this does not relieve supervisors of their responsibility for doing workplace evaluations.

Unsafe conditions which cannot be corrected by the supervisor must be reported to the next higher level of management. Any supervisor who becomes aware of a serious concealed danger to the health and safety of individuals **must** report this danger immediately to EH&S and to those who may be affected. The *Hazard Reporting Form* must also be made available to all employees (IIPP Appendices and Safety Corners/bulletin boards).



Injury Reporting

Upon notification of an injury or accident, it is the responsibility of the supervisor to complete and **submit the following three forms as soon as possible**. To expedite the employee's claim, please fax the forms to x8521. Direct any questions to x8050. All the forms are available at your department, or via the Business Services and EH&S websites.

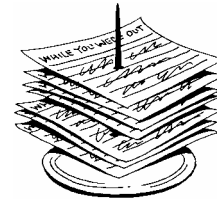
1. **Report of Injury**
2. **Employee's Claim for Workers' Compensation Benefits**
3. **Medical Information Authorization**

Keeping Records

Inspections: Supervisors should document who conducted the inspections, dates, any unsafe conditions/practices found, and corrective actions taken. Maintain records for three years and be available to EH&S or Cal/OSHA on demand. EH&S conducts periodic inspections of all workplaces and distributes copies to Department Safety Reps.

Training: Supervisors should document training whether conducted in classes, safety meetings, or one-on-one sessions. Generic safety training checklists are provided in IIPP Appendices (4th tab). Specifically, supervisors must record who was trained, who did the

training, when the training occurred, and what was taught. The EH&S office maintains a database of training conducted by EH&S staff back to 7/2000. This database can be searched for training records via the EH&S website (*Training Schedules/Dept. Training History*).



Safety Performance Evaluations

Personnel evaluations at all levels of campus personnel should include an assessment of the individual's performance of the accident prevention needs of their position. The following are examples of some of the factors that should be considered when evaluating an employee's safety performance.

- Completion of health & safety training classes
- Adherence to defined safety practices
- Use of provided safety equipment
- Reporting of unsafe acts, conditions, and equipment
- Offering suggestions for solutions to safety problems
- Planning of work to include checking safety of equipment and procedures before starting
- Early reporting of work-related illness or injuries