

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 5.1	Date: August 8, 2006
	Supervisors Role	Revision: 0

1.0 PURPOSE

The purpose of this procedure is to set guidelines for establishing the supervisor's role in the safety awareness and training of personnel on the project site.

2.0 SCOPE

This document applies to all divisions/departments and subcontractors of HES.

3.0 POLICY

The HES supervisor is required to take an active role in the daily safety training and awareness of those employees whom he or she is responsible for.

4.0 SUPERVISORS ROLE IN TRAINING

The supervisor is one of the keys to accident prevention on a project site. He or she is the person between upper management and the field personnel who translate management's policies into action. The role of safety training must be incorporated into each supervisor's job. Without this incorporation there is a total breakdown of the safety chain.

The supervisor must understand that his or her efforts towards safety play just as important a part in the completion of the project as does efforts towards production, and that one cannot be sacrificed in lieu of the other. For instance, a project completed ahead of schedule earned a net profit of \$20,000, but must be considered a total loss if the workers compensation claim(s) resulting from the project were in excess of \$25,000.

The supervisor must realize that he or she will be held accountable for the safety performance of those being supervised.

5.0 DAILY TOOL BOX MEETINGS

Supervisory personnel will be required to hold daily tool box safety meetings (also known as 'Tailgate') to discuss specific safety information as well as any changes in regards to safety procedures with employees. Employee attendance is required and documentation of the meeting showing signatures of all those in attendance. The records will be maintained as part of the project file for proof of safety topics covered.

Supervisor's Role	
Document No.: 5.1	Revision: 0

The supervisor's daily tool box safety meetings serve the following purposes:

1. Encourage safety awareness by getting together to discuss hazards encountered and the steps that can be taken to eliminate them while increasing employees safety consciousness.
2. Get employees actively involved by demanding feedback from being in a small group. They allow employees to think about safety and encourage them to come up with ideas and suggestions for preventing accidents.
3. Motivate employees to follow proper safety practices and procedures by demonstrating the uses of PPE, proper lifting techniques, etc.
4. Provide important information on accident causes and types as well as tracing the progress of accident prevention efforts.