

SUPERVISOR SAFETY ESSENTIALS COURSE RESOURCE

Key Elements of Due Diligence

Under the *Workers Compensation Act*, every worker is entitled to information, instruction, training, and supervision. Supervisors should be able to demonstrate that these four elements are provided in the workplace.

Information

Supervisors ensure workers are informed about:

- > workplace hazards
- > safety policies and procedures
- > safe work practices and expectations



Instruction

Supervisors provide direction through:

- > huddles and safety meetings
- > one-on-one safety discussions
- > written or verbal instructions



Supervision

Supervisors ensure safe work practices by:

- > observing workers while tasks are performed
- > identifying and correcting hazards or unsafe behaviours
- > responding to worker questions
- > documenting safety activities



REMEMBER: Effective due diligence requires clear documentation.

Training

Supervisors support training by:

- > ensuring completion of safety training
- > supervising workers during training
- > demonstrating safe work procedures as needed
- > observing workers to verify they understand the tasks
- > confirming competency before workers perform task independently

